UNIAUN EUROPEIA

MINISTÉRIO DA AGRICULTURA E PESCAS

Food and Agriculture Organization of the United Nations

SUMMARY ONLINE WEB-BASED DATABASE TRAINING AND DATA ENTRY

Ermera Municipality, Gleno

Date: 18-23 Feb 2019

1 Introduction

This activity is implemented within the framework of the EU funded Pro-Resilience in Timor-Leste project and specifically under the project's output I 'Government's National Food Security Information and Early Warning System (NIEWS) able to provide timely food security information to decision makers'.

The back-bone of NIEWS information system is its *suco*-level food security information system-SLMS. The system collects monthly data from 322 rural *sucos* and stores them in an online database. The system required an update following the simplification of the SLMS questionnaire in April 2018.

On behalf of MAF, FAO has signed a contract with Catalpa, to upgrade the SLMS application in order to achieve the following:

a) All aspects of SLMS database/application transferred to FAO/MAF (including the source codes)
b) SLMS database/application updated and available online and hosted for a period of three years;
c) Data entry form modified to capture MAFs new data collection format;
d) Application's query and report functions are modified to reflect the new data;
e) Updated user manual;
f) Key SLMS staffs at MAF/FSU trained;
g) FAO/MAF national database design and management expert provided with the necessary orientation to conduct maintenance tasks.

The training in Ermera was conducted by Catalpa (1/2 day) while the guidance and orientation for the data entry of the 2018 SLMS questionnaires was conducted by FAO (5 days). The training schedule is presented in Annexe.

With highly aware of the modification in the SLMS form followed by revision of data entry component of the application, would be important to conduct a training session to Food Security Units [FSU] and DNSAC staffs to adjust with the changes and well administrate the core features of the new application.

2 Objective:

a) To provide a user training for MAF food security and database officers in the Municipalities and DNSAC officers. Specifically, the training aims to achieve the following;
   - SLMS users understand the basic functions of the SLMS application and are able to navigate into the new database system.
   - SLMS users are able to enter suco level questionnaires, including the 2018 questionnaires.
   - Identify opportunities to further improve the design and stability of the SLMS application/system.
   - The municipalities Food Security Unit and Database Officer understand basic concept and methodology of ASIS for agriculture drought monitoring as one of early warning system tool for Timor-Leste.

2.1 Expected result:

- All participants, particularly municipality Food Security Unit understood and able operate the new Online web-based database.
- All *Suco* level questionnaires from 2018 are entered into the new SLMS online database.
- Trouble shoot issues related to the SLMS application (possible errors and instability) and other improvement to further develop and upgrade the new SLMS system.

2.2 Training Participant.

Number of participants of the training about 37 people that consist of:

- The municipality Food Security Unit [FSUs]: 12 people
- The municipality Database Officer: 13 people
- DNSAC staffs: 5 people [Rita, Vasco, Americo, Antonia, Rofino.
- Department of Information: 1 person
- Regional database officer: 1 person [recommended by Regional Director during the opening ceremony].
- FAO staffs/support team: 3 psn.
- Catalpa/Engineering/support team: 1 psn
- IT students Internship at DNSAC: 1 psn [recommended by DNSAC].

2.3 Supervisor and Facilitator:

The training supervised by national database management expert assisted by DNSAC staffs, FAO staffs and Catalpa Engineering.

2.4 Time and venue

The training scheduled on 18 February-23 February 2019. Venue of the training took place at Fatuquero, Ermera Forestry training centre.

Result:

1. All participants understand well the SLMS web-based system and are now able operate the system effectively.
2. Concept and methodology of ASIS introduced.
3. About 1742 questionnaires from 2018 entered into the database system.
4. Errors and system instabilities were identified to further develop and upgrade the system *[details of the errors attached. So far most of the error fixed by Catalpa]*.

Challenges:

- Slowdown of data entry process caused errors of the system.
- Internet connection.
- 5 Mac Os laptops and 3 windows laptops couldn't be used during first and second day because the new system only works under google chrome or Mozilla.

Follow Up:

- Review the result of the training in Ermera especially errors have been identified to further development and its stability.
- Query and report function upgrade
- Handover.
- Data entry and technical support to OSA & ODB.
- ToR for OSA

Annex 1: Summary Speech during the opening:

Jose de Deus, Director Agriculture of Ermera

Thank you very much for choosing Ermera as venue for the SLMS training and data entry. He highlighted the import of data to decision maker for many purposes. Be aware, when we talk about data always dealing with quality of data so that can lead us to the right decisions against particular issue that we're going to address. For sure, as Director of Agriculture in Ermera municipality always supporting OSA and encourage suco extension workers to gather monthly SLMS questionnaires from suco level. Wish with this training might increase submission rate of SLLMS from suco and enhance quality of data on food security.

Mrs. Paula Lopes da Cruz, Ass. Representative of FAO-TL
SLMS is not a new program but started in 2012 under support EU. When the project started in 2012, submission rate of questionnaire from the suco were very high and getting low until the end of the project. As we all acknowledge that information on food security is very important and government institutions and developments partners access to it.
Following evaluation recommendation highlighted for the consolidation of the project and technical improvement of the NIEWS. The Evaluation Team recommends for NIEWS to be supported with continuous technical assistance in order to make the necessary adjustments and reinforcements that would lead to an even more efficient and accurate food security information system. In particular, technical improvements can be promoted in the following areas: data collection and submission, data analysis, report writing and dissemination. Hence, better quality data - more timely and more accurate - and more accurate models are required rather than more or different data as an main entry point.
Acknowledge that accuracy of food security information system is essential to provide decision makers with a rigorous analyses of food in Security in both emergency and development contexts, and key objectives for response to better coordinate the interventions.
This training would enhance capacity of OSA and DBO particularly sustainability of the activity in the future.

Mr. Rofino Gusmao, Head Department of Food Security.
This program is continuation from previous program initiated in 2012, meaning all activities under this program are to strengthen existence of the activities. This training conducted regarding to revision of SLMS questionnaire and of course data entry system also revised accordingly. Since everyone already familiar with SLMS and data entry, the training will not difficult but this training also as part testing process of the new system before using permanently. He encourage all the participants to take notes during data entry to be familiar with the new system so that after training everyone can continue work in the municipality. On behalf of National Directorate for Food Security planned to have another training on data analysis interpretation base on outputs report of the SLMS data. The point is OSA as an ambassador to lead all the issues and activities at the municipality level in the future.
Mr. Reinato Menezes, Director Regional III
As regional Director not directly lead data gathering from suco level. All the the work leaded by Director of Agriculture. He encourage to all the participants to seriously take this opportunity to increase capacity and enhance quality of data. He highlighted coordination and communication among actors as key to the success of the program. As part of his intervention, He officially open the training session.

Annex II - Agenda of the training in Ermera

Loron/Oras	**Atividade**	**Responsavel**
Loron 1		
08.30-08.45	Registu partisipantes	Sra. Ermelinda & Sra. Antonia de Lurdes
08.45-09.15	Abertura & Orasaun Lia Benvindu a) Director Agrikultura munisipiu Ermera b) Lian fuan badak hosi Team Leader FAOTL c) Lian fuan badak hosi Director Nasional Seguransa Aihan no Cooperasaun d) Lia Fuan badak husi Presidente Autoridade munisipiu Ermera no loke treinamentu offcialmente	Sr. Vasco Sr. José de Deus Sra Paula Lopes da Cruz Sr. Justino dos Santos Silva Sr. José Martinho dos Santos Soares
09.15-0930	a) Introdusaun: Agenda treinamentu, Objetivus, Regulamentu b) Introdusaun partisipantes c) Pre-test	Sr Ergilio FV Sr. Ergilio FV Sra Ermelinda LH
09.30-09.45	Intervalo ba Cafe dader	Organizador
09.45-12.00	Introdusaun no explora fituras online web-based database versaun revisaun no nia utilizasaun.	Sr. Gabriel, Sr. Ergilio, Sra Ermelinda LH
12.30-13.30	Intervalu ba Almosu	Organizador
13.30-15.30	Pratika Hatama dadus kada munisipiu [familiarizasaun].	Sr. Ergilio Ferreira Vicente, Sr Gabriel, Sra. Ermelinda
15.30-15.45	intervalo merenda lokraik	Organizador
15.45-17.00	Pratika Hatama dadus kada munisipiu [familiarizasaun].	Sr. Ergilio Ferreira Vicente, Sr Gabriel, Sra. Ermelinda
Loron 2		
08.30-08.45	Review materia loron Primeiru	Sr. Ergilio Ferreira
08.45-10.00	SLMS Data entry	Sr. Ergilio Ferreira Vicente, Sr Gabriel, Sra. Ermelinda
10.00-10.15	Intervalo ba Cafe dader	Organizador
10.15-12.30	SLMS Data entry	Sr. Ergilio Ferreira Vicente, Sr Gabriel, Sra. Ermelinda
12.30-13.30	Intervalu ba Almosu	
13.30-15.30	SLMS Data entry	Sr. Ergilio Ferreira Vicente, Sr Gabriel, Sra. Ermelinda
15.30-15.45	intervalo merenda lokraik	Organizador
15.45-17.00	SLMS Data entry	Sr. Ergilio Ferreira Vicente, Sr Gabriel, Sra. Ermelinda
Loron 3		Organizador
08.30-08.45	Review materia loron Primeiru	
08.45-10.00	SLMS Data entry	Sr. Ergilio Ferreira Vicente, Sr Gabriel, Sra. Ermelinda

10.00-10.15	Intervalo ba Cafe dader	Organizador
10.15-12.30	SLMS Data entry	Sr. Ergilio Ferreira Vicente, Sr Gabriel, Sra. Ermelinda
12.30-13.30	Intervalu ba Almosu	Organizador
13.30-15.30	SLMS Data entry	Sr. Ergilio Ferreira Vicente, Sr Gabriel, Sra. Ermelinda
15.30-15.45	intervalo merenda lokraik	Organizador
15.45-17.00	SLMS Data entry	Sr. Ergilio Ferreira Vicente, Sr Gabriel, Sra. Ermelinda
Loron 4		
08.30-08.45	Review materia loron terceira	
08.45-10.00	SLMS Data entry	Sr. Ergilio Ferreira Vicente, Sr Gabriel, Sra. Ermelinda
10.00-10.15	Intervalo ba Cafe dader	Organizador
10.15-12.30	SLMS Data entry	Sr. Ergilio Ferreira Vicente, Sr Gabriel, Sra. Ermelinda
12.30-13.30	Intervalu ba Almosu	Organizador
13.30-15.30	SLMS Data entry	Sr. Ergilio Ferreira Vicente, Sr Gabriel, Sra. Ermelinda
15.30-15.45	intervalo merenda lokraik	Organizador
15.45-17.00	SLMS Data entry	Sr. Ergilio Ferreira Vicente, Sr Garriel, Sra. Ermelinda
Loron 5**)		
08.30-10.00	SLMS Data entry	Sr. Ergilio Ferreira Vicente, Sr Gabriel, Sra. Ermelinda
10.00-10.15	Intervalo ba Cafe dader	Organizador
10.15-12.30	SLMS Data entry	Sr. Ergilio Ferreira Vicente, Sr Gabriel, Sra. Ermelinda
12.30-13.30	Intervalu ba Almosu	Organizador
13.30-15.15	1. Apresentasaun resultado Data entry kada munisipiu no Plano ba oin. 2. Revisaun ba TOR OSA 3. Crop Calendar munisipius [	Sr. Rofino C. Gusmão, Sr. Rofino C. Gusmão, Sr. Ergilio
15.15-15.30	Intervalo merenda lokraik	Organizador
15.30-16.00	Post test	Sra. Ermelinda
16.00-17.00	Enseramentu	Sr. Justino dos Santos Silva
	Administrasaun & Fahe malu	Sra. Ermelinda & Sra. Antonia

Annex III - Pictures of the event

Annex IV - List of errors and instabilities identified during the training and data entry

1. Notes for Suku:
   1.1. NEW: Suku Gugleur (080307), Maubara, Liquiça -- Xefe Suku: Guildo Ramos
   1.2. NEW: Suku Ulmera (080309), Bazartete, Liquiça -- Xefe Suku: Martinho Correia
   1.3. NEW: Suku Lequetura (?), Aileu Vila, Aileu -- Xefe Suku: Alarico Salsinha
   1.4. NEW: Suku Bocolelo (?), Laulara, Aileu -- Xefe Suku: Januario Guterres de Deus Pereira
   1.5. CHANGED NAME: Suku Foholulic (050601), Tilomar, Covalima => change Suku name to "Beiseuk"
   1.6. NEW: Suku Manleuana (?), Dom Aleixo, Dili -- Xefe Suku: Jacob Tilman Soares
   1.7. NEW: Suku Wenunuk (?), Metinaro, Dili -- Xefe Suku: Simeão Mendonça
   1.8. NEW: Suku Mantelolão (?), Metinaro, Dili -- Xefe Suku: Sergio Assis L. S. Dias
   1.9. CHANGED NAME: Suku Lalubu (110305), Laclo, Manatuto => change Suku name to "Likore"
   1.10. REMOVED: Suku Salao, Soibada, Manatuto
   1.11. NEW: Suku Sikone Diloli (?), Natarbora, Manatuto -- Xefe Suku: Mateus Marçal
   1.12. CHANGED NAME: Suku Atumanu (080206), Liquiça, Liquiça => change Suku name to "Acumanu"
   1.13. CHANGED NAME: Xefe Suku Usitasae (Francisco Elu), Oe-silo, Oecusse => change Xefe Suku name to "Thomas Colo"
   1.14. CHANGED NAME: Xefe Suku Usi-Taqueno (Thomas Colo), Oe-silo, Oecusse => change Xefe Suku name to "Francisco Elu"
   1.15. CHANGED NAME: Suku Fato lulic, Fatululic, Covalima => change Suku name to "Fatululic"
4. System Issues:
   4.1. Open New Form is SLOW
   4.2. There are errors on the retrieving submitted forms and draft forms
   4.3. There are errors on submitting the draft forms after re-editing
5. Compatibility issues:
   5.1. Not compatible with Mac OS version lower than 10.10
   5.2. Not compatible with Google Chrome Browser lower than 7.72 and Mozilla Firefox

#Changed Done 20/02/2019

6. Section 2.2 => Fontes: Change to Multiple Selection
7. Section 5.2 => Kodigu 8: Change to Multiple Selection & change the animal to Manu, Fahi, Karau Vaka and "Husi ne'ebé mak halo vasinasaun?" change to Multiple Selection
8. Section 5.3 => Folin Mediu:
   8.1. => 1. Manu lokal, 2. Manu rasa, 10. Asu, 11. Manu Rade => less than $50 => Msg: Kuantidade Fa'an labele mamuk ka Folin (médiu) labele liu $50 no la permiti negativa!
   8.2. => 3. Karaun Timor, 4. Karau Vaca => less than $1200
   8.3. => 5. Fahi Local, 6. Fahi Rasa, 9. Kuda => less than $700
   8.4. => 7. Bibi Timor, 8. Bibi Malae => less than $250
9. Section 1.2: Column1, Column2 and Column3 (All Multiple Selection up to 3 values)

9.1. If Column 1 (Kodigu 1) select value 1.Prepara Rai/Halai Natar => then Column 3 (Planu atividade ne'ebe atu halo iha fulan oin (Kódigu 1)) should show from 1. Prepara Rai/Halai Natar to 4. Kuda

#Need to be presented on meeting 27/02/2019

1. One record for each suco per month => Not allowed the same record.
2. Create another user group name "Manager" and allowed to EDIT.
3. Create another status like "OK Red" for manager to be reviewed (not included on the report yet) until the manager submit to get "OK BLUE" to be included on the report.
4. Allowed Admin to EDIT and DELETE (immediately).
5. Total uma kain on the sections should be lower than Total Uma Kain Suku on the Section 0.

6. Admin panel to Edit P-Code, Suku and Xefe Suku name, Kordenador Extensionista and Extensionista Name.
7. On the form list, Add Month-Year of the Data after Suku.
8. District on the new form list is limited to the district of the user.
9. Additional to the select list, need to allowed for typing with auto-completed.
10. Order by function on the form list for.
11. Offline Entry issue need to be explained.

Noted by: Ergilio, Rofino, Gabriel & Catalpa staff

Annex V -Attendance List

LISTA PREZENSA TREINAMENTU SMSAN
Fatuquero, Ermera 18 - 23 FEBREIRU 2019

No	Naran	Institusaun no Munisipiu	Email	No Kontaktu	Assinatura						
					17/2/19	18/2/19	19/2/19	20/2/19	21/2/19	22/2/19	23/2/19
1	Elisa Abrantes	Aileu		77242634	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]
2	JEREMIAS M. de C	Aileu	Jerry.jeremi.10@gmail.com	77665152	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]
3.	Manuela e Gomes	Ainaro	map.osa.ainaro@gmail.com	77369473	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]
4	Albertina da Conceição	Ainaro		77256105	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]
5.	AGUSTINHO A. XIMENES	BCU		78065549	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]
6	Jaquelina R. Xavier	BCU		78007287	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]
7.	Joanina Araujo	Bobonaro		76582437	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]
8.	ANTONIO MAIA	Bobo	M.o.b.c.e.	77296508	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]
9	Mariazinha G. Barreto	Covalima	zinhabarreto@gmail.com	77337652	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]
10-	Reinaldo Moniz Coli	Covalima			[signature]	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]
11	Jacinta Santi Delima	Dili		77829024	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]

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No	Naran	Institusaun no Munisipiu	Email	No Kontaktu	Assinatura						
					17/2/19	18/2/19	19/2/19	20/2/19	21/2/19	22/2/19	23/2/19
12	Francisco P. Nascimento	Ermera		77503539	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]
13	Patricio Eko do Carmo	Ermera	patriciogoncalvesco@gmail.com	77661238	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]
14	Crispin Mouzinho	Ermera		77661465	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]
15	Hermenegildo da Costa	Lautem		77343976	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]
16.	Anibal dos Santos	Lautem		77470088	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]
17	Jose Antonio da Costa	Liquica		77665158	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]
18	Nelia G. Aniceto	Liquifa	love_mone30@yahoo	7726 3613	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]	
19.	Francisca da Silva	Maratuto		77665151	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]
20	Constantino X. Calvo	Maratuto		77187913	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]
21	Arlindo Sarmento	Manufahi	Sarlindomp3@gmail.com	77187911	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]
22	LUCAS COLO	DECURSE	lucas.cola.decurse@gmail.com	77330730	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]

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No	Naran	Institusaun no Munisipiu	Email	No Kontaktu	Assinatura						
					17/2/19	18/2/19	19/2/19	20/2/19	21/2/19	22/2/19	23/2/19
23.	Atilia P. Bacun	RAEOA		77386179							
24	[illegible]	[illegible]	[illegible]	[illegible]							
25	Egio G. Jong	Into/MAP	egio.setan@gmail.com	77102362							
26	Vasco D.S. Soares	DNS	—								
27	Americo da Silva	DNSAC		77154539							
28	Antonia de Lurdes	DNSAC		77172130							
29	Rita M.S. Guimão	DNSAC		77265290							
30	Orlando dos Santos	DNAHE									
31	Rofino Sales Gusmão	DNSAC	gerrando gusmão@gmail.com	77187885							
32	Jaime M. Lopes	ODB Vera		77918433							
33	Josefina Fernandes Magang	ODB Manatuto	josefina.odp3@gmail.com	77291790							

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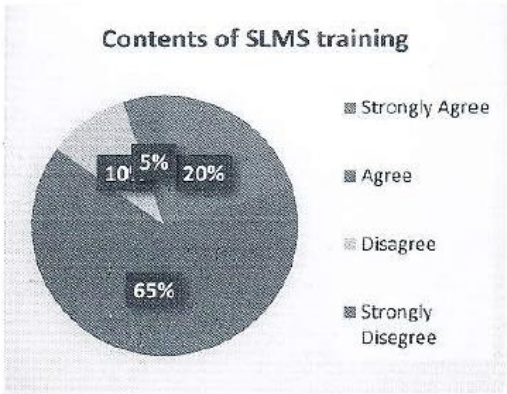
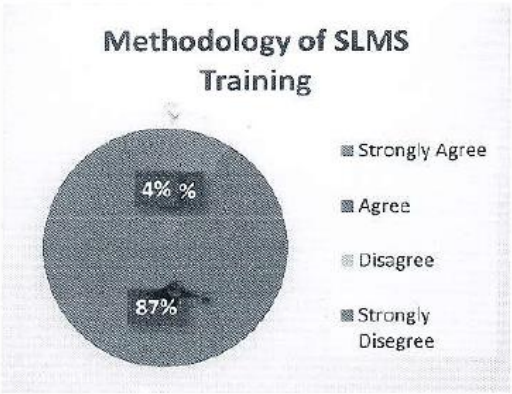
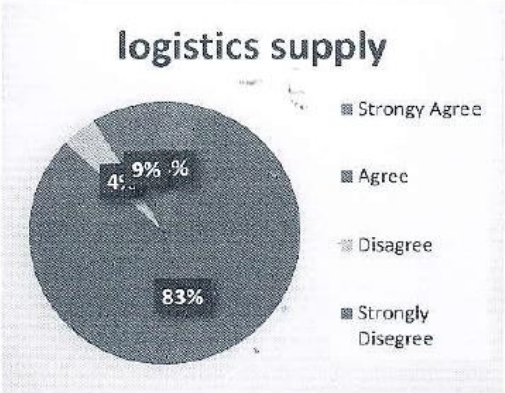
					17/2/19	18/2/19	19/2/19	20/2/19	21/2/19	22/2/19	23/2/19
34	Ermelinda Maria Lopes H.	~~FAO~~ O		77702582	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]
35	Ergilio F. Vicente	FAO		~~77240064~~	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]
36	Julmira de Jesus	MAP-STAGIADO		78122319	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]	[signature]
37	Gabriel de Jesus				ttd	ttd	ttd	ttd	ttd	ttd	ttd

Annex VI - Evaluation of the training

Total participants of SLMS training 23 staff has filled out evaluation form and observed training conducted in Ermera, fatuquero held on 18-23 Feb 2019. Over all participants agree with contents of SLMS training (65%), logistics supply (83%) and achievement of training objectives (68%). Recommendations from OSA and ODB are requires advanced training for OSA and ODB, Provide facilities (internet and laptops for ODB), Retraining for agricultural extension workers for fill up questioner and Specific training for basic statistics and interpretation of SLMS data.







Approved by: **Justino dos Santos Silva**,
National Director for Food Security and Cooperation

Date: 8-3-2019