

**CHECK LIST FOR MONITORING FBO ACTIVITIES (for FBOs)**

<b>TOPIC</b>	<b>DISCUSSION POINTS</b>	<b>RATIONALE</b>
FBO DATA	<p>Let a member of the group to mention the name of the FBO, when it was formed, membership at the time it was formed and present membership by gender.</p> <p>Have there been changes in membership? Why?</p> <p>Achievements of the FBO since its formation.</p>	To ensure that group members are abreast with current events in the group.
FBO STRUCTURE	How is the FBO structured? e.g. Board, Executive committee, sub-committees. ( indicate total membership)	To ensure that group members are abreast with current events in the group
WORKING CONDITIONS	Is there a written constitution? What does the constitution say about fund raising, meetings, elections and change of executives and issues of gender?	To ensure democracy within the group.
MEMBERS' KNOWLEDGE ABOUT THE PROJECT THAT HAVE BEEN FUNDED BY MOFA.	<p>How much did the group apply for?</p> <p>How much was approved for the group?</p> <p>How much was released to the group?</p> <p>How much is still to be released?</p> <p>What is the stage of implementation?</p> <p>Quality of equipment/infrastructure</p> <p>Use of funds</p>	<p>To make sure that group members are involved in project identification and execution.</p> <p>To test whether there is transparency in the group's work</p>

APPLICATION OF KNOWLEDGE FROM TRAINING	<p>Was the training of FBO executives at the Co-operative College useful?</p> <p>Is there any evidence of application of knowledge from the training?e.g.improvement in the writing of minutes, agenda setting, organizing and managing meetings.</p>	To test the relevance of capacity building at the Ghana Co-operative College.
MONITORING AND EVALUATION	<p>Any committee in place to monitor daily activities?</p> <p>Any reports?</p>	<p>To ensure that FBO is doing what was planned.</p> <p>To ensure that the FBO is on the right path to achieving its objective.</p> <p>To ensure judicious use of funds.</p>
COLLABORATION WITH AGENCIES MDAs FOR CAPACITY BUILDING	<p>AEA visits</p> <p>DOC visits</p> <p>NGO visits</p>	To ensure that MDAs are supporting the FBO.
SELF-FINANCING	<p>Payment of dues.</p> <p>Cash on hand</p> <p>Cash at bank.</p>	To ensure financial sustainability of project.
VIEWS AND COMMENTS FROM FBOs.	<p>Observations, comments and suggestions by FBO</p>	For management decisions.

**CHECK LIST FOR MONITORING FBO ACTIVITIES (for DADUs)**

<b><u>TOPIC</u></b>	<b><u>DISCUSSION POINTS</u></b>	<b><u>RATIONALE</u></b>
STAFF SITUATION	<p>Number of Field staff.</p> <p>Number of operational Areas.</p> <p>Number of Extension volunteers.</p> <p>Mobility</p>	To assess staff strength and ability of DADUs to help farmers to form and manage groups..

<p>DISTRICT FBO DEVELOPMENT COMMITTEE (DFDC)</p>	<p>Is the DADU aware of the FBO Development framework?</p> <p>Is DFDC in place?</p> <p>If yes Number and composition.</p> <p>If no why?</p> <p>Who handles FBO issues in the absence of the DFDC?</p>	<p>To know whether FBO Development is receiving the needed attention.</p>
<p>INFORMATION ON FBOs</p>	<p>Any database on FBOs?</p> <p>Number Formed</p> <p>Number funded by the FBODF</p> <p>What are the funded projects?</p> <p>Are the groups visited regularly by extension agents?</p>	<p>To see whether the District is going by the Agricultural Extension policy.</p> <p>To assess how the District is monitoring FBO activities.</p>
<p>REPORTS</p>	<p>Any reports on FBOs?</p>	