**Day One**

Training Session 1 -Working Together

1.1. Getting together (Treasure hunt activity)

Background

ILO R. 193 is the nucleus of the public international cooperative law. Its Paragraph 2 states: “[...] the term

“cooperative” means an autonomous association of persons united voluntarily to meet their common economic, social and cultural needs and aspirations through a jointly owned and democratically controlled enterprise”.

“Cooperatives are voluntary organisations, open to all persons able to use their services and willing to accept the responsibilities of membership, without gender, social, racial, political or religious discrimination”. (Henrÿ)

Fairtrade Standard: Fairtrade International follows ILO Recommendation R193 “on the promotion of cooperatives” which is based on the cooperative principles of “voluntary and open membership, democratic member control, member economic participation, autonomy and independence, education, training and information, cooperation among cooperatives and concern for the community**”. Fairtrade International extends these principles to primary producer organizations cooperatives/associations and to umbrella organizations where they exist.**

“The term “cooperative” means an autonomous association of persons united voluntarily to meet their common economic, social and cultural needs and aspirations through a jointly owned and democratically controlled enterprise” (Henrÿ)

Activity description

The aim of this activity is to facilitate the understanding of the concept of teamwork through a practical exercise. At the end of this activity, participants will be able to discuss why working as a group can empower small producers.

The trainer will ask participants to pick a card from a set of cards provided. Each card has a number and a message, and it belongs to a set identified by a specific colour. Each set describes the main responsibilities of the following governance roles/concepts:

• General Assembly

The chairperson

* The secretary
* Treasurer
* Manager
* Member
* Good governance principles

After each participant has picked one card, the trainer will ask everyone to find the other participants in the room with cards of the same colour.

Once the groups of each colour are formed, the trainer will distribute three multiple-choice questions to be answered by each group. The answer to the questions are within the information in the cards, so participants must look carefully at each card to find the answer.

Participants must add together the numbers on each card that holds an answer to the questions (e.g. card 1 + card 5 + card = total of 13). With this total, participants can claim a message from the facilitator, which will lead them to the treasure (a Fairtrade certified product and a brief story about a cooperation value/principle). At the close of the activity, each group will share their cooperation story with the wider group.

Questions:

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| --- | --- |
| Title: General Assembly | Colour: Red |
| Q1: When quorum is met, the General Assembly approves and reviews:  **Answer**:  (a) the organisation’s annual reports, accounts, and plans  (b) the meeting agenda  (c) the list of members | |
| Q2: How many times per year does the General Assembly meet?  **Answer**:  (a) At least once a year  (b) every month  (c) every day | |
| Q3: Can the General Assembly change its organisation’s constitution?  **Answer**:  (a) Yes, at any time  (b) No  (c) Only when quorum for this particular purpose is met | |

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| Title: Good Governance Principles | Colour: Purple |
| Q1: How many votes does each member have?  **Answer**:   1. 1 2. 20 3. 0 | |
| Q2: What is quorum?  **Answer:**  (a) The minimum number of members required to be present or represented during meetings  (b) The number of members permitted to attend a meeting  (c) The location of the meeting | |
| Q3: How can an organisation be transparent?  **Answer:**  (a) Organisations do not need to be transparent  (b) By spending lots of money  (c) By having systems to share information with members | |

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| Title: The Chairperson | Colour: Green |
| Q1: The Chairperson is elected to ensure the proper implementation of the decisions taken by whom?  **Answer:**  (a) The buyers  (b) The members  (c) The General Assembly and the board | |
| Q2: Which of the organisation’s documents should the Chairperson sign?  **Answer:**  (a) Love letters  (b) Press releases  (c) All relevant documents as per constitution | |
| Q3: What does the Chairperson do during the organisation’s general meetings and board meetings?  **Answer:**  (a) Chats  (b) Signs documents  (c) Presides (leads) over them | |

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| Title: The Treasurer | Colour: Orange |
| Q1: What does the Treasurer oversee?  **Answer:**  (a) Annual and financial accounts  (b) The Manager  (c) The harvest season | |
| Q2: What documents must the Treasurer keep when money owed to the organisation is paid?  **Answer:**  (a) Receipts  (b) Meeting minutes  (c) Bank statements | |
| Q3: What does the Treasurer present and explain in general meetings?  **Answer:**  (a) The organisation’s annual accounts  (b) His/her personal annual accounts  (c) All of the organisations’ record keeping | |

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| Title: The Secretary | Colour: Yellow |
| Q1: What does the Secretary keep track of?  **Answer:**  (a) Market trends  (b) The board’s duties and responsibilities  (c) The organisation’s accounts | |
| Q2: In addition to preparing the agenda for the organisation’s meetings, what else does the Secretary do prior to the meetings?  **Answer:**  (a) Meets with the board  (b) Circulates the agenda  (c) Arranges food and beverages for the meeting | |
| Q3: What is the main responsibility of the Secretary during the organisation’s meetings?  **Answer:**  (a)Ensuring that meeting minutes are taken  (b) Ensuring that dinner is served  (c) Ensuring that quorum is met | |

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| Title: The Manager | Colour: Blue |
| Q1: Who appoints the Manager?  **Answer:**  (a) The chairperson  (b) The board  (c) The buyer | |
| Q2: What does the Manager report on?  **Answer:**  (a) The board’s performance  (b) The chairperson’s performance  (c) The organisation’s performance | |
| Q3: What are the three main responsibilities of the Manager concerning staff members?  **Answer:**  (a) Select, train and supervise  (b) Pay salaries  (c) Entertain | |

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| Title: The Member | Colour: Pink |
| Q1: Does the Member need to know and understand the constitution of his/her organisation?  **Answer:**  (a) No  (b) Yes, but only the membership chapter  (c) Yes | |
| Q2: What does the Member provide to the organisation?  **Answer:**  (a) His/her children’s school reports  (b) Information on weather patterns  (c) The necessary capital to operate | |
| Q3: What is the member committed to, regarding the organisation?  **Answer:**  (a) Supporting and participating in it  (b) Wearing the same colour clothes as all other members  (c) Visiting the Chairperson’s home once a week | |

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| **Answer key** | | | | |
| **Card set** | **Q1** | **Q2** | **Q3** | **Total** |
| Red- General Assembly | Answer (a) found on Card 4 | Answer (b) found on Card 6 | Answer (c) found on Card 2 | 12 |
| Purple- Good Governance Principles | Answer (a) found on Card 1 | Answer (a) found on Card 2 | Answer (c) found on Card 5 | 8 |
| Green- The Chairperson | Answer (c) found on Card 5 | Answer (c) found on Card 6 | Answer (c) found on Card 2 | 13 |
| Orange - The Treasurer | Answer (a) found on Card 1 | Answer (a) found on Card 2 | Answer (a) found on Card 6 | 9 |
| Yellow- The Secretary | Answer (b) found on Card 2 | Answer (b) found on Card 1 | Answer (a) found on Card 3 | 6 |
| Blue- The Manager | Answer (b) found on Card 1 | Answer (c) found on Card 3 | Answer (a) found on Card 2 | 6 |
| Pink- The Member | Answer (c) found on Card 4 | Answer (c) found on Card 3 | Answer (a) found on Card 1 | 8 |

Story 1. (Secretary)

**Well done to all of you, this is your first achievement as a group!**

There will be more challenges facing your team in the next few days, which you will be able to overcome with your

teamwork skills.

Please read the message and instructions below.

**Message:** Set by the international cooperative movement, cooperative principles include education, training and information. The following story is an example of how people in Uganda work together to meet their common economic needs, prioritising these principles.

**Instructions:** Read the story below and prepare a short summary for the wider group about the story and the cooperation principles it showcases.

**Story**: Kigayaza Youth Co-operative

Kigayaza members not only sell products together, they concentrate on sharing information with each other. They share information through trainings and meetings, which they see as a way to build each other’s knowledge. The organisation has over 100 members who are mainly between the ages of 25 and 30.

Through their cooperative, they’ve been able to build networks with other organisations who provide them with training or farm inputs.

Kigayaza Youth Co-operative faces challenges. It is difficult to recruit female members, to mobilise members and to find resources to further the cooperative. In particular, it is difficult to find resources to build a store for its crops and a mill for its maize, which would enable it to add value to its cash crops. The cooperative also needs a budget to support an administration team, since currently the board coordinates and conducts activities.

That said, Kigayaza has a strong leadership and motivated members, many of whom are committed to their cooperative being independent, democratic and autonomous, and running according to the cooperative principles and values.

This story is from the book by Sally Hartley, “A New Space for a New Generation: The Rise of Co-operatives Amongst Young People in Africa” published by The Co-operative College in 2011.

Story 2 (General Assembly)

**Well done to all of you, this is your first achievement as a group!**

There will be more challenges facing your team in the next few days, which you will be able to overcome with your team work skills.

Please read the message and instructions below.

**Message:** Set by the international cooperative movement, cooperative principles include the values of equality, equity and solidarity. The following story is an example of how people in South Africa work together to meet their common economic needs, while focusing on these values.

**Instructions:** Read the story below and prepare a short summary for the wider group about the story and the cooperation principles it showcases.

**Story**: Circle of love becomes circle of life

It is said that if women received the same training and opportunities as men in developing countries, the number of people living in poverty could drop by as much as 150 million.

In South Africa, women are taking the situation into their own hands.

In Tooseng village in the Limpopo Province of South Africa, a group of 10 women have established the Sedikong sa Lerato co-operative. Sedikong sa Lerato means circle of love.

The cooperative operates like an oasis for orphaned and vulnerable children. It works to alleviate hunger through its organic garden, where the women produce horseradish, a tea renowned for its healing and nutritional values.

In early November Mavis Mathabatha travelled to the United Kingdom to promote the work of her cooperative and to educate the 11,000-plus visitors about the values its tea holds.

“It is a very nutritious tea and we have started feeding it to the children,” explained Ms Mathabatha at the conference and exhibition.

*This story is from the website* [*http://stories.coop/.coop*](http://stories.coop/.coop)*. Article by* [*Kate Askew*](http://stories.coop/stories/?s=+&post_type=story&author=Kate%20Askew&authorId=3)

Story 3 (Manager)

**Well done to all of you, this is your first achievement as a group!**

There will be more challenges facing your team in the next few days, which you will be able to overcome with your

team work skills.

Please read the message and instructions below.

**Message:** Set by the international cooperative movement, cooperative principles include autonomy and independence. The following story is an example of how people in China work together to meet their common economic needs, prioritising these principles.

**Instructions:** Read the story below and prepare a short summary for the wider group about the story and the cooperation principles it showcases.

Story: The Good Earth

Though only a few hundred ilometres from Shanghai, farmers living in the small rural township of Bihu have long struggled to find a market for their produce. Bad roads and the small scale of individual production made trade impossible. 1999 witnessed farmers weeping as they had to throw rotting asparagus beans, mushrooms, aubergine and Chinese broccoli into the Ou’jiang River. It was then that a community member, Mr. Xiong Jinping, decided to do something.

He founded the Bihu Coop. Made up of 328 farming families from 21 small villages, the cooperative offers its members a centralized market space, training and higher yielding seed varieties. Beyond that, the Bihu Coop offers something very rare in the agricultural sector: economic security. Members can sell crops directly to brokers, however the coop encourages members to sell through the organization. Farmers want to sell through the organization because Bihu guarantees a base rate for crops and, if it is able to earn a higher price, it shares the profits with members.

*This story is from the website http://stories.coop/*.coop *Article by Kathryn Kruse*

Story 4 (Member)

**Well done to all of you, this is your first achievement as a group!**

There will be more challenges facing your team in the next few days, which you will be able to overcome with your team work skills.

Please read the message and instructions below.

**Message:** Set by the international cooperative movement, cooperative values include self-help and self-responsibility. The following story is an example of how people in Uganda work together to meet their common economic needs, prioritising these values.

**Instructions:** Read the story below and prepare a short summary for the wider group about the story and the cooperation principles it showcases.

Story: Maximizing farmer benefits

The latest report on hunger from the Food and Agriculture Organization (FAO) of the United Nations shows that 870 million people do not have enough food on a daily basis. The FAO has also identified that cooperatives are a big part of the solution in rural communities.

Nyabubare Ace is located in Bushenyi District in the southern part of Uganda. It was formed to mobilize and educate its members so that they could produce better quality and larger volumes of their six min products. The ACE works in six sectors of agricultural production: wines (mainly from banana), honey, livestock (piggery, poultry,) fish farming and coffee. Because of this range of enterprises, Nyabubare ACE has attracted and continues to attract a large number of members from the communities.

It started in 2004 and registered in 2007 as a cooperative with the Ministry of Trade Industry and Cooperatives. It currently has a total membership of 2,020 members from 6 rural producer organizations but is mobilizing more to increase its membership.

Nyabubare Ace has connected its members to markets and increased farmers’ returns, empowering them and allowing them to be self-reliant.

*This story is from the website* [*http://stories.coop/.coop*](http://stories.coop/.coop)*. Article by* [*Nsimadala Elizabeth*](http://stories.coop/stories/?s=+&post_type=story&author=Nsimadala%20Elizabeth%20&authorId=5)

Story 5- (Treasurer)

**Well done to all of you, this is your first achievement as a group!**

There will be more challenges facing your team in the next few days, which you will be able to overcome with your team work skills.

Please read the message and instructions below.

**Message:** Set by the international cooperative movement, cooperative values include openness, social responsibility and caring for others. The following story is an example of how people in Armenia work together to meet their common economic needs, prioritising these values.

**Instructions:** Read the story below and prepare a short summary for the wider group about the story and the cooperation principles it showcases.

Story: Female refugees turn agriculture into business in Armenia

Hermon, one of the poorest communities in Vayots Dzor, is resettled with refugees. “Hermon, being a border village resettled with refugees, seems to have been overlooked by the state; however more than any other region, we feel the need for assistance and support,” says Naira Mnatsakanyan, president of Hermon Agricultural Consumer Cooperative. She has been living in Hermon for 15 years and although she is a teacher, she has also been a bee keeper and gardener for over 10 years.

Naira Mnatsakanyan assumed the position of president of her agricultural cooperative at the nomination of her fellow villagers. She has a lot of experience in agriculture. Due to her diligence and initiative she can unite and lead people.

United and joint work has many positive aspects, and the Hermon cooperative’s members have benefits from those advantages. During the cooperative's activities several modern agricultural technologies and equipment have been provided to the cooperative members and the community, such as solar dryer, greenhouse, drip irrigation system, non-traditional crops and their cultivation technology, etc.

This is a very important initiative as a result of which, women who have been resettled from different regions and with different customs have the opportunity to work together and unite their efforts to solve the issues of the community. This united work is not only a guarantee of prosperity for the members of the cooperative alone, but for the entire community”, says Naira Mnatsakanyan.

*This story was originally published in the Oxfam publication “Female Heroes in the Agricultural Products Sector”*

Story 6- (Chairperson)

**Well done to all of you, this is your first achievement as a group!**

There will be more challenges facing your team in the next few days, which you will be able to overcome with your team work skills.

Please read the message and instructions below.

**Message:** Set by the international cooperative movement, cooperative principles include cooperation among cooperatives; and concern for community. The following story is an example of how people in Turkey work together to meet their common economic needs, prioritising these values.

**Instructions:** Read the story below and prepare a short summary for the wider group about the story and the cooperation principles it showcases.

Story: Union of Rose Cultivators Agricultural Sales Cooperatives

Rose and attar of roses are agricultural products that are known and used in every part of the world. The Rose Damascena is mostly cultivated in Isparta and its environs.

Rose Damascena cultivators’ cooperatives were first established in Isparta around 1953. In 1954, 9 rose cultivators’ cooperatives came together to establish Gülbirlik. Today, Gülbirlik is a union of cooperatives consisting of 6 cooperatives and 8000 members. It has 4 facilities for the production with daily capacity to process 320 tons of rose. Attar of rose and its products have high market value.

Being one of the oldest cooperatives in Turkey, Gülbirlik gives direction to the production of attar of roses in the country. Gülbirlik aims to provide services to women cultivators and their families from cultivation to market, to increase cultivators’ welfare and through cooperation. Gülbirlik also gives particular importance to enhance cooperation and cohesiveness between cooperatives.

*This story is from the website* [*http://stories.coop/.coop*](http://stories.coop/.coop)*. Article by* *Unal Ornek*

Story -7 (Good governance)

**Well done to all of you, this is your first achievement as a group!**

There will be more challenges facing your team in the next few days, which you will be able to overcome with your team work skills.

Please read the message and instructions below.

**Message:** Set by the international cooperative movement, cooperative principles include voluntary and open membership and democratic member control. The following story is an example of how people in Mexico work together to meet their common economic needs, prioritising these principles.

**Instructions:** Read the story below and prepare a short summary for the wider group about the story and the cooperation principles it showcases.

Story: Good from the unthinkable: Acteal

In 1997, fasting and at prayer, the members of the civil movement La Sociedad Civil Las Abejas “The Bees” were stormed in the local Roman Catholic church by about 90 members of the paramilitary groups, Paz y Justicia (Peace and Justice) and Mascara Roja (Red Mask). Of the 45 indigenous people killed, 21 were women, 15 children and nine men, mostly elders.

In 1999 the Producers’ Union Maya Vinic – a coffee producing cooperative of more than 500 families – was born out of this civil movement, in recognition of their traditional cooperative ways of organising their communities.

Coffee farming began in the 1900s in the lowland country where indigenous highlanders were recruited as low paid workers during harvesting periods. Seeds were taken by the workers back up to the highlands where they began to produce their own beans.

Maya Vinic’s members are now drawn from 38 different highland communities across the municipalities of Chenalhó, Pantelhó and Chalchihuitán, in Chiapas. They each farm on about one acre and produce on average 400 kilos of coffee from each family’s plot. They are organised through the ultimate authority – a General Assembly – and below that an Assembly of Community Delegates working in close conjunction with the Board of Directors.

While Maya Vinic’s coffee is Fairtrade Certified, the people of Acteal still believe that those responsible for the act of genocide have not been brought to justice.

*This story is from the website* [*http://stories.coop/.coop*](http://stories.coop/.coop)*. Article by Kate Askew*