

**Welcome to the 2<sup>nd</sup> Training Workshop on:**  
***Proper Project Planning and Management for Development***  
***West African Region,***  
**Presbyterian Church Centre Kumba, Kumba – Cameroon,**  
**November 11 -15, 2009**

Organizers

The Civil Society Capacity Building Network (CSCBNet)  
Education Department  
Integrated Health for All Foundation (IHAF)  
Yaounde – Cameroon

In Collaboration with

Commonwealth Foundation,  
Marlborough house, London – United Kingdom

Sponsors

**The workshop enjoys financial support from:**  
**Commonwealth Foundation, Marlborough House, London;**  
**through its Civil Society responsive grants;**  
**&**

**Integrated Health for All Foundation, Cameroon.**

**As a result, Integrated Health for All Foundation will provide sponsorship (part) for up to forty (40) participants from Cameroon and West African Region.**

The Commonwealth Foundation is the main sponsors' of the event (PPPMD II)

Workshop Website:

[www.ihafcam.org](http://www.ihafcam.org)

## Organizing Committee

President	<b>Wilfred A Abia</b>
Secretary	<b>Jato Denis M</b>
Finance Management	<b>Eucharía Ada A</b>
Publicity	<b>Agejo Patrick Ageh</b>
Local Representative - Kumba	<b>Aterechim Gurgen Acha</b>
Host Coordinator - Buea	<b>Akebe Luther King</b>
Appointed Assistant for PPPMD II	<b>Regan Acha</b>
International Publicity	<b>Njuacha George Ebesoh, Alberta Canada</b>

## Guest speakers / Facilitators

**Professor Santosh Kumar**  
Entrepreneurship and Development Institute of India

**Wilfred Angie A.**  
University of Yaounde I, / Adjunct Lecturer, BUST – Bamenda  
Project Coordinator / CEO – IHAF - Cameroon

**Jato Denis M**  
Director; Integrated health for All Foundation – Cameroon

**Eucharía Ada Abia**  
Director - IHAF / Commonwealth Department MINREX, Cameroon

**Mbankop Simon**  
African Development Interchange Network (ADIN) - Cameroon

**Agejo Patrick Ageh**  
Director / SG – Integrated health for All Foundation – Cameroon

**Mbu Sylvia Abo**  
Community Development Expert/ IHAF Volunteer - Cameroon

## About the Integrated Health for All Foundation

### Who are we?

The Integrated Health for All Foundation (IHAF), Cameroon is a non-political, no profit making association, duly recognized by our Government: Reg. N° 00061/ADR/J06/APPB. Her seat is Yaounde Cameroon. IHAF currently has two Regional Networks: Buea and Bamenda, and several Local Community Networks - where IHAF has render services.

### What is our Credibility on the subject matter?

In a bit to justify our credibility on project planning and management for development, and in addition to our success stories on the subject matter, we have a powerful team of four well nurtured staff trained through the Governance and Institutional Development Division of the Commonwealth Secretariat, London, in collaboration with the Commonwealth Department of the Ministry of External Relations, Cameroon and the Pan African Institute for Development-West Africa, Buea Cameroon's In-Country training workshops on PPM. For the purpose of this workshop, more facilitators to assist include consultants and other PPMers. *This was clearly the case with PPPMD I training workshop that held at Unity Hotel Bamenda, Feb. 5-7, 2009 (which ties with our objective of training at least 90 this year on the subject matter).*

### Why organizing this workshop?

This is simply because we have observed a persistent gap during Planning and in Management of several private, businesses, local and other types of projects. We consider PPPMD a precise and concise forum for experience sharing to improve our skills in project planning and management, and community development. For a project (be it social, business or developmental) to be successful, it is essential to be properly developed, planned, appraised, implemented, managed, monitored and evaluated.

Generally, there is acute need for us to improve our understanding of project management concepts and principles and be better project managers (result oriented) and not functional managers; why projects hardly go to completion. As a direct consequence, we fail in our projects even before we commence them. *When you fail to plan, automatically you plan to fail.*

*We do believe that the easiest and safest way out of extreme poverty (Millennium Development Goal or MDG-1) and to ensure good health to all (MDG-6), is to empower*

and develop our local communities through project-and-Development (P&D) and prevention-and-control (P&C).

## **Workshop Information**

### **Objectives of the workshop:**

To build capacities of personnel in management and leadership positions on project planning and management for development through experience sharing.

### **Who should attend?**

- Project Members: Project Coordinators, Project Officers,...
- Council Officers or workers
- NGOs / Associations / CIGs / CSO Officials or management
- Proprietors / Managements of Business Enterprises / Media
- All others at Leadership positions or intend to do so in the future

### **Why should you attend?**

- A unique opportunity for you to further your expertise.
- Interaction with a distinguished faculty of global and regional experts.
- To share new ideas / cultures, technology and experience.
- To meet friends and colleagues around the West African Region.
- To explore opportunity for collaboration.
- To enrich your experience.

### **Methodology**

The workshop shall be conducted on a participatory basis with short plenary inputs followed by general and small group discussions. Examples of some projects shall be used for better understanding.

### **Selection of participants**

Completed application forms shall be reviewed on the basis of the need for proper project planning and management for development. This shall include social, economic and developmental projects.

## Course Contents

- ⇒ Introduction to Project Management: Concepts and Principles
- ⇒ Problem Need Assessments and Problem Analysis
- ⇒ Project Formulation and Planning
- ⇒ Budgeting in Projects
- ⇒ Project Appraisal
- ⇒ Monitoring and Evaluation
- ⇒ Community Development Strategies
- ⇒ Gender Issues in Management
- ⇒ Hints to writing/ Presentation of Project Reports
- ⇒ Awareness of CSOs/Local Government as Partners in Development
- ⇒ Fund Raising Tips for your Project
- ⇒ Leadership Skills and Team Building in Projects

## Important dates:

- 1 Announcement of the Workshop: **August 3<sup>rd</sup> 2009**
- 2<sup>nd</sup> and last announcement: **September 10<sup>th</sup>, 2009**
- Workshop proper: **November 11 – 15, 2009**

## Deadlines:

- First deadline: **September 30<sup>th</sup>, 2009**
- Extended deadline for local participants: **October 15 2009**
- Deadline for International participants: **October 25 2009**

## Language at the Workshop:

- English

## Workshop venue:

- Presbyterian Church Centre Kumba;  
South West Region of The Republic of Cameroon

## Social programme:

- Excursion
- ?

### **Registration / Room Assignment:**

Participants shall be expected to visit the **registration desk** at the workshop venue **upon arrival**. They will be expected to present their **Letters of Invitations** and **receipt of payment of workshop registration fees**. Those with invitation letters but without evidence of payment of registration fees shall be expected to pay on spot, failure to which they will not be allowed to participate at the event.

Eligible participants shall then be formally registered for the workshop and will be provided with workshop materials as described below. In addition, they shall be assigned rooms.

### **Workshop materials:**

Participants shall be provided with workshop bags, pen, workshop note books, newsletters, civil society resources from both Commonwealth Foundation and Integrated Health for All Foundation, etc. Note that workshop handouts shall be provided at the end of the workshop in the form of a MiniGuide for Project Managers and others in Leadership positions.

### **Method of payment:**

Payment should be made through our bank account which shall be provided on request to prospective participants after which they shall forward scanned copies of bank transactions to our secretariat. Payment can also be made on the spot on between November 10 and 11 at the registration desk. This is strictly for those whose application had been processed and a letter of Invitation issued before the registration deadline of October 25, 2009.

### **Attendance:**

Attendance shall be taken every morning and evening. The attached Programme is designed such that you will fully be involved in order to maximize understanding and your 5 days stay in Kumba Cameroon with the Integrated Health for All foundation. Please, consult the programme.

### **Certificates:**

Certificates of Participation and Course Attestation shall be offered all participants. This is in the hope that participants shall attend all the courses.

**Accommodation and feeding:**

All participants shall be accommodated in the Presbyterian Church Centre Kumba Guest House / rooms. Room allocations shall be done soon.

The catering services of the restaurant of the PCCK shall manage feeding aspects of the workshop

**Internet Access**

We hope to ensure internet connectivity for a token to enable participants check their e-mails. In the event of an assignment or for more information, the organizers shall take care of the internet bills. In this case they must be informed by the facilitators before the process.

**Programme:**

The detailed programme is attached.

Activity	Schedule
<b>Breakfast</b>	7:00 – 8:00
<b>Presentation of Report of the previous day's work</b>	8:00 – 8:30
<b>Lecture-1</b>	8:30 – 9:15
<b>Group Work</b>	9:15 – 10:00
<b>Pause / Coffee Break</b>	10:00 – 10:30
<b>Lecture-2</b>	10:30 – 11:15
<b>Group Work</b>	11:15 – 12:00
<b>Lunch Break</b>	12:00 – 13:30
<b>Lecture-3</b>	13:30 – 14:15
<b>Group Work</b>	14:15 – 15:00
<b>Pause / Coffee Break</b>	15:00 – 15:30
<b>Lecture-4</b>	15:30 – 16:15
<b>Group Work</b>	16:15 – 17:00
<b>Dinner</b>	19:00 – 20:30
<b>Plenary</b>	20:30 – 21:00
<b>Extra-Studies</b>	21:00 - ??????

## General Information

### Invitation Letter:

An official invitation letter will be issued by the Organizing Committee to all selected participants. The letter shall clearly spell out your entitlements.

### Passports and Visas:

All persons entering Cameroon must have a valid passport. All must approach the respective Cameroon High Commission / Embassy in their own countries directly for issuance of visas, as specified in the Invitation letter. The Organizing Committee shall assist participants from countries where there is no high commission / embassy of Cameroon to apply for visa back here in Cameroon.

### Climate:

⇒ Kumba is mild & hot in November, notwithstanding, woolens are required

### Electric Power:

⇒ Electric current is uniformly 220 volts, AC.

### Currency:

⇒ France CFA only is accepted at stores and restaurants.

### Insurance:

⇒ The organizers cannot accept responsibility for accidents that might occur; participants are advised to provide their own personal insurance.

### Official Travel Agent:

Local travels:

⇒ Yaounde to / fro Kumba; Bamenda to / fro Kumba; Buea to / fro Kumba – Mondial Express amongst others.

For any further information and / or assistance on international / local travels contact:

⇒ **Mr Akebe Luther King** (Coordinator - IHAF Buea branch on: **+237 77312365**);

- ⇒ **Mr Aterechim Gurgen** – Local representative IHAF –Kumba on: **+237 77236802**); and except otherwise
- ⇒ Any of our secretariat / member of organizing committee.

International travels:

- By Air: The Douala International Airport is the nearest entry point to Kumba – Cameroon
- By Land: From Ikom (Nigerian borders); Cross River State - Nigeria through Ekok (Cameroon borders); South West Region of Cameroon to Kumba. From Ekok, there are direct vehicles to Kumba. This is a 1 day drive (over 12 hours) but strictly depends on nature of road as decided by the weather condition. Road condition is not very good.
- By Sea: From Calabar in Nigeria you can get a ship (Ashuka, Fako etc) directly to Limbe or Tiko in the South West Region of Cameroon. This is a 1 day journey over night (over 12 hours) in the Atlantic Ocean.

From any of the entry points: Douala International Airport; Kumba through Ekok; and Limbe / Tiko ship pots, we shall pick you up upon arrival and move straight to the workshop venue.

Endeavor to send to us your itinerary **on or before the 7<sup>th</sup> November** so that we can finalize arrangements to pick you up.

Which ever the entry point may be, you will find some one waiting for you. He / She will be carrying a paper on which you will recognize the IHAF logo and your name(s). In addition, bearer shall also be wearing the workshop badge bearing IHAF / Commonwealth Logo and his / her name.

He / she will take you into the vehicle; and depending on the itinerary of the other participants, you will either be taken to Hotel Parfait Garden in Douala town to wait for the others before proceeding to workshop venue in Kumba.

## Workshop Secretariat:

On site Secretariat:

Office Number:

Presbyterian Church Centre Kumba

Tel: as below

Email: as below

Pre-workshop Secretariats:

IHAF Hq Secretariat – Yaounde

Email: [ihafcam@yahoo.com](mailto:ihafcam@yahoo.com) / [inquiries@ihafcam.org](mailto:inquiries@ihafcam.org)

Tel. : (237) 2211 7903

Mobile: (237) 76314689 / 77218689 / 77769371

IHAF Buea Branch Secretariat – Buea

Email: [ihafbuea@yahoo.co.uk](mailto:ihafbuea@yahoo.co.uk)

Mobile +237 77312365

IHAF Abroad Coordinator:

Njuacha George E. Tel: +17808635339

Email: [ihafabroad@yahoo.com](mailto:ihafabroad@yahoo.com) / [njuacha@yahoo.com](mailto:njuacha@yahoo.com)

## Website:

All information of the Workshop is available at [www.ihafcam.org](http://www.ihafcam.org)

## For any queries contact:

**Workshop Secretariat Occupants:**

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Tel: +237 22 11 79 03

**Except otherwise contact:**

**Wilfred A. Abia:** [abiawilfred@yahoo.com](mailto:abiawilfred@yahoo.com) / +237 77 12 26 85

Looking forward to meet you in PPPMD II, Kumba Cameroon