

## COOPERATIVE DEVELOPMENT AND CAPACITY BUILDING TRAINING

Feb 29<sup>th</sup> to March 4<sup>th</sup>, 2016

**Location:** Mongol Ujin tourist camp, Khatgal soum, Khuvsgul province

**Organized by:** Global Communities' EMIRGE program

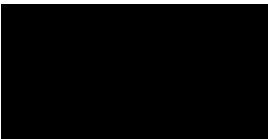
**Participants:** Representative from Zamtyn Negdel cooperative (1), Global Communities' EMIRGE team (4), Members of Sarlagyn Saikhan Khishig cooperative (14); 19 people in total

Monday Feb 29 <sup>th</sup> , 2016			
10:00-10:30	Training opening/Introduction	<b>Tsenddavaa</b> , Sarlagyn Saikhan Khishig cooperative <b>Tuul</b> , Global Communities' EMIRGE program Manager	Participants get to know each other and informed about the purpose of the training and expected results
10:30-11:30	Why we cooperative?	<b>Tuul</b> Team work	Get clearer understanding about purpose of joining a cooperative and of a jointly owned business
11:30-12:30	Basic concepts, values and principles of a cooperative	<b>Enkhtuya</b> , Global Communities' EMIRGE program officer Introduction	Learn about basic concepts, values and principles of a cooperative; building shared values, solidarity and trust; fundamental principles for sustainable joint operation of a business
12:30-13:30	Cooperative goals and objectives	<b>Tuul</b> Team work	Defining shared goal and vision and discuss methods to achieve them
Break			
14:30-15:30	Relationship between members and their attitudes	<b>Enkhtuya, Bertsetseg</b> , Global Communities' EMIRGE program Business consultant Team work	How positive relationship and attitude between cooperative members can help become a successful cooperative
15:30-16:30	Cooperative challenges and solutions to overcome those challenges	<b>Tuul, Tsoggerel</b> , Director of Zamtyn Negdel cooperative Case study	Cooperative members to be able identify appropriate solutions by learning best practices or lessons learned from challenges faced by other cooperatives in the initial stage of their development.
16:30-17:00	Training wrap-up	<b>Uran</b> , Global Communities' EMIRGE program officer	To reinforce knowledge gained through participatory exercise

**Tuesday March 1<sup>st</sup>, 2016**

10:00-10:30	Registration, Refresher	<b>Tsenddavaa</b>	To reinforce knowledge gained by each member through participatory exercise
10:30-11:30	Cooperative management, organizational structure; All members meeting/its powers, rules for convening all members meeting; Role play – convening all members meetings	<b>Tuul, Enkhtuya</b> Introduction, Team work	Participants will learn about issues that only all members meeting makes decision on, as well as how to convene, organize and take minutes of all members meeting. Participants will also learn through role play.
11:30-13:30	Duties, responsibilities/rights and obligations of a cooperative management board members, their functions, accountability; Team work to draft relevant documents and work plan for management board members	<b>Tuul, Tsoggerel</b> Introduction, Team work	Participants will learn how to organize election for cooperative management, criteria for selection of management board members, their rights, obligations and duties. Relevant documents to be maintained and action plan template will be provided. Participants will also do a role play. These activities will help participants to carry out relevant future tasks on their own.
<b>Break</b>			
14:30-15:30	Duties, rights, obligations, functions and accountability of cooperative Audit board members; Team work to draft relevant documents and work plan for Audit board members	<b>Bertsetseg, Tsoggerel</b> Introduction, Team work	Participants will learn criteria for selecting cooperative audit board members, their rights, obligations, duties. Documents to be maintained and action plan template will be provided. Participants will also do a role play. These activities will help participants to carry out relevant future tasks on their own.
15:30-16:30	Rights, obligations and responsibilities of cooperative members	<b>Tuul, Enkhtuya</b> Introduction, Team work	Cooperative members will be more involved and proactive by learning about cooperative members rights, obligations and responsibilities.
16:30-17:30	Agreement between cooperative and its members	<b>Tuul, Enkhtuya</b> Introduction, Team work	To develop a template agreement for cooperative that will use agreement
<b>Wednesday March 2<sup>nd</sup>, 2016</b>			
10:00-10:30	Registration, Refresher	<b>Tsenddavaa,</b> Sarlagyn Saikhan Khishig cooperative	To reinforce knowledge gained by each member through participatory exercise

10:30-13:30	Cooperative asset formation, purpose of use, distinction of rights to sell/transfer assets; establishment of shared fund, reserve fund and risk fund	<b>Bertsetseg, Tsoggerel</b> Introduction, Team work	Participants will learn about cooperative members' equity contribution, taxes and loans and how they formed, registered and handled, and how to set up cooperative funds.
Break			
14:30-15:30	Duties, rights, obligations and accountability of cooperative clerk/cashier and secretary	<b>Bertsetseg, Tsoggerel</b> Introduction, Team work	Functions of a cooperative clerk/cashier, who do they report to, what information do they keep and in which financial documents these information reflected; Functions of a cooperative secretary, what information/documents do they keep, how the documents are maintained, stored and protected. Sample documents will be provided.
15:30-17:30	Specifics, requirements and common mistakes of a milk processing plant run by a milk producers cooperative's	<b>Enkhtuya, Bertsetseg</b> Case study	Learn about common challenges and problems faced by milk producer herders, farmer groups and cooperatives in connection with running a milk processing business; general requirements of a milk processing plant; discuss common mistakes made by local small processing plants, ways to avoid them and identify approach suited to own cooperative conditions.
<b>Thursday March 3<sup>rd</sup>, 2016</b>			
10:00-10:30	Registration, Refresher	<b>Tsenddavaa</b>	To reinforce knowledge gained by each member through participatory exercise
10:30-13:30	Evaluation of business ideas	<b>Bertsetseg, Uran</b> Team work	Participants will learn decision making skills including what is business idea? How to evaluate and develop business ideas? What is solution tree? and how it can help cooperative business
Break			
14:30-17:30	To plan/organize 2016 activities using knowledge gained from the training	<b>All members of the cooperative</b> Team work	To develop and discuss action plan of elected members of the cooperative, and to sort relevant documents



**Friday March 4<sup>th</sup>, 2016**

10:00-10:30	Registration, Refresher	<b>Tsenddavaa</b>	To reinforce knowledge gained by each member through participatory exercise
10:30-11:30	Cooperative charter, and methods of developing a charter	<b>Tuul</b> , Global Communities' EMIRGE program Manager Introduction	Participants will learn about the significance of cooperative charter and why it should be adapted to each cooperatives unique condition.
11:30-12:30	Important things to consider when developing a charter; articles	<b>Tsoggerel</b> , Director of Zamtyn Negdel cooperative Case study	Participants will learn about potential challenges and problems that may arise in connection with cooperative charter, as well as their own cooperative charter and potential amendments to it.
<b>Break</b>			
13:30-17:00	Amendment to cooperative charter	<b>Uran, Tsoggerel, Tsenddavaa</b> Team work	Cooperative charter to be amended/improved with participation of members Members will sign the agreement with the cooperative
17:00-17:30	Training closing	<b>Tsenddavaa</b> , Sarlagyn Saikhan Khishig cooperative <b>Tuul</b> , Global Communities' EMIRGE program Manager	