



## Dear organic project staff,

A training course for field supervisors, documentation officers, administrators and similar staff who are actively involved in running an organic project, will be conducted in Uganda this year. **The training starts on the 15<sup>th</sup> of April and finish at midday on 17<sup>th</sup> of April 2008.** You will be requested to report at dinnertime on 14<sup>th</sup> of April 2008 at Ridar Hotel in Seeta.

The course, Organic Project Middle management Training (OPMT), will cover important aspects of project management, directly relevant to your activities. Focus will be on ICS management and computer support, related to organic project management.

An outline of the content is as follows:

- Problem identification and troubleshooting in Certification and ICS
  - Growers list
  - Yield estimates
  - Internal inspection
  - ICS staff responsibilities
- Computers skills
  - Spreadsheet and functions
  - Word processing templates
  - Organisation in folders
- ICS computer documentation, filing and organisation.

EPOPA would like to offer you the opportunity to attend this training course. We therefore formally invite you to be one of the selected participants. There is a maximum of 20 participants so we encourage you to apply swiftly. If space permits more than one from each company is allowed. However, selection will take place and you will be notified if you are selected.

EPOPA will cover the cost for the training including accommodation, food and training material. No DSA will be provided.

Your company has to cover the cost for transport to and from the venue as well as pocket money. There is a training fee of 100 000 UGS to be paid beforehand or upon arrival.

You need to apply no later than 10<sup>th</sup> of March 2008.

(During BioFach 18-29 Feb, please use email to contact us.)

For application and questions, contact Norman Mukuru, Grolink

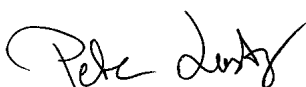
Work: 0392 945 999

Mobile: 0751 873 373

Mobile: 0772 873 373

E-Mail: [norman@grolink.se](mailto:norman@grolink.se)

Most welcome



Peter Lustig

Project leader / EPOPA