

**GETRADE-FPS**  
**P.O.Box 1260**  
**Accra**  
**Ghana**

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**FPS Self - Assessment against the Ifat Standards**  
**2<sup>nd</sup> Report , Accra 28.1.2003, for 2002**

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## 1. Methodology

The process followed the guidelines of Ifat (L. Ronchi, 2002) and the Ifat Standard Document (approved AGM , 10/2002).

A deviation of that is however that we still follow the code of practise (since our first reporting period) and still base findings on our FPS definition 2 years ago.

Our process leader was Miss Felicia Sampana (development officer of FPS in Bolgatanga), whom we like to thank a lot for the success of this script.

Again – like in 2000 SAS – we used questionnaires. (See attachment **1**)

This one was built for answers 1= very bad to 4 = very good, to suit Ifat table on how are you doing. We call the results indicators ranging from 1 = very bad to 4= very good.

Careful filling of questionnaires by all was involved. Despite there are a few “make the answer to get order”, it was made clear, that this exercise was conducted in a true manner. Participants asked also all questions unclear. So results are a fairly good mirror for our performance.

Our reporting follows the deliberations at the Seminar, where one standard after the other was talked about.

An Assessment for every standard contains:

- Summary
- Achievements
- Action Plan
- From the Seminar – notes
- From the workgroups
- From the Questionnaire

Rosmarie Boos and Felicia Sampana, as well as Shaft Asante prepared the final report.

### **1.1. The Self Assessment Seminar**

All results were derived from our producer meeting, which was held 14. - 19.1.2003 in Bolgatanga with a participation of 62 respondents.

It was a Seminar themed:

#### **Promoting our work with Fair-trade Programmes**

Discussing:

#### **Fair Trade Standards, Self-assessment and the structural change of our FPS Society**

The programme leads us through the 9 standards, as well as FPS and the SAS process. (See attachment **2**)

To our Facilitators Mr. Fred Amponsah of Kuapa Kokoo , Mrs. Francisca Atere of Ghana Education Service , Bolgatanga and Miss Wasai of EPA, Environmental Protection Agency (Ghana) we extend our gratitude to make this Seminar a successful one.

### **1.2. FPS Definition of Fair Trade**

**Fair Trade to us is** an alternative to conventional international Trade.

We take it to be a trading partnership in which Producer, Exporter and Importer enjoy equal rights. Trading is geared towards long-lasting, sustainable economic and steady social development. Fair Trading supports innovative cultural and political progress. It includes all our producers, specially the more disadvantaged in Bolgatanga. We seek to achieve Fair Trade by providing better trading conditions and awareness rising as well as a democratise opinion building process.

**Keywords** assigned to Fair Trade are:

1. Dialogue and Partnership
2. Transparency and Openness
3. Respect
4. Democracy
5. Welfare

### ***1.3. FPS Targets 2001 and its achievements***

Future steps decided on in 2001 were listed as follows:

#### **Improvement of communication and information:**

**Achieved:** in the seminar: discussion and presentation was done in all Twi and English and Fra-Fra. This has led to a better understanding of our common aims. This alone achieved close interaction on the objectives and a better attitude towards each other, and served as a forum for discussion on more common activities.

#### **Improving the attitudes of members:**

##### **Almost achieved:**

Through tolerance, openness, boldness, respect, the active participation by all, respect for one another and the willingness of each one to contribute we bridge the gap between north and South of Ghana. Members feel more satisfied since we last met.

#### **Renewed Marketing strategy:**

##### **Still developing:**

As our fund raising just started the trek from trade to development has been a bit slower, than thought of two years ago. We are still in the process to bring up a good team and find a common consensus on how to implement our goals. Here the Executives (Marketing) did not do enough progressive work and put it to a lack of human resources and time.

#### **The Participation of our clients in our development:**

##### **Need to make progress:**

Our clients are not ACTIVELY participating in our activities. Still we are for them only a service-centre for their Fair Trade. It has not come to their knowledge yet that our organisation is geared towards achieving its member's satisfaction.

#### **More seminars and frequent workshops:**

##### **Almost achieved:**

Due to financial constraints we do too small of Fair Trade Training, have however done QC workshops successfully with our drum producers and have held a product development week with our weavers, as well as on the spot training. A huge step ahead was this seminar in Bolga.

#### **A strategy of „going public“**

##### **Need to make progress:**

The Board has not developed a strategy, and did not go for national and international fundraising – Apart from the event of the Ifat Conference, which benefited 10 of our producers.

### **The employment for a developmental officer**

#### **Achieved:**

Since November 2002, Miss Felicia Sampana is employed to fill that post. After an intensive training with Kuapa Kokoo, she is very suitable to fill the position of our Social Marketing in Bolgatanga. Thank you Kuapa for a very good cooperation in Ghana`s fairtrade.

### **Education and Information**

#### **Almost there:**

The FPS Board has been an evidence of concrete action. Programmes for development, environmental protection and improvement of living standards, as well as quality and product Management have been worked out and disseminated by the Board.

Thanks to their permanent commitment and leaving their jobs for a while to dedicate time and efforts to the Society.

In the period 2001-2003 we have achieved a lot, because again we can count on a solid base, which are the orders from our customers to make our objectives and Fair-trade work practically and applied in our daily activities.

### **More programmes for more development was our ultimate goal in 2001:**

#### **Almost achieved:**

Our 2003 targets have the formulated policies to achieve more in 2003 to 2005

1. Weavers incorporation as full members of the FPS Society
2. The School Fund
3. The Savings Union

### ***1.4. FPS Mission statement***

A Mission statement is to put your objectives into ONE sentence.

Defining our Mission statement and Motto we had several group-dynamic sessions to come out with the following:

#### **Motto:**

Fair Trade	-	Fair Price
Fair Trade	-	Happiness
Fair Trade	-	Our Power

#### **Mission statement:**

We are together to get all our producers involved with trust and openness.

So we are improving our knowledge to achieve the best quality product for Sales at Fair Prices and for a long lasting progress for us and our children on a sustainable development path.

Fair Trade IS THE tool to our development.

## **2. The Self-Assessment: Results and Report**

### ***Standard 1 - Opportunity***

27 individual members producing handicrafts, such as musical instruments, woodcarvings, pottery beads and brass works are in FPS. (See attachment 3)

From time to time we also acquire products from other sources, such as new samples, new people, sawn articles or input materials. These form about 6 % of annual purchase only.

480 weavers in Bolgatanga and 280 weavers of baskets in Accra were not yet fully incorporated in FPS as for the first 3 years we had to obtain stability and acknowledgement from our craftsmen. They were linked indirectly by their Representative and were benefiting from FPS Programmes: The straw programme, the saving for the school fund and direct donations of their annual bonus. (Straw programme: See attachment 4)  
This now is formalised and you can see on our programme 2003 (future targets) their involvement and the time schedule.

Trading was our only mission in FPS. Through set priorities and the approval that we state in our mission statement "Fair Trade IS a tool for development" we are now forced to open up for sponsorship and outside money to add to our own funds for development. A fundraising team is set up.

It was a particular objective of this year's seminar, that our most vulnerable groups of producers, the basket weavers, are enabled to fully profit from the FPS Society.

In this light we achieved the following during deliberations:

2. 4 Communities (villages) have already elected their group structures (President and Secretary)
3. This 4 village-groups form Subgroups to be eligible for a ONE membership status in FPS
4. The most organised group in Gambigo will lead the process, whereas 280 weavers have already formed 13 groups.
5. In Accra, 16 weaving groups, with a total waving population are already formed and act in their habitats under one leader.
6. Only members of the groups are getting orders from FPS

**It was the most important feature at the seminar, that we are seeing opportunity as the opportunity to participate, hence the emphases of Standard no. 1 on participation.**

Rather than sticking to the old feature of "more order". Orders however still are the major constraints in our fair dealings. More orders – more fairness that is the voice from our producers.

**Our action plan on this Standard (1) reads as follows:**

1. Incorporation of all weavers into the formal structure of FPS
  - a. Constitution committee presents report in May
  - b. Registration in July
2. Awareness raising and leadership training by development officer till July
3. Improved Marketing for more orders
  - a. Website in May
  - b. Trade fair in February
  - c. Ifat conference in June

**From the Seminar:**

**PEOPLE'S PARTICIPATION IN FAIR-TRADE (STANDARD no. 1) BY FRED AMPONSAH**

Mr. Fred Amponsah's presentation was based on the IFAT's Standard no. 1. He spoke in both the Twi and English languages and was translated into the Frafra language by Mr. Tahiru Aberinga, Assemblyman, one of the participants.

He said he was pleased to part of the occasion in Bolga. His company is a member of Fair trade. He stated the basic principles of fair trade and grouped the IFAT organisation into three, namely,

**4. Consumers in Europe and America.**

**5. Producers in developed countries**

**6. Groups and organisations that organise the various fair trade activities.**

All these groups, he said, are all important in fair trade, but for now, he will concentrate on the Producers.

### **Participating in fair trade means going by the principles of fair trade.**

He said there are some basic qualities that are required in fair trade, these are, the need to:

**7. Meet standards in quality and consistency on the international market.**

**8. Have a democratic structure for participatory decision-making.**

**9. Go beyond mere membership and production to helping others socially.**

**10. Have democratic principles applying at all levels of the structure.**

At Kuapa, there is some emphases on the participation of women and therefore, at least two women are required on the Executive boards of the member groups.

Concerning the environment, he said, fair trade encourage the use of environmentally friendly materials and practices and the protection of the forest.

Kuapa gives to its member's bonuses, and pay better prices higher than those approved by government. They provide social premium for the provision of schools, good water and health facilities. They also provide training and capacity building for its members.

As producers of handicraft in fair trade, members must have:

11. Need for improvement in their present situation

12. A common vision

13. A reorganisation

14. Good leadership

15. Both leaders and members feel ownership of the group.

16. A plan and take the necessary action

17. Measures to sustain their actions.

With these the society can work together successfully.

The floor was opened for questions.

### **Q: Why shouldn't the society give scholarships for the eradication of child labour?**

A: At Kuapa, there are loans. Also the Cocoa Marketing Board has a scholarship scheme to support them. We also encourage savings by members no matter how small. FPS-Getrade is also formulating ways to establish an education project for the weavers. To this end, the society has set aside 52million cedis out its surpluses for the project to take off and will continue to contribute support it. Miss Felicia Sampana is currently handling the final steps to this end.

### **From the Workgroups:**

What is participation:

18. To be a member

19. Taking part in activities

20. Involve in decision taking

Where to participate:

21. Meetings
22. Forum
23. Workshop
24. Undertaking your own activity, e.g.. communal labour for a product display shed
25. Contribution in cash and kind to common activity

Effective participation:

26. Interest
27. Commitment
28. Respect
29. Understanding
30. Encourage Gender equity

Future:

31. Meetings for Education
32. Leadership training
33. Networking amongst members
34. Groups discuss their needs before suggestions to the Board
35. Afterwards implementation step by Board

### **From the questionnaires:**

**On order quantity:** 28 out of 61 respondents were not satisfied with the order quantity (45%), however rating on the question, whether FPS provides enough work the indicator measured 3.25, which says that 81,25 % were satisfied with order quantities.

**On benefits from FPS orders:** A total indicator of 3.29 states clearly, that producers benefit from dealings with FPS. In the same vein in the answer towards the improvement of livelihood by FPS with the indicator of 3.42 demonstrates the good work done by FPS

### ***Standard 2 - Transparency and Accountability***

Before the seminar Annual accounts of the year 2002 (1.1.2002 to 31.12.2002) was prepared and given out to all members and observers.

36. The Profit and Loss account of the operation (See attachment 5)
37. The Balance sheet for the FPS Fund (See attachment 6)
38. The Annual report (See attachment 7)

These are our basic information sheets to every producer.

Here nothing has changed in our policy and operations.

FPS is transparent and accountable to all members.

**Especially the profit and loss account from operation is not a secret, so that everyone knows about the issue of price calculation and pricing in FPS.**

We share all product information to everybody , such as technological knowledge, market avenues, price information, or product trends. Still there are not too many request from producers coming to do that, so the forum is only a seminar to do that (see capacity building)

**The interest on accounts from members is still questionable. It is assumed that a general trust towards the Marketing (Rosmarie) is the guarantee for correct accounts.**

As we will not be in the position to change the interest in such a subject we rather continue doing our transparent operation and put weights on other issues, than getting all members interested in total price calculation and overhead costs.

To increase knowledge on Fair Trade we have revised our means of communication to English Frafra and Twi, which is much convenient to all.

As there is no prevailing problem in transparent operation we hardly can make any future action plan.

**Our action plan on this Standard (2) reads as follows:**

39. Distribution of information
  - a. Address list
  - b. Faster distribution of information
40. A key role of information is with Felicia in Bolgatanga to connect Accra and Bolga, Marketing and Production, Board and new members
41. Participation in Decision taking
  - a. See incorporation of weavers in FPS Society
  - b. Bolga weaver's Board
42. Accra weavers meetings with allowances

**From the Seminar:**

SESSION 3.4 TAKING DECISION IN FPS AND COMMUNICATING  
IT TO THE CRAFTMAN BY MICHAEL OFOSUHENE-WISE

Mr. Ofosuhene asked the participants to come up with a suitable slogan for fair trade. From this come in response to the pre-phrase "Fair trade";

43. Happiness
44. Our power
45. Fair price
46. Our success
47. Fair deal

He stated the basic rules governing all fair trade practitioners. These are spelt out in standard no. 2.

They are:

48. Transparency
49. Accountability
50. Respect
51. Information/Communication
52. Participation

Participants were asked to examine the society's activities and comment along the above stated points.

Comments that came from the participants indicated that the society activities are performed in accordance with the stated rules and principles.

### **From the questionnaires:**

An indicator of between 3.34 and 3.49 shows an acceptance of over 85% of producers on issues, such as spreading on **information, transparency of FPS, level of respect and comments on the work.**

**On taking part in decision making** only 3 answered 1 (not at all) and 3 people answered 2 (very little). The rest (indicator total 3.36) stated good and very good. This shows, that the question was a miss-interpretation to an extent, that most people think decision taking is alone the seminar, where we speak.

### ***Standard 3 - Capacity building***

We are seeking to improve producer's skills to achieve better Market results.

In 2002 a weeklong product development yielded 6 new baskets (type and colour schemes) that hit the market. Presently at the time of the seminar 68 % of our basket orders consisted of this new Designs.

Also the FPS rope programme in 2002 contributed to constancy in drum quality, as well as a cost effective material input for the drum makers.

Again our straw programme was successfully carried out and is there to overcome production shortages.

These programmes – though not capacity building in the verbal sense – led to improved efficiency and so income of the beneficiaries.

Visits from client can be fruitful, so was the visit by EZA, who came with 15 shop managers to a producer journey. Not only they profited, by improving their ability and knowledge to sell the products, but also our producer profited from an intensive exchange with the visitors.

We would like this programme to be **done by other import Organisations as well. But this is not on our doings.**

Client's feedback is always wanted more, but time lag and client's negligence to a good comment prevent a needed help to the producers. Only negative comments are brought to us, and most of them refer to Packing, delivery, shipment problems rather than product problems.

We only – apart from EZA group – had one visitor during the year (CAA), where also cooperation with Sankofa was deepened, as we do the programme together.

A Management Training Session was given in the Seminar to increase productivity by the chain of planning – organisation – implementation – control.

Highlights to our production can be put as follows:

53. Specialisation
54. Adoption of new skills
55. Division of labour
56. Diversification
57. Research and Market Research
58. Product mix (product + software, such as packing, marketing)
59. Time Management (reducing time for production)
60. Quality planning with scarce resources
61. Cost awareness to minimise costs
62. Planning on production costs

It was also suggested, that members visit fairs and programmes, (such as 2 weavers did last year) and that members are upgrading each other.

Motivation for all is the always prevailing Love and Unity, and not only a financial reward.

The weavers are of the idea, that they have a Market control, and were not agreeing, that prices are set outside, as well as product trends. This lesson, that they are not the market controller has to be made known more to them.

This Training on Fair Trade Standards was generally appraised highly.

Knowledge on Fair Trade, involvement and participation, information and communication, leadership and decision taking are now not only slogans to the weavers, but input for action.

### **Our action plan on this Standard (3) reads as follows:**

63. Concrete Training programmes
  - a. Straw programme in July to facilitate production
  - b. Cost Assessment workshop for Bolga weavers in July
  - c. Dying workshop in Accra in May
64. General Training programmes
  - a. More Management Training
  - b. Training to get more orders
  - c. Quality Training
65. Improved Clients Lobbying
  - a. For visits
  - b. For Travel programmes
  - c. For more comments
  - d. For putting an identification mark (=Label) on our products

### **From the Seminar:**

*SESSION 3.3      PLANING      BY CHRISTOPHER DOOZIE*

Mr. Doozie defined planning as a predetermined cause of action. It is a management tool worldwide and a guideline for decision-making. He said it is necessary because means of production is limited. Management is also to use people to work for the people.

He stated the various elements of management and pointed out that it is prudent that if success is expected in any business, planning must play a very vital role.

### **From the Workgroups:**

This group believed that capacity building require training, specialisation, diversification and research. They thought that it would be very important that society continues to organise workshops and other activities. They also said that adequate motivation and appraisal for participants of these activities is important.

### **From the questionnaires:**

An indicator of 3.4 shows that our **training works** is well accepted. Answering for **more training** was anonymously an indicator of 4.

#### ***Standard 4 - Promoting Fair Trade***

Promoting Fair Trade means selling.

Our Sales have little decreased the previous year. The reason is just one:

For accounting purpose we deducted two major debtors from the Sales records after 4 and 2 years of unsuccessful debt collection.

Our Sales Statistics 2002 show a 88% Sales to FT Clients, namely 8 Ifat members.

Again it is significant to note, that Gepa with 42 % of Sales is by far our major client.

(see appendix 8)

This picture is similar to last year's one.

However one fairly large client was gained

(Oxfam Belgium), who has neither visited us nor did we visit them, or even know them personally.

This shows to us the importance of IFAT, as a credential body.

With our major clients we had no change of relationship, a long lasting unity between them and us is a standing factor.

As we hardly do any mainstream business, only with certain individuals and companies long time known, some small individual requests, such as delivery services (Schenker), we have no complaint so far on our clients.

Also our delivery policy, our service standard, our timely dispatch and our order processing has not changed.

Our information to our clients is going on a personal way or by mail requests.

Annual reports and financial accounts are distributed automatically; however there has not been even ONE remark on those papers provided.

The participation in an Importer's project committee has not been done last year, but the years before.

We thank our clients for a good year passed.

#### Promotional activities for Fair Trade:

During 2002 we had the opportunity to hold the Africa IFAT conference and we held an exhibition for the event of WFTD.

Whilst Press was good, and Sales satisfying, we could only make the exhibition not to be at a monetary loss, as we had donations from our FT partners in Ghana.

This experience – a lot of work, and no gains – we will not do again.

Lobbying for Fair Trade – we see it that way – is not directly OUR duty in the developing countries, but a challenge for consumers overseas.

It is only worthwhile, if a huge local market with purchase power is existing and able to absorb FT products.

**Whilst in the Seminar comments came from participants to put an identification tag on our products. Rosmarie explained that within IFAT there are discussions on a Fair Trade label for handicraft products. We will strongly engage in this initiative and start talking on it now.**

#### **Our action plan on this Standard (4) reads as follows:**

66. Ifat conference (June)

- a. American Market Access
- b. Caritas order after 2 years
- c. Travel programmes
- 67. Improved Clients Lobbying
  - a. For visits
  - b. For more comments
  - c. For putting an identification mark (=Label) on our products
- Marketing Plan
  - d. Continuity in Marketing
  - e. Web site to include an info page as well
  - f. Production and Marketing are a unit

### **From the Seminar:**

We did not deal on that standard alone, but mentioned and explained all relevant figures during the talk on price (Standard 5), and our AGM, where the annual financial report contained all clients information.

### **From the Workgroups:**

There was no workgroup on that standard.

### **From the questionnaires:**

Information about clients is not available for all. (3,0)

The craftsmen wish to have the following information from our customers:

- 68. Colour
- 69. Specification
- 70. Style on market
- 71. Price increases
- 72. More orders
- 73. Early orders
- 74. Advice on life and products
- 75. Any remark

The way Fair Trade is explained to our producers is satisfactory (3,1).

### ***Standard 5 - Fair price***

Our pricing policy is a pillar of Fair Trade.

Appreciation of that fact was shown by all participants in the seminar and surely from all our producers.

This constant policy is maintained for more than ten years.

NO PRODUCT LEAVES THE COUNTRY BEFORE IT IS PAID TO PRODUCER is an ever-applicable policy and has never failed.

Our prices are set as an agreement amongst buyer and seller (producer); they are oriented on our FOB prices (= a % of our FOB price goes to producer). For individual products prices vary also from client to client, so also producer prices vary small.

This is not the case for baskets, our major product.

Hardly there is any case where a producer wants a higher price and is beaten down, mostly it is opposite way round, and producer gets a higher price than requested for. Our price with almost all products is higher than the local market price. Surely it is the same price for men and women. In Ghana there is no difference made towards productive payment to men and women.

With our pricing policy we have perfectly sustained the market, and even fight dumping competition from Far East with a high quality input. Other exporters however face serious problems of that competition.

We in the handicraft sector have only a common price determined by the BUYERS, whether Fair Trade or conventional.

Also order conditions are perfectly worked out and need no more change and adjustments. 50%, if needed up to 75% are prepaid. In the basket case 100% are paid to Bolga and the local group leaders and agent share in two batches. NO WEAVER complaint about this arrangement.

**Pre-finance** is much adequate in enhancing the production and the order time is very flexible to the convenience of the producers.

Time of payment is never of a problem, as we have overcome liquidity and cash flow problems, also because of dealing with reliable partners.

Also quantities and delivery conditions are well appreciated amongst producers.

There is hardly any problem, apart from the general fact, that all producers want MORE ORDERS.

One question alone was always raised again and again: the coverage of product transport costs, which we still determine individually and from case to case.

Discussing that issue with participants at the seminar it was mentioned that the price is a product-mix, which includes services such as product transport. We want to come out with a policy always applicable in 2003 on that issue, especially with respect to the fact that petrol prices (just at the time of the seminar) have been increased for 100% in Ghana.

In 2002 we also changed the payment of Bonus for early delivery and deduction for late - comers, as it normally works well, with times given.

The Board has introduced warning letters to latecomers, which are also put on the office notice Board.

Pricing in 2002 was made up of the following key figures:

**Mark up 51%**

**Proportion to producer: 66%**

See the total figures (in Mio Cedis)

Selling  
= FOB Price

Buying  
= Producer Price

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2093	1326,4	products bought
	+ 105,3	stock from 2002
	- 44,0	stock taken to 2003
<hr/>		
<b>2093</b>	<b>1387</b>	TOTAL in 2002
= 100%	= 66%	2/3 (=66%) of Turnover go to Producer
= 151%	= 100%	51 % mark-up on Producer price
<hr/>		

**Our action plan on this Standard (5) reads as follows:**

76. Cost Assessment workshop for Bolga weavers in July
  - a. To coordinate this activity with the buyers, to get an all level assessment.
  - b. To fix a better cost for labour, where only material costs are considered
  - c. To redefine the impact assessment study by Oxfam on Bolga baskets
77. General Pricing Policy
  - a. No change
  - b. Maintaining present Mark-up
  - c. See on equal order sharing
78. Policy on Transport of products
  - a. From case to case decision now
  - b. Laid down policy later (till April)

**From the Seminar:**

**SESSION 3.2      WHAT IS A FAIR PRICE?      BY ROSMARIE BOOS**

Miss Boos, in her presentation, asked a simple question, "WHAT IS PRICE?" She defined price as the value of the product in cash. She further defined a fair price as the value of the product plus a little more. A sum that both the seller and the buyer are satisfied and will be able to sustain the market and production. This is a little more than the normal market price. This price is also equal for both man and woman and is geared towards the selling price.

She said that, at the moment, FPS pays 66% of what price they get on the international market to the producers. The 34% pays for cost of marketing, administration and social services that FPS gives the members, e.g. Loans, bonuses and forestation. (3% of turnover is for Fund, as well as trading surplus is shared as Bonus and Awards).

Timing of payment

It is the policy of FPS to pay full payment for products before shipment and this, has so far been successful.

Prepayment

This element of fair trade has made it possible for producers to be pre financed during the production process.

Production cost reduction

Though other institutions handle this area, the society runs a programme where straw is bought for the weaver and ropes are also obtained for the drum producers.

**From the Workgroups:**

In the workgroup a member expressed, that there is the trust, that Rosmarie is getting the right price.

A cost assessment on all levels from producer to consumer is done to come out with a higher producer price.

Too much emphases is given to materials rather than labour.

A network of producers is coming out with the right price.

Group 4 members thought that the present price levels as paid by the society is the right price. They said, too often producers put too much emphasis on cost of materials when calculating cost of production. They do not include their personal involvement in the process. A workshop on costing must be organised for members to correct the mistake of the producers.

**From the questionnaires:**

On pricing relevant indicators prove our policy:

79. FPS pays a better price than others:	3,65
80. The way FPS pays is good:	3,59
81. Prefinance adequate:	3,49
82. Delivery time offered.	3,36

Whilst craftsmen do not 100% agree on the delivery time offered, they say they deliver in time.

A problem seems to be with order sharing , which had an unsatisfactory answer of 2,91; we however believe, that people just mean, some get more orders (they finish faster, and then get the next order) .

Also 3,63 indicator is the result, that craftsmen appreciate our QC policy, but to take back rejected pieces only 2,96 think it is fair.

***Standard 6 - Gender Equity***

Within the FPS Society we have no gender discrimination. Women and men get the same work, the same advantages, the same price.

However our products are mainly men's production. Only the traditional pottery (Sogakope) is a pure female production chapter. Within woodcarving, instrument making (a few exceptions are there, e.g. cleaning of inputs) and metal works they are men's dominated production fields.

To them the production means, such as raw materials and machines belong to.

Still most of them say, it is the wife, who controls the money and spending. Here it seems that the role of women has been respected: he works and brings the income for the family.

A different cultural perception towards Gender role you will find in the Northern part of Ghana (that is where the Basket come from), where women are still exposed to the duality of gender in a large extend:

The reproductive women role with a full responsibility for house, food and children is not at all supported by the men. Also she is the main bearer of the production, meaning the breadwinning role. Women have less access to productive means, there is the gender division of labour and equity is culturally not existing.

Within our 480 producer in Bolga we have 40% only women, mostly because men have more time for weaving and are faster with their baskets.

The same picture is with the Bolga weavers in Accra. Here however – being exposed to modern City Life Gender boundaries are wider and through that a more balanced gender is around.

The female role of extra domestic work has increased. Also in the North it is true, that the feminisation of poverty has gained more ground, despite governments efforts of reducing it. And the challenge for the woman is the ability to adapt. We only can help in this process, which we have done in a way:

83. Helping them to form women and men's groups
84. Having education seminars on modern gender roles
85. Helping the mothers with their responsibility for education of their children

In their culture Fra-Fra Society teamwork Agriculture and so do Basketry.

We promote the production approach, based on teamwork.

Another tool of production we put emphases on is time:

We strive for improved techniques that save time in production

Presently we are experimenting with a type of bowl that can save the weavers to roll the grass again to make it wet it in a small bowl before weaving.

Within FPS and its order policy a gender balance is given, as female and male groups are equally treated, receive the same quantity of orders and the same payment.

As we are not employing any craftsman, it is obvious, that through order policy and equal pricing and equal conditioning we are expressing a gender balance.

The weavers themselves are not launching gender complaints, so we do not have to change or even interfere an existing culture.

We were taking gender training into consideration and had a very fruitful lesson within our seminar.

This will be also repeated next time.

Within our Export Organisation we now have a female employee, our development officer.

Respecting existing labour laws is not of a question in Ghana and within Getrade-FPS at all.

So will we do with our development officer. Her role is even of more importance, as she is to "educate" the weavers on a more gender-balanced approach to their daily life as well.

**Our action plan on this Standard (6) reads as follows:**

86. Continue Gender Training
87. Continue Policy of NON discrimination and equality
88. Women's participation in Decision taking process
  - a. Within the Bolga groups
  - b. Amongst the Bolga groups
  - c. The special role of our female development officer
89. Safety and Health education
  - a. Challenge for Aids education was posed on us by political institutions

### **From the Seminar:**

#### ***SESSION 4.1 GENDER ISSUES, WORKING CONDITIONS AND CHILD LABOUR (the standard no. 6,7,8) BY Ms. FRANCISCA ATERE***

Ms. Atere in her presentation, first, passed some pictures round for the participants to examine and comment on them. They all represented discrimination against women in our daily activities. She defined gender as roles assigned to male and female by society, which vary from culture to culture and can change with time.

These roles were examined and found to be inconsistent with modern trends and therefore the need to change them to suit the present situation. These roles have affected the general development of the female. The roles, she listed as:

- 90. Reproduction - Raising the family**
- 91. Production - Income generation for the family**
- 92. Community Management - Going outside the home to help development.**
- 93. Community Politics - District assembly and parliamentary participation.**

She said women, especially in the north were maltreated in the past but with some advocacy and education, these are gradually going away. She listed some qualities that women must strive to achieve in order that they can be better off.

- 94. Self management---self discipline
- 95. Style of management—her relation with those she works with.
- 96. Financial—savings and money management
- 97. Public speaking—
- 98. Choice of clothing -- decency in dressing

She next talked on stress, a condition that arises out of over work. Some examples she gave were head aches, tiredness, sleeplessness and nervousness. She said it is important that when these happen, one must stop whatever one is doing and rest or find some relaxing activity to manage them.

### **From the questionnaires:**

We wanted to know, how craftsmen think that women have contributed to FPS. An indicator of 3,31 shows a good appreciation of women's contribution and acknowledgment of women within FPS.

On the question whether FPS give enough chance for women to participate the average answers showing 3,59 , a very high level of gender balance within our FPS Society.

#### ***Standard 7 - Working Condition***

For individual workers (weavers) this standard is not relevant.

It was stated to be a problem for craftsmen to introduce better working conditions within their workshops.

Within Getrade employees (Marketing Assistant, Packer, Development Officer) enjoy the legal rights and duties of a working contract. FPS Board sees no need to interfere into this relation, as we are not employers. The Board is however convinced that all relevant working conditions for workers are kept.

Regarding **working conditions** within the craftsmen's own outfits some of them have changed since our last training:

Payment to workers is fairly good, with also end of year benefits and extras, as well as the usual contributions to workers welfare, health needs, funeral support and family issues (as prevailing amongst the Ghana Society as a whole).

Permanent contracts, a somehow monthly salary and not a pure contract works is introduced with some workshops (see quantity from questionnaire).

Many craftsmen want to do more for their working conditions amongst their workers, but financial constraints prevent a fairer treatment of all workers. With higher prices it would be possible to distribute more income to their workers. Here even with Fair Trade they are better off, as with regular clients.

We from FPS can not interfere into their workshops, and can only give advises and information.

It is unfortunate to mention that we are not at all in a position to provide different approaches to contract work and assume a job security as our organisation is not an employer, which also the weavers would not want to be.

**Our action plan on this Standard (7) reads as follows:**

- 99. Continue Training and Information on Working conditions
- 100. Continue to inform workers of various workshops
- 101. Transparency on Bonuses to make workers aware of this advantages
- 102. A Model workshop leadership is put up by a member and experiences are shared amongst the group of concerned producers
- 103. Continuation

**From the Seminar:**

Ms. Atere in her presentation on working condition was referring to Organisations with employed labour.

An organisation/Society shall be bound

- 104. to keep her premises and equipment in good condition
- 105. to get health and safety for lawfull persons

Good working conditions are:

- 106. Defined working hour and contact hours
  - a. Per day as described by law
  - b. Contact hours (private visits) determined by negotiation
  - c. Overtime paid with appropriate allowances determined by both parties
- 107. Health and Safety
  - a. All employees covered by the agreement, who sustain injuries during and in the course of their employment shall be entitled to workmen compensation claim in accordance with the provision of the workmen's compensation law 1987 (PNDC L. 187)
  - b. An employee whose property is established to have been damaged or destroyed whilst on service shall be compensated through negotiations with the employer.
- 108. In Service Training programmes
  - a. The organisation shall organize systematic in service programmes as a means of improving the efficiency and effectiveness of employees
  - b. Records shall be kept of all such in service programmes and shall count towards the promotion of employees
  - c. The Organisation shall be responsible for the provision of all logistics during in service programmes

- d. The Organisation shall give certificates of attendance free of charge to all employees, who attend programmes
109. Release of employees
- a. Employees who wish to be released shall apply to the employer 3 (three) month before the end of the academic year
  - b. Employees of the organisation who may request for release shall be written too before the release is effected

### **From the Workgroups:**

Members defined good working environment as a working condition, which is free from any difficulty. They made the following points as conditions for a good working environment;

- 110. Nursing mothers' period of work should be reduced.
- 111. There must be in use, the right tools for the right work
- 112. There should be good drinking water
- 113. There should be good labour laws to guide the work
- 114. There should not be hard labour such as simultaneous work
- 115. There must be good relationship among workers (communication)
- 116. The right person should do the right job.

### **From the questionnaires:**

Whilst indicator 3,94 shows the readiness of the producers to improve their conditions, indicator 3,4 answering that they have improved since we last met, does not show any answer.

This however has to be differentiated between workshops and individual producers.

3,49 say they pay more than requested or generally done and also 3,27 share their annual profit.

Only 2,59 (a result affected by the weavers, who only see orders as their security) have a job security. In fact one has to admit, that there is no job security at all, as everyone ONLY depends on orders.

Most have only contracts and no job security.

### ***Standard 8 - Child Labour***

As Ghana has ratified UN convention on child labour public awareness on the subject is on the increase.

So is ours. Though Ghana's case is different than the Eastern Asian situation on child labour, it is our aim to tackle the problem from the right angle.

In the Ghanaian context, children are deprived of certain rights, but are not abused in child labour (such as defined by Ifat and Fair Trade standards).

Also with reporting on this standard within the FPS society we have to separate our producer groups in south – workshops – craftsmen (SWC) and north – individuals – weavers (NIW):

It came to light during our seminar, that children's rights are not obeyed because of ignorance, tradition and poverty.

### **Weavers:**

Children of weavers have their daily duties for the house (especially girls) and help their parents in weaving (and learn it at the same time).

Most weavers, today between 20-25 years learnt since childhood from their parents, others (estimate 20%) started later and learnt from friends/colleagues.

Many young weavers also say to weave now to bear their school costs. Poverty and ignorance (= not knowing other options, not being exposed to different ways how to care for their children).

Also children themselves (influence of bad friends, the wish to be independent, to have money on their own) withdraw from parental care and become Hustlers, as this group of young adults is called. A draw to the cities is often seen.

To overcome the negative effects of child labour, we have to empower parents (who love their children and want their best) to earn money, to be able to educate the children, to avoid school dropouts and poor physical and physiological health of children.

We therefore are fully aware of our crucial role (as an NGO) with our weavers and towards their children.

Education of parents, Income and Money and child support are our ways.

FPS is taking over responsibility through the School Fund project, which after 3 years planning and preparing is taking off this year.

Craftsmen-workshops

FPS does strongly discourage **child labour** and so do all the craftsmen. All their children (and the ones of their workers) are schooling. With our loan facilities (6 out of 30 loans for individuals are school loans) we try to help parents in their obligations. General information education and leadership Training will continue that high rate of schooling.

### **Our action plan on this Standard (8) reads as follows:**

117. School Fund

- a. Like plan
- b. 48 children now
- c. Fund raising

118. More education to parents

- a. Cooperation with GES
- b. Seminar for weavers
- c. Have a responsible role as an NGO to educate our parents

Encourage children training of weaving next to school

- d. Plan to be worked out
- e. Inculcate into education for parents

119. Discouragement of child labour

- a. For the next seminar, a membership clause to abolish child labour
- b. Development officer to find out how prevailing child labour problem is

### **From the Seminar:**

Ms. Atere in her presentation on Child Labour first clarified some definitions:

**Child:** A person below the age of 18 years.

**Labour:** To work, especially in a hard way or in a struggling manner.

Law is describing it as the fact, that no child shall labour for you as a grown-up. Since 1989 the state is prosecuting the violating of rights of the child. Especially the phenomena of street children is of concern to the government. Parents have a legal right to educate their children. Child education also is a means for being well off yourself. Children later care for parents. In the extended family system also has some uncle to provide education.

**Causes** (and that is worldwide, as well as in Ghana) are as follows:

120. To contribute to family income
121. Children themselves want to bear the cost of their education
122. Influence from friends (children want to buy things, such as canboes, meat<sup>9</sup>)
123. Lack of proper parental care
124. To be independent from parents
125. Poverty
126. To make children responsible adults
127. Children themselves want to be responsible in future, so they start early
128. To have money on their own

She was referring to a study in Sandema district, where street children are mostly working without the parents being aware of it.

It was said, that the government has put in place institutions to help the children:

A child can send parents to Social Welfare.

FCUB (Free education) is there.

In the Bolga area, and here especially in the tomato growing area we have temporary child labour during the major season. This is followed by a temporary school drop out.

**Effects** of work on children are as follows:

129. Physical ailment/ injury
130. Low self-esteem
131. Bad company (social vices)
132. School drop out
133. Less time to play
134. Absenteeism/ poor performance
135. Tiredness
136. Poor health/ prone to diseases

For **solving** the problems various social groups are to help:

137. The role of the district Assembly
138. The role of the GES (Ghana Education Service)
139. The role of Social Welfare Department
140. Role of NGOs
141. Role of parents

### **From the Workgroups:**

Child Labour is on the increase – What are the effects ?

What activities are to be put in place to combat it ?

Effects:

142. Children will be dormant
143. With money children refuse to respect
144. Bad company leads to criminal effects

Activities:

- 145. Insist that they are in school
- 146. Solve the problem of broken homes
- 147. Men have to show responsibility
- 148. Educate parents to be responsible
- 149. Have recreational activities, such as play grounds or library

**From the questionnaires:**

10% of the answers admit, that they work with their children (6 out 59), ranging between 13 and 17 ( 13,14,15,15,16,17 ).

***Standard 9 - Environment***

As a good organisation we have put the environment as a standard since the beginning of our operation.

We are fairer to help the future generations and have a sustainable production.

Ability of food and water is a concern to us.

We manage our **raw materials** (resources) in various ways:

Straw: The wild growing Vertiveria straw can not be cultivated and we are bound to plug it from the forest area. This is a trade to some Fra-Fra people. We are not interfering, but conduct our straw programme to avoid high costs.

Wood: For carving softwoods (called firewood) is used. Normally this is of fast growing types. Problems exist in stool production (Cedar) and Drums (Tweneboa can hardly be replanted). For our environmental consciousness, we do Reafforestation since 1993.

It cannot be denied, that drums are NOT an environmental friendly product.

Other Materials: Brass (out of Recycling), Glasbeads (recycled glass bottles), Clay (natural from soils) and metal works (scrap and metal sheets and rods, locally produced by Tema Steel Works) have a small output and are not endangering the environment in that extend.

**Energy**: Manuel production is avoiding energy.

For weavers the dying of straw is energy (firewood) consuming.

Carving and drum making has logging and saw milling as production steps, before manual carving. To improve quality mechanical polishing and straightening is recommended. This uses energy in a modern production process.

Pottery is fully hand made. Brass uses charcoal and firewood in a large quantity. Metall works are made by simmering fire and with mechanical tools and welding.

All those are not much consumptive. Energy/Product factor is not known.

**Transport**: Extensive Transport is avoided simply because of cost: Transport costs are always seen as a high cost factor and eco efficiency in that respect is practical. Full Trucks come to the south to offload the products.

**Packaging**: We can only use what is produced locally. On boxes we use second hand (unless clients demand a specific size). For baskets we use poly sacks, a plastic material, locally produced and airy to pack optimal. Sacks, as well as foam are not environmental friendly packaging materials, but not to avoid or substitute.

During our Seminar environmental hazards were taught and discussed. This is to be continued and small improvements were agreed.

Here we mention discharge of chemicals (dyes) by diluting and burying and not polluting water, production of baskets in hygienic condition, LPG gas instead of Firewood, and

alternatively AHIBENSO stove (with a car-rim), bushfire and anti fire squads, use of waste (woodcarvings).

Our Reafforestation programme had a stop in 2002, due to unavailability of our technical adviser Roland Akyea. This however is overcome in 2003 and so double the efforts are put in this year to compensate for last year's shortfall.

**Our action plan on this Standard (9) reads as follows:**

150. Education and awareness raising
    - a. Practical production seminar (save time and energy)
    - b. Seminar for weavers in July
    - c. Further seminar with cost assessment (Eco Cost)
    - d. Eco cost of production is calculated (Eco balance)
  151. Small production improvements
    - a. Ahibenso stove donation
    - b. Use of waste in carving promoted, work out of new products (sawdust, woodchips)
    - c. Use of palm kernels in brass is organised
    - d. Natural dyes in cooperation with JICA
- Reafforestation programme in Konkronu
- e. Make up with last year's planting loss
  - f. Providing the necessary funds
  - g. Following the long lasting discussion about a Tweneboa nursery

**From the Seminar:**

***SESSION 4.2 ENVIRONMENTAL ISSUES BY MR. STEVE AMPOFO.***

Mr. Steve Ampofo is from the Environmental Agency of Ghana. He stood in for Miss Zenabu Wassai who was originally scheduled to address the participants.

He stressed the need for sustainable practises by all to ensure that our younger generation do not suffer. Over the years, we have extracted our raw materials from the earth without care and this practise has led to degradation of the environment. He sited straw harvesting, which he said, if the harvest out weigh natural growth affect subsequent harvests. Indiscriminate bush burning is also an area of concern. He advised controlled burning and waste management as remedies that will go a long way to ease the tension we impose on the environment with our activities.

**From the workshop:**

**Basic environmental problems that pertain in their work: activity, environmental problem, causes and solutions**

<b>Activity</b>	<b>Problem</b>	<b>Causes</b>	<b>Solution</b>
<u>Weaving</u>	Disposal of dye	is necessary	diluting burying
	Scarcity of straw	low rainfall	keep the rainforest zone Protect from bush fires
<u>Wood-Carving</u>	Deforestation	cutting of trees	reafforestation eco efficiency

	Dust during sand-Papering		waste for cooking
<u>Brass</u>	extensive use of Charcoal and Firewood	production process	tree planting LPG gas use use of palm kernel Use of carving waste

### **From the questionnaires:**

Indicator shows 3,75 want to take care for the environment.  
3,25 indicates that their work is environmental friendly.  
And almost all (3,65) support the way FPS is doing the reforestation

### ***Craftsmen Relation with FPS***

FPS has a satisfactory relation with its members. This it has done and achieved through equal opportunities, loan modalities, and annual Bonus sharing and fair treatment of members as compared to other clients. Like it was in the last years.  
Within the last two years weavers were consequently being involved into the organisation (see straw programme). And now the goal of incorporating the weavers as full members has been realised. (See later)

FPS have also ensured that members are satisfied with the Board members and the Marketing staff, not forgetting the office staff.  
FPS members and associated craftsmen are satisfied with its Annual reports and the Annual Award Party.

FPS have maintained a very good relation with its producers and members and intends to keep it up to enhance the flow from Producer to consumer's end.

Craftsmen amongst themselves admit that now they exchange more amongst themselves. Example is the cooperation amongst drum producers with completing successfully the rope programme and adjusting production to a higher uniformed standard. They are benefiting from the Society more than from other clients.

Complaints from craftsmen were increasing when it came to equally sharing of orders. Here it is worthwhile to mention, that this is only a problem amongst drum producers, as other products have only one producer for one specific product.

With drum production, we as Marketing staff, have however the principle, that if old order is not completed, no new order is issued. We will monitor that aspect better during the coming year to avoid grievances amongst craftsmen.

Amongst weavers we as Marketing staff have to admit, that we act according to first come, first serve. We wish that with the strict organisation we also have overcome that issue.

Craftsmen this year were more satisfied with the Marketing staff, but had undefined complaints about the Board. The Board again was reconfirmed and for constancy there were no new elections. These will take place only next year.

The Marketing staff was anonymously reconfirmed and Rosmarie Boos accepted her leading role in the operations.

Very grateful all were accepting the new women in the team and a new dynamic with meetings, expressing of opinions and new cooperation has started.

**Our action plan on relations reads as follows:**

- 152. More members with weaving groups
  - a. Like discussed
  - b. Preliminary work done by Felicia
- 153. Programme, rope Small production improvements
  - a. Rope programme
  - b. Straw programme
- Transmittance of annual report
  - c. A more simple version is worked out
- 154. Satisfaction with Board
  - a. More visits to craftsmen
  - b. More meetings

**From the questionnaires:**

A total indicator of 3,4 shows our relation with the craftsmen. 3,56 are satisfied with the Marketing and the 3,36 satisfaction with the Board was expressed. 3,7 shows satisfaction with the objectives, and 3,5 see the structure as good. The understanding of the annual report made an indicator of 3,28 only.

***How ARE we doing***

Standard	Need to Make Progress	Still Deve- loping	Almost there	Here we are !
Standard 1			<b>x</b>	
Standard 2			<b>x</b>	
Standard 3				<b>x</b>
Standard 4		<b>x</b>		
Standard 5				<b>x</b>
Standard 6			<b>x</b>	
Standard 7			<b>x</b>	
Standard 8				<b>x</b>
Standard 9			<b>x</b>	
Craftsmen relation		<b>x</b>		

### **3. Future targets**

To improve our work  
To strive for better quality  
To create more designs

More orders  
Continuity in Marketing  
More bulk payment  
There was never a lie in prices; there will never be one.

Production and Marketing is a unit

More development to the community  
Bring unity amongst producers  
Have an improved meeting and workplace in Gambigo

Training to get more orders  
Quality Training

To put identification mark = label on our product

School Fund plan becomes reality  
Saving union system is worked out

### ***What we do in 2003 (Annual activities in 2003)***

Website in May  
Ifat conference in June

Trade Fair in February  
Straw programme in July

Fundraising team ready in July

Constitution committee about membership reports in May  
Weaving groups as members in July  
Weaving Center in Gambigo started in February

Cost assessment workshop in July  
Dying workshop in May

To lobby for label within IFAT in June

Implementation of School Fund in September  
Saving union system is worked out in July

### ***The incorporation of weavers groups as members into the FPS Society***

With the help of Kuapa Kokoo we gained useful information on how to incorporate our weavers into the Society.

After reorganising ourselves from a mere export organisation into a craftsmen Society four years ago (1999) we now are able to change our membership policy into the direction to admit weaving groups as full members into the Society. We count on 23-28 groups (total individuals 480) based in Bolgatanga and 16 groups (Total individuals 280) in Accra. This will increase the membership from 28 to about 69.

On the benefits from the Society we have to say, that as at now weavers enjoy the straw programme as their Bonus, this will continue.

Weavers as individuals will not be entitiled to loans, especially school loans. This will be taken care of with the school programme.

A group can enjoy workshop and emergency loans. Administration of those are not yet worked out.

In additional the saving Union system is in the planning stage.

On the structural change it is suggested, that two Boards are elected (by the weavers themselves) to work under the Board, and also send one representantive each to the Board. The FPS Board will be raised to 7 members, and also new forms of communication have to be used (net)

On obligations it was stated, that members have to abide Fair Trade Standards, pay dues (10,000 Cedis) and obtain a share with registration (20,000 Cedis)

#### **Our action plan on membership for weavers reads as follows:**

155. Committee to work out details
  - a. till May
  - b. for submission to register general
156. Membership registration in July, valid for 2003
  - a. Individual registration and member card by Felicia before
  - b.** 2 Boards (Accra + Bolga ) to be voted before
  - c. Subgroups in the villages to be formed, who apply for membership
  - d. Appraisal by Abu Sadik, who works with them

#### **From the Seminar:**

Session 3.3                      FPS ISSUES                      BY S. K. ABABIO

Mr. Ababio presented to the participants three points of concern.

157. How do we incorporate our weavers into FPS?
158. Our mission statement
159. Membership and organisation in FPS.

Mr. Ababio stated that the society has rules, regulations and structures in place and therefore we are obliged to use them as guidelines in all admissions into the society.

#### *Our structure*

He said there is the producer as member who must be a producer of handicraft for the society. A member can be admitted either as individuals or as a group. He advised that, since the weavers have groups and are many they should opt for group membership.

We are here to finalise the way to admitt our weavers into the society.

He further said that we are here to educate ourselves on how to have practical approach in the use of fair trade principles in our programmes. This we are doing through the bi- annual self-assessment.

We are also here to formulate a mission statement, which should guide us in our activities.

### *Membership and organisation*

Mr. Amponsah was invited to share his experience at Kuapa Kokoo (KK) with the participants on this topic.

The nature of Kuapa's work, being seasonal, makes it dependant on the main harvest of member's cocoa. Groups are admitted before the main season because it is difficult to get a group together in the lean season.

Kuapa also have rules to accept new members:

160. The group or community is educated how to form the group and then apply for membership.
161. Some middleman (such as a Cocoa clerk) hars about KK. And makes his people to apply
162. Next is that KK does an assessment for groups (such as distance between societies, production quantity, access Road)
163. Next step is Acceptance after appraisal of the application
164. Followed by Training on Fair Trade principles
165. Afterwards Executives are elected
166. And there is leadership Training, so that good leaders perform functions within the Society and the Cocoa business.
167. Now groups are ready for further investments (Cocoa shed ect.)

KK leaves the members to do their elections, but insist that at least two of them must be female.

There is membership registration with ID card and book, stamped and signed by President and Secretary. The group can have its own bye-laws but must be guided by fair trade principles.

Member obligations are defined as follows:

168. Dues
169. Taking part in meetings
170. Making the bye-laws, which conform to the constitution, but can be different

After this, Ms. Boos briefed the participants on the rights of a member.

The participants next broke into groups again for their group discussions on the following topics, after which they presented reports.

- |         |  |
|---------|--|
| Group 1 | Our constitution shall be amended, if the weavers join |
| Group 2 | About a New Board for weavers                          |
| Group 3 | Who shall be a member amongst the weavers              |
| Group 4 | Our Mission statement                                  |
| Group 5 | Participation of weavers into FPS                      |

*PRESENTATION OF REPORTS FROM GROUP DISCUSSIONS*

Group 1 Our constitution shall be amended, if the weavers join

The Group came out with the following points:

- 171. Membership should be well defined in the Constitution (individuals/workshops/groups)
- 172. Who has the right to vote? - Group representative or all members?
- 173. Who receives the shared benefits/bonus? - Individual or group?
- 174. The Board shall look at this and bring for final consideration to the AGM

→ It was decided, that a Committee is found:

The AGM meeting voted for a committee to reconstruct and amend the constitution and structures of the society.

Members of the committee consist of:

- 175. Maxwell Boakye of Kumasi
- 176. Simon Abonu of Bolga
- 177. Abraham Asugle of Bolga
- 178. Nii Amartey of Aburi
- 179. Madam Veronica of Accra

The committee was charged to examine the present constitution and structures and give recommendations to suit the emerging status of the society, by May 2003.

It was suggested to the committee to look critically at these areas:

- 180. Admissions and removal of members, and categories of membership status.
- 181. A recommendation for separate Boards for Bolga and Accra weavers groups to work under the existing Board.

Group 2 About a New Board for weavers

Weavers want to be members, but want to decide themselves.

They want to have separate Boards, one for Accra and one for Bolga.

Due to distance between Accra and Bolga Bolga weavers wish one Board in Bolga to be their representation.

There are issues that may need deliberations at the weavers level before coming to the FPS and weavers hope by having a separate Board to address these issues on their behalf before bringing it to FPS Board.

The wavers also would prefer that their separate Boards will be able to monitor the collection of dues, organise the purchasing of straw for weavers, which has been a hard job for FPS Board annually.

Also separate Board will save FPS financially, as not all members travel for all deliberations, but only the Boards do so.

Group 3 Who shall be a member amongst the weavers

Criteria for membership are as follows, as brought out by the group:

- 182. Must be a weaver
- 183. Must be in the group of FPS weavers
- 184. Must produce for FPS Organiser (ABU Sadik)
- 185. Must register
- 186. Must pay annual dues

- 187. Must abide to all rules and regulations of the Society
- 188. Must be a shareholder (=member) to enjoy dividends and benefits
- 189. Must participate in Society`s activities/deliberations
- 190. Must base all operations and dealings solely on Fair Trade Standards

#### Group 4      Our Mission statement

A Mission statement is to put your objectives into ONE sentence.

This is the result:

We are together to get all our producers involved with trust and openness.

So we are improving our knowledge to achieve the best quality product for

Sales at Fair Prices and for a long lasting progress for us and our children on a sustainable development path.

Fair Trade IS THE tool to our development.

#### Group 5      Participation of weavers into FPS

The group said there is a need to educate the weavers on the benefits that come with being members of FPS:

191. Better prices than their competitors

192. Bonuses

193. Annual awards

194. School project

195. Possible general improvement in their living and social conditions.

What qualifies for FPS membership:

196. A weaver who must produce regularly for FPS

197. Pay regular dues

198. Participate in all activities of the society

199. Meet the obligations of the Society (produce QUALITY products that are SELLABLE)

200. Have good leadership

Good leadership is defined as:

201. Executives must be elected

a. In a democratically manner

b. And in no gender bias

202. This applies to all levels of Executives

203. Leaders have a leader style and get special training

Another Issue mentioned in the groups is Sustainability

204. Diversify products to meet world market standard

205. Make new designs

206. Have education on colour mixing with resource person from the right quarters (eg. Artist, painter)

207. Have other education on book keeping, Management skills, Family planning ect.

### ***The School Fund***

Our long term plan for the school fund has taken shape in 2002.

Since 1999 we strive to reach the goal of **combining trade with development.**

As a tool the FPS Society has chosen **education.**

In 2003 the school fund is implemented.

We aim to modernise the horticultural Society in Bolgatanga (and here especially and only the weaving part of it, limited to those who work with us) in a rather environmental devastated area of Ghana by:

- 208. Diversifying their productive income possibility
- 209. Upgrading their social status
- 210. Easement of their financial obligation for education

### ***The School Fund Plan***

The FPS School fund for weavers follows a ten year plan:

Within the next 10 years 1350 children will be sponsored to attend the 4 types of Ghana schools.

<b>Type of school</b>	<b>Duration</b>	<b>Cost per Year in US \$</b>	<b>intake in %</b>
<u>Primary</u>	6 years	71	20 %
<u>JSS</u>	3 years	118	30 %
<u>SSS</u>	3 years	235	40%
<u>Tertiary Education/University</u>	4 years	706	10 %

The sponsorship is based on private and public schools. It is intended to take one child through the whole education. However it will prove, that children drop out earlier and so the output will be decreased, as well as the costs. For the whole school time (17 years) costs will be 3509 US \$.

At present cost (in US \$), the cost of school fees, PTA levies, uniforms and books, teacher's bonus boarding and feeding should be maintained over the next ten years. Costs assumed in the plan are higher than given to us by Educationists of the Ghana Education Service. They assume, that in the North of Ghana no schoolfees are there, however extra cost compensate for that assumption.

**The whole 10 years period will cost US \$ 355,000 only to sponsor 1350 children.**

Averagely 10 % is financed by the weaver, another 10 % by the Society (from Export Sales return); our major Clients (within the Fair Trade sector) shall commit themselves to a premium payment for that fund. The rest has to be financed by fundraising, an activity which also our development office will take care of. She will guide the Fund raising team.

#### What have we done so far:

- 211. Our weavers are dedicated to support our plans for education. Since 2 years we are educating them on the need for improved education to their children
- 212. We have a close link as a trustworthy agency with our weavers
- 213. Own resources kept back since 3 years (as at 31.12.2002: 5949 US \$)

214. A survey of the weavers children is also conducted by our development officer( 480 questionnaires)

215. The weaver's groups are organized

216. The groups will decide themselves about the children, who will receive sponsorship

217. The Ghana Education Service in Bolgatanga is supporting us in the Programme by evaluating local schools in and around Bolgatanga and get us access to the schools.

#### The Budget:

Year school	Costs in US \$	No. of children	new entries to
Year 1 (2003)	10357 US \$	48 children	48
Year 2 (2004)	12126 US \$	64 children	16
Year 3 (2005)	13895 US \$	80 children	16
Year 4 (2006)	26251 US \$	96 children	16
Year 5 (2007)	34842 US \$	139 children	48
Year 6 (2008)	38375 US \$	155 children	16
Year 7 (2009)	48972 US \$	171 children	16
Year 8 (2010)	49797 US \$	168 children	16
Year 9 (2011)	58153 US \$	208 children	48
Year 10(2012)	62261 US \$	221 children	16
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Total 10 years	355389 US \$	1350 children	256

#### Finance of the project (for ten years):

Weavers contribution:	10,9 %	US \$	39000
FPS part:	10,9 %	US \$	39000
Clients Fundraising:	39,1 %	US \$	140000
Public Donors:	39,1 %	US \$	140000

If funding is not sufficient, child intake is reduced.

#### The first year:

**In 2003 we will achieve the intake for 48 children, 10 to Primary, 14 to JSS, 19 to SSS, 5 for tertiary education.**

This is financed all with our own means: Reserves ( 5949 US \$) and take back for 2002 (6000 US), whilst fundraising is starting. It is however wished or foreseen, that we can keep reserves and finance 2003 intake already partly with Clients fundraising.

In July all groups will find out who will be amongst the 48 beneficiaries. We hope that we will be able already the first year to achieve the planned intake for children.

#### The Organisation:

The school project is executed with organisatory support of Felicia. She advices, pays small fees (such as PTA levies), is the link between school – child – parents – FPS . Schoolfees/Boarding/Examination fees will be paid from the office at the beginning of the term. The office also orders/pays for books, uniforms, pens and other means.

Teacher`s bonus is bound to results and are agreed with the GES.  
FPS itself will not invest in schools or establish schools.

What our partners can do:

We are counting on our clients to support our programme by cash (donation, premium, partnership) or kind (public finance means, goodwill, promotion).

**218. Give a financial contribution to the Fund**

**219. Pay a premium (e.g. on a sold basket) into the Fund**

**220. A partnership between one pupil and one client (so 256). Please note, that obligations will grow higher over the years, as costs of higher schools are higher.**

**221. You and us, we can work out a common application for public finance**

**222. You can recommend us to public financiers.**

**223. You can have public funds to give to us.**

**224. With shops and consumers we can work out PR events.**

**225. Surplus of shops can be transferred to our fund.**

**226. You can recommend us to an organisation in your country, that is willing to write taxable receipts for donations**

**227. Any other event, that can help us.**

**228. But ESPECIALLY: Sell Baskets from Ghana**

### ***The Savings Union***

An other project for future consideration is also leaned on KK operation:  
The Savings Union, which we like to introduce with our weavers in Bolga.

Basket weaving has made FPS a name. Weavers are THE disadvantaged producers within FPS. FPS has already rmoved some strain from weavers (orders, fair price, bulk payment). The seasonal nature of the work of this part of the population calls for a mean to sustain weavers financially over the whole year.  
The SAVINGS UNION FPS

Motto: save for saving sake, not for loan sake

#### OBJECTIVES

229. Promote the habit of saving

230. To solve the Problem: M oney and L oan

231. Lends money to members lower than Bank rate

232. Needs no collateral security, but group security

233. Group security: 3 people of the group guarantee loan

234. Low bureaucracy

235. If there is no plan, there is no Loan

236. Only one loan at a time

#### MODALITIES

237. Buy a share: CEDI 20,000

238. Save for six month before a loan can be taken

239. Save a month: CEDI 10,000

240. Minimum Loan: CEDI 200,000

- 241. Maximum Loan: 2 x your saving
- 242. Interest taken on loans: 10%
- 243. Interest given on savings: 6%
- 244. Dividends on share: 10%
- 245. If you need more than maximum loan: application to Board for approval
- 246. Repayment period: 1 year only

#### CONDITIONS

- 247. Weaver for FPS
- 248. And other producer members
- 249. Finance Committee available:
  - a. In the community:
  - b. Treasurer → collect and pays to Bank
  - c. Controller → makes card's entries
  - d. Double booklet for entries
  - e. Approval of loans
  - f. Assessment of loan and guarantors
  - g. Give out loan
  - h. Collect repayment
- 250. 3 signatories to account
- 251. Deduction from Basket payment
- 252. Repayment with monthly saving dues and with Basket payment

How do you have trust in your saving Union ?

- 253. We avoid embezzlement
- 254. Embezzlement results in no more Basket orders
- 255. Double receipt book
- 256. Group guarantee
- 257. Only 3 members of the group have loan at the same time
- 258. Treasurer and Controller

Who does the final control?

- 259. Felicia is checking book and bank statements monthly
- 260. Keeping of loan cards

We are working out the details and present a financial plan on the Saving Union in July, after weavers had enough time to discuss the present proposal with Felicia.

#### ***All Action plans combined***

#### **Our action plan on this Standard (1) reads as follows:**

- 261. Incorporation of all weavers into the formal structure of FPS
  - a. Constitution committee presents report in May
  - b. Registration in July
- 262. Awareness raising and leadership training by development officer till July
- 263. Improved Marketing for more orders
  - a. Website in May
  - b. Trade fair in February
  - c. Ifat conference in June

#### **Our action plan on this Standard (2) reads as follows:**

- 264. Distribution of information
  - a. Address list

- b. Faster distribution of information
- 265. A key role of information is with Felicia in Bolgatanga to connect Accra and Bolga, Marketing and Production, Board and new members
- 266. Participation in Decision taking
  - a. See incorporation of weavers in FPS Society
  - b. Bolga weaver's Board
- 267. Accra weavers meetings with allowances

**Our action plan on this Standard (3) reads as follows:**

- 268. Concrete Training programmes
  - a. Straw programme in July to facilitate production
  - b. Cost Assessment workshop for Bolga weavers in July
  - c. Dying workshop in Accra in May
- 269. General Training programmes
  - a. More Management Training
  - b. Training to get more orders
  - c. Quality Training
- 270. Improved Clients Lobbying
  - a. For visits
  - b. For Travel programmes
  - c. For more comments
  - d. For putting an identification mark (=Label) on our products

**Our action plan on this Standard (4) reads as follows:**

- 271. Ifat conference (June)
  - a. American Market Access
  - b. Caritas order after 2 years
  - c. Travel programmes
- 272. Improved Clients Lobbying
  - a. For visits
  - b. For more comments
  - c. For putting an identification mark (=Label) on our products
- Marketing Plan
  - d. Continuity in Marketing
  - e. Web site to include an info page as well
  - f. Production and Marketing are a unit

**Our action plan on this Standard (5) reads as follows:**

- 273. Cost Assessment workshop for Bolga weavers in July
  - a. To coordinate this activity with the buyers, to get an all level assessment.
  - b. To fix a better cost for labour, where only material costs are considered
  - c. To redefine the impact assessment study by Oxfam on Bolga baskets
- 274. General Pricing Policy
  - a. No change
  - b. Maintaining present Mark-up
  - c. See on equal order sharing
- 275. Policy on Transport of products
  - a. From case to case decision now
  - b. Laid down policy later (till April)

**Our action plan on this Standard (6) reads as follows:**

- 276. Continue Gender Training
- 277. Continue Policy of NON discrimination and equality

- 278. Women's participation in Decision taking process
  - a. Within the Bolga groups
  - b. Amongst the Bolga groups
  - c. The special role of our female development officer
- 279. Safety and Health education
  - a. Challenge for Aids education was posed on us by political institutions

**Our action plan on this Standard (7) reads as follows:**

- 280. Continue Training and Information on Working conditions
- 281. Continue to inform workers of various workshops
- 282. Transparency on Bonuses to make workers aware of this advantages
- 283. A Model workshop leadership is put up by a member and experiences are shared amongst the group of concerned producers
- 284. Continuation

**Our action plan on this Standard (8) reads as follows:**

- 285. School Fund
  - a. Like plan
  - b. 48 children now
  - c. Fund raising
- 286. More education to parents
  - a. Cooperation with GES
  - b. Seminar for weavers
  - c. Have a responsible role as an NGO to educate our parents
- Encourage children training of weaving next to school
  - d. Plan to be worked out
  - e. Inculcate into education for parents
- 287. Discouragement of child labour
  - a. For the next seminar, a membership clause to abolish child labour
  - b. Development officer to find out how prevailing child labour problem is

**Our action plan on this Standard (9) reads as follows:**

- 288. Education and awareness raising
  - a. Practical production seminar (save time and energy)
  - b. Seminar for weavers in July
  - c. Further seminar with cost assessment (Eco Cost)
  - d. Eco cost of production is calculated (Eco balance)
- 289. Small production improvements
  - a. Ahibenso stove donation
  - b. Use of waste in carving promoted, work out of new products (sawdust, woodchips)
  - c. Use of palm kernels in brass is organised
  - d. Natural dyes in cooperation with JICA
- Reafforestation programme in Konkronu
  - e. Make up with last year's planting loss
  - f. Providing the necessary funds
  - g. Following the long lasting discussion about a Tweneboa nursery

**Our action plan on relations reads as follows:**

- 290. More members with weaving groups
  - a. Like discussed

- b. Preliminary work done by Felicia
- 291. Programme, rope Small production improvements
  - a. Rope programme
  - b. Straw programme
- Transmittance of annual report
  - c. A more simple version is worked out
- 292. Satisfaction with Board
  - a. More visits to craftsmen
  - b. More meetings

**Our action plan on membership for weavers reads as follows:**

- 293. Committee to work out details
  - a. till May
  - b. for submission to register general
- 294. Membership registration in July, valid for 2003
  - a. Individual registration and member card by Felicia before
  - b.** 2 Boards (Accra + Bolga ) to be voted before
  - c. Subgroups in the villages to be formed, who apply for membership
  - d. Appraisal by Abu Sadik, who works with them

We thank everyone having read this long report for the sake of development

R.Boos  
24.2.2003

**Enclosures:**

1. Questionnaire
2. Seminar Programme
3. List of Members
4. Straw Programme
5. Profit Loss Account 2002
6. Balance Sheet 2002
7. Annual report 2002
8. Sales by Clients