



International  
Labour  
Organization

# **Enhancement the Capacity of Cocoa and Agriculture Extension Services and other Key Partners on Child Labour**

## **Workshop Report**

**International  
Programme on  
the Elimination  
of Child Labour  
(IPEC)**

**Projects: GLO/09/58/USA, RAF/10/54/USA & RAF/09/51/USA  
29 November, 2012 to 28 February, 2013**

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## Acronyms and abbreviations

<b>AU</b>	African Union
<b>CEA</b>	Community Empowerment Associates
<b>CL</b>	Child Labour
<b>CLMS</b>	Child Labour Monitoring Systems
<b>COCOBOD</b>	Ghana Cocoa Board
<b>CSSVDCU</b>	Cocoa Swollen Shoot Virus and Disease Control Unit
<b>DAES</b>	Directorate of Agricultural Extension Services
<b>DI</b>	The Development Institute
<b>ECOWAS</b>	Economic Community of West African States
<b>FAO</b>	Food and Agricultural Organization
<b>GAWU</b>	General Agricultural Workers' Union
<b>GDP</b>	Gross Domestic Product
<b>GCLMS</b>	Ghana Child Labour Monitoring System
<b>GSS</b>	Ghana Statistical Service
<b>HAF</b>	Hazardous Activity Framework for Ghana/Cocoa
<b>ILO</b>	International Labour Organization
<b>MoE</b>	Ministry of Education
<b>MoFA</b>	Ministry of Food and Agriculture
<b>MIFAD</b>	Ministry of Fisheries and Aquatic Development
<b>NPECLC</b>	National Programme for the Elimination of the Worst Forms of Child Labour in Cocoa
<b>OAU</b>	Organization of African Unity
<b>OSH&amp;E</b>	Occupational Safety, Health and Environment
<b>ORAS</b>	Organizational Risk Assessment Systems
<b>PPE</b>	Personal Protection Equipment
<b>ToT</b>	Training of Trainers
<b>GTUC</b>	Ghana Trades Union Congress
<b>UN</b>	United Nations
<b>WFCL</b>	Worst Forms of Child Labour

## 1. Background

Cocoa is the mainstay of the economy of Ghana and accounts for over a third of the GDP of the country. The sector employs about 56% of the country's labour force. It is also a source of employment and income for over 70% of the rural workforce. The biggest activity and major foreign exchange earner in the agricultural sector in the country is cocoa production, with Ghana having taken up the position of the lead producer in the world until 1977 when the sector suffered several fetes of decline. The sector is labour intensive, employing rudimentary tools and involves the destruction of natural vegetation in various forms.

Poor farming practices are among the major causes of low productivity in the agricultural sector in general and cocoa production in particular, with over 73% of households in cocoa communities lacking extension support and services. Although there are private extension services to complement that of the COCOBOD, the farmer extension worker ratio is inadequate. The number of extension personnel in cocoa sector as at March 2012 was 233 out of which 46 are from the private sector. That of the Directorate of Agriculture Extensions Services of the Ministry of Food and Agriculture is about 2,500 across the country with a ratio of 1:1,300 (Source: MoFA).



A key recommendation amongst others is making the extension system in Ghana farmer driven, encouraging frequent interaction between the farmer and the extension worker on emerging issues, especially child labour. The engagement of farmers on issues of child labour, their role in its elimination through various means, including monitoring, as well as improving occupational safety and health for both legal working-aged children and adults is key to addressing the problem in the agriculture sector which employs the highest number of child labourers in Ghana (57%) and indeed globally (over 70%). In addition, is the promotion of farmer-to-farmer diffusion through the training of farmers to assist extension officers in informing and training other farmers?

To this effect, through International Agricultural Partnership, the Global Project, **"Cooperation to Address the Worst Forms of Child Labour in Agriculture"** partnered with the Cocoa Communities' Projects, **'Towards child labour free cocoa growing communities in Côte d'Ivoire and Ghana through an integrated area based approach'** and the ECOWAS I Project dubbed: **'Eliminating the Worst Forms of Child Labour in West Africa and Strengthening Sub Regional Cooperation through ECOWAS'**, in collaboration with other partners such as the FAO supported the two Extensions Services in Ghana to address some of the challenges identified. This was through direct training, mainstreaming of child labour into the training manuals of the extension services and adopting a Child Labour Strategic

Plan for the DAES of MoFA. The project is implemented in association with a civil society organization and a private sector entity as the training service provider.

## **1.1 The purpose and objectives of the assignment**

The purpose of the assignment was to build the capacities of Extension Services including that of the Directorate of Agriculture Extension Services (DAES of MoFA) and the Cocoa Swollen Shoot Virus Disease Control Unit (CSSVDCU of COCOBOD) and other private sector stakeholders partnering COCOBOD in the provision of cocoa extensions services in Ghana. The focus of the capacity building was training and planning on the role of the Extensions Services in the elimination of Child Labour through the provision of extension and other support services in cocoa and agriculture production. The assignment was to enhance the capacity of extension services to provide more effective support in the areas of OSH measures, actions against CL especially in relations to hazardous work and the implementation of the GCLMS.

Specifically, the assignment sought to:

1. Empower extension services in Ghana through trainings for better understanding of the concepts of child labour as well as their functions, procedures, planning and role in the elimination of child labour;
2. Mainstreaming of child labour into the main functions of Extension Officers at national, district and community levels by identifying ways Extension Officers could contribute to efforts in addressing child labour in the agriculture and cocoa sector;
3. Facilitate a validation meeting to solicit inputs for the finalization of child labour training modules for both DAES and COCOBOD as well a Child Labour Strategic Plan for DAES.

## **1.2 Workshops' objectives**

The objective of the training was to enhance the technical capacities of officers of the Cocoa and Agricultural Extensions Services on child labour (including GCLMS) and OSH, as well as the development of processes aimed at mainstreaming child labour into extension support services. Specifically, the workshops aimed to:

- equip participants with skills in training and facilitation,
- provide participants with in-depth knowledge on child labour issues – concepts, national laws and international instruments (including key CL ILO Conventions), the root causes and some key interventions to address the problem,
- equip participants with in-depth knowledge on OSH issues in cocoa and agriculture and how to manage the hazards to reduce risk,
- introduce participants to the Ghana Child Labour Monitoring Systems and the roles of key partners in its implementation,

- support participants to identifying roles and responsibilities of Extension Officers in the elimination of child labour, improving OSH measures in cocoa/agriculture and their role in the implementation of the GCLMS,
- facilitate a process of effective networking, collaboration and sustainability of processes and outcomes by making inputs into the contents of the Child Labour Modules and Strategic Plan for DAES.

### 1.3 Workshops' methodology

The design and content of the trainings were informed by the results of the literature review (Child labour in Cocoa Surveys, OSH in Cocoa/Agriculture and the GCLMS); and the results of the training needs assessment<sup>1</sup> conducted by the national consultant for the entire assignment (Lead Consultant for Community Empowerment Associates-CEA).

The three (3) workshops: 1 TOT and 2 phases of trainings for the frontline staff of the two Extensions Services (DAES and CSSVDCU) were facilitated by the Community Empowerment Associate [CEA], with logistical support by the Development Institute [DI]. The first in the series, a TOT for thirteen (13) officers, was amongst other things to develop a corps of trainers on Child Labour issues, including OSH and GCLMS in the agriculture and cocoa sub-sector, focusing on the key national and regional officers. This is to enable the two institutions mainstream child labour, OSH and GCLMS into their normal institutional trainings for purposes of sustainability of child labour interventions in the sector.

The second and third training sessions (mainly for the frontline staff of the two institutions) brought together forty two (42) district extension officers drawn from districts in cocoa growing areas (mainly the 7 IPEC cocoa intervention districts).<sup>2</sup> The aim of the trainings was to equip participants with knowledge and skills in managing and preventing child labour as well as providing relevant support for improved OSH in the sector.

All three training sessions were organized at the Buns Cocoa College in Buns in the Eastern Region as follows:

- Training of Trainers: 14<sup>th</sup> to 16<sup>th</sup> January, 2013;
- First Frontline staff training: 21<sup>st</sup> to 23<sup>rd</sup> January, 2013;
- Second Frontline staff training: 28<sup>th</sup> to 30<sup>th</sup> January, 2013 and
- Validation Meeting: 22<sup>nd</sup> March 2013<sup>3</sup>

The workshops' processes involved the use of participatory approaches that employed adult and experiential learning and training techniques. It involved step-by-step presentations, introducing the topics or issues with emphasis on concepts and practical ways that should be employed in addressing the issues on the field. This was followed by discussions: questions and answers sessions. Participants were given the opportunity to

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<sup>1</sup> Refer to the report on the training needs assessment conducted by CEA

<sup>2</sup> The IPEC cocoa districts are Suhum Municipal Assembly and Birim South, Twifo Attimokwa, Wassa Amenfi West, Aowin Suaman, Bia and Juaboso Districts.

<sup>3</sup> The validation workshop was held at the AngeHill Hotel in East Legon, Accra

discuss concepts introduced in either pairs or trios. The workshops presentations were intended to support participants to explore in-depth the various aspects of child labour and the impact on children, the livelihoods of farm families, communities and the nations with special focus on the agriculture, and cocoa sectors. Emphasis was also laid on the best approaches in addressing the problem in the sector and the role of the Services.

There were also discussions on processes aimed at mainstreaming child labour issues into the sector and how Extension Officers can support farmers to reduce risk in cocoa/agric. production, especially for children of legal-working age (15+) to promote decent employment. The role of the Extensions Service in the effective implementation, networking and coordination of the implementation of the GCLMS in the sector was also discussed extensively in all the 3 trainings. The trainings also provided an opportunity for the participants to make inputs into the contents of the Child Labour Modules as well as the Child Labour Strategic Plan.

There were field demonstration sessions for OSH. There were also field demonstrations on OSH&E in order to see OSH&E in action and to situate the participants' understanding of OSHE and Child labour issues in field practice. These took place in Bunco Cocoa College's demonstration cocoa farms where participants were taken through critical processes of spraying cocoa farm and were facilitated by Messers Johnson Ofori, Senior Technical Assistant and James Attor, Senior Sprayer, all of them from Bunsu Cocoa College. Selected participants of the ToT were used for the second and third trainings for the frontline staff of the Extensions Services. This gave them the opportunity to practice how these trainings will be conducted using the Child Labour Modules during the normal trainings for the two Organisations as well as training of farmers and other local facilitators.

There were end of workshops evaluations<sup>4</sup> aimed at garnering participants' perceptions and views on various aspects of the workshop as well as the entire process. Participants also had the opportunity to rate the performance of the various Resource Persons. Resource persons with in-depth knowledge on in the subject area facilitated the trainings. Presentations were practical with approaches that involved participants at all stages of the training. The process also empowered participants with a better understanding of different processes which would be useful in their field of work.

The validation meeting was also held on 22<sup>nd</sup> March 2013 to ensure that all the key partners including management and field staff of the two Extensions Services; child labour and OSH experts and cocoa/agric. industry players had the opportunity to make inputs into the Child Labour Modules and Strategic Plan. This is to promote buy-in by these stakeholders.

#### **1.4 Profile of participants and facilitators**

A total of fifty-six (55 Cocoa and Agriculture Extension Officers, 1 research COCOBOD Officers<sup>5</sup> and 1 private sector extensions services provider - Majuro) out of sixty-

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<sup>4</sup> *The analysis of the evaluation is attached as an appendix.*

<sup>5</sup> *This officer was both a participant and resource person.*



three (63) officers invited participated in the three trainings workshops<sup>6</sup>. The breakdown of the invited institutions and participants is as follows:

No	Organisation	No of Invited Participants	No of Actual Participants
1.	Ministry of Food and Agriculture	1	0
2.	COCOBOD Headquarters	1	1
3.	National Directorate of Agriculture Extension Services of MoFA	2	3
4.	National Officers of CSSVDCU	3	2
5.	Regional & District Directorate of Agriculture Extension Services of MoFA – Eastern, Central and Western Regions	24	23
6.	Regional & District Officers of CSSVDCU- Eastern, Central and Western Regions	25	24
7.	Private sector partners providing extension support in cocoa sector – Armajarro	7	1
8.	Department of Social Welfare	Some districts sent DSW as representatives even though not invited	2
<b>Total</b>		<b>63</b>	<b>56</b>

A total of six Resource Persons facilitated the 3 trainings: two for the TOT and four for the frontline staff trainings. Details of the facilitators and training topics are presented in table 1 below:

**Table 1: List of Resource Persons and the Training Topics**

Name	Topic
<b>Bright Wireko Brobby</b> <i>Lead Trainer / Team Leader – Community Empowerment Associates (CEA)-[For all three Sessions]</i>	a. Facilitation skills-Essentials of a facilitator b. Strategic Planning
<b>Barnett Quaicoo</b> <i>Research Officer – COCOBOD [For all three Sessions]</i>	a. Concepts, Incidence, HAF & Child Labour Interventions in Ghana b. Legal Framework to Addressing Child Labour in Ghana
<b>Alberta Badu-Yeboah (Ms)</b> <i>Cocoa Research Institute (CRIG)-[For all three Sessions]</i>	a. The Ghana Child Labour Monitoring System (GCLMS)
<b>Andrews Addoquaye Tagoe</b> <i>General Agricultural Workers' Union (GAWU)-[for the TOT session only]</i>	a. Occupational Safety And Health In Agriculture: Using The Hazardous Activity Framework (HAF) b. Organizational Risk Assessment Systems (ORAS)
<b>Shaibu Muniru</b> Directorate of Agriculture Extensions Services [Selected participant from TOT session for other two sections. (Co-facilitated two sessions with Barnett)]	a. Concepts, Incidence, HAF & Child Labour Interventions in Ghana b. Legal Framework to Address Child Labour in Ghana
<b>Theophilus Osei Owusu</b> Directorate of Agriculture Extensions Services [Selected participant from TOT session for other two sessions]	a. The Ghana Child Labour Monitoring System (GCLMS) b. Occupational Safety And Health In Agriculture Using The Hazardous Activity Framework (HAF) c. Organizational Risk Assessment Systems (ORAS)

<sup>6</sup> See participants' list attached in Appendix I.

## 2. Workshop proceedings

### 2.1 Proceedings from day one

The first days of each workshop commenced with an introductory session led by Delasi Amable, Team Leader of the Development Institute (DI). This was followed by self-introductions in which participants shared their expectations and also indicated what they intended to leave with the others in terms of their contributions to the learning and training process. A catalogue of issues, including the under-listed came up:

- Acquisition of additional information and knowledge on child labour issues;
- Refreshing their knowledge on the roles and stakeholder interventions to address the child labour problem;
- Equipping themselves with information to support sensitization and other activities at the community level on acceptable and un-acceptable work for the different categories of children in the sector, as well as how to improve OSH measures in cocoa/agriculture and contribute to the elimination of child labour;

Mr. Amable walked participants through the workshop documents and training materials in the participants' folders and explained logistical arrangements as well.

### 2.2 Welcome addresses

Mr. Theophilus Osei Owusu, a Deputy Director from MoFA<sup>7</sup> and Mr. William Minta Wiafe, the Director of Extension Services of CSSVDCU (COCOBOD) in their welcome addresses both called on the participants to take the training seriously so they can train others, especially extension personnel on the field and play their roles in addressing child labour, improving OSH measures leading to improved productivity and incomes of farmers. They emphasized the importance and relevance of the workshop and the need to acquire skills and knowledge that will help them develop appropriate attitudes towards the menace of child labour and be in the position to impart knowledge to others as trainers. It was further indicated that child labour is becoming phenomenal and as such, Ghana was gaining notoriety in the use of children in hazardous activities in the cocoa and the agricultural sectors, thereby giving the country a bad image and reputation.

To this effect, there was the need for the two organizations to play its role in addressing the problem in the sector. The ILO for that matter had been active in supporting MoFA and COCOBOD to address the problem through capacity building among other activities. They expressed their appreciation to the ILO for the continuing support to the development of the sector and the elimination of child labour. The second and third sessions were opened by Mr. Theophilus Osei Owusu.

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<sup>7</sup> Mr. Osei Owusu is the Deputy Director at the Directorate of Agriculture Extension Services of MoFA. He also participated throughout the training.

## 2.3 Workshops' outline

The Lead Consultant outlined the processes of the workshops and discussed the workshops' programme with the participants and introduced the resource persons. He subsequently walked participants through the specific workshop objectives for participants' inputs.

### 2.3.1 Presentation one: "Five essential things the facilitator must beware/conscious of"

The workshop facilitator Mr. Bright Wireko Brobby commenced the training sessions by presenting a checklist of things that trainer should be aware of. These are:

1. Challenge your Assumptions;
2. Never Tell it if you can Ask;
3. Resist being an Expert;
4. Don't Push the river, it flows by itself;
5. Training is not filling a bucket, but lighting a fire.

After calling for volunteers to read the items projected aloud, the facilitator made participants to discuss the issues in small groups of three (trios). Each group was to select and discuss one item and later develop it, giving their own meanings or understanding of the issue. There was reporting back in plenary as follows:

- **Challenge your own assumptions:** it was stated that a facilitator should not assume people are blank and as such his/her views and perceptions are the best and final. When in doubt, the facilitator should be honest and ask for clarity on issues. Pre-conceived ideas may often not work. Good facilitators will continuously challenge participants' thinking and ask for clarity when they are not sure.
- **Never tell if you can ask:** one of the attributes of a good facilitator is to ask questions and get people to generate ideas. You can only get the desired outcomes when you empower the people to do it without telling them. It is important to find out what people know and support them to fill the gaps than to provide a catalogue of what you think you would like them to know.
- **Resist being an Expert:** a facilitator should not project him/herself as an expert. The facilitator should not be over confident and portray him/herself as knowing all and for that matter has answers to all the questions and issues. Rather, the facilitator should use appropriate communication skills such as listening, observation, and the use of simple language to convey the message.
- **Don't push the river, it flows by itself:** manipulating the process will never yield the desired results. Allow the flow of events and issues. Repetitions are for emphasis only; the process controls itself. The more you force the issues the more you fail as a facilitator.
- **Training is not filling a bucket, but lighting a fire:** a facilitator is not a teacher, rather the one who leads participants into exploring ideas and thinking so as

to allow them to bring out issues freely for discussion. The facilitator should adopt bottom-up approach and operationalize issues as practically as possible.

### **2.3.2 Presentation two: “Concepts, incidence, cocoa HAF & child labour interventions in Ghana”**

This topic was presented by Mr. Barnett Quaicoo in all the three sessions. The presentation focused on the following aspects of child labour:

- Clarification of Child Labour Concepts,
- Causes & Consequences of Child Labour,
- Various Forms of Child Labour in Ghana,
- Hazardous Activity Framework (HAF) – Cocoa Sector,
- Some Statistics on Child Labour: Global and National, and
- Child Labour Interventions.

The presenter walked participants through the emerging issues and dynamics of child labour in Ghana. He also presented the global picture of child labour and the mechanisms in place to curb and eliminate the practice. He led participants through a process of defining concepts commonly employed in discourse on child labour and used the Cocoa HAF as a guide to clearly distinguish tasks/activities considered ‘Light Work’ and allowed for children 13 to 14 years, ‘Normal Work’ permitted to be undertaken by those 15 to 17 years and ‘Hazardous Work’ prohibited for children below 18 years in the cocoa sector. More light was also thrown on the two different categories of hazardous work (By nature and by circumstances). Participants also discussed how some of the hazards could be managed to make hazardous activities safe for legal working-aged children and adults to be in decent employment. He also touched on factors that influence the development of children and presented a conceptual framework for child labour. The presentation also discussed the best approaches in addressing the problem, including on-going interventions in Ghana.

### **2.3.3 Presentation three: “The legal framework to address child labour in Ghana”**

The presentation on the legal framework for addressing child labour issues in Ghana was also facilitated by Mr. Barnett Quaicoo. He introduced participants to the international and national legal and regulatory framework for the prevention and elimination of child labour in Ghana and other parts of the world. He stressed that these international instruments and conventions were subscribed to by Ghana and are binding once Ghana is a signatory and is obliged to put in place state structures and legal framework for their implementation. Some of the relevant international conventions Ghana has ratified include:

- UN Convention on the Rights of the Child(1989),
- ILO Convention 138 (1973),

- ILO Convention 182 (1999), and
- African Charter on the Right and Welfare of the Child (1990).

At the country level, Ghana has promulgated a number of laws in line with the various international instruments and conventions to curtail and regulate the use of child labour. These are:

- The Constitution of the Republic of Ghana, 1992,
- Children’s Act, 1998 (Act 560),
- Labour Act, 2003 (Act 651),
- Domestic Violence Act, 2007 (Act 732),
- Criminal Offences Act , 1960, and
- Human Trafficking Act, 2005 (Act 694).

The presenter expatiated on the laws further:

**United Nations Convention on the Right of the Child:** Adopted on 20<sup>th</sup> November 1989, this convention is the most comprehensive on children’s rights. It focuses on a wide range of issues and guarantees the rights of the child. Ghana was the first signatory to this Convention. He emphasized that Article 32 (1) establishes the rights of children to be protected from all forms of labour detrimental to the child. The section states that, "***States Parties recognize the right of the child to be protected from economic exploitation and from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development...***" He revealed that aspects of this definition have been incorporated into Ghana’s Children’s Act. In particular, its broad concept which explains hazardous work as that which hampers a child’s education, harms its health, and impedes the child’s holistic development. The components of “development” are sufficiently wide to encompass not only the physical, but have been extended to cover “mental, spiritual, moral and social” well-being. **ILO**

### ***Convention 138 Minimum Age Convention, 1973***

This convention sets the minimum age at which children can legally be employed. The convention states amongst other provisions that the ‘minimum age for admission to any type of employment or work which by its nature or the circumstances in which it is carried out is likely to jeopardize the health, safety or morals of young persons shall not be less than 18 years’. It also details out the types of employment or work which apply and ‘shall be determined by national laws or regulations or by the competent authority, after consultation with the organizations of employers and workers concerned, where such exist’. The convention further provides the following definitions:

1. **Hazardous work:** Any work which is likely to jeopardize children’s physical, mental or moral health, safety or morals should not be done by anyone under the age of 18.

2. **Basic Minimum Age:** The minimum age for work should not be below the age for finishing compulsory schooling, which is generally 15
3. **Light work:** Children between the ages of 13 and 15 years old may do light work, as long as it does not threaten their health and safety, or hinder their education or vocational orientation and training.

### **ILO Convention 182 against the Worst Forms of Child Labour**

ILO's Convention No. 182, on the Worst Forms of Child Labour, adopted in June 1999 defines and bans the "worst forms" of child labour, in which no child under 18 year-old should be involved. This includes all practices similar to slavery, trafficking, debt bondage, prostitution or pornography, forced recruitment in armed conflict, illicit activities, and hazardous work. The convention opens the way to global consensus on what needs to be done to end abuses and injustices against children. It calls for governments to protect children's rights and heighten public awareness of those rights. Employers, parents, NGOs, trade unions, international corporations and civil service organizations are asked to play their part. Child labour now appears more clearly on the agendas of governments. Each state party to the convention is to draw action plans for the implementation of this convention. Governments are also required to allocate resources to education, enforce legislation and provide measures to protect children's rights. Governments must also improve the basic social services. The convention calls for working ion partnerships between the ILO and governments in the implementation of the provisions of the convention.

### ***African Charter on the Right and Welfare of the Child (1990).***

The African Charter on the Rights and Welfare of the Child was adopted by the Organization of African Unity OAU in 1990<sup>8</sup> and entered into force in 1999. This charter is a comprehensive instrument that sets out rights and defines universal principles and norms for the status of children. The ACRWC and the CRC are the only international and regional human rights treaties that cover the whole spectrum of civil, political, economic, social and cultural rights of children in Africa. The charter also called for the creation of an African Committee of experts on the rights and welfare of the child with the goal of promoting and protecting the rights established by the charter. The charter is also referred to as the ACRWC or Children's Charter)

### ***The 1992 Constitution of the Republic of Ghana:***

Chapter five (5) of the Constitution guarantees fundamental human rights of all person. Section 28 (1d) states that Parliament shall enact laws as are necessary to ensure that '**children and young persons receive special protection against exposure to physical and moral hazards**'. Section 28 (2) he continued also states that '**every child has the right to be protected from engaging in work that constitutes a threat to his health, education or development.**'

Some of the laws derived from the constitution and international conventions protecting the rights of children in Ghana are:

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<sup>8</sup> The OAU legally became the African Union (AU) in 2001.

The facilitator also led a discussion of the child labour provisions in the Children's Act, 1998 (Act 560), Labour Act, 2003 (Act 651), Domestic Violence Act, 2007 (Act 732), Criminal Offences Act, 1960 and Human Trafficking Act, 2005 (Act 694).

Touching on the Cocoa Hazardous Work list, he indicated that section 91(3) of the Children's Act states among others things that hazardous work includes going to sea, mining and quarrying, portering of heavy loads, manufacturing industries where chemicals are produced or used, work in places where machines are used, and work in places such as bars, hotels and places of entertainment where a person may be exposed to immoral behaviour. This list in the Children's Act does not adequately address the guidelines provided by the ILO C182 and its R190. The section of the Act has therefore been reviewed to provide specific task/activities the various age groups can undertake in cocoa production as well as other sectors. He therefore facilitated a discussion on the Hazardous work list for cocoa for their understanding and use in educating cocoa farmers and families.

He indicated further that the enforcement of provisions of child labour infringements applies to both formal and informal sectors in Ghana. Section 95 he continued is on enforcement of the child labour infringements in the formal sector including investigations by labour office and the police service. Section 96 also provides for enforcement in the informal sector by the District Assembly's Social Services Sub Committee, Departments of Social Welfare and Labour Officers. It also provides for processes for regulating apprenticeship schemes in section 101. He concluded by revealing that section 102(3) prescribes the penalty for contravention of the provisions of the laws.

#### **2.3.4 Presentation four: "Ghana child labour monitoring system (GCLMS)"**

The presentation on the above topic was made by Ms Alberta Badu-Yeboah in the first and second training sessions. Shaibu Muniru led the presentation in the third training. The presentation focused on the following areas:

1. Introduction and evolution of the CLMS in Ghana;
2. What is the GCLMS and its objectives;
3. How the GCLMS operates;
4. Partners, indicators and implementation plan;
5. Sustainability and conclusion; and
6. Role of COCOBOD/ Agricultural Field Staff.

The presentations in all the sessions revealed that the Ghana Child Labour Monitoring System (GCLMS) is a harmonized, updated and improved version of the various Child labour Monitoring Systems that existed in Ghana by different partners. The System was developed in September 2010 by a Technical Team with inputs from a consultative workshop made up of representatives from the GSS, MOE, MESW, COCOBOD, Child Labour Unit of the Labour Dept., NPECLC, EIB, Social Partners, Academia and Occupational Health and Safety Specialist with technical support from the ILO. The GCLMS originated from the harmonization of following CLM Mechanisms:

- 2001-2003: The Tracking Database of ex-working children
- 2003-2006: A Mono-sector Decentralised CLMS
- 2006-2009: Integrated-Child Labour Monitoring System
- 2008-2010: Community-Based Child Labour Monitoring System
- 2010: Ghana Child Labour Monitoring System

The presenters indicated further that the National Plan of Action on the Elimination of the WFCL provides the framework for a single CLMS in Ghana. The GCLMS she intimated operates in three (3) phases namely the Pre-Monitoring, Monitoring and Follow-Up phases. The objectives of the GCLMS she revealed include:

- a) obtaining comprehensive information on all children in or at risk of the WFCL;
- b) instituting timely, adequate, sustainable and appropriate response at all levels to eliminate the WFCL;
- c) securing ownership and mainstream the elimination of the WFCL into national policies and structures; and
- d) Supporting national efforts as obligated under ILO Convention 182.

The GCLMS she emphasized was key in sustaining the engagement of extension officers in the child labour elimination activities since they are in direct contact with the farmers.

### **2.3.5 End of the day**

Each day ended with the Team Leader from the CEA drawing the curtain on the days' proceedings. He expressed his appreciation for the high sense and level of participation by the participants and thanked them for their co-operation and how far their expectations were met.

## **2.4 Activities for day two**

There were recap session of each of the first days' proceedings on the second days. Participants were made to write what they remembered about the previous days, what went wrong and what could be done to improve on the day's work. There were plenary presentations where the papers were exchanged among the participants. There were opportunities for feedback through follow up discussions.

The recap sessions were followed by presentations for the day. These were Occupational Safety, Health and Environment (OSH&E), Roles of extension managers/officers under MOFA and CSSVDCU/COCOBOD and Demonstration of Facilitation Skills by selected participants.



#### **2.4.1 Presentation one: “Occupational safety, health and environment (OSH&E) in agriculture/cocoa, using the hazardous activity framework (HAF) and organizational risk assesment systems (ORAS)”**

The presentation on OSH&E at the TOT was made by Andrews Addoquaye Tagoe, Head of Program of the General Agricultural Workers Union of the Trades Union Congress of Ghana. Mr. Theophilus Osei Owusu of DAESs facilitated these sessions during the 2 trainings of the frontline staff. His presentation was taken from the draft OSH&E GAWU Manual, as a way of pre-testing some parts of the sessions of draft Manual to inform its finalization. The OSH trainings were limited to only some sessions of the Manual due to the limited time (3 days per training).

Introducing the presentation with the adage ‘prevention is better than cure’, he indicated that OSH deals with the issue of prevention rather than cure. He indicated that the presentation will cover four main areas. These are the introduction to OSH&E, group discussions and plenary presentations and discussions.

In introducing OSH&E, the facilitator indicated that presentation will focus on the concept and definition of OSH&E, the definitions and typologies of hazards, the Hazardous Activity Framework and Agro-Chemicals. The other areas examined included the prevention and control of risks. He explained further that OSH is about the prevention of work-related injuries and diseases as well as the promotion and protection of workers’ health. The goals of OSH therefore are to:

- a) promote and maintain the highest degree of physical, mental and social well-being of workers,
- b) prevent workers from the adverse effects caused by their working conditions,
- c) protect workers from risks resulting from factors that are adverse to health,
- d) place and maintain workers in occupational environment adapted to their physical and mental needs, and
- e) Adapt the work process to meet the demands and aspirations of human beings.

Responding to the question of whose safety, health and life is the focus of OSH; he indicated that it is every body’s life that is concerned in the discourse on OSH. He emphasized that since adults and legal working-age children have the right to work, OSH is certainly comprehensive, universal and not limited to any specific sector only. He however indicated that hazards are pronounced in the agriculture, construction and mining. He gave some global statistics on work related accidents or diseases and revealed that every 15 seconds, a worker dies from a work-related accident or disease. In the same vein, every 15 seconds, 160 workers are involved in work-related accidents.

The facilitator continued by defining or giving meaning to hazards and risks. With a graphic presentation, he indicated that hazard is anything with the potential to cause harm. Risk on the other hand is the likelihood of the potential hazard to actually cause the harm. He subsequently led participants to identify various types or forms of hazards with some specific examples. These are:

- Mechanical hazards
- Biological hazards:
- Physical hazards
- Psycho-social hazards:
- Work organization hazards
- Ergonomic hazards
- Environmental hazards
- Chemical hazards

The sources of transmission and or causes of some occupational hazards and risks were identified. These included the handling of agro-chemicals and other related materials. Hazards could be prevented through some of the following means:

- Ask whether the hazard can be eliminated. For example remove the need to use a toxic pesticide by using organic farming methods,
- If the hazard cannot be prevented or eliminated, consider substitution with a less risky process or substance in the case of chemicals,
- Technical/Engineering Control – check on the technology or equipment in use and be certain of their efficiency and safety,
- Safe Systems of work – make sure there is compliance with all safety requirements,
- Personal Protective Equipment (PPEs) – use equipment such as protective clothing and masks when necessary. PPEs should however be the last resort.

There were field exercise to give participants first hand/practical information on some of the hazards and how to reduce the risk of exposure to make cocoa production safer for both adults and legal working-age children.

#### **2.4.2 Presentation two: “Roles of extension managers/officers under MOFA and CSSVDCU/COCOBOD”**

Messer William Minta Wiafe of COCOBOD and Theophilus Osei Owusu of MoFA provided insight into the roles and responsibilities of the extension staff and managers in the discourse on child labour and OSH in the first session. However, discussions on the topic in the other two sessions were led by Mr. Osei Owusu<sup>9</sup>. The presentations revealed that the basic roles of the extension officers revolve around planning, organizing, staffing, directing and controlling. He emphasized that extension is a management process and all the functions of a manager comes into play in these regards. The presenters summed up by indicating that extension is about the following actions and issues:

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<sup>9</sup> Mr. Wiafe did not take part in the second and third sessions.

1. Awareness creation in the form of rallies, meetings, radio/TV engagements to expose stakeholders including farmers to new developments such as child labour in cocoa production and other related agricultural practices;
2. Training in child labour activities in cocoa production in farm establishment; farm maintenance (including weeding the undergrowth, pruning, application of agro-chemicals for disease and pest control); harvesting and post-harvest activities. . Officers need to consider the hazardous activities in the cocoa production process and how OSH measures can be improved to reduce the risk of exposure to hazards;
3. Organizing farmer based business training and agro-business courses on quarterly basis to help farmers improve their business skills and enhance productivity and incomes;
4. Facilitating and providing inputs to farmer-based organizations;
5. Carrying out regular staff training programmes, mainly on quarterly basis;
6. Monitoring through GCLMS, generating reports and providing information on child labour to the relevant stakeholders for follow-up and referrals for remedial services;
7. Convening and facilitating stakeholder collaboration through meetings and workshops, etc.; and
8. Organizing joint field activities with other stakeholders to maximize the use of resources.

On his part, Mr. Osei Owusu intimated that extension services delivery and management systems are the same under both the DAES of MOFA and the CSSVDCS of COCOBOD and therefore critical in the two sectors. He emphasized that extension involves field demonstrations and series of awareness creation activities. He also indicated that MOFA has now been decentralized to the district and community levels with the District Assemblies playing the coordinating role to facilitate its work.

#### **2.4.3 Presentation three: “Demonstration of facilitation skills by selected participants”**

To afford participants the opportunity to have a hands-on experience on facilitation, a number of participants were selected to choose a topic each and facilitate discussions in the training. Based on the outcomes of the practice sessions, two participants were selected to join the consultant’s team for the second phase of the trainings. Those selected were Theophilus Osei Owusu and Shaibu Muniru, all from MOFA-DAES. The two Officers were tasked to select a topic from training the larger group in plenary. There was feedback on their presentations.

Theophilus Osei Owusu selected and facilitated a session on “Occupational Safety and Health in Agriculture using the Hazardous Activity Framework and Organizational Risk Assessment Systems. Shaibu Muniru on his part selected and facilitated a session on the GCLMS.

#### **2.4.4 End of the second days' of trainings**

The lead facilitator, Bright Wireko Brobby thanked the participants for their great cooperation and the day came to a close with a prayer at 5:30 pm.

#### **2.5 Activities for day three**

The days' activities commenced with recap of the previous days' proceedings, facilitated by Alberta Badu-Yeboah, a member of the training team. The same process was followed to assess participants' understanding of the previous days' activities.

##### **2.5.1 Presentation one: "Development of child labour modules & strategic plan"**

The morning of the last days of each session was devoted to discussions relating to the training modules as well as the child labour strategic plan for DAES. Special attention was on the content of both the manual and the strategic plan as well as elements of sustainability in child labour programming. It was the consensus that a harmonized manual should be developed for use by both MOFA and COCOBOD. The harmonization should be done taking into consideration existing manuals, modules and training materials and resources in both MoFA and COCOBOD domains. The following materials were recommended for consideration in the harmonization process:

1. COCOBOD's 'Cocoa Manual',
2. Agricultural Extension Policy, Planning and Management Training for Regional and District Directors,
3. Surveys on Child Labour in Cocoa/Agriculture,
4. Child Labour Manuals (Both national and international documents),
5. Ghana Child Labour Monitoring Systems (Framework, tools and Memorandum of Understanding) on the role of partners,
6. International and National Legal Frameworks,
7. Occupational Safety Health and Environment Manuals (including the Draft GAWU OSH manual )

A number of institutions were also identified for collaboration and support on issues of child labour. These institutions are from within civil society, the private sector as well as the international community. They include Action Aid, Cadbury, GIZ, World Vision, ILO, Armajaro, Cargill, Solidaridad, ADRA, WCF, Technoserve, Kuapa Kokoo, Plan Ghana and NGOs in Agric. The international organizations and bilateral agencies identified are Australia Aid, FAO, USAID, DANIDA, FAO, MIDA and SADA.

##### **2.5.2 Networking**

The following means or mechanisms for networking were also identified in all the sessions. There was the suggestion that COCOBOD and DAES should evolve mechanisms for networking and collaboration at all levels of their organizations, especially in the area of

extension support and child labour management. A number of existing platforms for such collaborations were identified. These are:

- Stakeholder meetings and workshops,
- Registration of stakeholders in cocoa and agricultural sectors,
- Collaboration with the National Steering Committee on Child Labour and the Child Labour Unit of the Labour Department,
- Using of MOFA Steering Committee on MODEF,
- Collaboration with institutions of higher learning and the inclusion of child labour issues in school curriculum,
- The print and electronic media, and
- GAWU of GTUC.

### **2.5.3 Field trip/visit for OSH&E demonstration**

The morning of the trainings were used for field demonstration on OSH&E. The sessions commenced after breakfast and recaps of the previous day. The objective was to see OSH&E in action and to situate the participants' understanding of OSHE and Child labour issues in field practice. The sessions took place in one of the Bunco Cocoa College's demonstration cocoa farms and were facilitated by Messers Johnson Ofori, Senior Technical Assistant and James Attor, Senior Sprayer, all of them from Bunsu Cocoa College. They took participants through critical processes of spraying cocoa farm and some of which include:

- Proper attire/working gear [Nose guard, protective clothing, wellington boot, eye gurgle, hand groove;
- Procedures of operating spraying machine and various parts of the machine and their respective functions;
- Why spray one's farm and appropriate time for spraying;
- Factors to consider for effective spraying;
- End of spraying activity/pre-cautions.

On the necessity of putting on proper attire before commencing spraying as asked by one of the participants, it was explained that it is one of critical health and safety issues that needed to be observed seriously because various chemicals used have dangerous chemical reactions in various form on human health, ranging from severe headache to impotency. The facilitator explained to the participants that new chemicals keep coming into the system very often hence, the approved and banned chemicals' lists are reviewed every year and the need to ensure that officers are always up to date on this information. He took participants through the current list of the cocoa approved and banned chemicals.

On the procures of operating the machine, simple steps were to be followed such as, first to spark the machine to ensure it is working in good condition, fill the machine with water to half-way, mix the chemical with the water, after carefully reading the instructions on the chemical to the right level/gauge and get ready to start spraying. A participant asked

about how water is gotten to fill the machine since most farms are far from homes and the participants fear was the tendency of using children for that purpose. It was discussed extensively and was identified that children were mostly used in this direction and it was agreed that the sensitization message should centre on this to let farmers understand the child labour issue bordering around it and possible solutions suggested. One of the proposals is for children to fill the tanks after school so adults can do the spraying the following day when the children are in school.

It was also explained that the main objective of spraying is to control pests from destroying farms and farm produce and to achieve this objective effectively; the spraying should be done early in the morning between hours of 6-10 am and late afternoon between hours of 3-6 pm. Again factors such as feeding pattern of the insects, wind pattern and periodicity should be considered before engaging in the spraying activity. At the end of spraying day, it was advised that precautions needed to be taken by carefully washing the machine to remove chemical particles.

The field visit/practical took about two and half hours and when participants came back, they went through a de-briefing session to consider what went well, wrong and what lessons were learnt, was facilitated led Mr. Theophilus Osei Owusu of MOFA.

Participants indicated that they had learnt new things and acquired skills in OSH&E. They indicated the importance of reading the manufacturers manuals and labels on the chemical especially instructions on the containers before application. They also emphasized the importance of organizing and arranging all equipment for spraying in advance before embarking on the process and prevent exposure and body contact with chemicals. They recognized the need for protective or proper dressing before and during spraying.

### 3. Closing Remarks

Messer William Minta Wiafe (CSSVDCU/COCOBOD) and Theophilus Osei Owusu (MOFA-DAES) made closing remarks at the end of the first training session. They indicated that the workshop had been refreshing with learning and insights. The objectives in their opinion were largely met and it was time well spent. They used the opportunity to express their appreciation to ILO, the CEA and the DI for their roles in making the workshop a success.

Mr. Theophilus Osei Owusu however was available to make his comments at the closure of the other two sessions.

## 4. Challenges

The following challenges were encountered:

1. Non-participation of some of the key private sector partners invited
2. Power challenges disrupting some of the training sessions
3. Limited time for the training due to scarce resources



## 5. Recommendations

The following recommendations are proposed for the purview of the MoFA, COCOBOD, ILO and other stakeholders:

1. The workshop should be replicated for other sectors especially the fisheries sector where there are allegations of high incidents of WFCL;
2. The number of regional and national officers targeted for the training should be increased so as to bring more people into the loop;
3. MMDA officials, especially those engaged in planning and development should also be targeted;
4. The ILO should partner COCOBOD and MoFA to institutionalize child labour and OSH&E in the training curricula of training institutions in the agriculture sector;
5. The CSSVDCU and MoFA should institute a system of complementing each other and sharing experiences on child labour and OSHE amongst other things;
6. COCOBOD and MoFA should, through their sector ministries replicate the training in the different levels of agriculture and cocoa production change so as to make the knowledge on CL and OSH&E universal to reduce child labour in the sector;
7. MoFA should partner with the fisheries sector and support the sector in its efforts at managing and eliminating worst forms of child labour in the inland fisheries industries in particular; and
8. The MoFA and COCOBOD should partner with the private sector and civil society actors in the agriculture and cocoa sectors to implement child labour activities, especially the Child Labour Strategic Plan for DAES.

## **6. Conclusion on the trainings**

The workshop was educative, interactive and useful to all participants. Participants were well equipped on issues relating to CL, OSH and GCLMS as well as their roles in addressing the issues. The presentations were simplified in very interesting and practical ways for participants to clearly understand the issues. At the end of the workshops, all the Participants were given the opportunity to share their views/lessons learnt about the workshops through the completion of an evaluation form.

## 7. Summary of workshop evaluation

There were evaluations of each workshop on the last days. All participants expressed their satisfaction with the workshops and expressed the need for refresher trainings on child labour issues and OSH&E. It was indicated that the timing for the workshop was relevant and important since the issues discussed were gaining ascendancy in social development dialogue as well as the cocoa sector. They indicated that they have learned new concepts in the area of CL monitoring and also gained more and comprehensive understanding of CL monitoring.

It was however indicated that the three days for the workshops were inadequate taking into consideration the nature and importance of the issues and the depth of knowledge to be acquired. They called for future training related to CL and OSH&E to be extended to cover more days so as to allow participants to have in-depth understanding of the issues and more hands-on experiences.

Logistic arrangements and the facilitation process were also rated as high. It was indicated that the facilitators have controlled of the subject matter and used appropriate mythologies in their deliveries. The workshop venue and logistical arrangements were indicated to be appropriate and efficient.

## 8. Validation of child labour modules and strategic plan

### 8.1 Introduction

The validation meeting was a follow-up meeting for Extension Officers of DAES, CSSVDCU of COCOBOD and other key private stakeholders working in cocoa sector of Ghana to consolidate and validate the outcomes of the three trainings from 14<sup>th</sup> to 30<sup>th</sup> of January 2013 for purposes of sustainability of child labour interventions. The focus of the trainings was on building the capacities of these officers on the role of the extensions services in the elimination of Child Labour through the provision of extension and other support services in cocoa and agriculture production and also to provide more effective support in the areas of OSH&E and the implementation of the GCLMS.

The outputs of the three training sessions were the development of the following:

- Child Labour Strategic Plan for the Directorate of Agriculture Extension Service,
- Child Labour Module for DAES , and
- Child Labour Module for COCOBOD Extension Officers



Prior to the validation, series of meetings were held by the Working Team comprising representatives of DAES, CSSVDCU of COCOBOD, The Development Institute (DI), ILO/IPEC and the Consultants to fine-tune the documents for validation.

The above documents were validated on 22<sup>nd</sup> March, 2013 at Ange Hill Hotel, East Legon Accra.

A total of twenty-eight [28] participants were present including ILO/IPEC officials drawn from national, regional and district levels of DAES of MOFA and CSSVDCU of COCOBOD, Ministry of Employment and Labour Relations [MELR], Ministry of Fisheries and Aquatic Development, General Agriculture Workers' Union [GAWU], ILO/IPEC and other private key stakeholders working in the cocoa sector of Ghana including Amajaro participated in the validation.

The validation meeting was held to solicit further contributions and inputs from stakeholders to ensure ownership of the documents which have been informed partly by the outcomes of the trainings as well as existing exiting materials and literature on child labour (including GCLMS) and OSH&E in both the Cocoa and Agricultural sectors.

## 8.2 Meeting proceedings



the purpose and the agenda of the meeting.

The opening session was facilitated by Delasi Amable, Team Leader of the Development Institute (DI). The session commenced with personal introductions.

Mr. Bright Wireko Brobby, the team leader of CEA, the consulting organization welcomed and congratulated everybody especially the working team which provided enormous support throughout the processes and thereafter walked participants through

## 8.3 Welcome messages

In all, four personalities namely Mr. Stephen McClelland, the ILO Chief Technical Advisor for West Africa, Mrs Brenda Laryea Adjapong, a representative from Ministry of Employment and Labour Relations, Mr. Theophilus Osei Owusu, the Deputy Director, DAES of MOFA and Mr. William Minta Wiafe, the Director of Extension Services of CSSVDCU (COCOBOD) gave the welcome addresses.

In his address, the ILO Chief Technical Advisor for West Africa expatiated on the reasons why ILO usually provides support to governments and its allies. He indicated that it was to help the government and social partners to conform to the international labour standards and to apply the relevant child labour standards. He made references to global issues relating to child labour, narrowed it to the Ghanaian context and commended that the Ghana Government has ratified the key child labour conventions.



He indicated further that the agriculture sector is critical for the development of the country and it is one sector that is exposed to child labour. As such, there was the need for the development of the National Plan of Action for the Elimination of the Worst Forms of Child Labour in Ghana (NPA 209-2015). He re-iterated that a lot of urgent work needed to be done and urged participants to give their best in validating the modules and the strategic plan to serve guide the two institutions in their child labour elimination activities.

On her part, Mrs Adjapawn indicated that her Ministry is associated with efforts aimed at reducing the incidence of child labour in the agriculture sector and the country as whole. She re-iterated her Ministry's preparedness to support such efforts.

Messrs Theophilus Osei Owusu, the Deputy Director, DAES of MOFA and William Minta Wiafe, the Director of Extension Services of CSSVDCU (COCOBOD), both congratulated

the ILO and CEA for the financial and technical supports to ensuring that both agencies come out with comprehensive working documents to facilitate their operations. They indicated that once the process was participatory, culminating in the development of the modules and strategic plan, ownership was assured and they looked forward to fruitful deliberations in the day.

On her part, the ILO National Programme officer, Mrs Stella Dzator, expressed her appreciation to the CEA, DI, DAES/MOFA and COCOBOD for the efforts made over the period working on the three documents. She indicated that the collectively efforts made demonstrates the ownership of the process by both the COCOBOD and MOFA since they were the major players in the agriculture sector. She called for the commitment of the agencies for the continuation and sustenance of the process. According to her, sustainability is critical in the implementation process. She expressed the hope that after a successful validation, implementation will be rolled out as the first step towards consolidating the efforts aimed at the elimination of child labour.

#### **8.4 Validation session**

The CEA Team Leader led the validation process. He explained the processes leading to the development of the documents and walked participants through the contents of the documents and thereafter allowed for general comments. Amendments relating to layout and structure of the documents were proposed and discussed. To speed up the process and also to have all participants engaged in the process, three working groups were formed as follows:

##### ***Working Group One***

This group/team worked on the Child Labour Module for DAES Extension Service. The group was led by Pascal Kaba of GAWU.

##### ***Working Group Two:***

This group worked on the Child Labour Module for Cocoa Extension Service and was led by William Minta Wiafe, the Director of Extension Services of CSSVDCU.

##### ***Working Group Three:***

This group/team also worked on the Child Labour Strategic Plan for DAES and was led by Theophilus Osei Owusu, the Deputy Director, DAES of MOFA

#### **8.5 Plenary session**

There were presentations and discussions of group inputs in the plenary. The major alterations to the two Child Labour Modules are:

- Re-alignment of some of the processes in the Units on Child Labour in line with the various training sessions;

- Since the list of chemicals are reviewed yearly, the modules should include a footnote for trainers to obtain the most current list of banned and approved chemicals at the time of training;
- The hand-out sections should contain highlights of the international and national laws;
- The HAF for Cocoa together with the general recommendations for children's participation in certain activities in the cocoa sector should be included in the Resource Sessions for the 2 Modules.

A number of comments and variations with regards to the Child Labour Strategic Plan for DAES were. The group made revisions to a number of issues to reflect the newly created Ministry of Fisheries and Aquatic Development [MIFAD] which was hitherto part of DAES/MOFA as at the time of the conceptualisation of the development of the Child labour Strategic Plan for DAES. The proposal to include the MIFAD in the structure was discussed thoroughly. The house however agreed on the following:

- Keep to the TOR and delink the MIFAD from the MOFA in the strategic document since the two are now separate entities and may have their respective and varying policy directions. This notwithstanding, it was agreed unanimously that both sectors are confronted with the menace of child labour and as such it will be prudent for the two to work together and consider reviewing the plan after two years of implementation to bring MIFAD to the bigger picture. The representative of the MIFAD was therefore charged to convey the issues discussed to the appropriate authorities.
- Timelines (Start and End Dates) need to be agreed with management of the DAES and included in the final document.
- List of NPA WFCL targeted for elimination (including agriculture) should be clearly stated in the background information.

An equally important outcome of the discussions was the decision that DAES should convene a working team to re-situate the strategic plan in the scheme of work of DAES which should consider what the directorate could do and not the entire MOFA.

## **8.6 Closing remark**

In his closing remarks, Mr. E. Kwame Mensah of ILO/IPEC thanked all the participants on behalf of ILO/IPEC. He expressed his joy at the level of engagement and participation and indicated that he was so much encouraged as he listened to discussions and observed the energies put into the process by the participants. He expressed the hope that the validation of these documents would results into actual implementation. The meeting ended at 15.30 hours.

## Appendix 1: Participants' list for phase I, II & III

No.	Name	Organisation	Location	Telephone no.	Email
<b>Resource Persons</b>					
1	Bright Wireko Brobby	CEA	Kumasi	0244-837822	<a href="mailto:Brightwirekobrobby@yahoo.com">Brightwirekobrobby@yahoo.com</a>
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<b>Facilitator/Logistical &amp; Administrative Support</b>					
7	Delasi Amable	DI	Accra	0244-629313	<a href="mailto:delamable@gmail.com">delamable@gmail.com</a>
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9	Cynthia Edinam Trevor	CEA	Kumasi	0548-376072	<a href="mailto:Editrev@yahoo.com">Editrev@yahoo.com</a>
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	Nzoley				
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## Appendix 2: generic workshop programme

### Three-day training for District Cocoa and Agricultural Extension Directors and local facilitators on child labour

**Venue: Bunso Cocoa College, 14–30 January, 2013**

#### Workshop Programme

DAY ONE		
Time	Activity	Responsibility
7 – 8 a.m.	• Breakfast/ Registration of Participants	Dev. Institute
8:00 – 9:30	• Introductions/ Housekeeping/ logistical needs • Welcome messages • Participants' Expectations and Workshop Objectives	• CEA • MoFA/ COCOBOD • CEA
9:30 – 10:30	The Facilitator – who is he/ she?	CEA
10:30 – 11:00	Snack Break	Dev. Institute
11:00 – 1 pm	Presentation on Child labour Concepts	Shaibu Muniru/ Barnett Quaicoo
1 – 2:00 p.m.	Lunch Break	Dev. Institute
2 – 4:00 p.m.	Presentation on Child labour Laws and Conventions (International and national laws)	Shaibu Muniru/ Barnett Quaicoo
4 – 5:30 p.m.	Introduction to the Ghana Child Labour Monitoring System (GCLMS)	Alberta Badu-Yeboah/ Barnett Quaicoo
DAY TWO		
8:30 – 9:00 a.m.	Registration/ Recap of previous day's activities	Dev. Institute
9:00 – 10:30	Ghana Child Labour Monitoring System (Cont'd)	Alberta Badu-Yeboah/ Barnett Quaicoo
10:30 – 11:00	Snack Break	Dev. Institute
11:00 – 1 p.m.	Introduction to Occupational Safety & Health (OSH) issues in Child Labour	Theophilus Osei Owusu/ Bright Wireko-Brobby
1:00 – 2:00 p.m.	Lunch Break	Dev. Institute
2:00 – 5:00 p.m.	OSH Field Practice-	Theophilus Osei Owusu/ Bright Wireko-Brobby
5 – 5:30 p.m.	The role of Extension Managers in Child Labour	CEA
DAY THREE		
8:00 – 8:30 a.m.	Registration/ Recap of previous day's activities	CEA
8:30 – 10:30	• Identification of measures to mainstream Child Labour in COCOBOD/MOFA Policy/ • Strategies for Networking and Collaboration	CEA
10:30 – 11	Snack Break	Dev. Institute
11:00 – 1 p.m.	Development of Strategic Plans	Bright Wireko-Brobby
1 – 2 p.m.	<b>CLOSING / GROUP PHOTOGRAPH / LUNCH</b>	Dev Institute

## Appendix 3: Workshops evaluation

### Training of Trainer's Workshop

#### Elimination of Child Labour in the Agriculture Sector

#### Evaluation of the course (14-30 January 2013)

##### 1.1 Have the course (specific) objectives been met:

	Not at all (1)	Fair (2)	Good (3)	Very well (4)
1. I have learned the basics of: - Child Labour - OSHE - GCLMS				
2. I am able to ask and answer typical Child Labour questions, such as: - Which information do we need to understand the context, outputs, outcome and impact? - Who collects, analyses and processes these data, when and how?				
3. I have learned to use information from the training to plan and address child labour issues.				
4. I have experienced how I can be an effective and facilitator.				
5. I am able to design and deliver training on the topics and issues discussed at the workshop.				

**Please add your comments:**

##### 1.2 Have your personal learning objectives been met:

	Not at all (1)	Fair (2)	Good (3)	Very well (4)
My personal learning objectives have been met				

**Please add your comments:**

##### 2.1 What has been the most important learning(s) for you?

**2.2 What is your appreciation of the following aspects?**

	Not so good (1)	Fair (2)	Good (3)	Very well (4)
The presentations (lectures) were				
The exercises / group work were				
The workshop materials are				
Time allocated for discussion was				
The balance theory / practice was				
In general the pace of the programmes is				
The applicability of the contents to my work is				

**Please add your comments:**

**2.3: What is your appreciation of the sessions?**

Session	No answer	Not so good (1)	Fair (2)	Good (3)	Very well (4)
1. Introduction Child labour					
2. Legal framework for Child labour					
3. Ghana Child Labour monitoring system					
4. Phases of GCMS					
5. Operational structures of the GCLMS					
6. Management structure of the GCLMS					
7. Introduction OSHE					
8. Goal of OSHE					
9. HAF					
10. Handling agro chemicals					

**2.4 Do you have suggestions for the improvement of the workshop and presentations?**

**3a. What is your opinion about the trainer?**

	Not good (1)	Fair (2)	Good (3)	Very well (4)
How was the clarity of the lectures and exercise instructions?				
How effective was the trainer in using practical examples?				
To what extent did the trainer enable your learning process?				
How was the interaction of the trainer with the participants?				

**Please add your comments:**

**4. What is your opinion about the workshop facilities?**

	Not good (1)	Fair (2)	Good (3)	Very well (4)
Training room				
Sanitation & Hygiene				
Food				
Service				

**5. What is your opinion about the workshop presenters and facilitators?**

	Not good (1)	Fair (2)	Good (3)	Very well (4)
Bight (Paapa)				
Barnett				
Alberta				
Andy				

**6. What is your overall assessment of this course, expressed in a number from 1 (very poor) to 10 (excellent)?**

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**Thank you!**

## Appendix 4: Participants list for the validation meeting

### Participants list at Validation Meeting, 22nd March, 2013 at Ange-Hill Hotel, East Legon, Accra

No.	Name	Organisation	Location	Email -address	Telephon e no.
<b>Resource Person</b>					
1	Bright Wireko Brobby	CEA	Kumasi	<a href="mailto:Brightwirekobrobby@yahoo.com">Brightwirekobrobby@yahoo.com</a>	0244-837822
<b>Logistic support &amp; administrative staff</b>					
2	Delasi Amable	DI	Accra	<a href="mailto:delamable@gmail.com">delamable@gmail.com</a>	244625313
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4	Abigail Oteng-Yeboah	CEA	Kumasi	<a href="mailto:abinketiah@gmail.com">abinketiah@gmail.com</a>	
5	Ama Anyowaa Agyekum	CEA	Kumasi	<a href="mailto:agyekumanyowaa@yahoo.com">agyekumanyowaa@yahoo.com</a>	
6	Clemence S. Kugbey	DI	Accra	<a href="mailto:ckugbey@th Devin.org">ckugbey@th Devin.org</a>	208485457
<b>ILO/IPEC officials</b>					
7	Stephen McClelland	ILO/IPEC	Accra	<a href="mailto:mcclelland@ilo.org">mcclelland@ilo.org</a>	
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9	Daniel Chacha	ILO/IPEC	Accra	<a href="mailto:doc.chacha@gmail.com">doc.chacha@gmail.com</a>	244837092
10	E. Kwame Mensah	ILO/IPEC	Accra	<a href="mailto:kwameipec@gmail.com">kwameipec@gmail.com</a>	242603183
<b>Main participants</b>					
11	Samuel A. Ankamah	CSSVDCU/COCO BOD	Agona Swedru	<a href="mailto:ankamahsam@yahoo.com">ankamahsam@yahoo.com</a>	244471789
12	Linus Fiakeye	CSSVDCU	Accra	<a href="mailto:lfiakeye@yahoo.com">lfiakeye@yahoo.com</a>	209314136
13	Theophilus Osei Owusu	DAES/MOFA	Accra	<a href="mailto:koseiowusu2001@yahoo.com">koseiowusu2001@yahoo.com</a>	
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26	Pius Paul Senyo-Kwame	CSSVD-CU	Koforidua	<a href="mailto:Pauldosn2000@yahoo.com">Pauldosn2000@yahoo.com</a>	
27	John Chris Deckor	CSSVD-CU	Akim Oda	<a href="mailto:johnniedeckor@gmail.com">johnniedeckor@gmail.com</a>	
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## Appendix 5: Program for the validation meeting

### Validation meeting on child labour modules for MOFA & COCOBOD and MOFA strategic plan

**Date: Friday, 22 March, 2013 - Venue: Anghill Hotel, East Legon-Accra**

TIME	ACTIVITY	RESPONSIBILITY
8:30 – 9:00	<ul style="list-style-type: none"> <li>• Arrival and Registration of Participants</li> </ul>	The Dev. Institute
9:00 – 9:30	<ul style="list-style-type: none"> <li>• Opening prayer</li> <li>• Welcome Message</li> <li>• Statement by Ministries</li> <li>• Purpose of Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• CEA</li> <li>• ILO/IPEC/DAES/COCOBOD</li> <li>• ME&amp;LR,MOFA,MG&amp;SP</li> </ul>
9:30 – 11:00	Presentation of Child Labour Modules and MOFA Strategic Plan: <ul style="list-style-type: none"> <li>• MOFA Child Labour Module</li> <li>• COCOBOD Child Labour Module</li> <li>• MOFA Strategic Plan</li> </ul>	CEA
11:00 – 11:30	Snack Break	The Dev. Institute
11:30 – 12:15noon	Group work <ul style="list-style-type: none"> <li>• MOFA Child Labour Module</li> <li>• COCOBOD Child Labour Module</li> </ul>	MOFA COCOBOD
12:15 – 1:30pm	Plenary Session/Feedback and Inputs <ul style="list-style-type: none"> <li>• MOFA Child Labour Module</li> <li>• COCOBOD Child Labour Module</li> </ul>	MOFA COCOBOD
1:30 – 2:30pm	<ul style="list-style-type: none"> <li>• Closing Remarks</li> <li>• Lunch</li> <li>• Departure</li> </ul>	ILO/IPEC The Dev. Institute



## Appendix 6: List of resource materials for participants

1. Child Labour in Ghana's Cocoa - Myth or Reality-[CRIG-Ghana Cocoa Board]
2. The Children's Act, 1998 (Act 560)
3. Hand-out on Extracts of International Legal Framework & National laws addressing Child Labour
4. Hand-out on ILO C 138 - Minimum Age Convention, 1973 (No. 138)
5. Hand-out on Occupational Safety and Health in Agriculture using the Hazardous Activity Framework (HAF) and Organizational Risk Assessment System (ORAS).
6. Hand-out on Concepts, Incidence, HAF & Child labour Interventions in Ghana
7. Republic of Ghana's Human Trafficking Act, 2005 (Act 694)
8. Hand-out on Extracts of The Ghana Child Labour Monitoring System (GCLMS)
9. Essential things facilitator must be aware of