# Natural Resource Conservation and Development.

# Level - II

# Learning Guide #55

**Unit of Competence: Facilitate in Performing Ex-Situ Conservation Measures**

**Module Title: Facilitating in Performing Ex-Situ Conservation Measures**

**LG Code: AGR NRC2M12 1019.**

**TTLM Code: AGR NRC2 TTLM121019 V1.**

**LO.4. Record and Report Information**

| Instruction Sheet | Learning Guide #55 |
|---|---|

This learning guide is developed to provide you the necessary information regarding the following **content coverage** and topics –

- Recording and Reporting difficulties
- Documenting and Reporting

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, **you will be able to –**

- Record and Report difficulties
- Document and Report all the conservation activities

**Learning Instructions:**

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described in number 3 to 6.
3. Read the information written in the “Information Sheets 1, Information and Sheets 2”.
4. Accomplish the “Self-check 1 and Self-check2” **in page -** 4.and 8.
5. If you earned a satisfactory evaluation proceed to “Information Sheet 2.
6. Submit your accomplished Self-check. This will form part of your training portfolio.

| Information Sheet-1 | Recording and Reporting difficulties |
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## 4.1. Recording and Reporting difficulties

### Introduction

The concept of **record** is variously defined. The ISO 15489-1:2016 defines *records* as "information created, received, and maintained as evidence and as an asset by an organization or person, in pursuit of legal obligations or in the transaction of business". While there are many purposes of and benefits to records management, as both these definitions highlight, a key feature of records is their ability to serve as evidence of an event. Proper records management can help preserve this feature of records.

Not all documents are records. A record is a document consciously retained as evidence of an action. Records management systems generally distinguish between records and non-records (convenience copies, rough drafts, duplicates), which do not need formal management. Many systems, especially for electronic records, require documents to be formally declared as a record so they can be managed. Once declared, a record cannot be changed and can only be disposed of within the rules of the system.

Records may be covered by access controls to regulate who can access them and under what circumstances. Physical controls may be used to keep confidential records secure – personnel files, for instance, which hold sensitive personal data, may be held in a locked cabinet with a control log to track access. Digital records systems may include role-based access controls, allowing permissions (to view, change and/or delete) to be allocated to staff depending on their role in the organization. An audit trail showing all access and changes can be maintained to ensure the integrity of the records.

Just as the records of the organization come in a variety of formats, the storage of records can vary throughout the organization. File maintenance may be carried out by the owner, designee, a records repository, or clerk. Records may be managed in a centralized location, such as a records center or repository, or the control of records may be decentralized across various departments and locations within the entity. Records may be formally and discretely identified by coding and housed in folders specifically designed for optimum protection and storage capacity, or they may be casually identified and filed with no apparent indexing. Organizations that manage records casually find it difficult to access and retrieve information

when needed. The inefficiency of filing maintenance and storage systems can prove to be costly in terms of wasted space and resources expended searching for records.

An inactive record is a record that is no longer needed to conduct current business but is being preserved until it meets the end of its retention period, such as when a project ends, a product line is retired, or the end of a fiscal reporting period is reached. These records may hold business, legal, fiscal, or historical value for the entity in the future and, therefore, are required to be maintained for a short or permanent duration. Records are managed according to the retention schedule. Once the life of a record has been satisfied according to its predetermined period and there are no legal holds pending, it is authorized for final disposition, which may include destruction, transfer, or permanent preservation.

A disaster recovery plan is a written and approved course of action to take after a disaster strikes that details how an organization will restore critical business functions and reclaim damaged or threatened records.

An active record is a record needed to perform current operations, subject to frequent use, and usually located near the user. In the past, 'records management' was sometimes used to refer only to the management of records which were no longer in everyday use but still needed to be kept – "semi-current" or "inactive" records, often stored in basements or offsite. More modern usage tends to refer to the entire "lifecycle" of records – from the point of creation right through until their eventual disposal.

From the very first day you should always carry a notebook in which they take notes while things are happening, or very soon afterwards. They should also get into the habit from the start - of sitting down at the end of each day with their notebook to write down their observations more fully (usually a minimum of three or four pages per day), either in their notebook or on a computer.

When we refer to 'field notes' we mean the detailed notes that the researcher makes at the end of the day which describe:

- what has happened
- who they talked to
- what they observed
- what they think about all of these things
- perhaps some thoughts on what they need to concentrate on the coming days of research

Field notes have to be written regularly, preferably every day. They are your most important record of all that you have observed and what you think about your project. Over time, these field notes will build into a rich and valuable archive of full document.

The aim in writing field notes is to record everything in detail. Field notes are not reports or summaries, or just a selection of interesting things. They are the raw material.

Things that you might have at first thought were not interesting or important may later become of interest to you or your initiative. By keeping detailed field notes you will always have access to your earlier research ideas and observations and you can use them at any time, now or in the future.

As an expert you should:

- Keep your notebook with you all the time.
- During or after each activity, jot down a few notes, key words or phrases to jog your memory later.
- Sit down at the end of the day and write detailed field notes.

The difficulties reporting procedure is designed to,

- Identify potential hazards to the health and safety of workers
- Encourage early reporting and corrective actions
- Reduce the number of incidents arising from work activities
- Enable senior management to identify areas concern
- To identify the steps to be taken for reporting difficulties conditions that may arise in the workplace

| Self-Check – 1 | Written Test |
|---|---|

**Name:** _____ **Date:** _____

**Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page.**

1. Write down difficulties reporting procedure? (3pts.)
2. Define Record according to ISO 15489-1:2016 (3pts)

***Note:*** **Satisfactory rating - 3 points** **Unsatisfactory - below 3 points**

**Answer Sheet**

Score = _____

Rating: _____

| Information Sheet-2 | Documenting and Reporting |
|---|---|

## 4.2. Documenting and Reporting

**Documenting** is an official paper or book that gives information about something, or that can be used as evidence or proof of something. In this case, documenting the information means, recording in an official paper about accurate information

Therefore, documenting of information is process of writing and retaining record of every step of ex-situ conservation and its recommended action. Finally reporting to responsible bodies

**Report** - is a statement of the results of an investigation or of any matter on which definite information is required. The following stages are involved in writing a report:

- clarifying your terms of reference
- planning your work
- collecting your information
- organizing and structuring your information
- writing the first draft
- Checking and re-drafting

Combinations of manual and computer data handling methods are employed in documenting information on ex situ plant genetic resources. The manual system consists of a set of data sheets which are used to organize and record raw data for eventual input into a computer sy stem. Although all accessions conserved in the genebank are supposed to have the required passport data from the collection field, not all the collections have got the necessary passpor tdata since these data are lacking particularly for the former accessions obtained in the form of repatriations. The information gathered during initial field collection of germplasm include v ernacular name, geographic position system (GPS) information, sowing season, maturity tim e, food value, level of resistance to pests, diseases and other stresses, soil types and growin g environment. Genebank management data such as, seed moisture content (after drying), i nitial germination percentage, storage and monitoring date, are all documented. Efficient dat abase design and information management systems need to be implemented to handle the l arge amount of data generated on the collections.

IBC Germplasm Database Management System stores information on passport data, charact erization data, evaluation data, and genebank management data.

**Outline of a Report format**

- Title page
- Acknowledgements
- Contents
- Abstract or summary
- Introduction
- Methodology
- Results or findings
- Discussion
- Conclusion and recommendations
- References
- Appendices

**Introduction**, which:

- gives the background
- explains the purpose, scope and methods used
- outlines the terms of reference

It should be a brief, accurate background for the body of the report

- The body, which covers the work done and what you found. It's divided into topics which are arranged in a logical order with headings and sub-headings

**Methodology** – methods or procedure used

**Result and discussion** – out puts of findings

**Conclusion** covers the writer's judgment based on information in the body of the report.

**Recommendations:**

- ✓ gives solutions to the problems
- ✓ suggests possible courses of action as a result of the conclusions,
  e.g. Who should take action?
  What should be done?
  When and how it should be done?

**Appendices-** contain evidence which supports the report but is not essential because it's either too long or too technical for the audience.

**Bibliography** -includes all sources of information used in the report and often those used for background reading as well.

**Glossary**- is an alphabetical list of special words, phrases and terms used in the report, accompanied by a short explanation of each.

| **Self-Check – 2** | **Written Test** |
|---|---|

**Name:** _____ **Date:** _____

**Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page.**

1. Explain the word documenting and reporting? (4pts)
2. Mention outline of report format. (6pts)

***Note:*** **Satisfactory rating – 5 points** **Unsatisfactory - below 5 points**

**Answer Sheet**

Score = _____

Rating: _____

## List of Reference Materials


1- Integrated Decision Support Systems in Agriculture - Successful Practical Applications. (1990) Papers from International DLG - Congress for Computer Technology held in Frankfurt, Germany on May 27-30.

2- Knowledge Based Systems in Agriculture - Prospects for Application. (1988) Papers from International DLG - Congress for Computer Technology held in Frankfurt, Germany on June 19-22.