## APPENDIX 1

### WORKPLAN OF THE CED NEWSLETTER

**SEPTEMBER 2003 TO MARCH 2005.**

<table>
<thead>
<tr>
<th>S/N</th>
<th>ACTIVITIES</th>
<th>PERSON RESPONSIBLE</th>
<th>TIME FRAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Formulation of new CED Newsletter Editorial Board</td>
<td>CED Students</td>
<td>September 2003</td>
</tr>
<tr>
<td>02</td>
<td>To organize two CED Newsletter Editorial Board Meeting</td>
<td>CED newsletter Editorial Board Members</td>
<td>September 2003</td>
</tr>
<tr>
<td>03</td>
<td>Introduction to CED Newsletter activities by the previous Newsletter Board</td>
<td>All CED Newsletter Editorial Board Members</td>
<td>October 2003</td>
</tr>
<tr>
<td>04</td>
<td>Introduction to the Media Express Printer</td>
<td>All members</td>
<td>October 2003</td>
</tr>
<tr>
<td>05</td>
<td>Registration of the CED Newsletter</td>
<td>Old and new CED Newsletter Board members</td>
<td>October 2003</td>
</tr>
<tr>
<td>06</td>
<td>Follow up on the progress in printing of</td>
<td>All</td>
<td>October 2003</td>
</tr>
<tr>
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<tr>
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</tr>
<tr>
<td>07</td>
<td>Establish contact with Arusha Editorial Board Member</td>
<td>Samia and Mr. Mvugalo</td>
<td>October 2003</td>
</tr>
<tr>
<td>08</td>
<td>Writing of the graduation articles and taking photos</td>
<td>Mr. R. Mvugalo and Ms. Caroline Muthoni</td>
<td>November 2003</td>
</tr>
<tr>
<td>09</td>
<td>To organize two editorial board meeting</td>
<td>All Board members</td>
<td>November 2003</td>
</tr>
<tr>
<td>10</td>
<td>Follow up of the publishing of the Newsletter</td>
<td>Members of the Board</td>
<td>January 2004</td>
</tr>
<tr>
<td>11</td>
<td>To organize two Editorial Board Meetings</td>
<td>All Board members</td>
<td>January 2004</td>
</tr>
<tr>
<td>12</td>
<td>Consultation with the newsletter supervisor</td>
<td>All Board members</td>
<td>January 2004</td>
</tr>
<tr>
<td>13</td>
<td>To distribute copies of the 3rd issue to different organizations</td>
<td>Ministries, Media, CED class and NGOs in Dar es Salaam (Sangana and Caroline, Tanga Mr</td>
<td>January/February/March</td>
</tr>
<tr>
<td>No.</td>
<td>Task Description</td>
<td>Responsible Party</td>
<td>Date</td>
</tr>
<tr>
<td>-----</td>
<td>----------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>14</td>
<td>Collection of articles for the initial preparation of 4th issue</td>
<td>All Board Members</td>
<td>February 2004</td>
</tr>
<tr>
<td>15</td>
<td>To organize two editorial board meetings</td>
<td>All board members</td>
<td>February 2004</td>
</tr>
<tr>
<td>16</td>
<td>Opening a Bank account</td>
<td>Chairperson</td>
<td>February 2004</td>
</tr>
<tr>
<td>17</td>
<td>To organize two editorial board meetings</td>
<td>All Board members</td>
<td>March 2004</td>
</tr>
<tr>
<td>18</td>
<td>To organize two editorial Board meetings and editing of articles for 4th issue</td>
<td>All Board members</td>
<td>April 2004</td>
</tr>
<tr>
<td>19</td>
<td>Developing a feedback questionnaire</td>
<td>All board members</td>
<td>April 2004</td>
</tr>
<tr>
<td>20</td>
<td>Review of the previous newsletter</td>
<td>Ms Samia</td>
<td>April 2004</td>
</tr>
<tr>
<td>22</td>
<td>Organize two editorial</td>
<td>All Board Members</td>
<td>May 2004</td>
</tr>
<tr>
<td></td>
<td>Board Meetings and Consult with supervisor</td>
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</tr>
<tr>
<td>23</td>
<td>Produce Issue No. 4 of the CED Newsletter</td>
<td>All Board Members</td>
<td>May 2004</td>
</tr>
<tr>
<td>24</td>
<td>Distribution of the 4th newsletter</td>
<td>All members</td>
<td>June/July/August</td>
</tr>
<tr>
<td>25</td>
<td>Conduct Survey on best practices e.g. AYA, ALAT, IDOS, STP, ESDP Disabled</td>
<td>All board members</td>
<td>June 2004</td>
</tr>
<tr>
<td>26</td>
<td>Analysis and data interpretation</td>
<td>All board members</td>
<td>July 2004</td>
</tr>
<tr>
<td>27</td>
<td>Production of second semester implementation report</td>
<td>All Board members</td>
<td>July 2004</td>
</tr>
<tr>
<td>28</td>
<td>Organize one editorial board meeting on newsletter production and consultation with supervisor</td>
<td>All Board members</td>
<td>July 2004</td>
</tr>
<tr>
<td>29</td>
<td>Collection of the articles for 5th issue</td>
<td>All board members</td>
<td>August 2004</td>
</tr>
<tr>
<td></td>
<td>Activity Description</td>
<td>Responsible Parties</td>
<td>Time Frame</td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>30</td>
<td>Production of 5th newsletter</td>
<td>All board members and Printer</td>
<td>September</td>
</tr>
<tr>
<td>31</td>
<td>Distribution of the 5th issue</td>
<td>Ministries, Media and NGOs</td>
<td>October/November/December</td>
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<tr>
<td></td>
<td></td>
<td>(Sangana and Caroline)</td>
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<td></td>
<td></td>
<td>Tanga (Mvugalo),</td>
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<td></td>
<td></td>
<td>Dodoma (Mnzava)</td>
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<tr>
<td></td>
<td></td>
<td>Zanzibar (Samia)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>and Arusha (Wandella)</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>Collection of articles for 6th newsletter</td>
<td>All Board members</td>
<td>January 2005</td>
</tr>
<tr>
<td>33</td>
<td>Editing of articles for 6th newsletter</td>
<td>All Board members</td>
<td>January 2005</td>
</tr>
<tr>
<td>34</td>
<td>Organize two board meetings for production of last semester report and finalize report</td>
<td>All members</td>
<td>February 2005</td>
</tr>
<tr>
<td>35</td>
<td>Production of the 6th newsletter ready to hand over to new Editorial board</td>
<td>All members and printer</td>
<td>March 2005</td>
</tr>
</tbody>
</table>
CED NEWSLETTER FEEDBACK QUESTIONNAIRE

SECTION ONE

The CED Newsletter Editorial Board is conducting a survey for the purpose of acquiring feedback information that will help to improve the quality of the CED Newsletter. Please respond to our questions. We thank you in advance for your cooperation.

1. Name of your organization.

2. Your Position in the Organization

3. Date
SECTION TWO: Layout and content of the Newsletter

4. What first impression do you get from the CED Newsletter Issue No. 4 that you have received?

5. Do you think the articles included in the newsletter are relevant in relation to community economic development? (Please tick (√))

5.1 Relevant

5.2 Not relevant

5.3 I don't know

6.0 Do you think the Newsletter is reader friendly in terms of the following:

{please (√) applicable items}

6.1 Article presentation

6.2 Language proficiency

6.3 Layout and design

6.4 Colour

6.5 Content

6.6 Pictorial illustrations

6.7 Coverage of issues
SECTION THREE: Application of Knowledge and Sustainability

7.0 What improvements are you proposing?

7.1 Layout ......................................................

7.2 Articles .....................................................

7.3 Colours ......................................................

7.4 Language .....................................................

7.5 Others ......................................................

8.0 Have you learned anything from this newsletter?

8.1 Yes............

8.2 No ............

Please state briefly the reason for your opinion.

........................................................................
........................................................................

9.0 Do you see any shortcomings in this newsletter? {Please tick (✓)}

9.1 Yes ............

9.2 No ............

Please state briefly the shortcomings you see.

........................................................................
........................................................................
10.0 Relevance to your work:

10.1 What is your daily work?

10.2 Are issues covered in this Newsletter relevant to your work? 10.3

   Yes

10.4 No

11.0 Would you be interested in contributing articles to the newsletter in future? Please tick (√) your choice

11.1 Yes

11.2 No

12.0 Would you be interested in receiving the newsletter in future?

12.1 Yes

12.2 No
SURVEY QUESTIONNAIRE (IMPROVING THE CED NEWSLETTER)

This questionnaire is being used to collect information on the performance of different newsletters for the purpose of:-

- Studying various operational problems of newsletters.
- Studying the impact of newsletters on the targeted readers as experienced by various newsletter producers.
- Using the available information to improve the process of production of the CED newsletter

THE SURVEY QUESTIONNAIRE

1. Name of the organization

2. What is your status in the Organization?

3. Background Information:-
   (i). Functions of the Organization

   (ii). Objectives of the Organization

   (iii). When was the Organization started
(iv). Location ........ Country .................

(v). What is the Mission of the Organization?

.............................................................

4. Do you produce a Newsletter? Yes / No (√ the answer)

.............................................................

5. If yes what is the name of the Newsletter?

.............................................................

6. Is it registered? Yes / No (√ the answer)

.............................................................

7. If Yes when and where?

.............................................................

8. What is the registration number of your newsletter?

.............................................................

9. If NO you have any plans to register it?

.............................................................

10. Objectives of the Newsletter.

.............................................................

11. Who are your Targeted readers?

(a) General Public

(b) Specific groups

(c) Consumers and Prospective consumers of our service
12. How many copies do you produce? (Tick the Appropriate)
   (a) 100 – 500
   (b) 501 – 1000
   (c) 1001 – 1500

13. How do you consider the circulation of your Newsletter?
   (a) Enough
   (b) Too much
   (c) Not enough

14. What channels do you use for distribution?
   (a). Newspapers sellers / agents
   (b). Individuals
   (c). Editorial board
   (d). Mailing list
   (e). Website
   (f). Others (please specify)

15. Which channel do you consider best?

16. How do you get articles?
   (a). From targeted readers
   (b). From Editorial board
(c). Others (Please specify) ........................................

17. Who gives the O.K for final printing?

(a) The Editorial Board

(b) The Editor

(c) The management of the Organization

(d) Others (specify)

18. Do you sell your newsletter? Yes / No

..............................................................

19. If Yes for how much? ......................

If No how do you recover the cost of production?

..............................................................

21. Do you experience problems in selling your Newsletter? Yes / No

..............................................................

22. If Yes what are the problems?

..............................................................

23. Do you have any business advertisements in your newsletter? Yes / No

..............................................................

24. If Yes how much do you charge for them?

..............................................................

25. How do you get them?

..............................................................

26. If No what are your plans of having advertisements?
CED NEWSLETTER GROUND/INTERNAL POLICIES

1. Work schedules shall be established by the group
2. The group will elect its own Chairperson
3. A group member shall be elected Secretary to maintain records of meetings and tasks completed.
4. The group will maintain attendance records for meetings and group activities
5. The group will unanimously accept any new members.
6. The group will keep minutes of the meetings and vote on the approval of the minutes.
7. Due to geographical problems, the group agrees to make some of the communication by using electronic media, public transport or even individuals.
8. Division of tasks will be submitted with the final project report that spells out the responsibility of each member as well as all the above reports and records.
9. The group in accordance with the rules will punish any member who contravenes the rules and the course director will make the final decision.
10. Group members will encourage and support each other in accomplishing the course requirements.
11. The Editorial Board will hand over the newsletter activities to the succeeding Editorial Board.
12. Each member of the editorial board should attend all meetings according to work plan essentially because the newsletter is an academic exercise that will graded. Failure to attend a maximum of two meetings without sound and agreeable excuse the member will be requested to look for another project.

13. Each member of the newsletter should collect or contribute four articles in every term of newsletter production.

14. Review of articles meeting is to be attended by all editorial board members

15. Each member of the newsletter should collect or contribute four articles in every term of newsletter production.

16. Review of article meeting is to be attended by all editorial members to facilitate joint decision-making regarding which articles to be included in the next issue.

17. Members to facilitate joint decision-making regarding which articles to be included in the next issue.

I have read, internalised and agreed to abide by our own Editorial Board ground rules and will be ready to bear the consequences in the event of contravening them; I am signing hereunder in agreement in my own handwriting:

<table>
<thead>
<tr>
<th>NAME</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hassan, Samia Suluhu</td>
<td></td>
</tr>
<tr>
<td>Mnzava, Agnes Daniel Rehema</td>
<td></td>
</tr>
<tr>
<td>Muthoni, Caroline Wairimu</td>
<td></td>
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<tr>
<td>Mvugalo, Ramadhan</td>
<td></td>
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<tr>
<td>Sangana, Gotfried Protas</td>
<td></td>
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</tbody>
</table>