

APPENDIX 1**WORKPLAN OF THE CED NEWSLETTER****SEPTEMBER 2003 TO MARCH 2005.**

S/N	ACTIVITIES	PERSON RESPONSIBLE	TIME FRAME
01	Formulation of new CED Newsletter Editorial Board	CED Students	September 2003
02	To organize two CED Newsletter Editorial Board Meeting	CED newsletter Editorial Board Members	September 2003
03	Introduction to CED Newsletter activities by the previous Newsletter Board	All CED Newsletter Editorial Board Members	October 2003
04	Introduction to the Media Express Printer	All members	October 2003
05	Registration of the CED Newsletter	Old and new CED Newsletter Board members	October 2003
06	Follow up on the progress in printing of	All	October 2003

	the 3 rd issue		
07	Establish contact with Arusha Editorial Board Member	Samia and Mr. Mvugalo	October 2003
08	Writing of the graduation articles and taking photos	Mr. R. Mvugalo and Ms. Caroline Muthoni	November 2003
09	To organize two editorial board meeting	All Board members	November 2003
10	Follow up of the publishing of the Newsletter	Members of the Board	January 2004
11	To organize two Editorial Board Meetings	All Board members	January 2004
12	Consultation with the newsletter supervisor	All Board members	January 2004
13	To distribute copies of the 3 rd issue to different organizations	Ministries, Media, CED class and NGOs in Dar es Salaam (Sangana and Caroline. Tanga Mr	January/February/March

		Mvugalo). Dodoma (Ms Mnzava), Arusha (Wandera), Zanzibar (Samia)	
14	Collection of articles for the initial preparation of 4 th issue	All Board Members	February 2004
15	To organize two editorial board meetings	All board members	February 2004
16	Opening a Bank account	Chairperson	February 2004
17	To organize two editorial board meetings	All Board members	March 2004
18	To organize two editorial Board meetings and editing of articles for 4 th issue	All Board members	April 2004
19	Developing a feedback questionnaire	All board members	April 2004
20	Review of the previous newsletter	Ms Samia	April 2004
22	Organize two editorial	All Board Members	May 2004

	Board Meetings and Consult with supervisor		
23	Produce Issue No.4 of the CED Newsletter	All Board Members	May 2004
24	Distribution of the 4 th newsletter	All members	June/July/August
25	Conduct Survey on best practices e.g. AYA, ALAT, IDOS,STP, ESDP Disabled	All board members	June 2004
26	Analysis and data interpretation	All board members	July 2004
27	Production of second semester implementation report	All Board members	July 2004
28	Organize one editorial board meeting on newsletter production and consultation with supervisor	All Board members	July 2004
29	Collection of the articles for 5 th issue	All board members	August 2004

30	Production of 5 th newsletter	All board members and Printer	September
31	Distribution of the 5 th issue	Ministries, Media and NGOs (Sangana and Caroline) Tanga (Mvugalo), Dodoma (Mnzava) Zanzibar (Samia) and Arusha (Wandella)	October/November/December
32	Collection of articles for 6 th newsletter	All Board members	January 2005
33	Editing of articles for 6 th newsletter	All Board members	January 2005
34	Organize two board meetings for production of last semester report and finalize report	All members	February 2005
35	Production of the 6 th newsletter ready to hand over to new Editorial board	All members and printer	March 2005

APPENDIX 2**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

APPENDIX 3**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

(d) Others (Please specify)

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?

.....

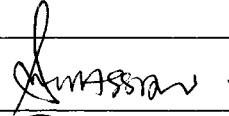
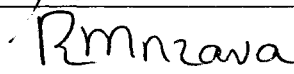
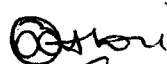

26. If No what are your plans of having advertisements?

APPENDIX 4**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 be 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:

NAME	SIGNATURE
Hassan, Samia Suluhu	
Mnzava, Agnes Daniel Rehema	
Muthoni, Caroline Wairimu	
Mvugalo, Ramadhan	
Sangana, Gotfried Protas	