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## ACP-EU Development Minerals Programme Implemented in partnership with UNDP

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### RETURN TO WORK (RTW) PLAN

### PROGRESS REPORT

*An initiative of the African, Caribbean and Pacific Group of States, financed by the European Union and United Nations Development Programme, and implemented by UNDP.*



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## I. RETURN-TO-WORK PLANS

Return to Work projects are a valuable mechanism for workshop participants' personal and professional development. As part of your sponsorship, you were required to develop a return-to-work plan on a project you would undertake on your return, applying the knowledge and skills gained from workshop to influence change.

This follow-up on the progress of implementation of the return-to-work plan will be used to determine the most successful projects; and subsequently offer a number of selected participants the opportunity to attend future training events.

## II. REPORTING STRUCTURE FOR RETURN-TO-WORK PLANS

To facilitate ease of reporting on the progress of your return to work project, the structure below outlines the key project elements that need to be covered. **Please submit the progress update on the Return to Work Project (RWP)** using the structure provided below.

GENERAL INFORMATION
<p><b>Name(s):</b> Tanisha Tulloch</p> <p><b>Position:</b> Product Development Manager, Jamaica Business Development Corporation</p> <p><b>Email:</b> ttulloch@jbdc.net</p> <p><b>Phone no (office + mob):</b> (876)928-5161-5</p>
<p>Brief description of the project:</p> <p>This project is being developed to assist artisans in the ceramic industry with business and product development support. Also to assist the artisans from the UNDP/AMGC program with business and product development aspect of the trainings that they would be delivering to their respective communities.</p> <p>A draft plan for the establishment of business incubation facilities for the ceramic industry.</p>
<p><b>What were the expected outcomes and what outcomes did you achieve?</b></p> <p><b>Expected Outcome:</b> The knowledge gained in Tanzania will be the platform for JBDC with the participation of the artisans as co-trainers, to deliver capacity building programmes to individuals and communities across Jamaica, e.g. through JBDC's Mobile Business Clinic Initiative (MBCI), the establishment of business incubation facilities for the ceramic industry and individual enterprise consultation. The focus of these</p>



interventions will be on enhancing productive skills and business development.

**Outcomes Achieved:** A list of equipment required for a ceramics incubator has been developed through consultations with the AMGC and artisans in the industry. We (JBDC) are currently looking at options to fund the purchase of these items, the UNDP small grants scheme being one such possible source.

Some of the artisans who participated in the training at AMGC have been conducting training for either persons working with them or persons in their surrounding communities. I have been collaborating with them on developing a workshop covering specific areas of business that they have identified in which we have expertise, for example product costing and pricing.

**What were the expected outputs and what outputs did you achieve?** Please be specific. For example, if you held a workshop or presentation to share the knowledge you gained during the training workshop: Where was the workshop held? When? How many people attended? What was the gender balance? Please also attach as an appendix any photos or other media.

**Expected Outputs:**

- Community / Social / Individual enterprises identified for business development and strategic interventions
- Product Development training delivered to enterprises
- Business development training and support provided to enterprises
- A gap analysis and draft plan for ceramic production incubation system completed
- Enterprises have been selected and are receiving business incubation support
- New market opportunities opened for ceramic enterprises

Outputs Achieved:

Refer to indicators of success achieved below

**Please describe the key partnerships and collaborations that you established in your country as well as any joint collaboration with other countries**

African Minerals & Geosciences Center (AMGC) – collaboration is being made to ensure proper equipment and layout of ceramic production incubation is being executed.

Mines and Geology Division

Artisans from the Training Program



**What indicators of success have you achieved since the start of implementation?** (Describe the indicators of success in relation to the expected outputs and outcomes)

I have been providing product development advice and support to two of the artisans who attended the training and others in the industry.

Two of the artisans from the UNDP/AMGC training program participated in the JBDC/WIPO (World Intellectual Property Organisation) Workshop.

Three (3) artisans were able to display their ceramic products at the JBDC/WIPO workshop which was held for three (3) days at JBDC. Mines and Geology Division was also able to display samples of local clays samples collected showing the connection from raw material to an end product.

**What strategic opportunities have you acted upon that have contributed to the continued success of your project?** (include linkages to sub-regional and regional agendas)

**What opportunities opened up for you personally as a result of your RWP?**

The RWP has allowed me to have a much broader understanding of the ceramic industry and its' value chain through the constant interaction of the training and study tour participants.

**Please explain any problems encountered during implementation of your project, highlighting any deviations from the project plans** (Describe the solutions sought for the problems and corrective actions undertaken for the deviations)

The business development sessions have been delayed due to the unavailability of the artisans as this is one of their busy season. Other than that I have not had any challenges that have caused me to deviate from the plan.

**What specific actions have you undertaken to ensure sustainability of your project?**

Constant follow-up and interaction and sharing of information with the training program artisans



Please describe any future actions in the table below

ACTION PLAN							
Period	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7
<b>Activity 1:</b>	Continue communication with participants in best business development services needed for group (participants currently training internal individuals)						
<b>Activity 2:</b>			Setting up of program and date to have business development session with selected trainees				
<b>Activity 3:</b>	Working on proposal & various plans for incubator space						
<b>Activity 4:</b>			Proposed month for business development session/sessions				
<b>Activity 5:</b>			Prepare for Show in November			<b>SHOW</b>	

**NB:**

1. Please attach any evidence of commendation/award/certificate received as a result of implementing your return-to-work plan

**III. SUBMISSION OF THE PROGRESS UPDATE OF THE RETURN-TO-WORK PLAN**

The progress update of the Return to Work plan should be sent to:

[development.minerals@undp.org](mailto:development.minerals@undp.org).

