



TIST HABARI MOTOMOTO JUNE 2024

www.tist.org. Email: info@tist.org Tel. +255784-537720

(i) Validation and Verification Exercise Notification

TIST Program Tanzania is glad to inform and announce to TIST Farmers and its stakeholders that the validation and verification exercise will start in 21st July 2024 to 27th July 2024

The purpose of this visit is to do audit for the TIST program in Tanzania and ascertain whether our work meets all rules and requirements from the Verra standards. Once the exercise is done; TIST Tanzania will be accredited with the certification.

This is important in assuring our buyers (carbon credit buyers) that what we tell them about Small Group activities is true and correct. Also gives the buyers confidence and trust in our Program, hence they are able to buy carbon credits from TIST farmers. Therefore; we notify all Small Groups to be ready and prepare to receive visitors and give them cooperation during the validation and verification exercise.



Photo 1: Ibwaga Cluster Meeting which was held in June 2024.

In this newsletter, we are going to have a notification, and two articles;

- (i) Validation and Verification Exercise Notification**
- (ii) Criteria in selecting new Cluster Servants Trainees & Specific roles of the Cluster**
- (iii) TIST Small Group Best Practices; Group interaction**

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(ii) Criteria in selecting new Cluster Servants Trainees

In order to improve TIST Program activities such as quantification, trainings and expansion we need Cluster Servants who meets the following criteria:

- A Cluster Servant must be an adult; That is, above 18 years of age and not in school, college etc.
- Must be a member of TIST, or have some knowledge about TIST and, someone who wants to join TIST.
- Should be able to use, or learn to use, a smart phone. TIST is now using smart phones for quantification, communication, and Cluster administration, among other duties.
- Should be a resident of the Cluster that s/he will be serving.
- Should be willing to work with TIST and farmers for long term (several years).
- Should be willing to learn and serve farmers diligently. ‘
- Each Cluster Servant should be willing to learn, adopt, and follow the TIST Values: We are honest, We are accurate, We are transparent, We are mutually accountable, We are Servants to each other, We create big results with low budget

Specific roles of the Cluster Servant

Each Cluster Servant will perform the following roles

- Training
- Quantification
- Payments
- Expansion
- Take photographs of the Small Groups and their accomplishments.
- Learn and promote new Best Practices.
- Learn and share existing TIST Best Practices and success stories with new and current TIST Farmers.
- Contribute to marketing the TIST Program, including developing written marketing materials and speaking on behalf of the Program and TIST Farmers.
- Report to and follow specific instructions of TIST management, including completion of reports or periodic surveys.
- Sign the Greenhouse Gas Agreement (or GHG Contract) on behalf of the Employer once authorized to do so.
- To do baseline for each small group grove
- Cluster Servant will have to upload the GHG contract in the TIST Website
- Cluster Servant should register a Small Group using the Pendragon Form

How Cluster Servants work in each Cluster and with the leadership of the Cluster

Cluster Servants and Cluster Leaders should work together to provide TIST members with high Quality Trainings.

Provide TIST Members with the latest TIST News and Information.

Answer their Questions, Concern and or Grievances. They should also communicate with TIST Leadership on any requests Cluster

(iii) TIST Small Group Best Practices; Group interaction

What is the best way to arrange people during a Small Group meeting?

A small circle is the best. Don't have a table because it creates barriers between people. Don't have a chair and a large seat for the most important person. In TIST, we all sit the same way. We either all sit on the ground, or we all sit on chairs.

What do you do if more than twelve people want to join your group?

If there are more than twelve people interested in joining your group, it is best to form a new group. The group can multiply with two, or three or four members of the original group forming the core of the new group. This is better than one member trying to start a group alone. Remember to start using rotating leadership straight away.

What techniques can you use if the group energy is low?

Split up the group into pairs and get each pair to talk about the task. Dramas also help.

Sometimes stopping and each person saying something good that their group is doing can also motivate people again. Also remember to keep the meeting from becoming too long. By having a co-leader person you can focus the group's energy on making sure the work gets done in the agreed upon time period.

Meeting Schedule:

To manage time well, a Small Group should have a well-organized meeting schedule. This is important because it will help you keep focus on your agenda and the most important activities. It is also important because in TIST, we commit to work together for the long-term to improve our farms and grow and maintain our trees for the carbon market. We need to know our fellow Small Group members well, since each person's actions impact our whole group and all of TIST.

It is important, too, for your Small Group to have regular meetings, preferably once a week or once in two weeks. This will give all members in your group an opportunity to strengthen your group and share and learn new ideas.

During your meeting, it is necessary to focus on important issues. *Many TIST Small Groups have found the process below as a Best Practice for successful meetings:*

Step I. Greetings and introductions for any new members (5 - 15 minutes):

Make sure everyone feels welcomed. Make it brief but let each person introduce him or herself.

Step II. Opening prayer (2 minutes):

A short word of prayer can help the group unite.

Step III. Songs (5 minutes):

These could be songs written by your group, or songs that encourage people such as religious songs.

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Step IV. Agreement on task and time (5 minutes):

The meeting's leader explains what was planned for the meeting and the group members discuss and then agree on what the agenda should be. The time spent on each task or discussion should be agreed so that the accountability person can help keep the meeting on time.

Step V. Group work on tasks (1 hour):

Ideally, tasks should have been discussed at the end of the last meeting. Tasks might include sharing what each person has done to help TIST activities, sharing Best Practices, training on some subject of interest, and any other important issue that will help your Small Group to prosper.

Step VI. Kujengana (5 minutes):

Each group member makes one positive, specific statement to that week's leader about his or her observable leadership of the meeting. In addition, anyone may identify a gift seen in the leader.

Step VII. Closing prayer (2 minutes)



***Photo 2:** An example of a good sitting manner suggested in a group meeting*

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TIST Values

As TIST Family we have our Values which most of TIST Small Groups know and practice. We always reflect on these Values and to ensure that we all are truly living by them. The success of TIST is based on the integrity and effort of individual members within TIST. What we can achieve depends on each of us following these Values;

- (i) *We are Honest*
- (ii) *We are Accurate*
- (iii) *We are Transparent*
- (iv) *We are Servants to each other*
- (v) *We are Mutually Accountable to Each Other and*
- (vi) *We create Low Budget/ cost, yet we achieve Big Results.*

INTRODUCTION OF CLUSTER SERVANT

In the pictures is a **Cluster Servant SIMON ALFRED** from Kitahana village Kibondo district. He joined TIST in the year 2023.

Simon serves two (2) Clusters: Mabanba and Kumsenga, Clusters. Experienced in quantification (tree counting), recruitment of new Small Groups and data entry into Pendragon.

If you have any questions, or you need help on how to join the TIST Program, you may contact him through; 0742548323



Photo 3: Simon Alfred, a Cluster Servant from Kibondo district.

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Taarifa ya Zoezi la Uthibitishaji na Uidhinishaji

Mpango wa TIST Tanzania unafuraha kuwajulisha na kuwatangazia Wakulima wa TIST na wadau wake kwamba zoezi la uthibitishaji na uidhinishaji litaanza tarehe 21 Julai 2024 hadi 27 Julai 2024.

Madhumuni ya ziara hii ni kufanya ukaguzi wa Mpango wa TIST nchini Tanzania na kubaini kama kazi yetu inakidhi sheria na mahitaji yote kwa viwango vya Verra. Mara baada ya zoezi hilo kufanyika; TIST Tanzania itaidhinishwa na uthibitisho huo.

Hii ni muhimu katika kuwahakikishia wanunuzi wetu (wanunuzi wa kaboni) kwamba kile tunachowaambia kuhusu shughuli za Kikundi Kidogo ni kweli na sahihi. Pia itawapa wanunuzi imani na kutuamini katika Mpango wetu, hivyo basi wanaweza kununua kaboni kutoka kwa wakulima wa TIST. Kwa hiyo; tunawataarifu Vikundi vyote Vidogo tuwe tayari na kujiandaa kuwapokea wageni na kuwapa ushirikiano wakati wa zoezi la uthibitishaji na uidhinishaji.



Picha 1: Mkutano wa Klasta ya Ibwaga Kongwa, uliofanyika mwezi Juni 2024

Katika jarida hili, tutakuwa na taarifa, na makala mbili:

- (i) **Taarifa ya Zoezi la Uthibitishaji na Uidhinishaji**
- (ii) **Vigezo katika kuchagua Watumishi wapya wa Klasta, Majukumu mahususi ya Mtumishi wa Klasta**
- (iii) **Mbinu za Vikundi Vidogo vya TIST; Namna ya kuhusiana wakati wa kikao cha kikundi**

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(ii) Vigezo katika kuchagua Watumishi wapya wa Klasta

Ili kuboresha shughuli za Mpango wa TIST kama vile ukaguzi, mafunzo na upanuzi tunahitaji Watumishi wa Klasta ambao wanakidhi vigezo vifuatavyo:

- Mtumishi wa Klasta lazima awe mtu mzima; kuanzia miaka 18, asiwe mwanafunzi au mwanachuo nk.
- Lazima awe mwanachama wa TIST, au awe na uelewa kuhusu TIST, au awe mtu ambaye anataka kujiunga na TIST.
- Awe na uwezo wa kutumia, au kujifunza kutumia, simu janja. TIST sasa inatumia simu janja kwa ajili ya ukaguzi, mawasiliano, na usimamizi wa Klasta na majukumu mengine.
- Awe mkazi wa Klasta ambayo atakuwa anaitumikia.
- Awe tayari kufanya kazi na TIST na wakulima kwa muda mrefu.
- Awe tayari kujifunza na kuwahudumia wakulima kwa bidii. ‘
- Kila Mtumishi wa Klasta anapaswa kuwa tayari kujifunza, kupitisha, na kufuata Maadili ya TIST: Sisi ni waaminifu, Sisi ni sahihi, Sisi ni wawazi, Tunawajibika kwa pande zote, Sisi ni Watumishi kwa kila mmoja, Tunatengeneza matokeo makubwa kwa bajeti ndogo.

Majukumu mahususi ya Mtumishi wa Klasta

Kila Mtumishi wa Klasta atatekeleza majukumu yafuatayo

- Atatoa Mafunzo
- Atafanya Ukaguzi
- Atafanya Malipo
- Atahusika na Upanuzi wa Mpango wa TIST
- Atapiga picha za Vikundi Vidogo na mafanikio yao.
- Atajifunza na kukuza Mbinu Bora mpya.
- Atajifunza na kushiriki Mbinu na hadithi za mafanikio ya TIST na Wakulima wapya na wa sasa wa TIST.
- Kuchangia katika kutangaza Mpango wa TIST, ikiwa ni pamoj na kuzungumza kwa niaba ya Mpango na Wakulima wa TIST.
- Kutoa taarifa na kufuata maagizo mahususi ya usimamizi wa TIST, ikijumuisha kukamilika kwa taarifa au tafiti za mara kwa mara.
- Kusaini Mkataba wa Green House Gas (GHG) kwa niaba ya Mwajiri mara baada ya kuidhinishwa kufanya hivyo.
- Kuchukua taarifa za awali kwa kila shamba la kikundi (baseline survey)
- Mtumishi wa Klasta atalazimika kuweka mkataba wa GHG katika Tovuti ya TIST
- Mtumishi wa Klasta anapaswa kusajili Kikundi Kidogo kwa kutumia Fomu ya Pendragon

Jinsi Watumishi wa Klasta wanavyofanya na uongozi wa kila Klasta

Viongozi wa Klasta wanapaswa kufanya kazi pamoja ili kuwapa wanachama wa TIST Mafunzo ya Ubora wa hali ya juu.

Watashirikiana ili kuwapa Wanachama wa TIST habari mpya na maelekezo ya TIST.

Watashirikiana katika kujibu maswali, Wasiwasi na au malalamiko yao. Wanapaswa pia kuwasiliana na uongozi wa TIST kwa maombi yoyote ambayo wanachama wa Klasta wanaweza kuwa nayo

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(iii) Mbinu Bora za Vikundi Vidogo vya TIST; Namna ya kuhusiana wakati wa kikao cha kikundi

Ni ipi njia bora ya kupanga watu wakati wa mkutano wa Kikundi Kidogo?

Ni vizuri kukaa katika mzunguko (mduara) mdogo, hii ni bora zaidi. Msiweke meza kwa sababu inafanya watu wasionane vizuri. Pia msiweke kiti kikubwa kwa ajili ya kiongozi au mtu muhimu tu. Ndani ya TIST, sote tunakaa kwa njia moja. Sote tunaketi chini, au sote tunaketi kwenye viti.

Unafanya nini ikiwa zaidi ya watu kumi na wawili wanataka kujiunga na kikundi chako?

Ikiwa kuna zaidi ya watu kumi na wawili wanaotaka kujiunga na kikundi, ni bora kuunda kikundi kipya. Kikundi kinaweza kuzidisha wajumbe wawili, watatu au wanne kwa Kikundi cha mwanzo, hawa ndio watakuwa kiini cha kikundi kipya. Hii ni bora kuliko mwanachama mmoja kujaribu kuanzisha kikundi peke yake. Kumbuka kuanza kutumia uongozi kwa kupokezana mara moja.

Je, ni mbinu gani unaweza kutumia ikiwa nguvu ya kikundi iko chini?

Wagawanye wanakikundi katika makundi madogo kila kundi wafanye majadiliano ya kazi. Mnaweza pia kutumia maigizo.

Ni vizuri kwa kila mwanakikundi kuzungumzia kitu kizuri ambacho kikundi chao kinafanya inaweza kuwahamasisha wanavikundi wengine. Pia kumbuka msifanye mkutano kwa muda mrefu sana.

Kwa kushirikiana na Kiongozi Mwenza unaweza kuangalia nguvu ya kikundi kwa kuhakikisha kuwa kazi inafanywa katika muda uliokubaliwa.

Ratiba ya Mkutano:

Ili kusimamia muda vizuri, Kikundi Kidogo kinapaswa kuwa na ratiba ya mikutano iliyopangwa vizuri. Hii ni muhimu kwa sababu itakusaidia kuweka umakini kwenye ajenda yako na shughuli muhimu zaidi. Pia ni muhimu kwa sababu ndani ya TIST, tunajitolea kufanya kazi pamoja kwa muda mrefu ili kuboresha mashamba yetu na kukuza na kudumisha miti yetu kwa ajili ya soko la kaboni. Tunahitaji kuwafahamu washiriki wenzetu wa Kikundi Kidogo vizuri, kwa kuwa matendo ya kila mtu yanaathiri kundi letu zima na TIST yote.

Ni muhimu, pia, kwa Kikundi chako Kidogo kuwa na mikutano ya mara kwa mara, ikiwezekana mara moja kwa wiki au mara moja katika wiki mbili. Hii itawapa washiriki wote katika kikundi chako fursa ya kuimarisha kikundi chako kushiriki na kujifunza mawazo mapya.

Wakati wa mkutano, ni muhimu kuzingatia masuala muhimu. Vikundi vingi vidogo vya TIST vimepata utaratibu hapa chini kama

Mbinu Bora kwa mikutano iliyofanikiwa:

Hatua ya I. Salamu na utangulizi kwa wanachama wote wapya (dakika 5 - 15): Hakikisha kila mtu anahisi kukaribishwa. Ifanye kwa ufupi lakini acha kila mtu ajitambulishe.

Hatua ya II. Maombi ya ufunguzi (dakika 2): Neno fupi la maombi linaweza kusaidia kikundi kuungana.

Hatua ya III. Nyimbo (dakika 5): Hizi zinaweza kuwa nyimbo zilizoandikwa na kikundi chako, au nyimbo zinazohimiza watu kama vile nyimbo za bidini

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Hatua ya IV. Makubaliano juu ya kazi na wakati (dakika 5):

Kiongozi wa mkutano anaeleza kilichopangwa kwa ajili ya mkutano na wanakikundi wanajadili na kisha kukubaliana kwa pamoja juu ya ajenda za mkutano. Muda unaotumika kwa kila mjadala unapaswa kukubaliwa ili mtu anayewajibika asaidie kuweka mkutano uende kwa wakati.



Picha 2: Mfano wa namna nzuri ya ukaaji unaopendekezwa kwenye mkutano wa kikundi

Hatua ya V. Kazi za kikundi (saa 1):

Kimsingi, kazi zilipaswa kujadiliwa mwishoni mwa mkutano uliopita. Kazi zinaweza kujumuisha kushiriki kile ambacho kila mtu amefanya kusaidia shughuli za TIST, kushiriki Mbinu Bora, mafunzo juu ya somo fulani la kuvutia, na suala lingine lolote muhimu ambalo litasaidia Kikundi chako Kidogo kufanikiwa.

Hatua ya VI. Kujengana (dakika 5):

Kila mwanakikundi atoe kauli moja chanya, mahususi kwa kiongozi wa wiki hiyo kuhusu uongozi wake unaoonekana kwenye mkutano. Kwa kuongeza, mtu yeyote anaweza kutambua zawadi inayoonekana kwa kiongozi.

Hatua ya VII. Maombi ya kufunga (dakika 2)

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MAADILI YA TIST

Kama Familia ya TIST tuna Maadili yetu ambayo wengi wa Wanavikundi Vidogo vya TIST wanayajua na kuyatekeleza. Daima tunatafakari juu ya Maadili haya na kuhakikisha kwamba sote tunaishi kulingana nayo. Mafanikio ya TIST yanatokana na uadilifu na juhudi za wanachama binafsi ndani ya TIST. Tunachoweza kufikia inategemea kila mmoja wetu kufuata Maadili haya;

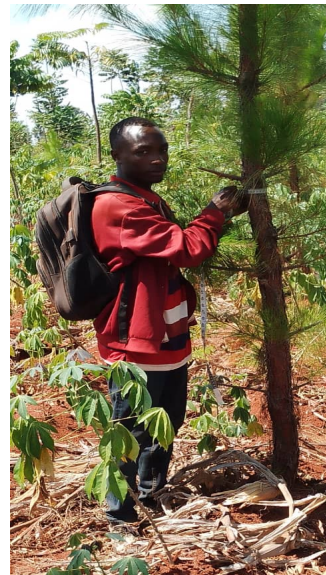
- 1) Sisi ni Waaminifu
- 2) Sisi Tunatoa Taarifa Sahihi
- 3) Sisi ni Wawazi
- 4) Sisi Tunatumikiana
- 5) Sisi ni Wawajibikaji
- 6) Bajeti Ndogo, Matokeo Makubwa

UTAMBULISHO WA MTUMISHI WA KLASTA (CLUSTER SERVANT)

Katika picha ni **Mtumishi wa Klasta SAMSON ALFRED CHUBWA** kutoka kijiji cha Kitahana wilaya ya Kibondo. Alijiunga na TIST mwaka 2023.

Alfred anatumikia Klasta mbili (2): Mabamba na Kumsenga. Ana Uzoefu wa kuhesabu miti na kuingiza takwimu kwenye Pendragon. Pia anaviunga Vikundi Vidogo Vidogo kwenye Mpango mzima wa TIST nchini Tanzania.

Ikiwa una maswali yoyote, au unahitaji usaidizi jinsi ya kujiunga na Mpango wa TIST, unaweza kuwasiliana naye kupitia 0742548323



Picha 3: Mtumishi wa Klasta Samson Alfred kutoka wilaya ya Kibondo