

**FULL CIRCLE TAX WATCH FOR MARGINALIZED POPULATIONS**

**REPORT ON REFRESHER TRAINING WORKSHOP FOR RESEARCH ASSISTANTS FOR IMPLEMENTATION OF PHASE TWO**



18<sup>th</sup> February 2022  
Venue: SAA Secretariat  
Adjiriganor – East Legon  
Ghana

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## EXECUTIVE SUMMARY

The Society for AIDS in Africa (SAA), organizers of the International Conference on AIDS & STIs in Africa (ICASA), a member of the consortium with the Peer Review Forum, Accountability International, Kids & Teens Resource Centre and ARCAD SANTE Plus is jointly embarking on the Full Circle Tax Watch Monitoring for Marginalized Populations sponsored by VOICE (UK).

This project aims to empower marginalized populations in Ghana, Mali and Nigeria with the skills to improve accountability around budgeting and tax monitoring as a means to improve access to social services, health and education for marginalized communities.

**Long term objective (5 years):** Greater accountability to marginalized communities in tax and budget policy and practices in Ghana, Nigeria, and Mali.

**Medium-term objective (2 years):** The greater inclusion of marginalized communities in tax and budget policy and practices monitoring dialogues and initiatives in Ghana, Nigeria, and Mali.

Activities:

1. Conduct research (participatory action research) on two areas: a) current fiscal (both taxation and budget) policy and practice monitoring initiatives in Ghana, Nigeria, and Mali through the lens of the marginalized groups to highlight inclusive and exclusive policies and practices, and finally to make recommendations for the inclusion of marginalized populations in existing budget and taxation initiatives.
2. Conduct research to document and critique the current budget expenditure on marginalized populations by Country Coordinating Mechanisms (CCM), including examining whether the Global Fund policy that 15% of CCM budgets goes into community engagement. We then will make recommendations on how to improve inclusion and institute actions by marginalized populations to facilitate implementation of these recommendations.
3. Conduct training to improve knowledge of stakeholders working in existing budget monitoring initiatives, to improve their inclusion of marginalized populations.
4. Conduct training in engagement with tax and budget policy and practices at national, provincial and municipal levels for marginalized populations.
5. Conduct face to face advocacy meetings, using briefs, with in-country stakeholders on tax and budgeting.
6. Create knowledge sharing workshops to improve knowledge of stakeholders working in existing budget monitoring initiatives, to improve their inclusion of marginalized populations in their projects.

Methods:

1. Participatory Action Research to conduct the research components of the project.
2. Knowledge exchanges: Mutual sharing of knowledge between experts in particular fields (tax and budget people with marginalized people and human rights); and between the project partners in each country (Ghana-Mali-Nigeria): these exchanges prevent a teacher: learner dynamic and instead create a mutual growth dynamic.

In line with the above, the Society for AIDS in Africa in collaboration with in-country stakeholders, The Ghana Revenue Authority (GRA), CCM Ghana, Oxfam in Ghana, Plan International Ghana and ASDAG with partners Accountability International and Kids & Teens Resource Centre organized a 1-day refresher training

workshop for selected participants from the Phase 1 (research workshop), to partake in the Phase two of the project (face to face advocacy) from 22<sup>nd</sup> – 25<sup>th</sup> February 2022

## AGENDA

### FULL CIRCLE TAX WATCH FOR MARGINALIZED POPULATIONS

#### REFRESHER TRAINING FOR RESEARCH ASSISTANTS (GHANA)

DAY	TIME	SESSIONS	PERSON RESPONSIBLE	
DAY 1	09:30AM	Arrival and Registration	Mr. Julius Morts, Society for AIDS in Africa	
	09:40AM	Welcome & Introduction & Logistics	Madam Clemence Assogba/Mr. Gordon Tambro, Society for AIDS in Africa	
	10:15AM	Updates on the Data Collection Tools and Process	Emmanuel Nuworzah, ASDAG	
	10:30AM	Preparation for Role-Plays by Data Collection Teams	Mr. Emmanuel Nuworzah/ Mr. Sofo Ali-Akpajiak, ASDAG	
	TEA BREAK			
	11:00AM	Role Play – Tax & Budget Monitoring Team	Mr. Emmanuel Nuzworzah, ASDAG	
	11:25AM	Role Play – CCM Team	Mr. Sofo Ali-Akpajiak, ASDAG	
	11:50AM	Group Plan and Logistics	Madam Clemence Assogba /Mr. Gordon Tambro, Society for AIDS in Africa	
	12:00PM	Wrap up and Closing		

## DAY 1 ACTIVITIES

Registration of participants began at 9:30AM. After registration, each participant received the training materials which included notepads and pens. The programme kickstarted at 10:30AM

### INTRODUCTION

Madam Clemence Assogba, Head of Administration & Finance, welcomed all participants and facilitators. She apologized for the programme starting late and also for the absence of Mr. Luc Armand Bodea, Director for the International Conference on AIDS & STI's in Africa and Coordinator for the Society for AIDS in Africa, who was attending to other official duties. She then opened the floor for self-introduction by each of the participants stating their names and organizations.

### CLIMATE SETTING

Mr. Gordon Tambro, programme officer, of the Society for AIDS in Africa briefed all participants on the laid down ground rules.

#### Updates on the Data Collection Tools and Process

Mr. Nuworzah gave a brief narration on what the project was about and the set targets for today's training workshop. He stated that during the first phase of the project (research workshop) participants were taken through how to develop various tools for research development. He stated that participants were also taken through how to conduct face to face interviews. During the phase one, the 3 subgroups, namely the CCM, Marginalized populations and government partner teams were set up and each group developed questionnaires. He stated that these 3 questionnaires have been put together into one document for use at this stage of the project which is the face to face advocacy.

The participants reviewed the questionnaire. Clarifications on issues of informed consent and collection of personal data were made and as well as various terminological corrections. There was a final review of the questionnaire by all participants and it was adopted for use.

### Preparation for Role-Plays by Data Collection Teams

Two teams were selected to partake in this phase of the project. The Tax & Budget Monitoring Initiatives Team as well as the Country Coordinating Mechanism (CCM) Team. Each team was made of a Team Lead and 5 team members constituting 6-member team for each group. As such, the participants were split into two teams. Each Team was to study the questionnaire to take part in the role play preparation. Mr. Akpajiak explained the role play was a dummy interview where the team would be divided into interviewee and respondent and the questionnaire administered so as to correct errors or mistakes that can be avoided during the main interview. Each team member took part in the exercise so as to identify individual flaws and as well as highlight good/unique initiatives that other team members can adopt during the face to face interviews. Mr. Nuworzah also stated that in as much that we try to retrieve the data from the respondents, advocacy skills should be employed so as to impart some knowledge to the respondent. Inadvertently, the respondent would ideally learn some new perspectives and gain some new knowledge on the subject matter on the said topic/issue.



Members of the Country Coordinating Mechanism (CCM) Team during the participatory breakaway session on how to administer the questionnaire during the face to face advocacy



Members of the Tax and Budget Monitoring Team during the participatory breakaway session on how to administer the questionnaire during the face to face advocacy

## Role Play – Tax & Budget Monitoring Team

Each team member took part in the role-playing exercise. New insights were and interviewing techniques were adopted. Mr. Apkajiak stated that some respondents may be very evasive especially with the Tax and Budget monitoring team so team members should be equal to the task by making sure they retrieve the required data. He also stressed on sticking to the agreed upon timeline for the interview as these persons are very busy schedules so team members must be punctual. He also stressed that as research assistants we must be mindful of people's temperaments and act accordingly.

## Role Play – CCM Team

Each team member took part in the role-playing exercise. New insights were and interviewing techniques were adopted. Mr. Nuworzah also informed team members not to go outside the scope of questionnaire. Team members were also informed not to allow their personal convictions or opinions cloud the data collation process. All the views of the respondent, either negative or positive must be ethically captured.

## Group Plan and Logistics

Madam Clemence Assogba presented the budget for the Phase Two of the project. She stated that the total amount allocation to this phase was €1,607.25 (Euros). This constituted 11,749.51 Ghana Cedis only. She stated that the fieldwork was for 4 days from 22<sup>nd</sup> -25<sup>th</sup> February 2022. Each participant would be entitled to a per diem (Transportation & Feeding) of 230 Ghana cedis only per day for 4 days. She also stated that 75% percent of would be disbursed with 25% after submission and validation of report.

## Closing

There was an M& E questionnaire circulated to rate the refresher training. The amended questionnaire and list of categories of persons with disability shared with all participants. WhatsApp groups were formed to ease communication and exchange of information. Mr. Gordon Tambro, Programme Officer, Society for AIDS in Africa, (SAA) on behalf of Mr. Luc Armand Bodea, ICASA Director/SAA Coordinator thanked participants and facilitators for attending this all-important Refresher Training workshop. The programme was adjourned at 1:00PM GMT.