User Manual to:

ICAT Agriculture Capacity Building Module

ghg management institute

ICAT Initiative for Climate Action Transparency

DISCLAIMER

PREPARED UNDER

Initiative for Climate Action Transparency (ICAT) project supported by the German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety, the Children´s Investment Fund Foundation (CIFF), the Italian Ministry for Environment, Land and Sea Protection, and ClimateWorks.

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1. Introduction

This document is a user manual to the Capacity Building Module for ICAT's Agriculture Guidance. It provides (1) an overview of the Capacity Building Module and (2) an in-depth walkthrough of the Module structure and interactive functionalities, including examples and quizzes. This manual is intended to support ICAT implementing partners and other users and instructors to navigate through the Module and its features.

Lastly, this manual includes guidance on how trainers can adapt the modules to include specific examples and country- or project-specific information based on the ICAT Agriculture Guidance.

2. The Agriculture CB Module

The Agriculture Capacity Building (CB) Module, comprised of a deck of slides named "ICAT CB Agriculture", provides didactic presentations on key content within ICAT Agriculture Guidance in a self-paced format for each Part (total of 4 decks) of the Guidance (*May 2018 Draft Version*). The CB Module includes quizzes, exercises, examples, and templates to facilitate interactive learning. The CB Module Parts (I-IV) do not contain new content beyond the existing Agriculture Guidance. Users should refer to the Agriculture Guidance for complete and detailed content.

The ICAT CB Agriculture Module includes instructional materials in the following formats:

- PowerPoint Presentations: These files are only made available to ICAT Implementing Partners. The presentations can be tailored for specific countries' and projects' contexts and needs (see **Section 7** for instructions).
- Excel Examples and Templates: Detailed examples and reporting templates in Microsoft Excel format.

2.1 Interactivity

The Agriculture CB Module is equipped with clickable buttons embedded into its PowerPoint files to aid instructors and users (during self-paced learning) to navigate the content in a more interactive, modular, and/or focused way. It is envisioned that users can interact with the content more freely by jumping to specific examples and exercises while also being able to skip them and/or return to the main content track.

3. Module Structure

The Agriculture Guidance CB Module contains four Parts (see table below), corresponding to the four Parts of the Agriculture Guidance and its associated chapters. Each presentation is intended to last roughly 30-40 minutes.[1]

[1] Part III is expected to last around one hour.

Module Parts	Agriculture Guidance Chapters
Part I	1, 2, 3, & 4
Part II	5 & 6
Part III	7, 8, & 9
Part IV	10 & 11

Within each Part, key content within the methodologies are often paired with example boxes and step-by-step exercises. Users and instructors can tailor these slides in the presentation to showcase and exemplify content with information gathered from specific country projects and/or pilot studies (see **Section 7** for further instructions). Most of the examples and exercise slides are pre-filled with sample data and information found in the Agriculture Guidance.

4. Using the Module – stepwise

The following step-by-step overview of the CB Module uses example slides from Parts I and III of the CB Module. However, this overview is applicable to all Parts in the CB Module as they follow a similar structure and contain similar functionalities.

The first three slides (see **Figure 1**, **Figure 2,** and **Figure 3**) in all of the CB Module Parts provide an outline of the content. The presentation starts being interactive and with content-related material from slide 4 onward (see **Figure 4**).

Figure 1: Opening slide containing the name of the guidance and the presentation's specific part

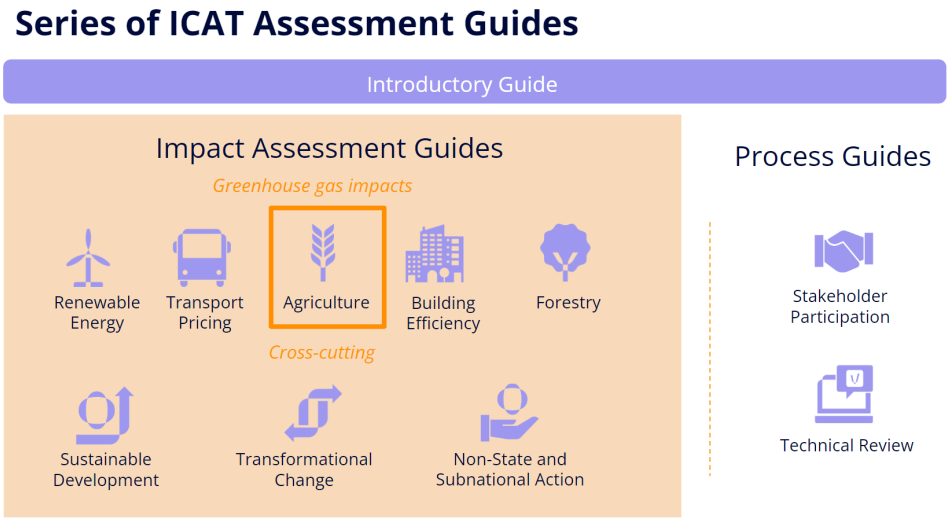


Figure 2: Overview of ICAT methodologies with an emphasis on the *Agriculture* icon for being the specific focus in the presentation.

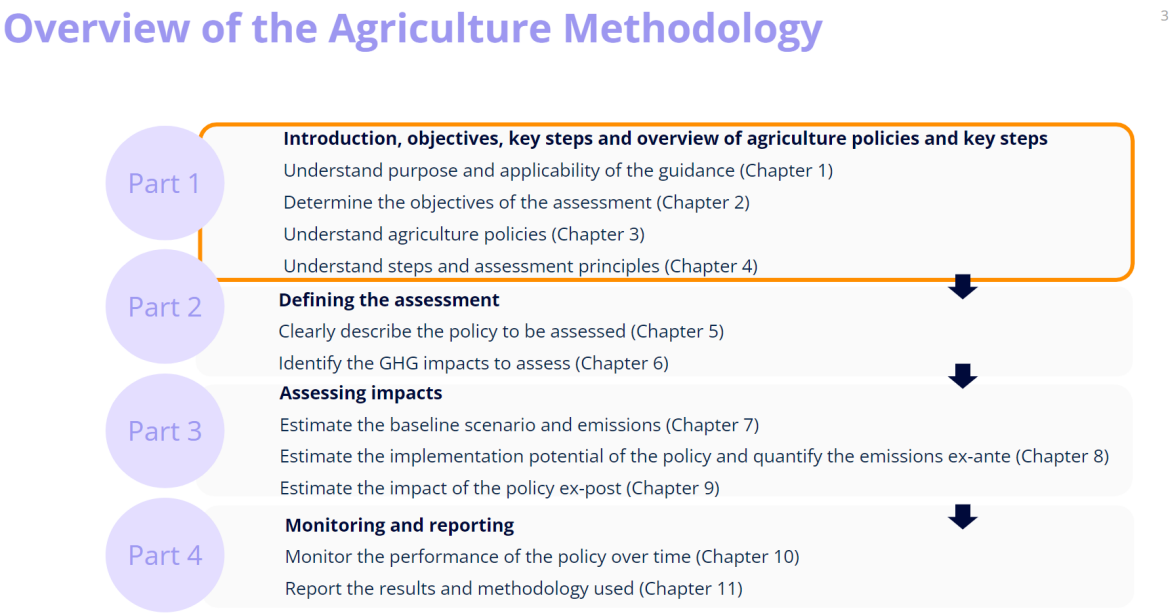


Figure 3: Overview of the full Agriculture Guidance outline and a highlight of the specific Part (Part I, in this example) this presentation is on.

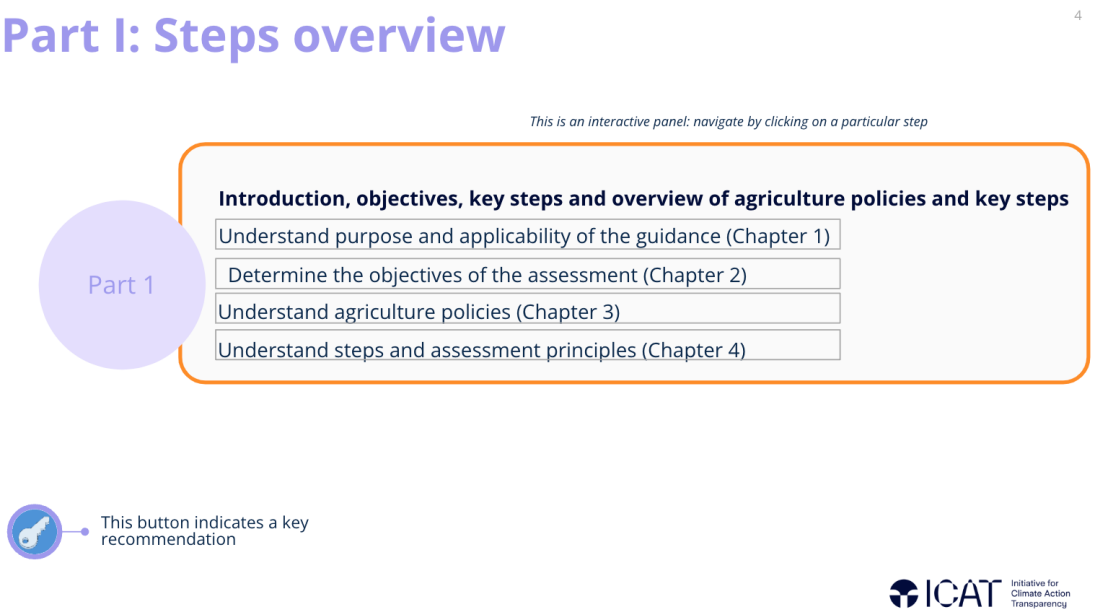


Figure 4: Interactive table of contents of the presentation.

On slide 5 in both Parts II and III (**Figure 5**), you will find an Analysis map, which is a detailed layout of methodology steps contained in the Agriculture Guidance. These are referred to throughout the presentation to provide reminders of what has been covered and show the next steps.

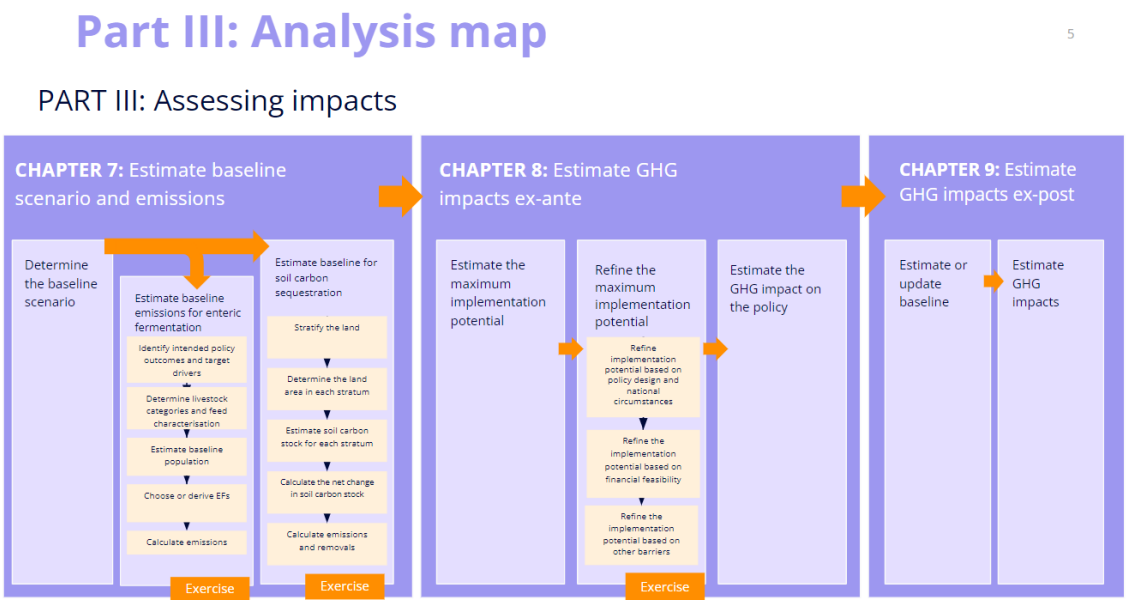


Figure 5: Summary of steps within the Agriculture Guidance for Chapters 7, 8, and 9 for assessing impacts.

After the introductory slides outlined above, the presentation begins introducing content by chapter. The presentation can be followed either in an interactive and dynamic way, as displayed in **Figure 6**, or linearly.

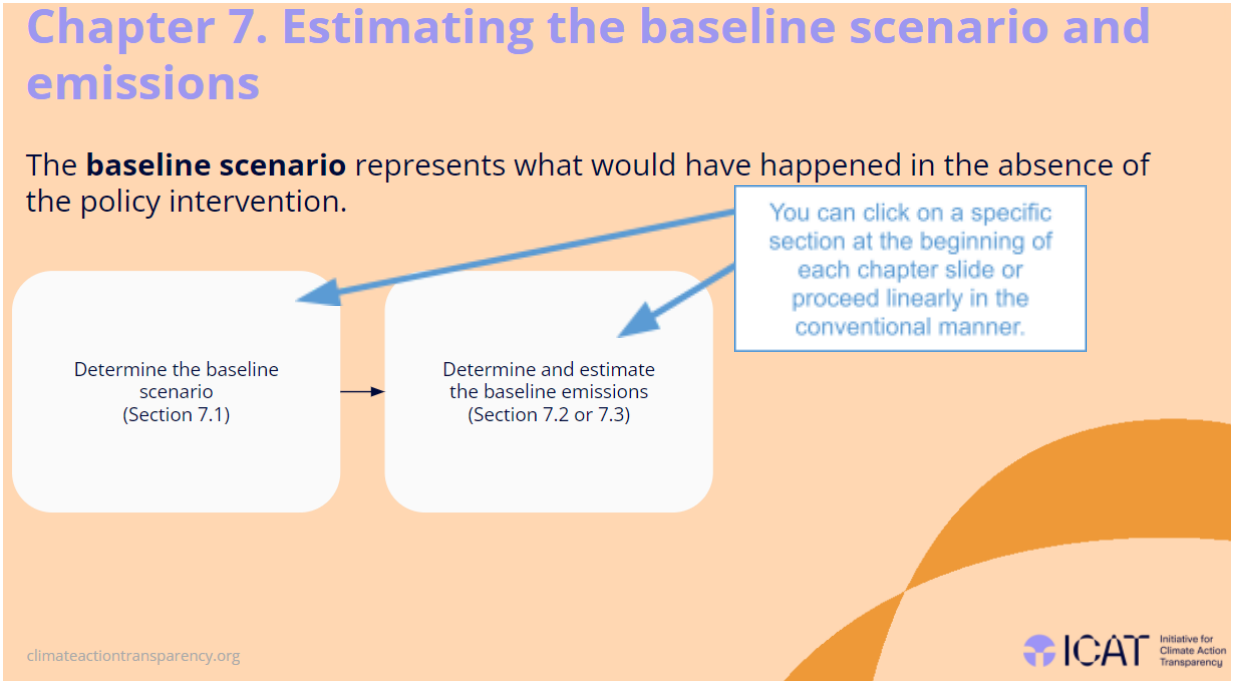
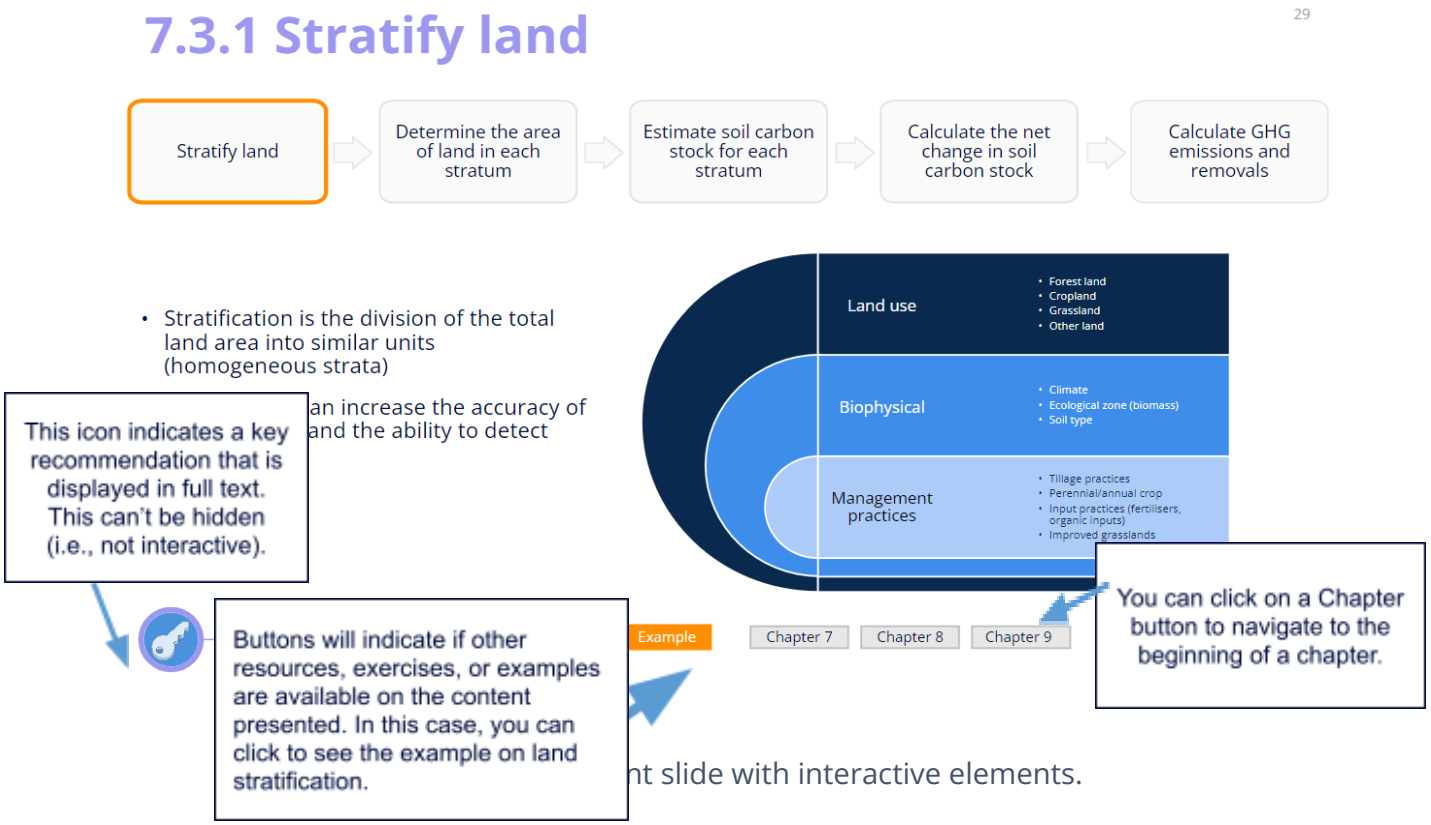


Figure 6: Each chapter contains the sequence of content by sections.

Slides are designed to contain the main content within each chapter's sections and link to other resources, as applicable and where available. **Figures 7 and 8** provide detail on the main interactive elements that can be found within a content slide.



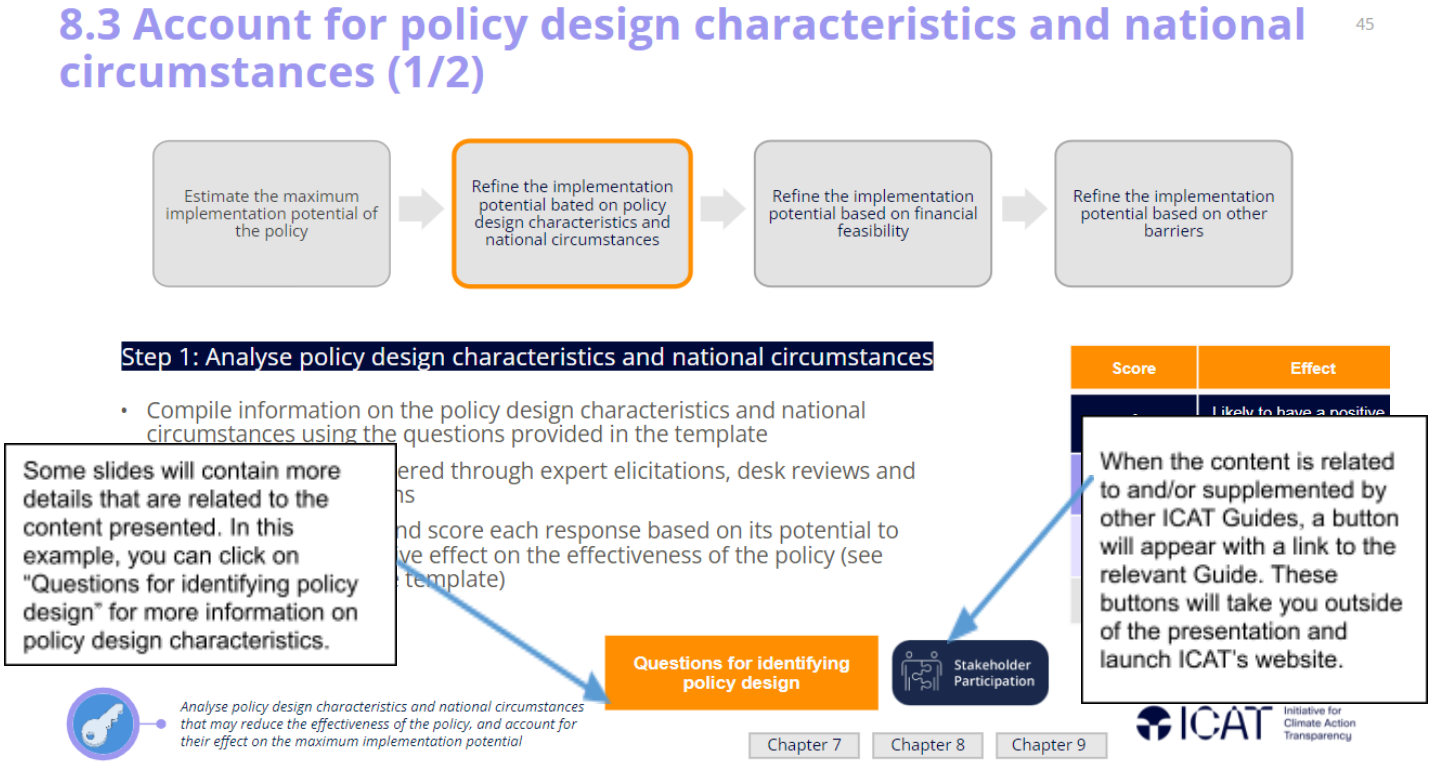


Figure 8: Content slide with interactive elements.

When you click on an "Example" or “Exercise” button (as seen in **Figures 7 and 8**), you will navigate to either one slide or a series of slides containing additional content relevant to the section (placed after the core presentation). These additional slides contain a clickable arrow to bring the you back to the original slide for the presentation to continue in the Guidance’s content order (see **Figure 9** for the “Example” linked in **Figure 7** above).

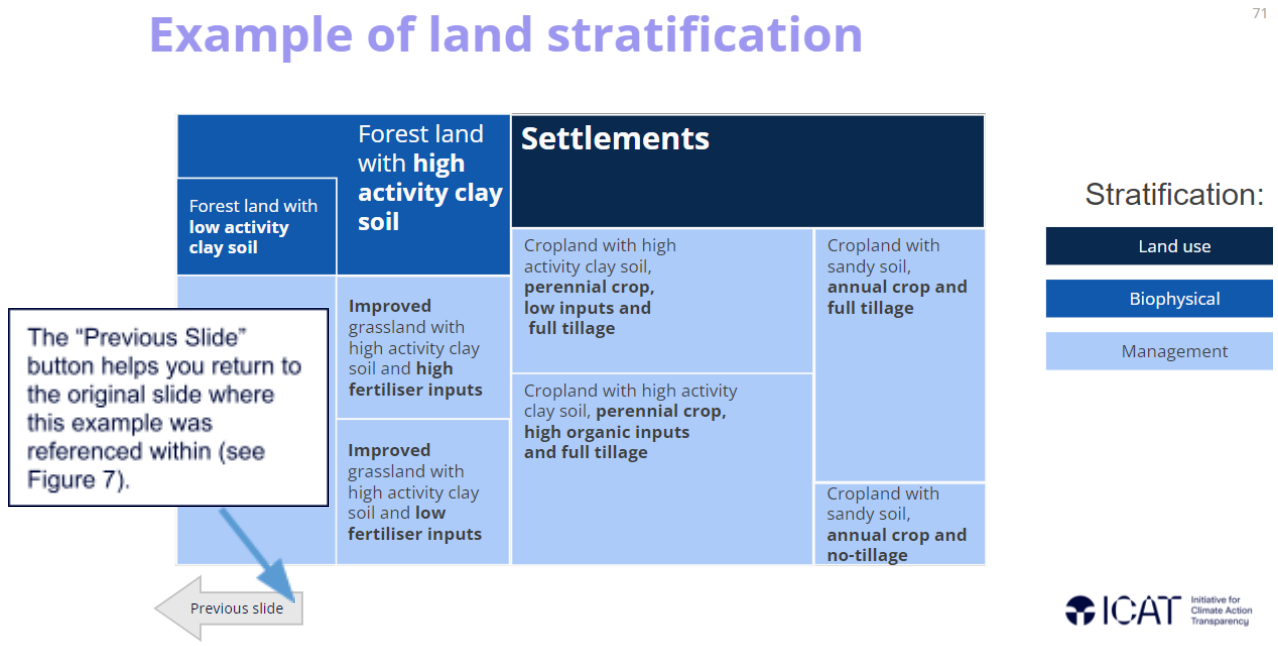


Figure 9: Example of land stratification, placed after the core presentation

4.1 Notes within the slide presentation

In the slides' notes section, presentation notes are provided as shown in **Figure 10**. There are three types of notes:

- **Presentation text** – is language a presenter can use when verbally presenting the content.
- **Slide functionality notes** – provide information on the interactive components or animations within the slide. These notes are in brackets and italics to indicate they are not text to be read out loud during the presentation.
- **Country-specific slide adaptation notes** – indicate areas where the slides can be adapted with country- or project-specific information when such information is available. These notes are also in brackets and italics.

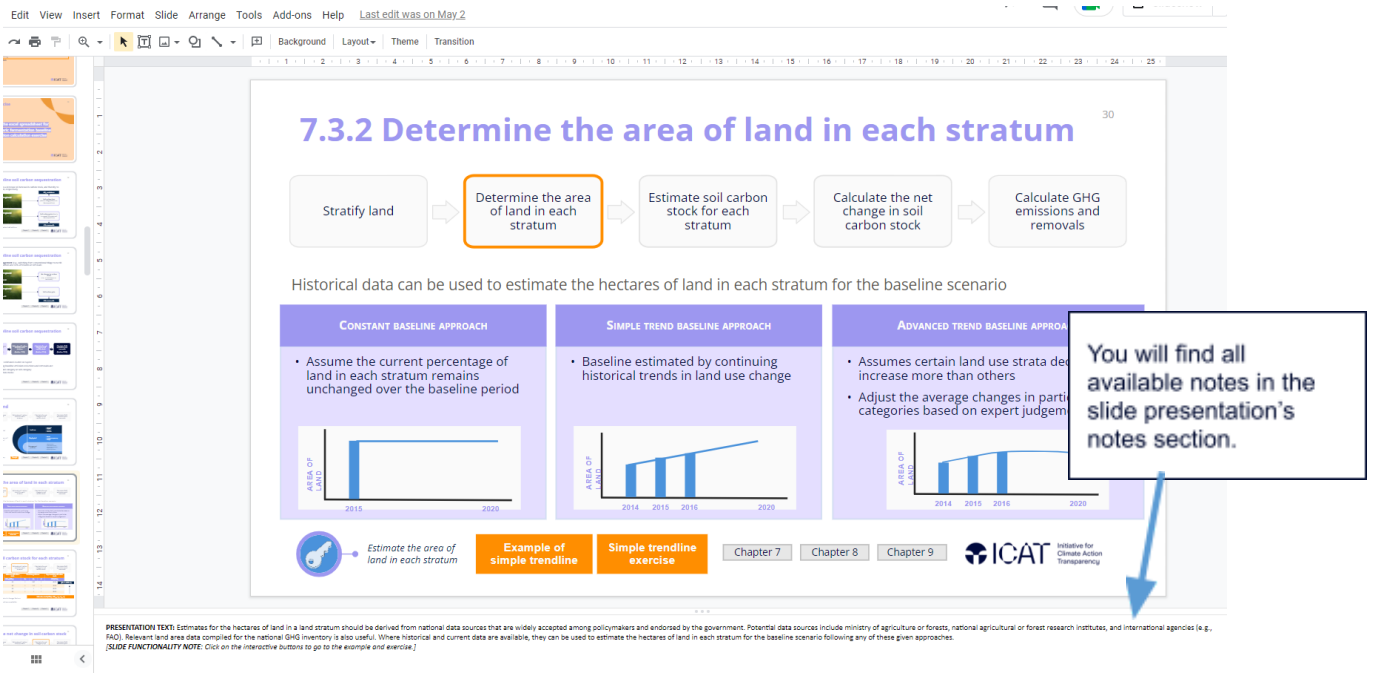


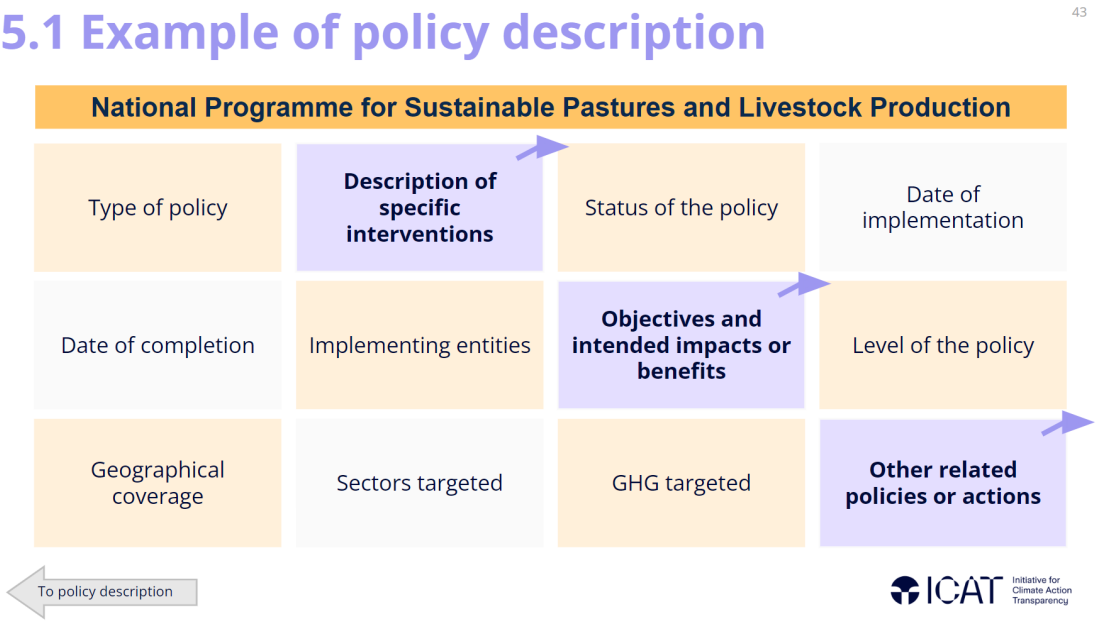
Figure 10: Example of notes within the slide presentation

4.2 Interactive Examples

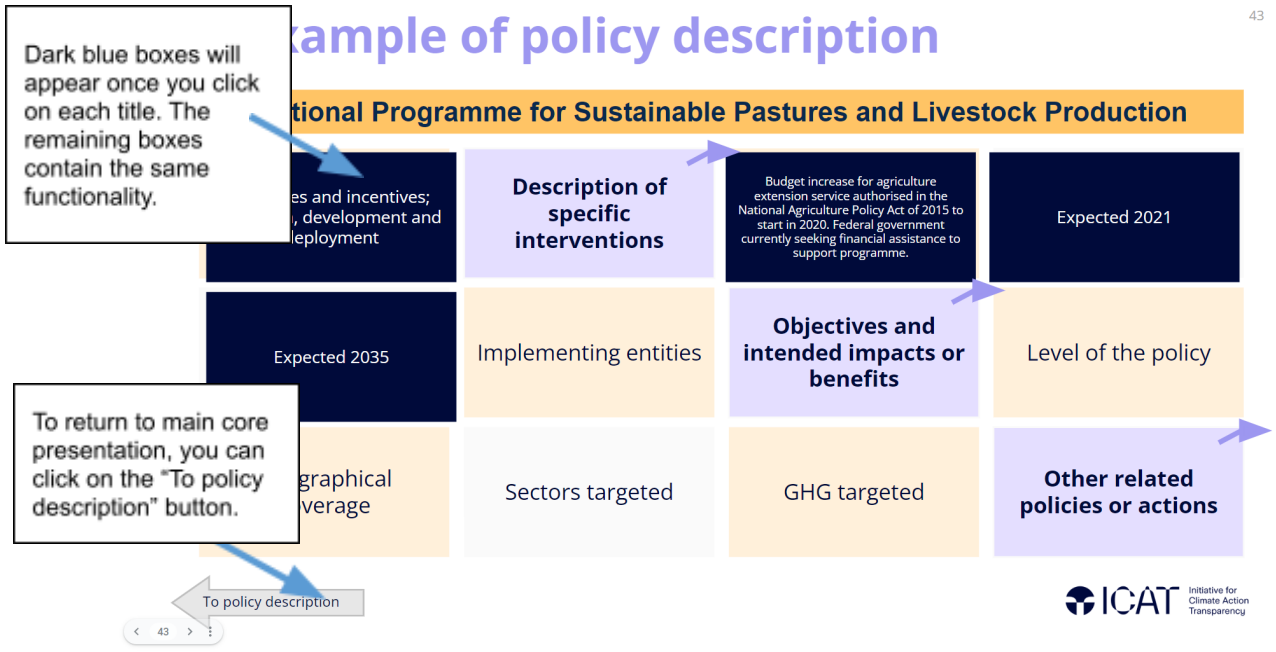
Interactive and dynamic examples are also present in Parts II and III. You can interact with the buttons and squares to reveal the complete example. See both examples demonstrated below:

a) Example of Policy Description (Part II)

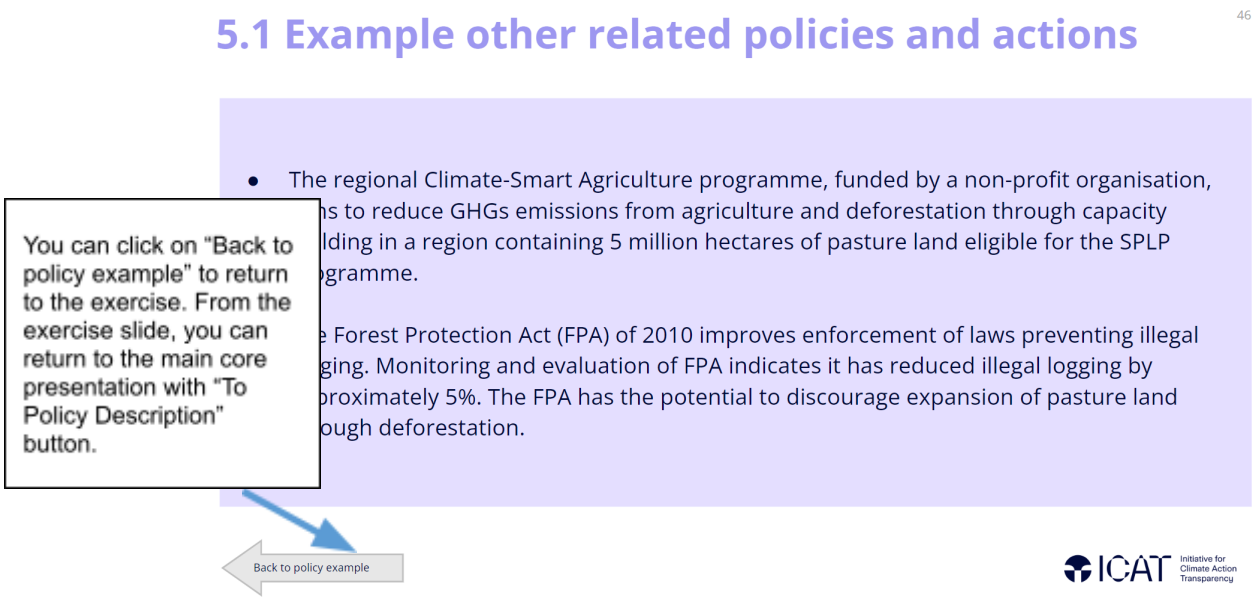
In this example, you can reveal each information component of the policy description one at a time from the Guidance's National Programme for Sustainable Pastures and Livestock Production policy example. Clicking on the text within each box will reveal the information text in this example. The blue arrow on some of the boxes indicates the information is in a separate slide and you will be taken to a new slide to see the full information example once clicked.



The image below shows the example for "Type of policy" and "Date of completion" being revealed. You can click on all of the remaining boxes to reveal the remaining content.



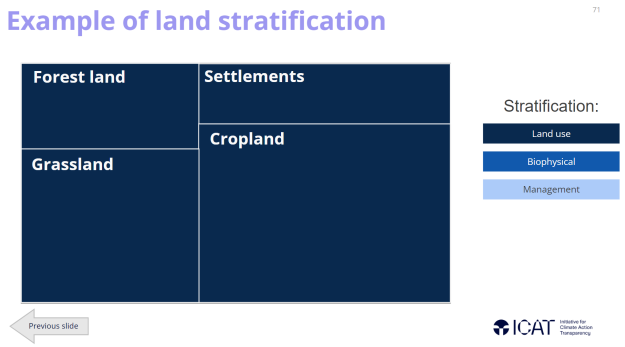
When you click on the boxes with an upper-corner arrow, for example, "Other related policies or actions", you will be taken to a separate slide (see image below). To return to the slide with the complete "Example of policy description", you can do so by clicking on the button "Back to policy example" and continue with the interactive exercise.



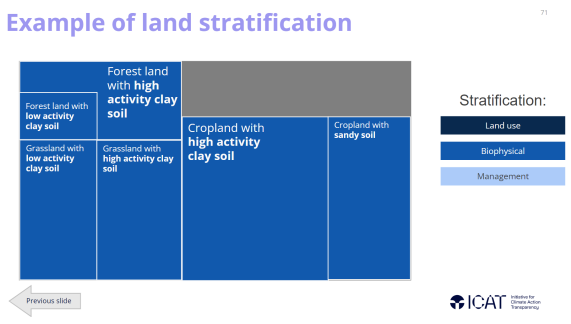
b) Example of land stratification (Part III)

This interactive slide showcases a land stratification example (1-4 steps below). You will first see the plain example with a "Total land area" square. You can click on "Land use", "Biophysical", and "Management" buttons (on the right side of the screen) to reveal the various stratifications at a time.

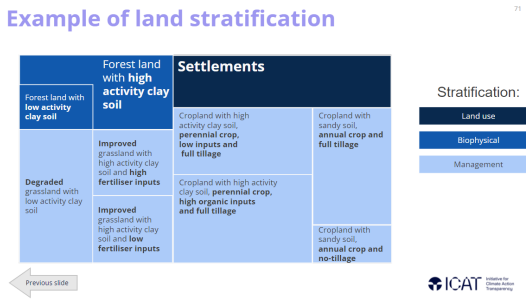
1. Total land area displayed (base slide)



2. Land use displayed



3. Biophysical displayed



4. Management displayed

To return to the core presentation where land stratification is introduced, you can click on the “Previous slide” arrow button at the bottom of the slide.

5. Quizzes

Parts I, II, and III contain quizzes to secure knowledge absorption and to interact with the audience during a presentation. At the end of each chapter in these Parts, there is a set of questions tailored to the chapter’s content (see **Figure 10**).

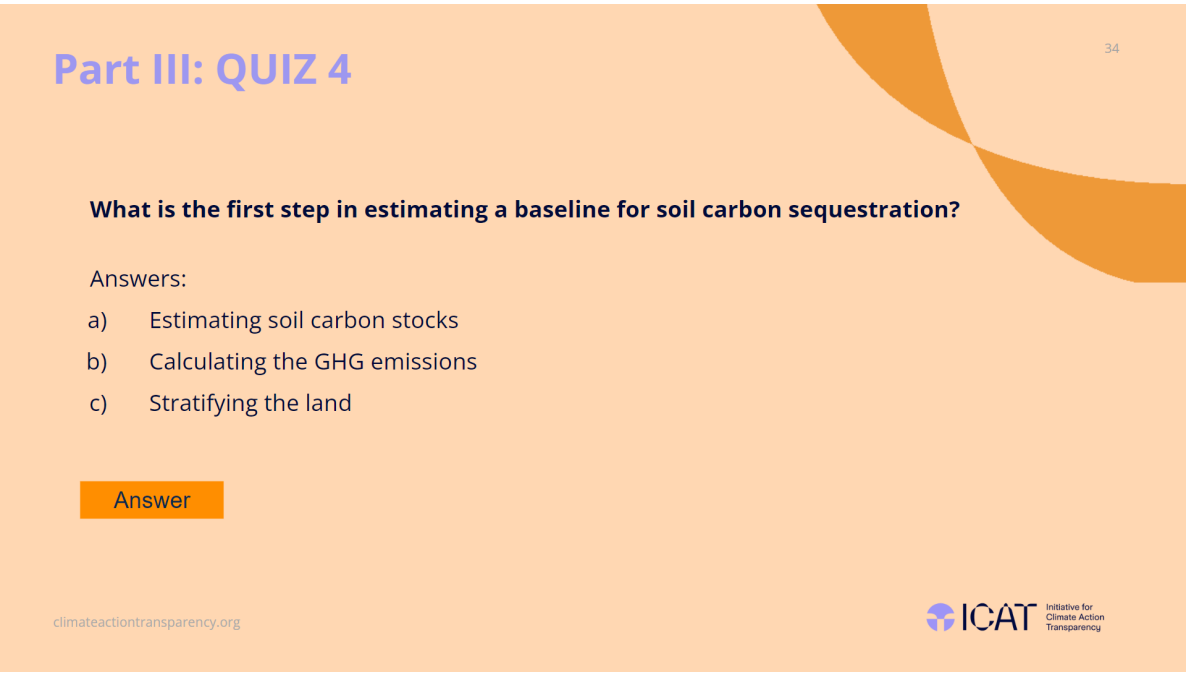


Figure 10: Quiz question in Part III

For each question, you can reveal the correct answer by clicking on the “Answer” button (see **Figure 11**). These questions are not meant for graded testing (i.e., are formative not summative assessments). Presenters can also insert more questions in topic areas not currently covered by the quizzes provided.

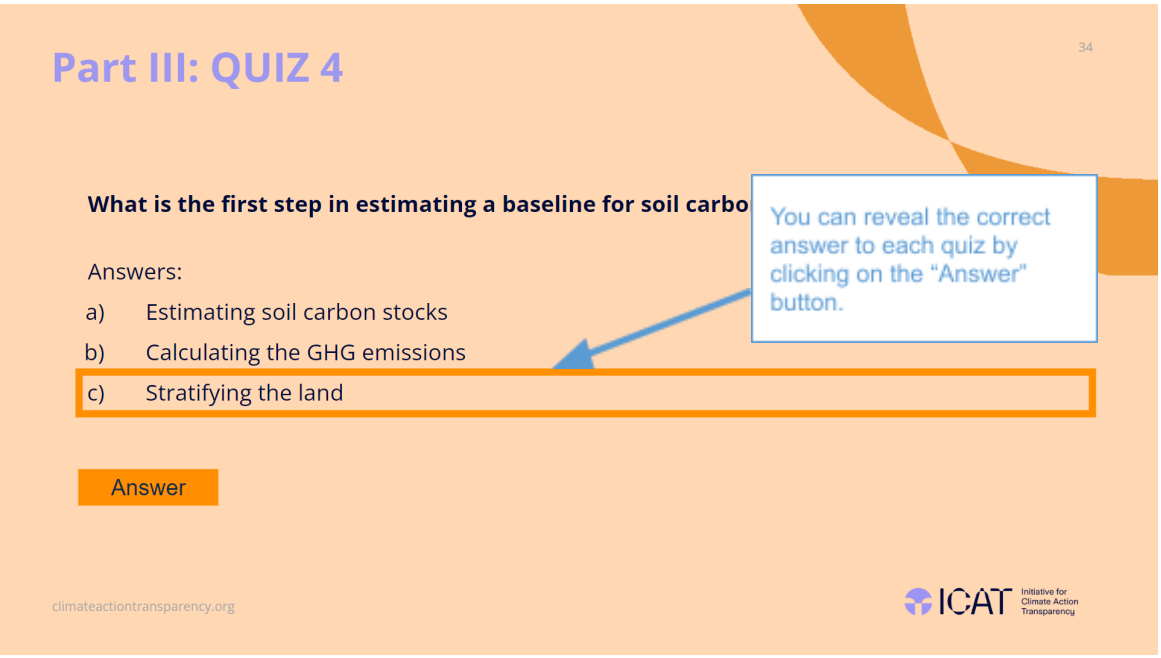


Figure 11: Quiz question with correct answer revealed

6. Spreadsheet Exercise and Templates

Parts II and III of the CB Module are also accompanied by spreadsheets with detailed examples and associated reporting templates for country- and/or project-specific input. Where detailed exercises exist, a slide will indicate when to interact with the spreadsheet material (as seen in **Figure 12**). In each spreadsheet, there is "Content" sheet providing an outline of all the examples and templates available within the spreadsheet.

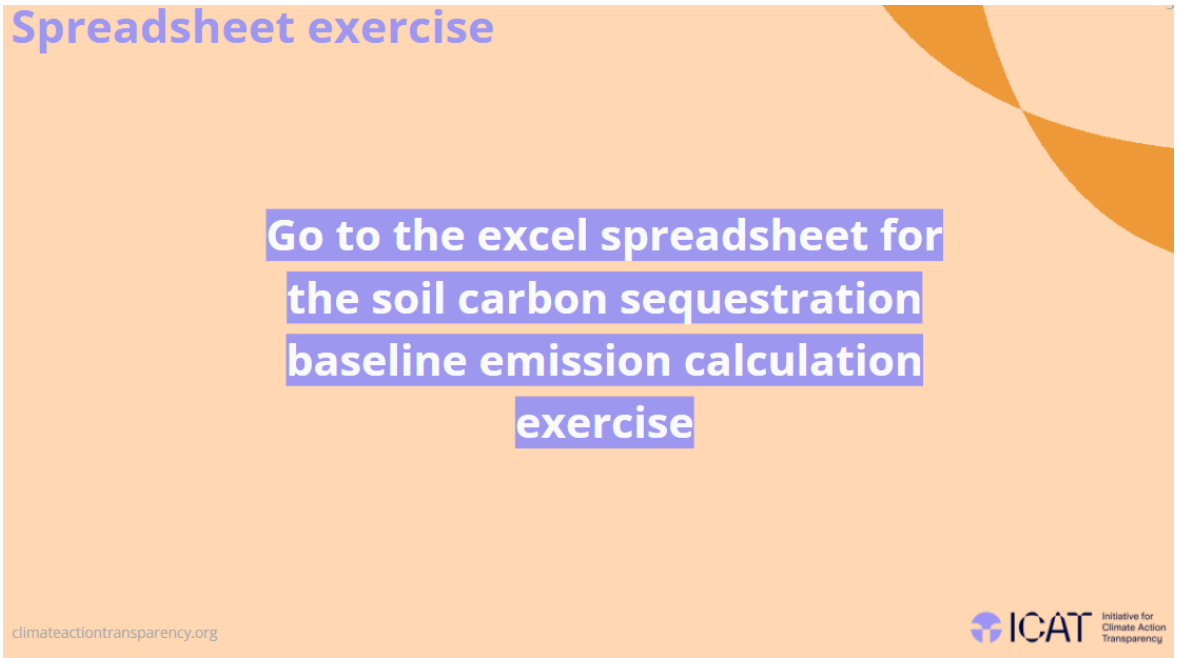
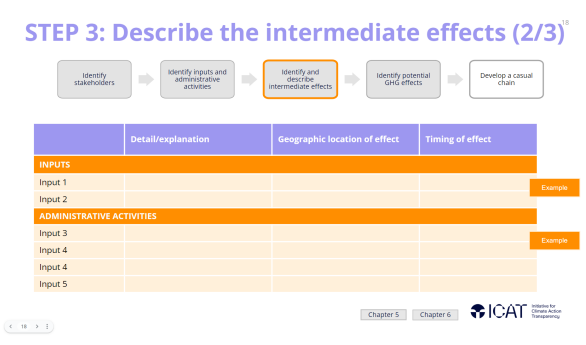


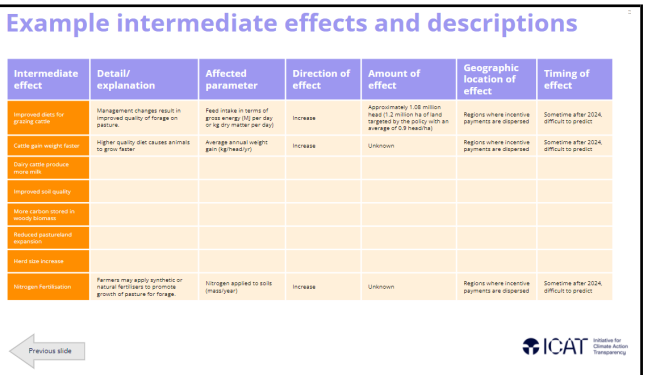
Figure 12: Slide reference to Excel spreadsheet exercises.

7. Tailoring the Presentation

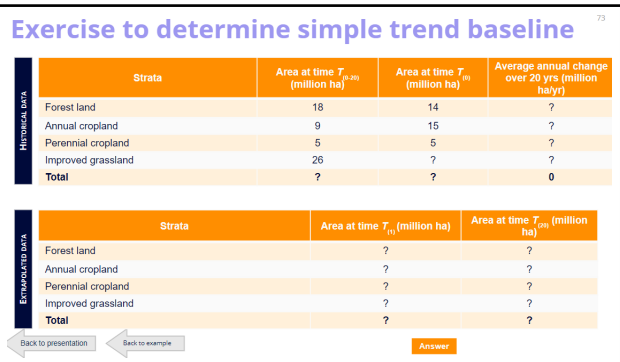
The CB Module's Parts can be customized and tailored to specific audiences. For instance, when conducting a country pilot study, the Module examples and exercises can be completed and/or overwritten using data collected during the pilot study. A few examples where tailoring can happen are highlighted below.



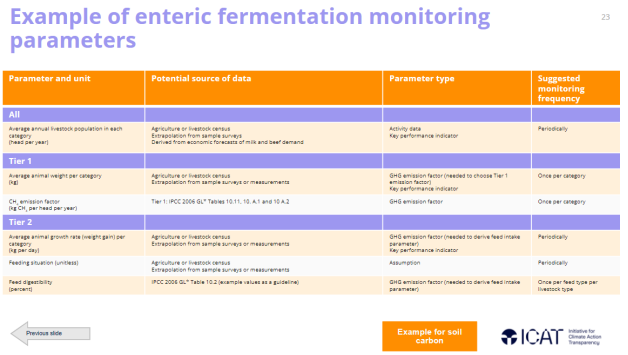
In Part II, the template above can be completed with a specific policy's inputs, activities, and related information.



In Part II, the template above can be completed with a specific policy's intermediate effects and related information.



In Part III, this exercise template can be updated with historical land area data to demonstrate the calculation of extrapolated land data with the simple trend baseline.



In Part IV, you can use the template above to display parameters and units and related parameters with a policy-specific enteric fermentation monitoring plan.

8. Contact

Feedback, comments and request for further guidance/documents can be forwarded to the following email addresses:

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