

Crop Collection
A Self Study Guide for Members and Staff of Agricultural Cooperatives

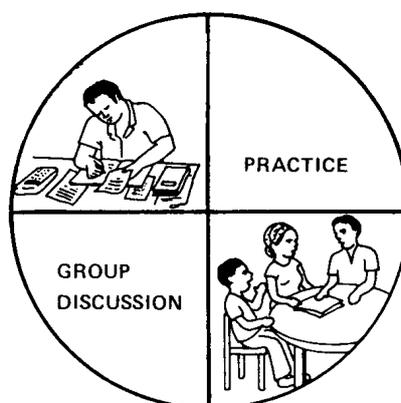
CHECK OUT!



To prove to yourself that you have fully understood this Study Guide, you should now answer the following questions. Then check your answers by referring to the lessons indicated. If you have any problems with a particular question, go back and read the corresponding lesson again.

	Lesson No.
1 What is the most important transaction between a farmer and his co-operative society?	1
2 What specific tasks are included in the process of collecting and receiving produce from the members in a co-operative?	1
3 Which are the most common problems in the collection and receiving work?	1
4 How can the transport of produce from members' farms to the cooperative be organised? State three possibilities.	1
5 How can the payment to farmers be made? State three possibilities.	1
6 How should the costs of collection be calculated?	2
7 What should be the basis for decisions about the location of collection points?	2
8 Why is the planning of transport routes and loads so important?	3
9 What methods can be used for informing members as to collection arrangements?	3
10 Which information methods are cheapest and which are slowest?	3
11 What is the best system for provision of containers (bags) for the produce? Who should be responsible for purchase and maintenance of the containers?	4
12 What "steps" are involved in the actual reception process at the receiving points?	4
13 In what order should those steps be performed at the receiving points?	4
14 Why is it necessary to inspect the crop delivered to the co-operative?	5

	Lesson No.
15 What are the disadvantages of visual inspection of crops?	5
16 Why is it often best to grade the produce and pay according to quality?	5
17 What indicators are used to determine the quality of the produce?	5
18 What is meant by sampling?	5
19 What is it important to remember when taking a sample for inspection?	5
20 What are the most important features of a good paperwork system?	6



Now to complete your studies of this topic, you should take part in some of the following exercises, applying what you have learnt to real situations.

1. Study a crop collection system

Make a study of the crop collection in a society during the actual collection period:

- Note what preparations have been done by the manager prior to the collection period.
- Note how members have been informed about collection arrangements.
- Study the procedures at the receiving point, noting the sequence of operations, the average time for each operation, the waiting time for members and the working hours and breaks for staff.
- Interview several members about problems they encountered on collection days.
- Interview staff about their working conditions and problems they encountered in the work.
- Make up a report of your findings and recommendations as to how the receiving and collection system could be improved. Present the report to the management for discussion and possible action.

2. Study one specific operation

Select one specific operation which is cumbersome at present (e.g. grading of produce or paperwork). Discuss possible solutions with members and staff and present your ideas as to how procedures could be improved.