

Appendix 5.1.1

Mid-Term Meeting, Limuru , Kenya

January 8-12, 2006

AGENDA

- Sunday Jan 7:** *Afternoon transfers to Brackenhurst Conference Centre.*
Welcome Reception 6-7 PM (adjacent to main dining hall)
Evening dinner 7-8 PM (main dining hall)
- Monday Jan 8:** *Breakfast: 6:30 - 8:30 AM*
Agenda Review: 8:30 – 9:00
Country Presentations (3): 9:00-11:00
Coffee (during sessions)
Country Presentations (3): 11:00-12:00
*Overview of Finance / Admin Sessions - Tesfaye Habtehyimer (TH), CRS/EARO
Regional Financial Officer*
Lunch 1:00 – 2:00 PM
*Introduction Session to CRS Financial Philosophy - Sun Systems / CRS Budget Cycle
/Budget Templates / Cash Forecast : 1:30-5:30 PM (TH)*
Evening Dinner 6:30 – 8:00 PM
Free Evening
- Tuesday Jan 9:** *Breakfast: 6:30- 8 AM*
Project & Partner Tracking / Advance & Liquidation Cycle: 8:00- 10:00 (TH)
Coffee 10:00-10:15
*Project & Partner Tracking / Advance & Liquidation Cycle Continued: 10:15- 12:30
(TH)*
Lunch 12:30 – 1:30 PM
T-Codes within C3P / Sun-Vision Reports for Financial Tracking 1:30 – 5:30 PM (TH)
- Wednesday Jan 10:** *Breakfast: 6:30- 8 AM*
Review / Closure to Finance Presentations: 8:00 - 10:00
Coffee 10:00-10:15

Agreement versus Contracts (purpose / uses / process), Effort Reporting (timesheets), CRS Partnership Principles - Debbie Reynolds plus David Rothrock /PeterKimeu , EARO DRD/MQ: 10:30-12:30.

Lunch 12:30 – 1:30 PM

USAID Report Writing / Project Briefs /Admin-Finance Issues in C3P - 1:30 – 5:00 PM (Dr. John Peacock and Stephen Walsh)

Evening Dinner 6:30 – 8:00 PM

Free Evening

Thursday Jan 11: *Breakfast: 7- 8:30 AM*

Banana Issues: Update and Review of BXW and Macro-P training / Review of Option to Address BXW under different scenarios / Review of issues related to process of BXW verification – Dr. Eldad Karamura / Dr. Maina Mwangi

Coffee 10:00-10:15

Banan Issues Continued - 10:15- 12:30

Lunch 12:30 – 1:30 PM

Cassava Issues: Update and Review of Cassava training / brownstreak / other issues – Drs. Pheneas Ntawuruhunga/James Legg 1:30 – 5:00 PM

C3P Dinner for all Scientists and CPM's – Kentmere Club 6:45 - 9 PM. Depart upper parking lot at 6:30 PM sharp.

Friday Jan 12: *Breakfast: 6:30- 8 AM*

Food Security Assessment: Progress to Date and Challenges – Dr. Paula Bramel and Dr. Steffen Abele 8-9 AM.

OFV: Progress to Date and Challenges – Dr. Paula Bramel / Dr. Tom Remington / Stephen Walsh 9-10 AM.

Coffee 10:00-10:20 and C3P Group Photo

USAID Feedback to C3P - Dr. Peter Ewell – 10:30 – 11 am

Wrap Up – Closure Session with CPM's / 11am - Noon.

Lunch 12:00 – 1:00 PM

C3P Regional Management Meeting 1:00-3:00 PM

Free Afternoon for CPM's – Check out and departure from Friday afternoon.

Friday Evening Lodging at Jacaranda Hotel – Westlands, Nairobi. Group Transfer to the Jacaranda from 2 PM Friday January 12th.