

Summary of Matters Arising from Mid-Term C3P Meeting

Limuru, Kenya, Brackenhurst International Conference Centre

8-12 January 2007

1. Projects

1.1 Existing Projects

- 1.1.1** It is a very **high priority** to get all the **existing C3P proposals fully funded**. **CPMs** should assist their partners re-write where necessary their proposals and commit all the money for technical matters in full, as requested, provided the proposal is "**corrected**" in line with the RGC comments. (Capacity building is an important objective of C3P so we need to take the time to increase the capacity of each partner to write a competitive and technically sound proposal, where necessary). Once corrected to the satisfaction of the RGC, the award will now be made in full. We now know, following the training in Brackenhurst that CRS's "country financial systems" will take care of any "problems" of defaulting on the way, through CRS's strict liquidation processes. (**Action: John Peacock/CPMs/HoPs/CRs**)
- 1.1.2** CPMs must also look at the already **approved projects** to see where activities and monies can be **increased**, in order to meet project targets or to respond to the new information provided by IITA. e.g. targeting of food insecure areas. Some examples include:
- 1.1.2.1 In Rwanda monies to INGABO should be increased to permit 100 hectares of CMD production
 - 1.1.2.2 In Tanzania, LZARDI should start primary multiplication sites of CMD in all the food insecure areas listed by Steffen Abele and Chris Legg during MTM
 - 1.1.2.3 In Kenya, more money should be allocated to REFSO for BXW work
 - 1.1.2.4 In Rwanda, Sylvain/Sean to investigate the possible use of herbicides with B.A.I.R. on slopes rather than complete removal of mats
 - 1.1.2.5 In Burundi, Sylvestre/Kevin to contact ISABU and establish whether Burundi Cassava National Program approves use of MM96/1961 and MM96/0735 in Kirundo district. If yes, then this material can be used now by their partners for planting, if nothing else available
 - 1.1.2.6 In Uganda, the NBRP project should be fully funded
- 1.1.3** The CPMs should also identify those projects, as requested by USAID. that will be given **high visibility** and make sure they are being fully implemented, monitored and evaluated by the **M & E** Manager. These will be the ones that the USAID team may visit (**Action:CPMs**)
- 1.1.4** The CPMs should look for synergy with **Title II** partners and FAO etc., where possible. This is an important output promised in the C3P. (**Action:CPMs**).

1.2 New Projects

- 1.2.1** In the case where country funds cannot be fully utilized under 1, then **CPMs** must also try to identify **new** projects in the identified **food insecure** areas in the Great Lakes, in each country. Please note that 1.1 and 1.2 must be completed by **15th March 2007**, at the very very latest.

2 Monitoring & Evaluation

- 2.1 The Monitoring and Evaluation Manager, (M & E Manager) Steve Walsh will now give greater priority to the **M & E** of all the projects, especially in the field. It is essential that all projects are monitored for their quality and this can only really be done in the field. The Excel Spreadsheets prepared by each CPM for the September Consolidation Meeting with USAID and used every quarter for USAID reporting will be his road maps when working with the CPMs. Some of these spreadsheets are clear and show where each country and partner is with the progress of its work plan up to 31 December 2006. The other's will be corrected with the CPMs, whilst Steve is working with them. These field evaluations are now Steve's main tasks and will remain so until the end of the project, in October 2007. Steve will draw up and finalize, by **14th February 2007**, with the respective **CPMs and CoP** a program of country M & E visits and spend at least 5 days in each country with as many partners as possible, before **15th March 2007**. Similar visits will be made during the last week in **July and August 2007**, just before the project ends. This way any concerns the C3P Management Committee (C3PMC) may have about the performance of partners can be sorted out by the M & E manager with the CRS CPMs/HoPs/CRs at the field and country level. **(Action: Steve Walsh/CPMs/John Peacock/C3PMC)**
- 2.2 The status of current small-grants proposals must be looked at carefully, particularly those that were referred by the RGC and still require some rewriting, in some form or other, before further funds can be approved. These must be revised by the partners, in consultation with the respective CPMs, and the amendment plus revised budget returned to the RGC via the CoP. These will then be reviewed by the RGC. **(Action: CPMs/John Peacock/Steve Walsh)**

3 Financial Issues

- 3.1 As a matter of urgency, the financial **spreadsheet** presented by Steve Walsh on 12 January 2007, at Brackenhurst, will be revised, for the C3PMC to review. The latest copy is attached. Appendix 3.1 **(Action: Steve Walsh/Megan McGlincy/John Peacock)**
- 3.2 The C3PMC need to see within **5563**, a breakdown in expenditures for Administration versus those that will directly benefit the poor farmer in greatest need, e.g. multiplication of cuttings, as opposed to travel or meeting costs. The administration to be broken down into all the categories from travel, office costs, meetings to training. Further guidance on T codes will soon be provided by Tesfaye in the Finance Section of CRS-EARO along the lines discussed in Brackenhurst. **(Action: Steve Walsh/Tesfaye/CPMs/HoPs)**
- 3.3 In addition, as recommended, in the earlier CRS Financial Sessions, CRS-EARO now needs to revisit the Countries **1550** allocations and move monies to those countries that have financial problems, like Tanzania **(Action: Steve Walsh/Tesfaye/John Peacock/CPMs/HoPs)**
- 3.4 Additional Cassava Inventory Surveys need to be carried out in Kenya, Tanzania and Uganda. The CPMs must be actively involved in this. Draft Budgets are attached. Appendix 3.4K/3.4T/3.4U **(Action: Pheneas Ntawuruhunga/James Legg/CPMs)**
- 3.5 As requested by USAID need for editing of the English version of the Cassava Management Training Manual and production of additional copies in English, French. Budget to be prepared. **(Action: Pheneas Ntawuruhunga/James Legg)**
- 3.6 Prepare budget for translation of the IITA Field Guides to Local Languages. Draft Budget Attached 3.6 **(Action: Pheneas Ntawuruhunga/James Legg)**

- 3.7 Extension of Cassava Plant Health surveys in DRC and IITA backstopping in other countries on quality control. CPMs must be actively involved. Draft Budget attached. Appendix 3.7 **(Action: James Legg/CPMs)**
- 3.8 GIS Training of CPMs and partners on all issues of Geo referencing in six countries. Draft Budget attached 3.8 **(Action: Chris Legg/Kai Sonker/James Legg/CPMs)**
- 3.9 New BXW training materials and activities in light of recent developments in Burundi and additional outbreaks in Kenya and Tanzania. Including the geo-referencing of the pre-epidemic, epidemic and post epidemic areas on bananas in all the countries. Including identification of new partners and development of BXW proposals with DRC. Production of the Macro-propagation Training Manual. Translation of the new BXW training manual. Repeat of the BXW surveys to determine new locations and rate of Spread. Draft Budget attached. Appendix 3.9 **(Action: Maina Mwangi/Eldad Karamura/ John Peacock/CPMs)**
- 3.10 Update of Food security surveys in Kenya and Tanzania. Draft Budget attached. Appendix 3.10T. Budget for Tanzania not yet completed. **(Action: Steffen Abele/Stella/Benard/Elia)**
- 3.11 Hiring of French/English Data entry operator. See 4.1 for draft budget. **(Action: Steffen Abele/Stella/Judith?)**

4. Communications

4.1 Project Briefs

- 4.1.1 Now that a list of Project Briefs has been prepared by the CPMs and IITA these need to be prepared and edited for the next two USAID reports. A list plus timetable is attached. The CoP will make sure that these are produced on time. Abstracts of those due for 4th USAID report are due on **12 March 2007** latest. Final format to be decided by C3PMC. List of briefs attached. Appendix 4.11 **(Action: John Peacock/Authors/Steve Walsh)**

5. Cassava- Needs & Revised Plan

- 5.1 Additional Cassava Inventory Surveys need to be carried out in Kenya, Tanzania and Uganda. Draft Work Plan attached. Appendix 5.1 **(Action: CPMs/Pheneas Ntawuruhunga/James Legg)**
- 5.2 Extension of Cassava Plant Health surveys in DRC and IITA backstopping in other countries on quality control. Work Plan to be developed with CPMs **(Action: CPMs/Pheneas Ntawuruhunga/James Legg)**
- 5.3 All CPMs should work with IITA to check on Seed Certification of their CMD varieties at the country level. Work Plan to be developed **(Action: CPMs/Pheneas Ntawuruhunga/James Legg/Steve Walsh)**
- 5.4 Need better documentation on OFVs protocols, better integration with quality verification and the supply survey etc. Protocols to be developed. **(Action: Steve Walsh/CPMs/ Pheneas Ntawuruhunga/James Legg)**
- 5.5 Extension of Cassava Plant Health surveys in DRC and IITA backstopping with CPMs in other countries on quality control. Work Plan to be developed. **(Action: James Legg/CPMs)**

6. Banana- Needs & Revised Plan

- 6.1 New BXW training materials and activities in light of recent developments in Burundi and additional outbreaks in Kenya and Tanzania. Including the geo-referencing of the pre-epidemic, epidemic and post epidemic areas on bananas in all the countries. Including identification of new partners and

development of BXW proposals with DRC. Production of the Macro-propagation Training manual. Translation of the new BXW training manual. Repeat of the BXW surveys to determine new locations and rate of Spread. Decision making guide attached. Appendix 6.1 **(Action: Maina Mwangi/Eldad Karamura/ John Peacock/CPMs)**

7. Food Security, Capacity Strengthening and GIS

- 7.1** Identify and interview suitable English/French Data operators for Uganda. If not possible in Uganda, to seek French Data entry operators in DRC. **(Action: Steffen Abele)**
- 7.2** Discussion with ASARECA about handing over respective activities at the end of project. Steffen to engage Dorothy Mukhebi at RAIN/ASARECA and also talk to FAMIS/COMESA and most importantly to Godfrey Bahigwa who is with the East African node of the Strategic Analysis & Knowledge Support System (EA-SAKSS) in the ILRI office in Nairobi. Linkages with NEPAD/CADPP can possibly be made through the SAKSS route. **(Action: Stephen Abele/Pheneas Ntawuruhunga/RAIN)**
- 7.3** Final Food Security Questionnaire to be circulated to all CPMs. **(Action: Steffen Abele)**
- 7.4** The food insecure locations in all six countries (either or both acute and chronic) need to be identified quickly in order to identify new projects to address needs in these locations. **(Action: Steffen Abele/Chris Legg/CPMs)**
- 7.5** Need a Plan of Action for the Food Security work to include respective roles and responsibilities (e.g. collecting district production data, ground truthing, more work on supply etc.). Plan of action to be developed. **(Action: Steffen Abele/James Legg/CPMs)**
- 7.6** Collection of National Statistics data to strengthen Food security data **(Action: CPMs)**
- 7.7** GIS Training of CPMs and partners on all issues of Geo referencing in six countries. Work Plan including cost of software, manuals and other training material, including production of maps to be developed. Draft Work Plan attached to be finalized with CPMs. Appendix 7.7 **(Action: Chris Legg/Kai Sonker/James Legg/CPMs)**
- 7.8** Update of Food Security surveys in Kenya, Tanzania and Uganda. Work Plan to be developed **(Action: Steffen Abele/Stella/Benard/Elia)**
- 7.9** Hiring of French/English Data entry operator. See 4.1 for draft budget. **(Action: Steffen Abele)**

8. C3P Coordination

8.1 Changes in CRS Management

- 8.1.1** Steve Walsh the DCoP is now being assisted on financial issues by Megan McGlinchy, a new Fellow with CRS-EARO. This is to give Steve more time to focus on his Monitoring and Evaluation in the field

8.2 Changes in IITA Management

- 8.2.1** Maina Mwangi is currently being hired as a consultant by IITA and is now working full time for C3P
- 8.2.2** Maina will also assist James Legg with the IITA management of C3P on matters concerning BXW
- 8.2.3** Dr. Caroline Nankinga is now working full time for the National Banana Program (NBRP) and is no longer working part time with IITA
- 8.2.4** Dr. Chris Legg's regular contract with IITA ended at the end of the year with his retirement. Chris will continue to work for IITA as a consultant to contribute to C3P. Additional work is being done by IITA's new GIS expert, Kai Sonder

8.2.5 IITA has two new scientists, Drs Jim Lorenzen and Fen Beed, working on banana, who might be available to help on BXW. They will work with Maina Mwangi, if needed.