EU-ACP project inception workshop report

"*In situ* Conservation and Use of Crop Wild Relatives in three ACP countries of SADC Region"

14-16 April 2014, Protea Hotel Safari Lodge, Chisamba, Zambia

Contents

Introduction

The project '***In situ* Conservation and Use of Crop Wild Relatives in three ACP countries of SADC Region'**, supported by the Secretariat of the African, Caribbean and Pacific (ACP) Group of States through its ACP-EU Co-operation Programme in Science and Technology (S&T II), is implemented by Bioversity International together with project partners in Mauritius, South Africa, Zambia and the University of Birmingham (UK) and runs from January 2014 to December 2016.

The overall objective of the project is to enhance the link between conservation and use of crop wild relatives (CWR) in three representative ACP countries within the SADC region, Mauritius, South Africa and Zambia, as a means of underpinning regional food security and mitigating the predicted adverse impacts of climate change.

The project inception workshop was held 14-16 April 2014 at the Protea Hotel Safari Lodge in Chisamba, Zambia. The inception workshop served also as venue for the constitution and first meeting of the project steering committee (SC). Holding both meetings together provided a good introduction to the SC members about the project content and work plan. This report summarizes the results of the inception workshop.

Objectives and programme of the inception workshop

The objectives of the workshop were to: i) discuss and develop a work plan for implementing the work packages, ii) present and discuss results of the Training Needs Assessment Survey, and iii) clarify administrative and management procedures of the project.

The workshop programme was organized in 11 working sessions and designed to provide sufficient time for the discussion of each of the four major work packages, the clarification of budget and reporting issues, country-level discussion to develop national work plans and the constitution and meeting of the SC.

The workshop agenda is provided in Annex 1.

Participants

Three participants from each partner country were invited to participate in the inception workshop. In addition to the national project coordinator, the profile of the two other country participants were chosen to represent scientists or policymakers. In the case of Mauritius the policymaker was represented by the Deputy Permanent Secretary of the Ministry of Agro Industry and Food Security (Mrs C. Jhowry). Two participants represented the University of Birmingham. Bioversity was represented by the global project coordinator and three staff members. All steering committee members participated except the representatives of the farmer communities and the policymakers, who had submitted their apologies.

The list of participants is provided in Annex 2.

Results of the working sessions

Opening remarks and introductions

Mr Godfrey Mwila, acting Chief Agricultural Research Officer, Zambian Agricultural Research Institute (ZARI) welcomed participants to the inception workshop and invited all participants to introduce themselves.

Dr Paul Munyenyembe, Director of SADC Genetic Resources Programme (SPGRC), provided an overview of the programme, talking about its background, objectives and achievements. He mentioned that SPGRC is a regional PGR network composed of the 15 countries in SADC region and that a regional strategy for *ex situ* conservation has been developed. He further reported that all SADC countries use a common *ex situ* documentation system called SDIS, that most SADC countries have been provided with genebank facilities and accessions are backed up in the regional genebank in SPGRC based in Zambia, which currently conserves 45,000 accessions. It was also indicated that, in the past, SPGRC has provided support to train students at Masters level in PGR conservation and use at the University of Birmingham and through short courses at the Nordic Genebank in Sweden.

Dr Chike Mba, Agricultural Officer from FAO, delivered a presentation on: "Towards the Harnessing of the Potentials of PGRFA: The Second GPA and National PGRFA Strategy". He emphasized the importance of national PGRFA strategies and the role of the second Global Plan of Action, and underscored the importance of CWR for food security addressing the narrow genetic base. He further reported that FAO has developed guidelines for the development of national PGRFA strategies and is currently supporting six countries in SADC in the development of national strategies, which includes Zambia. The other countries are Botswana, Malawi, Mozambique, Lesotho and Tanzania.

Dr Ehsan Dulloo, global project coordinator from Bioversity International, presented an overview of the ACP-EU CWR project. He first explained the value and role of CWR in addressing food security and challenges to cope with climate change. He gave a brief overview of the project's main objectives and work packages. In conclusion, he emphasized the need to engage all stakeholders, especially policymakers from the start of the project to ensure that the strategic action plans, which are the key deliverables of the project, are endorsed and implemented in the countries.

The workshop was then officially opened by Dr Samuel Phiri, Deputy Director of ZARI, on behalf of the Permanent Secretary of the Zambian Ministry of Agriculture and Livestock. He recognized in particular the importance of CWR for food security, and highlighted the threats to their diversity and availability such as habitat loss, environmental degradation and climate change. He further mentioned that the staple foods in Zambia have changed a lot in the recent past and are currently maize, potatoes and rice. In ending his speech he declared the workshop officially open.

Work package 1: Training needs assessment survey and regional training workshops

Work package 1 focuses on improving national capacities in the three ACP countries of SADC region in conservation and use of CWR. Ms Imke Thormann, Bioversity International, provided an overview of the objectives and activities contained in WP 1.

The first part of the session was dedicated to the discussion of results from the training needs assessment that had been carried out at national and regional level during the first three months of the project. A focus group for the training needs assessment had been established and was composed of one member from each country, one member from Birmingham and two staff from Bioversity. The focus group developed an online questionnaire and used Survey Monkey software tool to carry out the survey in Mauritius, South Africa and Zambia as well as within other countries in the SADC region with support from SPGRC.

Each country focal point presented preliminary results of their national training needs assessment survey. In all three countries both agriculture and environment communities have been involved in the training needs assessment but more replies were received from the agricultural sector. Some major stakeholders however did not reply to the survey and project staff will follow up with them and hold interviews with them. Some training needs that were identified as common among several countries were ecogeographic data collection and analysis, species distribution modelling, species prioritization, and monitoring of conservation management plans.

Dr Per Rudebjer, Bioversity International, presented the results of the regional training needs assessment which had been targeted at the 12 SADC countries not involved in the project. At least one response from all countries in the SADC region, except for the Democratic Republic Congo, Mozambique and Seychelles, was received. The regional survey confirmed the results from the national surveys. It highlighted a shortage of human resources and time allocated to conservation of CWR, CWR data quantity, quality and access constraints, and the need to raise awareness about the importance of CWR. Per Rudebjer pointed out a main problem with training needs assessment: people may not be aware of new areas of research so they may not know that there are gaps.

It was agreed that the national surveys will be completed with targeted interviews of relevant stakeholders that have not provided their input through the online survey tool and targeted meetings with stakeholders to verify results. The national and regional results will be combined in the final baseline report about capacity of SADC member states in *in situ* conservation of CWR.

The second part of the session focused on the two regional training workshops that will be organized by the project. It was agreed that a first regional training workshop on *in situ* conservation of CWR will be held in Mauritius and will take place from 10 to 14 November 2014. The workshop participants also discussed the content of the training workshop. The detailed curriculum will be developed taking into account the final results of the training needs assessment. Staff from Bioversity and the University of Birmingham will develop the curriculum of this training workshop. It was also agreed that participants to the workshop will include national partners from other SADC countries. A list of participants will be

developed by Bioversity in consultation with national coordinators and with inputs from SPGRC. A second regional training workshop on predictive characterization and pre-breeding of CWR will be held in South Africa in April 2015. The exact dates are yet to be defined. Bioversity and South Africa will work together to develop the curriculum for this course and identify a hosting institute in South Africa with expertise in pre-breeding.

Work package 2: Science, technology and innovation tools

Work package 2 is entitled "Science, technology and innovation tools for *in situ* conservation and use of CWR are deployed and tested in three ACP countries of SADC".

Dr Joana Magos Brehm, University of Birmingham, provided an overview of WP 2. The main content of WP 2 is to further develop an *in situ* conservation toolkit adapted to use in the three partner countries, and to publish and further disseminate it..

Dr Nigel Maxted, University of Birmingham, provided an introduction to *in situ* techniques for efficient CWR genetic conservation. His presentation included the definition of conservation strategies and *in situ* conservation techniques, genetic reserve conservation, the various steps required to prepare a national CWR conservation strategy, development of management plans and complementary *ex situ* conservation.

Dr Joana Magos Brehm then introduced the toolkit in more detail. Key topics in the toolkit include species prioritization, gap analysis, genetic diversity, threat assessment, establishment of conservation priorities, and management and monitoring. It provides information on all steps necessary to develop a national strategy and on how to accomplish a specific task, guiding the user through its application. The user decides exactly which tools to employ according to his/her circumstances. The main aim of the toolkit is to assist countries to develop their national strategic action plans (NSAP).

The countries will start testing the toolkit for their first project activities, which are the development of the national checklist and inventory and the successive prioritization of CWR, as well as any further steps in data collection. The toolkit will be used in the regional training workshop on *in situ* conservation scheduled for November 2014 in Mauritius.

Work package 3: Draft National Strategic Action Plans and information system

Two sessions were dedicated to the discussion of work package 3, "Draft National Strategic Action Plans, supported by information systems, for *in situ* conservation and use of priority CWR". Imke Thormann, Bioversity International, provided an overview of the objectives and activities contained in WP 3. She emphasized that the bulk of the project activities are contained in this WP as it will generate the major project results, which are the exemplar NSAPs on cost-effective *in situ* conservation and use of priority CWR, developed with the participation of national agriculture and environment agencies in the three countries.

It was emphasized that baseline information needs to be collected according to the steps set out in the toolkit and as a first step a CWR checklist is developed, based on which, priority CWR will be determined. Prioritization of CWR will take place at national as well as at regional SADC level. At the SADC level, priority crops were reported to include pigeon pea, watermelon, cucumber, finger millet, pearl millet, roselle, rice, *Sesbania*, sorghum and *Vigna*. At national level each country will select their priority crops.

Once priority crops have been identified, an inventory of their CWR diversity and their ecogeographic data will be collated with the help of University of Birmingham and Bioversity. When all necessary data are compiled, a gap analysis will be carried out and hotspots and priority sites for conservation will be identified. The baseline information, gap analysis, and identification of hotspots and priority sites provide critical input to the development of the NSAP. All national stakeholders will be involved from the beginning in the development of the NSAP, and the respective national policy environment needs to be assessed early on so as to define where and how best to integrate the NSAP into the national legal and policy framework.

Predictive characterization will be carried out to identify CWR populations or accessions that harbour important traits for breeders. For this activity, it is very important to link with breeders to identify which traits are important for breeding activities.

It will be necessary to develop an information system to gather *in situ* conservation data. Existing information systems, such as the PGR diversity gateway developed in the PGR Secure project, the global CWR portal, and GRIN-Global, will be reviewed to build on previous experience, harmonize with related data systems and to link to global information systems. Templates for data gathering/collections will be generated as a first step towards the initial data compilation in the countries.

Work package 4: Awareness raising

Work package 4 addresses “Awareness raising among national policymakers”.

Dr Ehsan Dulloo provided an overview of WP 4. The main activities within this WP, which is led by the partner countries, are to facilitate the mainstreaming of CWR NSAP into national and regional policies and to develop a range of communication and public awareness materials to promote the conservation and use of CWR among target groups of stakeholders including the general public. National policymakers from the agriculture, forestry and environment sectors will be informed about the value of CWR, and the CWR NSAP will be promoted among them.

It was underlined that it is important to have the endorsement and commitment of national governments to successfully implement the project and that it must be ensured that national stakeholders do understand the importance of CWR and why it is important to have NSAPs. The NSAP should ideally feed into existing national strategies.

It was agreed that partners would take all opportunities to raise awareness about the project, such as in national meetings, workshops and conferences. It was recommended that communication should be

short and effective. Policy-makers do not have much time; policy briefs are therefore a key instrument. The right message should be carefully selected and arguments based on good science. Some forthcoming opportunities such as the PGR Secure conference in June 2014 in Cambridge and the International Horticultural Conference in Brisbane in August 2014 were identified. It was observed that any communication about the project requires acknowledgment of the financial support by the EU. Standard text of acknowledgement already exists in the contract.

Field visit

A one hour game drive was part of the hotel package and time was made available during the afternoon of the second day to participate.

Steering committee meeting

The first steering committee (SC) meeting took place during the inception workshop to officially constitute the committee. The SC elected Dr Chike Mba as its chair and discussed and approved the terms of reference (see Annex 3) for the work and working procedures of the SC.

Parallel country working groups

The representatives of each country worked together during the first part of the session to refine their country specific work plan. The countries were provided with a work plan template (see Annex 4) in order to guide the working groups in their discussions. Then all workshop participants reconvened and the countries briefly reported on some major issues that were noted during their discussions. This was an opportunity for countries to identify the kind of support they may require from Bioversity and University of Birmingham. For example, countries indicated they will require some technical support to compile the CWR checklist and work with GIS data and applications. The finalization of the training needs assessment will provide the framework to get all stakeholders on board and discuss implementation with them. South Africa identified the need to engage with the Agricultural Research Council: Vegetable and Ornamental Plant Institute (ARC-VOPI) and South Africa National Biodiversity Institute (SANBI) to carry out specific studies to help collect information for the development of the NSAP. This will require some budget shifts and a reshuffling of their staff in the project. It was agreed that country specific work plans will be finalized by the countries upon their return to their home country and communicated to Bioversity.

Clarification of management and administrative aspects of the project

Dr Ehsan Dulloo provided an overview of the Letter of Agreement (LOA), which is the financial mechanism for Bioversity to transfer funds from its account to partners' accounts. The LOA defines the purpose and scope of work provided in the terms of references (TOR). In the case of this project the TOR are defined by the project contract document, which contains and defines the different activities. The LOA further defines general and financial reporting requirements. The reporting formats in the LOA have been adapted to reflect those of the donor. The duration of an LOA is normally one year and will be

renewed annually subject to the technical and financial reporting by the partners. It was agreed that the reporting deadline in the LOAs for technical and financial reports, currently 31 December 2014, should be brought forward to 30 November 2014. An amendment letter to make this change will be forwarded to each of the partners by Bioversity.

Dr Ehsan Dulloo also explained the project contract. He circulated a summary document containing the financial guidelines for the funding of the project, based on the contractual agreement of the project. He discussed the contractual agreement, documentation needed to support expenditures, procedures for making amendments to budget, eligibility of costs, various types of expenditures (including personnel cost, per diems, taxes, local transportation cost), and procedures relating to procurement.

The contract was signed between the EU-ACP and Bioversity. He said that while Bioversity is fully accountable to the EU-ACP, some of the contractual articles are also applicable to partners. Bioversity expects the partners to fully comply with the requirements as set in the financial guidelines for all of its expenditures as these are fully applicable to all beneficiaries. The contract contains a section on special conditions: these apply specifically to our project, and specify cost, period, overheads, reporting arrangements and contact details. The main part of the contract is its Annex 2. It contains the general conditions and all the financial specifications that apply to all contracts. In case of conflict between special and general conditions the special conditions apply.

Co-financing: The project includes 15% co-financing. The rules of eligibility on the co-financing are the same as those for the 85% funded by the EU. Bioversity requires reporting also about co-financing and it is therefore included in the financial reporting template annexed to the LOA.

Various types of expenditures: personnel costs were discussed and it was recommended that a time sheet should be kept for all staff working on the project as per the position mentioned in the budget. Further documentation to support personnel costs are clearly listed in the financial guidelines. Issues relating to per diems, tax exemption and use of local transportation were clarified.

Eligible costs: Eligible and ineligible costs are clearly specified in Annex 2 of the contract. It is advised that in case of any doubt, it is important to obtain clarification from the ACP secretariat. Partners should contact Bioversity who will obtain the clarification from ACP secretariat. The documentation to support expenditures were discussed and clarified.

Exchange rates: expenses need to be reported in the local currency and in Euro. The EU requires use of the average of the rates published in InforEuro for the months covered by the relevant report. The exchange rates are published on the EU website at: *http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm*

Rule of origin: For any purchase of equipment and service provider that costs more than 5,000 Euro, a certificate of origin is required. As this is an EU-ACP funded project, European and ACP countries should be the origin of any products purchased. For any purchase outside these countries the permission from the EU-ACP secretariat is required prior to making any purchase. In our project this could apply for example to the purchase of computers. It is important that partners obtain the certificate of origin from the supplier and ensures it complies with the EU-ACP rule. In case of doubt, an invoice and certificate of

origin needs to be provided by the supplier so that Bioversity can check and obtain clearance from the ACP secretariat before purchase.
For example if the purchase of a license for ArcGIS (American origin) is required, we need to contact EU-ACP secretariat and ask for permission. Eligibility needs to be verified and a justification provided why exactly this license is required.
Partners need to check with the global project coordinator before buying anything, so that he can check with the EU, if the purchase is ok.

Amendment to the budget/variances: Variance means a shifting between major budget headings. All changes made must address the purpose of the action. A change below 15% between headline budget does not require permission from the donor, but needs to be communicated to without delay to the Contracting Authority. Any change above 15% requires an official amendment and needs permission before any change is made. However any remarkable variance to the personnel costs (if a staff member allocates more person months to the project than initially budgeted), will need to be informed in writing without delay to the EU.

Closure

The closing session was dedicated to the recommendations from the SC and closing remarks.

Dr Chike Mba, chair of the SC, reported that the SC was very impressed with the project work plan and with the presentations about the activities within each WP. The SC is committed to work with project partners towards the success of the implementation of the project. All members are mindful that we need to do something for the conservation and use of PGRFA outside the usual *ex situ* conservation activities.

Godfrey Mwila as the host and Dr Ehsan Dulloo as the project coordinator, also made some concluding remarks and thanked all participants for the valuable contributions and collaboration. They all emphasized the importance of collaboration and looked forward to the successful implementation of the project.

Annexes to workshop report

Annex 1. Inception workshop programme

Day	Item	Objective and Outputs
DAY 1 - 14th April 2014		
Session 1. Introduction and overviews ***Chair: Godfrey Mwila Rapporteur; Fred Atieno***		
9:00 – 10:30	Welcome (Godfrey Mwila, Chief Agricultural Research Officer ZARI, Zambia) Presentation of participants SADC Plant Genetic Resources Programme (Paul Munyenyembe, Director of SPGRC) National strategies for conservation and use of PGRFA in Africa (Chike Mba, Agricultural Officer, Plant Genetic Resources Use, FAO) Overview of EU-ACP project (Ehsan Dulloo, Programme Leader, Conservation and availability, Bioversity International) Opening (Permanent Secretary, Ministry of Agriculture and Livestock, Zambia)	Welcoming addresses and to gain understanding of the objectives of the workshop Everybody on the same page.
10.30- 11.00	*Coffee break*	
Session 2. Work package 1 and Training need assessment survey ***Chair: Nigel Maxted Rapporteur; Joana Brehm***		
11.00 – 13.00	• Presentation of work package 1 (Imke; 10 min) • Presentation of country specific training needs assessments (Natalie, Yasmina, Godfrey; 10 min each) • Presentation of regional survey (Per, 10 min) • Discussion and recommendation (70 min)	• To present and discuss results of the Training Need Assessment Survey; • Set of recommendation on capacity building including elements for a baseline report on capacity on *in situ* conservation and use of CWR in breeding programmes • Work plan developed • Agreement on timing and broad content of regional training workshops • Roles and responsibilities agreed
13:00 – 14:00	*Lunch*	
Session 3. Work package 2 ***Chair: Yasmina Jaufeerally-Fakim; Rapporteur: Imke Thormann***		
14:00 – 16:00	• Presentation of work package 2 (Joana Brehm; 10 min)	• To discuss and develop a work

Day	Item	Objective and Outputs
	• Presentation on *in situ* conservation methodologies (Nigel Maxted; 20 min) • Presentation of toolkit (Joana Brehm; 10 min) • Discussions and development of work plan	plan for implementation of work package 2 • Work plan developed • Roles and responsibilities agreed
16.00- 16.30	*Coffee break*	
Session 4. Work package 3 ***Chair: Natalie Feltman; Rapporteur: Fred Atieno***		
16.30-18.00	• Presentation of work package 3 (Imke Thormann, 10 min) • Discussions and development of work plan (data collecting and information system development)	• To discuss and develop a work plan for implementation of work package 3 • Work plan developed • Roles and responsibilities agreed
DAY 2 - 15th April 2014		
Session 5. Work package 3 cont.d ***Chair: Jojo Baidu Forson; Rapporteur: Fred Atieno***		
08:30- 10.30	• Discussions and development of work plan (NSAPs)	• To discuss and develop a work plan for implementation of work package 3 • Work plan developed • Roles and responsibilities agreed
10:30-11:00	*Coffee break*	
Session 6. Work package 4 ***Chair: Dickson Ng'uni; Rapporteur: Joana Brehm***		
11:00 – 13:00	• Presentation of work package 4 (Ehsan Dulloo; 10 min) • Discussions and development of work plan	• To discuss and develop a work plan for implementation of work package 4 • Work plan developed • Roles and responsibilities
13:00 – 14:00	*Lunch*	
Session 7. Field Visit half day		
14:00 – 17:30	Game drive (3 groups, 1-hour drive per group)	
DAY 3 - 16th April 2014		
Session 8. Steering Committee meeting ***Chair: To be elected; Rapporteur: Ehsan Dulloo***		
08:30- 10.00	• Welcome (Ehsan) • Constitution and selection of chair	• To establish the steering committee

Day	Item	Objective and Outputs
	• Terms of references • Feedback from steering committee members	• To elect chairman • Agree on the TOR • To gain feedback on project work plan • Formulate recommendations
10:00-10:30	*Coffee break*	
Session 9. Parallel working groups ***Chair: Ehsan Dulloo; Rapporteur: Joana Brehm***		
10:30 – 13:00	• Country level planning in parallel • Country presentations • Discussions	• Each country discuss and develop a country work plan for project • Country level work plan developed
13:00 – 14:00	*Lunch*	
Session 10. Clarification of management and administrative aspects of the project ***Chair: Jojo Baidu Forson; Rapporteur: Imke Thormann***		
14:00 – 15:30	• Overview of LOA procedures • Budget reporting guidelines • Technical reporting guidelines • Q&A	• To clarify administrative and management procedures of the project (re- budget and reporting issues); • Clarity on budget and technical reporting among participants
15.30- 16.00	*Coffee break*	
Session 11. Closure ***Chair: Godfrey Mwila; Rapporteur: Joana Brehm***		
16.00-17.00	• Recommendation from Steering Committee • Closing remarks	

Annex 2. List of participants

Title	Name	Position	Email	Institute	Address	Group / Role
Mrs	Chandanee Jhowry	Deputy Permanent Secretary	cjhowry@mail.gov.mu	Ministry of Agro Industry and Food Security	9th Floor, R.Seeneevassen Bldg, Port Louis, Mauritius	PT
Dr	Chike Mba	Agricultural Officer (Plant Genetic Resources use)	chikelu.mba@fao.org	Food and Agriculture Organization of the United Nations (FAO)	Viale delle Terme di Caracalla 00153 Rome, Italy	SC
Dr	Dickson Ng'uni	Scientist	dickson.nguni@gmail.com	Ministry of Agriculture and Livestock Zambia Agricultural Research Institute	ZARI National Plant Genetic Resources Centre P/B 7, Chilanga Zambia	WP
Dr	Ehsan Dulloo	Programme Leader	e.dulloo@cgiar.org	Bioversity International	Via dei Tre Denari, 472/a 00057 Maccarese (Fiumicino) Italy	PI + SC
Mr	Fred Atieno	Associate scientist, information and documentation	f.atieno@cgiar.org	Bioversity International	c/o ICRAF PO Box 30677 00100 Nairobi Kenya	PT
Mr	Godfrey P. Mwila	Chief Agricultural Research Officer	godfrey.mwila@gmail.com	Ministry of Agriculture and Livestock Zambia Agricultural Research Institute	Crop Improvement and Agronomy, Zambia Agriculture Research Institute, Mount Makulu Research Centre, Private bag 7, Chilanga, Zambia	SC

Ms	Imke Thormann	Research Programme Officer	i.thormann@cgiar.org	Bioversity International	Via dei Tre Denari, 472/a 00057 Maccarese (Fiumicino) Italy	PT
Dr	Joana Magos Brehm	Research Associate	joanabrehm@gmail.com	School of Biosciences University of Birmingham	R. Teixeira de Pascoais 13, 1 esq, 1700-363 Lisboa Portugal	PT
Dr	Jojo Baidu-Forson	Regional Director	j.baidu-forson@cgiar.org	Bioversity International	c/o ICRAF PO Box 30677 00100 Nairobi Kenya	
Dr	Michele Cloete	Crop protection division	CloeteMI@arc.agric.za	Agricultural Research Council	South Africa	SC
Ms	Natalie Feltman	Scientific Manager: Plant Genetic Resources	NatalieF@daff.gov.za	Department of Agriculture, Forestry & Fisheries	30 Hamilton Street Harvest House, Arcadia Pretoria 0001 South Africa	WP + SC
Dr	Nigel Maxted	Senior Lecturer	nigel.maxted@dial.pipex.com	School of Biosciences University of Birmingham	Edgbaston, Birmingham B15 2TT United Kingdom	WP + SC
Ms	Nkat Maluleke	NPGRC (Scientist)	NkatM@nda.agric.za	Department of Agriculture, Forestry & Fisheries	South Africa	
Dr	Paul Munyenyembe	Director	pmunyenyembe@spgrc.org.zm	SADC Plant Genetic Resources Centre	Private Bag CH6, Lusaka, Zambia	SC
Mr	Per Rudebjer	Head of Knowledge and Capacity building unit	p.rudebjer@cgiar.org	Bioversity International	Via dei Tre Denari, 472/a 00057 Maccarese (Fiumicino) Italy	

Dr	Samuel Phiri	Deputy Director	samuel_phiri@hotmail.com	Ministry of Agriculture and Livestock Zambia Agricultural Research Institute	Zambia	
Mr	Willem Jansen van Rensburg	ARC (scientist)	WjvRensburg@arc.agric.za	Agricultural Research Council	South Africa	
Mr	Yacoob Mungroo	Senior Scientist; PGR focal point for Mauritius	fayamung@intnet.mu	Ministry of Agro-industry and Food Security	Port Louis	
Ms	Yasmina Jaufeerally-Fakim	Dean of the Faculty of Agriculture	yasmina@uom.ac.mu	University of Mauritius	Reduit, Mauritius	WP + SC

*** Key**

PI Project Investigator
PT Project Team
WP Work Package Leader
SC Steering Committee

Steering Committee members unable to attend:
Prof Anneline Morgan, SADC Secretariat Botswana
Mr Ishmael Sunga, Southern African Confederation of Agricultural Unions SACAU

Annex 3. Steering Committee terms of reference

Terms of reference of the Steering Committee of the EU-ACP Project on *In situ* Conservation and use of Crop Wild Relatives in three ACP countries of SADC region

1. Background

According the project document, a Steering Committee will be convened at the inception of the project to guide implementation and dissemination of results of the project, as well as to serve as an internal and external evaluation of the project.

2. Mandate and scope

The SC will be advisory in nature and will provide guidance to the project implementation and help in the proper orientation of its activities.

The SC cannot alter the project objectives, as these have been approved by the donor and is part of the contractual agreement between EU-ACP group and beneficiary of the project namely Bioversity International.

3. Composition

Members of the Steering Committee are:

- Representatives of Partner institutions (Mauritius, South Africa, Zambia, University of Birmingham);
- A representative of farmers' community;
- A representative of breeder community;
- A representative of environmental sector;
- A representative of policy-maker/decision-maker;
- A representative of the Food and Agriculture Organisation of the United Nations (FAO);
- The Director of SADC Plant Genetic Resources Centre (SPGRC)
- The Regional Director of Bioversity Sub Saharan Africa
- Project Coordinator (serve as the secretary)

4. The specific tasks of the SC comprise:

- Provide overall guidance on the implementation of the project;
- Review and monitor overall progress of the project with a special focus on delays, problems and bottlenecks faced by the project;
- Advise on any adjustments needed to the project work plan or timeline to meet its objectives;
- Discuss and make recommendations on other issues that its members consider to be of importance to the project;
- Help in creating awareness of the project externally and identify and suggest opportunities for linking with other projects and scaling up of the project in Africa and beyond;

- Monitor the continued coherence between the project and sector development.

5. Working procedures

- At the inception workshop, a chair will be elected by consensus among its members.
- Suggestions made by SC must be endorsed in the form of minutes from a SC meeting. The minutes will include all suggestions that the SC agrees to, and present arguments for the non-inclusion of recommendations, which cannot be endorsed.
- The Project coordinator will serve as the secretary and is responsible for drafting the minutes of the SC meetings and distributing these to all SC participants within a week after the meeting. The SC approves the minutes electronically.
- The SC will meet physically three times during the project cycle:
    - At the inception meeting of the project.
    - During the first semester of the second year.
    - At the final evaluation workshop of the project at the end of the project cycle.

In addition the members of SC will communicate and provide inputs and recommendations electronically as is necessary (as for e.g. on periodic progress reports), between the above scheduled SC meetings.

Annex 4. National work plan template

Activity	Task	Comments	Who will do that	Required support	Start date	End date
1.1: Conduct a needs assessment of the capacity of stakeholders in the conservation and use of CWR	Finalize national report about training needs assessment survey				April 2014	By Fri 9 May 2014
	Finalize regional report about training needs assessment survey		Bioversity		April 2014	By Fri 9 May 2014
1.2: Conduct two thematic regional training workshops on in situ conservation and use of CWR, based on identified capacity building needs	In situ conservation training in Mauritius - logistics arrangements				April 2014	31 Oct 2014
	South Africa: suggest dates for second workshop, liaise with suggested organizations with expertise in pre-breeding to tap into expertise				April 2014	
	Predictive characterization training in South Africa - logistics arrangements				Jan 2015	31 March 2015
	Bioversity + UoB: prepare draft curriculum				April 2014	31 May 2014
	All countries: provide input to curriculum development				15 May	April 2015
	Identify target organizations/participants to					

Activity	Task	Comments	Who will do that	Required support	Start date	End date
	the workshops					
1.3: Support on-the-job training in the SADC region	Discuss content and timeframe for on the job training with Bioversity				May 2015	
2.1 Develop toolkit for the conservation and use of CWR	Start using toolkit for development of checklist, inventory and prioritization				April 2014	Nov 2014
2.2 Test the draft toolkits in Mauritius, South Africa, Zambia						
2.3 Publish and distribute widely the toolkits	Publish the toolkit		UoB			
	Identify target national and regional stakeholders to distribute the toolkit					
	Distribute the toolkit					
3.1: Compile baseline information on diversity, conservation status and threat of targeted CWR in the three partner countries (including CWR inventory,	Obtain checklist of the flora of the country					
	Compile crop genera (major and minor crops) cultivated in the country					
	Match flora and crop genera to					

Activity	Task	Comments	Who will do that	Required support	Start date	End date
ecogeographic survey, genetic diversity, collection of georeferenced data, database) into web-accessible national registries, with linkages to the global Crop Wild Relatives web portal	compile CWR checklist					
	Identify the methodology and criteria for the prioritization of the checklist					
	Prioritize checklists to create national inventory					
	List all the sources for collecting existing data about distribution, demography, species biology, threats, genetic diversity, conservation status, traditional knowledge, local uses, of the priority CWR					
	Collect and compile the existing data described above					
	Carry out in-field surveys with project participants to generate occurrence data of and assess threats to populations of the priority CWR of target crops.					
	Develop PGR database and web portal software adapted to CWR conservation data;		Bioversity		April 2014	Dec 2014

Activity	Task	Comments	Who will do that	Required support	Start date	End date
	making use of existing CWR data standards					
	Provide input into the development of the CWR database					
	Write documentation and user guide for application		Bioversity		Jan 2015	March 2015
	Deploy the application and train partners on its use		Bioversity		To be agreed among partners	
	Import previously compiled country data into the application					
	Develop data sharing agreements for sharing selected data with a global portal				Year three	
3.2: Identify regional and national in situ CWR hotspots and priority sites for in situ conservation and ex situ collection validated through expert interviews and field visits using innovative GIS technology	Geo-reference occurrences in distribution data of priority CWR if necessary					
	Quality check of coordinates of priority CWR occurrence data					
	Obtain GIS layers for climate, geophysic, etc for species modelling for the 3 partner countries					

Activity	Task	Comments	Who will do that	Required support	Start date	End date
	Model potential distribution of priority CWR at national level					
	Identify hotspots of CWR diversity at national level					
	In situ and ex situ conservation gap analysis					
	Climate change analysis					
	Identify priority sites for additional active *in situ* and *ex situ* conservation					
	Identify the experts who will help validating the identified sites for conservation					
	Validate identified sites through expert interviews and field visits to verify spatial extensions of populations, threats and occurrences					
Activity 3.3: Predict which CWR in situ populations and materials from ex situ collections have traits	List target breeders and farmers					
	Identification of most important adaptive traits to extreme climate conditions in				When priority CWR have been	

Activity	Task	Comments	Who will do that	Required support	Start date	End date
adapted to extreme climate conditions (e.g. heat, drought) using Focused Identification of Germplasm Strategy (FIGS) or other GIS approaches	priority crops based on consultations with breeders and farmers				identified	
	Select CWR taxa on which to do predictive characterization based on identified traits and data availability					
	Identify experts who can advise on factors influencing geographical distribution of priority CWR and on environments where identified traits might develop, and carry out required literature reviews					
	Identification of main variables determining distribution of selected species for ecogeographical land characterization (ELC) maps, based on expert knowledge and literature review					
	Develop ELC map for each taxon					
	Description of environments (variables and thresholds) where identified traits may					

Activity	Task	Comments	Who will do that	Required support	Start date	End date
	develop, based on expert knowledge and literature review					
	Obtain GIS layers for identified variables in previous task					
	Identification of germplasm with potential adaptive traits using the predictive characterization tool					
Activity 3.4: Develop exemplar Strategic Action Plans (SAP) on in situ conservation and use of priority CWR in three participating countries	Assess policy environment to properly collocate SAP in national framework				May 2014	
	Prepare draft SAPs					
	Convene stakeholder workshop to discuss draft SAP					
	Revise and finalize SAP					
4.1: Facilitate the mainstreaming of CWR SAP into national and regional policies	Revise and finalize stakeholder list that was developed for needs assessment					
	Undertake joint meetings between different stakeholders, e.g. different ministries, to enhance and					

Activity	Task	Comments	Who will do that	Required support	Start date	End date
	strengthen national coordination among the stakeholders;					
	Participate in policy meetings at national level;					
	Hold individual meetings with policymakers;					
	Ensure that National Biodiversity Action Plans, protected area management plans, other key relevant agricultural and environmental policies related to environmental protection, food security and climate change include considerations of conservation and use of CWR;					
	Mainstream the potential use of CWR into countries' breeding programmes					
Activity 4.2: Develop a range of communication and public awareness materials to promote the conservation and use of CWR among target groups of stakeholders including	Identify appropriate products for awareness raising (leaflets, posters,					
	Produce identified media in collaboration with Bioversity					
	Develop and undertake an active media-based awareness campaign (print, radio and television) targeted at policymakers, farmers and the					

Activity	Task	Comments	Who will do that	Required support	Start date	End date
the general public	general public					
	Develop project website to provide information and a discussion forum for the scientific communities in Europe and Africa on CWR		Bioversity		April 2014	
	Identify opportunities to share project information and results with scientific and policy communities in the country and the SADC region (e.g. meetings, conferences etc					