

PROLINNOVA Guideline 8:

Minimum commitments to sustain the PROLINNOVA network and partnership

December 2011; revised May 2017

Background

At the International Partners Workshop (IPW) in 2011, the PROLINNOVA Country Platforms (CPs), the International Support Team (IST) and the PROLINNOVA Oversight Group (POG) expressed commitment to keep the network and partnership functioning at national and international level regardless of the level of external funding available to PROLINNOVA.

Based on the discussions during IPW 2011 and on guidance and suggestions given by the POG, this note lists minimum activities and their outputs that the various actors in the network agree to undertake, even if there is no specific funding for them. This will be easier if partner organisations at all levels manage to include PROLINNOVA types of work and issues in their other regular programmes.

The need to be committed to these tasks will also be included in the guidelines for new groups in other countries wishing to join the international network as CPs.

Agreed minimum level of activities and outputs from CPs for the international network

If a CP has not succeeded in raising funds specifically for a PROLINNOVA activity, it will still volunteer time to:

- Send to the International Secretariat a brief annual report by end of January of each year: a 2–3 page summary of activities undertaken in the previous year related to the PROLINNOVA agenda in the country: e.g. documentation of local innovation, capacity building related to local innovation (LI) and participatory innovation development (PID), facilitating farmer-led joint experimentation and other forms of PID, promoting Local Innovation Support Funds/Facilities (LISFs), mainstreaming LI and PID, related policy dialogue, strengthening multistakeholder partnerships and fundraising;
- Share relevant information and documents from the CP through the PROLINNOVA Yahoo group and the website, either through own uploading or by sending materials to the International Institute of Rural Reconstruction (IIRR) in the Philippines for uploading;
- Develop concept notes and/or proposals for the CP and contribute to developing concept notes and/or proposals for activities planned jointly with other CPs;
- Be prepared to include, where possible, budget lines in own proposals to cover costs of international networking, sharing and support;
- Support other CPs when visiting their countries for other projects or activities.

Agreed minimum level of activities and outputs within the CP

- Each CP will agree internally about the minimum level of activities expected from organisations and individuals that form part of the country-level partnership. These could include attending virtual or face-to-face (at least annual) meetings, carrying own costs of transport, accommodation, food etc; participating in joint fundraising; involving each other in PROLINNOVA-type activities etc.

Agreed minimum level of activities and outputs from the IST / International Secretariat

If there is no external funding for the PROLINNOVA International Secretariat and the IST, they will volunteer their time to:

- Prepare a brief annual network-wide report by compiling summary notes from all CPs, while adding international activities (in collaboration with the subregional coordinators in Africa);
- Keep the PROLINNOVA website alive, upload information and news, and encourage and support CPs to undertake their own uploading to the website;
- Provide minimal support in preparing and documenting (at least virtual) annual POG meetings;
- Backstop CPs through electronic communication, primarily to support them in fundraising;
- Provide face-to-face backstopping to CPs when piggybacking on country visits for other projects.

Agreed minimum level of activities and outputs from the POG

In the above scenario, the POG members will:

- Participate in at least one virtual POG meeting per year and help in its preparation and documentation;
- Give minimum guidance per Email to the International Secretariat / IST, particularly in making choices in their fundraising efforts;
- Provide face-to-face backstopping to CPs when piggybacking on country visits for other projects.

Consequences of not meeting the minimum commitments: declaring a CP “inactive”

A CP will be regarded as “inactive” if, within the previous 12 months, the CP:

- no longer has a minimum of three organisations from three different stakeholder groups in the National Steering Committee (NSC) and National Working Group (NWG);
- does not prepare and submit to the International Secretariat a brief annual report on activities related to promoting LI and PID;
- does not add at least one other item to the website in addition to its annual report;
- does not provide evidence of at least one annual meeting (teleconference, Skype or face-to-face) plus one other joint activity, e.g. workshop, fair, joint writing of proposal for funding.

If the IST considers a CP to be inactive according to the above criteria, it will request the POG to write to the NSC/NWG members, asking them to contact the entire national network and to report back to the POG, explaining what the CP’s intentions are with regard to PROLINNOVA. The IST/POG should give the NSC/NWG ideas to re-activate the CP, e.g. by suggesting new partner organisations or informing the CP of opportunities to receive assistance from another CP. If there is no reaction or if there is no improvement in activity of the CP after two years, the POG will then declare the CP “inactive”. The IST will place the webpage of an inactive CP under Resources/CP Archives on the PROLINNOVA website, with a link to this guideline to explain what “inactive” means. An inactive CP will not be invited to take part in PROLINNOVA activities.

Withdrawal of a CP from the network

If a CP coordinating organisation expresses the desire that the CP withdraw from the international network, it must provide evidence that this is a decision of the entire multistakeholder platform in that country. The POG will then accept the withdrawal, and the IST will place the former CP’s webpage under Resources/CP Archives on the PROLINNOVA website. A CP that has withdrawn from the network will not be invited to take part in PROLINNOVA activities.

Re-instatement of a CP

If a CP is declared inactive or withdraws but, at some future time, would like to return to the PROLINNOVA network, the following processes will apply:

- For an inactive CP: Comply with the minimum requirements expected of a CP (as outlined above) and provide the POG with an action plan for the CP for the coming 12 months; the POG will then re-instate the group as an active CP;
- For a withdrawn CP: Follow the same procedure as for joining the PROLINNOVA network (see PROLINNOVA Guideline 1).