

## **PROLINNOVA Guidelines No. 9**

### **Guidelines for national focal persons**

In those countries where the PROLINNOVA Country Platform (CP) is inactive or there is no CP, the International Support Team (IST) may select a focal person to serve as contact point for people in that country wishing to revive the CP or to set up a new one. Normally, there would be only **one** focal person per country. In the case of large countries in terms of population and/or area, more than one focal person would be possible, but the focal persons in a country must agree to communicate frequently with each other and coordinate activities as much as possible.

#### **Tasks**

- Provide information in response to people in the country who enquire about the PROLINNOVA network and how to engage with it
- Serve as contact point for initiatives to revive/establish a CP in the country
- Make the PROLINNOVA network better known within the country, particularly by informing other individuals and organisations concerned with agricultural research and development (both state and non-state)
- Facilitate any initiative to bring people/organisations in the country together to explore joint interest in setting up a CP
- Make a brief annual report of 1–2 pages about PROLINNOVA-related activities and contacts in the past year, to be submitted in March of each year, shortly before the International Partners Workshop (IPW)
- If a CP is eventually revived/established in the country, the focal person should find a modality for interaction, in consultation with the CP members.

#### **Qualifications**

The national focal person should be someone who:

- lives and works in the country concerned and has a good understanding of the policies related to agriculture, natural resource management and rural development
- is affiliated with an organisation involved in agricultural innovation processes (e.g. research, development, extension, education, farmer organisation)
- understands the concepts and values of PROLINNOVA (preferably someone who has been trained in Participatory Innovation Development)
- has been engaged in public-relations and policy-related activities to promote farmer-led approaches to agricultural research and development
- is a good networker and communicator, also using ICT, and can speak and write in English
- preferably: has a good overview of the donor landscape in the country and region and has experience in fundraising, including proposal writing.

### ***Conditions and mode of activity***

- The work as a national focal person will be completely voluntary; no payment will be made. The Prolinnova Oversight Group (POG) will provide a “Letter of Appreciation”.
- If the focal person is employed by an organisation, the head of the organisation will be asked to furnish an “approval letter” or a “no-objection letter”.
- If need arises and funding is available, the focal person may be invited to the IPW and/or other relevant Prolinnova meetings.
- The focal person will maintain regular contact with one member of the IST (at least once every quarter).
- The focal person will agree that his/her name and contacts details is posted on the website under “Contact Us” and circulated to the PROLINNOVA Yahoogroup.
- The focal person will be obliged to inform the IST contact person whenever s/he undertakes any public activity on behalf of PROLINNOVA or uses the PROLINNOVA logo on a presentation/publication or any other material.

### ***Identification / selection***

- In countries where the CP has been declared inactive, the National Steering Committee (NSC) and/or CP coordinator will be asked by the IST to suggest a national focal person, for the case that interest arises to revive the CP. If the NSC or coordinator does not respond, the procedure will be the same as in “new countries” (i.e. ones which do not have a CP), below.
- In the case of “new countries”, any member of the IST, PROLINNOVA Oversight Group (POG) or Friends of PROLINNOVA may suggest a focal person. Also a CP (through the coordinator) may suggest a national focal person for a “new” country in its region.
- The recommendation of a national focal person should include name, contact details and a brief justification why this person would be suitable.
- The person should be personally known to and recommended by at least one CP, IST or POG member or Friend of PROLINNOVA of at least two years’ standing in all cases.
- For the time being, the IST will select the focal persons and recommend them to the POG, who will confirm the appointment. As the process of network regionalisation advances, the (sub-)regional networks will select the focal persons, to be approved by the (sub-)regional governance body.