

## **PROLINNOVA Guidelines #8:**

### **Minimum commitments to sustain the PROLINNOVA network & partnership**

#### **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 suggestions given by the POG, these guidelines set out the 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 manage to include PROLINNOVA types of work and issues in the regular programmes of their organisations.

The need to be committed to these tasks is also included in Guidelines #1 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 managed to raise funds specifically for a PROLINNOVA activity, it will still volunteer time to:

- Send to the (Sub)Regional Coordinator or other IST member a brief annual report by end of February of each year: a summary (2–3 pages) of activities undertaken in the previous year related to the PROLINNOVA agenda in the country: e.g. documenting 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 Facilities/Funds (LISFs), mainstreaming the LI/PID approach, related policy dialogue, strengthening multistakeholder partnerships and fundraising;
- Share relevant information and documents from the CP through the Prolinnova GoogleGroup and the website, either through own uploading or by sending materials to the International Institute of Rural Reconstruction (IIRR) in the Philippines for uploading;
- Maintain regular communication with the IST;
- 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;
- 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 maintain a minimum of three organisations from three different stakeholder groups in the National Steering Committee (NSC) and National Working Group (NWG) as outlined in Guidelines #1;
- Each CP will hold one annual meeting (virtual or face-to-face) plus one other joint activity, e.g. workshop, fair, joint writing of proposal for funding;
- 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 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**

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

- Prepare a brief annual network-wide report by compiling summary notes from all CPs, while adding international activities;

- Keep the PROLINNOVA website alive, upload information and news, and encourage and support CPs to undertake their own uploading of information onto the website;
- Provide minimal support in preparing and documenting (at least virtual) annual POG meetings;
- Backstop CPs through e-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 some guidance to the IST, particularly with regard to 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 has not:

- a minimum of three organisations from three different stakeholder groups in the NSC and NWG; and
- submitted a brief annual report on activities related to promoting LI and PID; and
- added at least one other item to the website in addition to its annual report; and
- provided evidence of at least one annual meeting (teleconference, virtual or face-to-face) plus one other joint activity, e.g. workshop, fair, joint writing of proposal for funding.

If the IST thinks that a CP is not meeting the requirements of a CP as laid out in Guidelines #1 or is not meeting commitments of a CP as laid out in these guidelines (#8), 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 and POG may 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 improvement in activity of the CP after one year, the POG will 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 these guidelines to explain the meaning of “inactive”. An inactive CP will not be listed as a PROLINNOVA CP in information materials about the Community of Practice and will not be invited to take part in PROLINNOVA activities.

A CP will also be declared “inactive” if it does not maintain communication with the IST. A CP coordinator who has not communicated with the IST for more than four months will receive an email from the IST with a warning that the CP may be declared inactive because of its silence. This email will be sent to all members of the NSC and any other partners known to be active in the country. If the IST receives no response within one month, it will send a second warning email. If there is no response after another month, the IST will ask the POG to declare the CP “inactive”. Its webpage will be moved to the Archives section of the website, and the CP will not be listed in information materials and will not be invited to take part in PROLINNOVA activities.

### **Withdrawal of a CP from the network**

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

- In the case of 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;
- In the case of a CP that has withdrawn itself from the network: Follow the same procedure as for joining the PROLINNOVA network (see PROLINNOVA Guidelines #1).