Promoting local innovation in Food and Nutrition Security (Proli-FaNS) Inception workshop

14–18 November 2016

Yiri Lodge, Institute of African Studies, University of Ghana, Legon, Accra

Hosted by ACDEP (Association of Church-based Development Projects)

Detailed workshop report

18 January 2017

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Acronyms

ACDEP	Association of Church-based Development Projects
APINK	Beekeepers of Nkometou
BF	Burkina Faso
BMZ	Federal Ministry for Economic Cooperation and Development (Germany)
CBO	community-based organisation
CLIC–SR	Combining Local Innovative Capacity with Scientific Research
CP	Country Platform
EAFIF	Eastern Africa Farmer Innovation Fair
FaNS	food and nutrition security
FAO	Food and Agriculture Organization of the United Nations
FARA	Forum for Agricultural Research in Africa
FO	farmer organisation
GRC	Global Resilience Challenge
ICT	information and communication technology
IFID	International Farmer Innovation Day
IIRR	International Institute of Rural Reconstruction
IPW	International Partners Workshop
IST	International Support Team
JAEC	Young Emerging Farmers of the Centre
KALRO	Kenya Agricultural and Livestock Research Organization
KIT	*Koninklijk Instituut voor de Tropen* (Royal Tropical Institute)
KZE	*Katholische Zentralstelle für Entwicklungshilfe* (Catholic Central Agency for Development Aid)
LISF	Local Innovation Support Facility
LSC	Local Steering Committee
M&E	monitoring and evaluation
MoA	Ministry of Agriculture
MoFA	Ministry of Food and Agriculture
MSP	multistakeholder platform
NGO	nongovernmental organisation
NRM	natural resource management
NSC	National Steering Committee
PID	participatory innovation development
POG	PROLINNOVA Oversight Group
PPT	PowerPoint
Proli-FaNS	Promoting local innovation in Food and Nutrition Security
PROLINNOVA	PROmoting Local INNOVAtion in ecologically oriented agriculture and NRM
SEWOH	*Sonderinitiative Eine Welt Ohne Hunger* (Special Initiative One World No Hunger)
SRC	Subregional Coordinator
SRP	Subregional Platform
ToRs	Terms of Reference
WAFIF	West Africa Farmer Innovation Fair
WN	World Neighbors

Proli-FaNS inception workshop, Accra, Ghana, 14–18 November 2016

Introduction and acknowledgements

The inception workshop for the project "Promoting local innovation in Food and Nutrition Security" (Proli-FaNS) was prepared by Chesha Wettasinha from the PROLINNOVA[1] International Secretariat hosted by the Royal Tropical Institute (KIT) in the Netherlands and by Joe Nchor, the project coordinator based at the Association of Church-based Development Projects (ACDEP) in Ghana, the host of the Proli-FaNS project. Joe was also responsible for all logistical issues. The workshop was held at Yiri Lodge of the Institute of African Studies of the University of Ghana in Legon, Accra. Overall facilitation of the workshop was handled by Chesha on Day 1; Chris Macoloo, World Neighbors Africa, on Day 2; Malex Alebikiya, ACDEP, on Day 3; Djibril Thiam, Agrecol Afrique, on Day 4; and Malex and Chesha again on Day 5.

Different workshop participants prepared and facilitated the various sessions, and others volunteered to take notes, which Ann Waters-Bayer, Chesha, Malex and Joe drew upon to compile the workshop report. The proceedings are presented here in some detail so that all who were present and especially the group from Cameroon that arrived only on the evening of the third day on account of flight complications have a record of the intensive discussions and can follow the reasoning for the directions that have been set in starting up this new project under the umbrella of the PROLINNOVA international network.

The annexes to this report are posted on under http://www.prolinnova.net/content/prolinnova-reports and are intended primarily for the workshop participants.

A summary version of this report has been made for other interested parties and translated into French.

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[1] PROLINNOVA: **PRO**moting **L**ocal **INNOVA**tion in ecologically oriented agriculture and natural resource management (www.prolinnova.net), international network hosted by the Royal Tropical Institute (KIT), Amsterdam, Netherlands.

Day 1: Monday 14 November

Welcome and introduction

Malex Alebikiya, Executive Director of ACDEP, welcomed the participants to Ghana and thanked all who brought to fruition the Proli-FaNS project. This is the first step in the PROLINNOVA strategy 2016–20 for which external funding could be obtained. With our approach, we may seem to be swimming against the tide but we continue to exert influence on behalf of small-scale farmers; to combine their knowledge, experience and culture with other knowledge and to find a balance between economics and food security. PROLINNOVA exerts influence in academics, policies, institutions and improving livelihoods. We are starting to restructure PROLINNOVA, with greater responsibilities going to partners in the South. We need to see how to position ourselves so that the network continues to work at both farmer and policy level to bring about change, and use this project to do so.

PROLINNOVA–Ghana had no external funding in the past years but found ways to keep PROLINNOVA alive, using its own funding. It agreed to host the project at short notice so that the strategy for 2016–20 could be operationalised. ACDEP will provide staff to support Joe Nchor as project coordinator and will use also other funds to support the project. With travel challenges in Africa and limited funding, we must use funds carefully to achieve what we want to do.

The workshop participants introduced themselves in a quick round. We started with only 21 people, as the three participants from Cameroon were delayed and two – Christine Flöter and Naaminong Karbo – joined only for one day and two days, respectively. The list of participants can be found in Annex 1.

Chesha, a member of the International Support Team (IST), explained the background to the proposal, which seeks to realise the PROLINNOVA strategy to regionalise the network – in this case, in Africa – but also to meet the requirements of the German call to improve food and nutrition security (FaNS) at the grassroots. She described how a small group comprising African members and the co-chairs of the PROLINNOVA Oversight Group (POG), IST members and Amanuel Assefa (PROLINNOVA–Ethiopia) met during the International Partners Workshop (IPW) in Senegal in May 2016 to draw up the main lines of the proposal. Amanuel wrote the initial text and Lucious Achacha from World Neighbors (WN) drew up the first budget. It had been foreseen that WN Kenya would host the project, with Amanuel as coordinator, but involvement of WN as an American-based NGO led to difficulties. Hosting of the project therefore had to be switched at the last moment from WN to ACDEP. This non-governmental organisation (NGO), which hosts PROLINNOVA–Ghana, accepted the responsibilities and risks as host of the project.

Chesha then gave a brief introduction to the programme for the week (see Annex 2). Gabriela Quiroga (IST member) requested that, for each session, the main results expected should be made clear. Responsibilities for taking notes were divided among the participants on a half-daily basis. Volunteer reporters for the first day were Elias Zerfu (morning) and Franklin Avornyo (afternoon).

Presentation of Proli-FaNS project proposal

The expected result of this session was that everyone would gain a good common understanding of the proposal. Amanuel presented the proposal focusing on the content, as the budget would be discussed later. His presentation was in two parts: 1) goals, context, lessons, objectives, indicators and targets for the project; and 2) details about the activities at Country Platform (CP) and subregional level.

Part 1: Project goals, context, lessons, objectives, indicators and targets

Proli-FaNS is funded by the One World No Hunger (German acronym: SEWOH) initiative of the German Ministry for Economic Cooperation and Development (BMZ) through the Katholische Zentralstelle für Entwicklungshilfe (Catholic Central Agency for Development Aid) at Misereor. ACDEP is the host

organisation on behalf of PROLINNOVA. The project runs from 1 August 2016 to 31 July 2019. Five CPs in sub-Saharan Africa are directly involved to reach the first two objectives:

1) Rural communities further develop their innovative capacities to effectively improve FaNS and nutritional diversity
2) Women are more widely recognised as innovators and are supported in further developing their innovations, from which they control the benefits.

The main activities aimed at reaching these objectives will be at eight action-learning sites (two each in Ethiopia, Ghana and Kenya and one each in Burkina Faso and Cameroon).

In pursuing Objective 3 – subregional PROLINNOVA platforms support CPs in developing capacity for collective learning in multi-actor platforms, mobilising resources and effective policy dialogue – Amanuel envisions that the two subregional blocks will eventually join in an African PROLINNOVA network.

He outlined the indicators and targets given in the proposal for reaching the three objectives (these are dealt with in greater detail later in this report). He then raised some issues for discussion, revolving around participatory innovation development (PID), certificates of recognition and the target for women's innovations. The PowerPoint (PPT) of Amanuel's full presentation can be found in Annex 3.

Discussion on Part 1: Project goals, context, lessons, objectives, indicators and targets

Q: How do pioneers of innovation benefit from this project? How to identify and promote local innovations by women? A: The process of identifying innovations and the role of innovators is outlined in the project document. The idea is to start with a focus on pioneer innovators – men and women – and get researchers and other actors to work with them in PID, with the innovators remaining in the driving seat. The project is about multistakeholder networks to promote this.

Q: Looking at the indicators, should not the number of women innovators be changed from 60 to 80, as indicated in the project document? A: The target is that half of the 160 innovators identified will be women, so 80. Also of the 40 cases of PID, 20 should be working with women innovators.

Q: Some CPs with less experience need backstopping to bring them up to the same level as the others. Should each CP be expected to contribute to the overall objective to the same extent? A: What is expected from each CP is not the same, e.g. the number of learning sites per country differs: more experienced CPs have two learning sites each and less experienced CPs have one site each. This relates to the contribution expected from each CP. Also the resource allocation is related to the number of sites and thus the expected level of contribution. The project is designed to encourage South–South mentoring as part of the regionalisation process. This means that stronger CPs will support weaker ones. Therefore, CPs that face problems should flag them quickly so that they can get support from other CPs before it is too late and project implementation is affected. Regular and timely monitoring and evaluation (M&E) can help this process so that the implementation status and challenges are noted in time to facilitate effective South–South mentoring.

Chris stressed that project management in each country needs good monitoring, and each CP needs to be very open and acknowledge the challenges they have, instead of waiting until the end of the year to report that it is not performing as expected. Be honest and transparent about what is happening, and then we can see as a group how this can be addressed.

Q: Why the difference in number of learning sites? A: Malex pointed out that the figures given as targets are minima. A particularly strong CP may be able to handle more learning sites or could define a learning site as 2–3 districts. Some participants were concerned that the budget is tight, and working in different districts could lead to spreading the funds too thinly and achieving nothing. Malex emphasised that it is important to create the necessary impact through involvement of multiple stakeholders and learning during implementation. Each CP would need to decide what the best arrangement is to achieve this.

Q: In Burkina Faso (BF), we have only one project site, but we work in two zones: in the North and in the East, and would like to work with both these networks. We could reduce the cost by using the experience and leadership of network partners in the two zones. Can we split to take into account innovations of different partners? A: It would be possible to identify innovations in both zones, but advisable to focus on one learning site for PID. When selecting the site, take proximity to the local multistakeholder platform (MSP) into consideration, so it is easy to bring them to the site for joint learning. You can use the Proli-FaNS funds to work in one zone and use existing funds from others to work in the other learning site. It would be up to the CP coordinator to look for such possibilities to expand the work in areas beyond the initial learning site of the project. Indeed, it may be possible to adapt the Proli-FaNS proposal to submit it to other donors to attract more resources to work in other areas involving other CP partners.

Q: Each CP is made up of different members working in different areas. If there is only one learning site, other partners might feel marginalised if they are not directly involved in the implementation. How can they participate? A: The National Steering Committee (NSC) agrees on what the CP does for the purpose of joint learning. Given all the locations in which the partners work, which is the best location for that learning? The CP has a collective responsibility for that learning site. To what extent this agreement can be achieved depends on the capacity and understanding of the CP partners.

BF: We have three main NGO partners: Réseau MARP, WN and Diobass. If the project works in only one site mainly involving only one partner, the other partners may lose interest and ownership. We propose to work in both zones (North and East) and facilitate networking between them. We understand this has financial implications, but we can count on what has already been established. We can use experience from the different partners' activities and connect them. We have some funds from other sources. The project coordinator can coordinate the networking, not just at the learning site but in the entire country.

Malex: It is good to have the example from BF, with contributions of other partners, using part of the resources that BF has mobilised and leveraging other funding and activities. At country level, each CP can decide how to use funds for this purpose. We should record the contributions of other partners to show how funds have been leveraged.

Elias: Let us use the term "action-learning site" instead of "learning site". *Chesha:* When we, on the basis of the discussions in this workshop, write up how we understand the proposal and how we will carry out the project, we can use the term "action-learning site" and define it.

Gabriela: How can the project be presented briefly if someone asks: What is Proli-FaNS? Do we have an elevator pitch? *Amanuel:* It is an initiative in five African countries focused on promoting local innovation by female and male farmers in FaNS and nutritional diversity, while strengthening the PROLINNOVA network in Africa. Ann developed a summary for the website; it could be the start for such a brief.

Following the question-and-answer session, discussion was mainly around the following three issues:

1) **What is Participatory Innovation Development (PID)?**

   Amanuel: Interaction of multiple actors in innovation driven by local people with support from outsiders. The partnership of different stakeholders involves experimentation, observation, trying out new ways of doing things, such as developing marketing models or formulating a new food type.

2) **What has been the experience of CPs in attracting researchers to engage in PID?**

   Righa: In Kenya, because of challenges to identify researchers ready to work with farmer innovators, we worked more with extension agents from government and NGOs. The researchers with whom we work most closely are from KALRO (Kenya Agricultural and Livestock Research Organization) but we need to work also with researchers from universities and research-oriented NGOs. KALRO researchers were actively involved in PID training and began to understand PID. We now need to

bring in other collaborators, e.g. regarding intellectual property rights and certification. The composition of the network is important.

Amanuel: In Ethiopia, we learned that it is important to identify champions rather than randomly picking any researcher. We seek researchers with some idea and understanding of local innovation and approach them to join the research. CPs needs to innovate to come up with different ways to do this, using also Ministry of Agriculture (MoA) experts. People supporting farmers in PID need not come only from research organisations. We need a broader definition of "research".

Malex: In Ghana, we looked for people who can appreciate what local research is and can support the farmer-led research process. The innovation does not have to be approved by a formal research institution. Give attention to the composition of the team: what are the skills and knowledge the people bring in at what level for what? The purpose is to have a team to leverage at higher level for advocacy. The different country contexts will define what is the best combination for each country.

Franklin: Farmers can show researchers what they plan to do so that the researchers can validate the design. The researchers may not contribute directly to the PID. Farmers have the first say; then, if researchers see flaws in the design, they can help find out what the farmers want to find out.

Malex: The idea should be to ignite potential research and development. We may need formal researchers because we are going to communicate to policy and research people and need to be able to package our information to influence these other groups, not only farmers. But we start with supporting the initial process on the ground, then go to the next step of communicating to others.

Amanuel: If we want to mainstream the PID approach, we have to recognise that we are dealing with two different knowledge systems. We need to also give recognition to those coming from scientific knowledge systems, not only local innovators. The ultimate aim of PROLINNOVA is to scale up and mainstream PID, so how we involve researchers should be seen in this light.

Franklin: Researchers can say whether it is the right time of year for this particular research, or the number of samples needed so that one can say with confidence whether and why something works.

Julien: Farmers need the accompaniment of researchers, not for academic research but to achieve what the farmers want to achieve. Scientists can validate and add value, e.g. in processing of local products. When we as consumers buy products, we want to know the nutritional value. Here, the researcher can help in communicating the benefits brought to consumers. We need to have the inputs of researchers about nutritional values.

Violet: When communicating information about innovation to a wider audience, researchers can play a role. They can refine information and make it more easily understandable. For example, KALRO examined and described the quality of goat feed developed by a farmer innovator.

Amanuel: We are not just dealing with classical agricultural research. We can also work with food laboratories, e.g. Hope Enterprise in Ethiopia. We can work with nutrition projects of the Ministry of Health and other institutions, not only with MoA and agricultural research. We can do other kinds of research, e.g. business model research, packaging and selling.

Malex: We need to involve researchers based on what we want to get from their involvement, e.g. is it for reporting or advocacy or commenting on the experiment or another task? This should be based on dialogue and being clear about who contributes what to the innovation process. Therefore, the main issue is to look for somebody who is interested in the PID topic and can contribute. We are not involving researchers to get their blessing but rather to partner and support the innovation process.

Amanuel: In general, we can agree that we all need to explore modalities or strategies to involve researchers.

3) ***What does a certificate of recognition mean and given by whom?***

Joe: In Ghana, the government recognises and awards innovators on National Farmers Day. We present names of farmer innovators that the government adds to the list of awardees. The Ministry of Food and Agriculture (MoFA), not the project, provides the certificate.

Righa: In Kenya, a fair was organised for farmer innovators; we brought in research partners to select the awardees. Farmers could also apply for grants from Local Innovation Support Funds (LISFs) and get support; this is an award that involves both recognition and support in further innovation. We need to identify in our country the different institutions supporting innovation that would be able to give this recognition.

Djibril: Farmers have different objectives than researchers have, so recognition takes different forms than in conventional research. In Senegal, recognition is given through the National Farmers Day, by promoting innovation by farmers to local authorities, through farmer innovation fairs, by documenting and sharing farmer innovations in the international community, by using local radio to organise interviews of farmer innovators, by putting their innovations on the website. All of these are forms of recognition. The woman farmer innovator from Senegal who went to Ouagadougou for the West Africa Farmer Innovation Fair (WAFIF) is now very respected in her community. It was her first flight, her first time outside of Senegal; she developed an institutional innovation.

Chesha: A woman innovator from Nepal was given an international award for her innovation in recycling waste and using compost to grow vegetables for the family. There are many ways to give recognition. In Cambodia, the farmers themselves were the jury to decide who gets the awards.

Gabriela: At WAFIF, people from research, farmer organisations (FOs) and NGOs reviewed the innovations and decided jointly. We need to understand whether and how recognition benefits the farmers. ***It should be part of this project to discuss with farmers what recognition means for them.***

Amanuel: Innovators can be given recognition in many ways that could differ from place to place but we need to give attention to quality control. ***We should draw up and agree on some basic guidelines for the procedure of giving recognition to farmer innovators.*** These guidelines could include, e.g. that the local farming community decides, not just extension workers or researchers. It should be a multistakeholder jury. Recognition could come from anywhere in the world, also from international institutions. The certificate should come from others, not from PROLINNOVA.

Malex: What specific activities are we going to do to achieve this recognition of innovation and innovation processes? ***These activities should be included in our workplans.***

Part 2: Activities at CP and subregional level in the Proli-FaNS project

Amanuel then briefly introduced the main activities foreseen. The project proposal gives details for the following activities to be carried out by the five CPs involved in Proli-FaNS:

- Refining and contextualising the project plans based on community consultations
- Launching the project at national and local level
- Training in PID and other topics
- Developing guidelines on LISFs and MSPs
- Forming a core team to coordinate the CP work
- Selecting the learning sites
- Identifying and documenting local innovations
- Promoting local innovation processes
- Facilitating PID
- Organising policy-dialogue activities.

Amanuel stressed the importance of a community-level learning forum so that other farmers and other actors at the learning sites can be involved in the learning process. Referring to the guidelines and training materials to be developed, he suggested that some of the materials already available within the PROLINNOVA network would need to be updated and expanded for this project.

The activities at subregional level are to be as follows:

- Inception meeting to refine plans for regional activities and agree on monitoring indicators, timeplan, reporting requirements, ways of sharing results, policy-dialogue approaches etc
- Training in methodologies and tools: PID, LISF, gender, MSPs, policy dialogue, integration of approach into universities etc
- South–South mentoring of CPs
- Building up PROLINNOVA subregional platforms in Africa
- Policy dialogue at subregional and regional level.

The discussion after this presentation was primarily about **policy dialogue**.

Malex: Policy briefs may not produce the effect we are seeking. We should rather encourage CPs to have a policy-influencing strategy in place, to explore what are the possibilities of promoting what we have learnt to policymakers, what are the possibilities to take the dialogue further in each context.

Righa: It is costly to get the top management of relevant institutions to come to a national meeting and it may not be the most effective way to influence policy. There is also an issue of documentation: the CP needs to have something to present to policymakers.

Malex: There are many different ways to do policy dialogue. The objective determines the best way to do it. A big meeting is more useful for marketing the project but not to influence policy. One can hold farmer innovation fairs to create space for policy dialogue. In the MoFA, we can engage in policy dialogue by directly interacting with top officers, visiting them in their offices and discussing with them how PID can be mainstreamed.

Elias: The best targets for policy dialogue could be a donor or could be a politician. We need to study the principles of advocacy, map the people who influence policy in a certain field, e.g. in how research is being conducted. It may not be the MoA that influences what happens there. Who in the research organisation is influencing most strongly the approach? It might be in social sciences. We need to map decision-making with regard to innovation in each country and try to understand the process of policy formulation in our countries. This can be considered as one activity within the plan and can be done informally or formally.

Violet: In KALRO, we did not go for policy change at the top; it can work at different levels. We started at the bottom in the institute: how do we change what we are planning in order to accommodate this new thinking? We then talk about this at higher levels in the institute. Policy dialogue is not only an event; it is a process. We should consider other options. One strategy in Kenya is to engage in policy dialogue at county or district level. It would be good to explore policy-influencing strategies based on the situation in each country.

Ann: In developing such a strategy, we should be aware of the difference between advocacy and policy dialogue. Advocacy involves primarily pushing a position and sticking to one's own position and arguments. Policy dialogue, in contrast, involves trying to understand the position of the others, discussing with them how processes could be changed, and incorporating new ideas to achieve better what the policymakers try to achieve.

Franklin: How quickly will a bottom-up approach exert influence nationwide? We also need to try to get the ideas into policy documents.

Violet: Each institution in the MSP could start thinking about this and can talk to higher levels in their own institution.

Amanuel: It is important to grasp opportunities to influence at higher levels, such as when a new government strategy is being developed. If we define what change are we looking for, we can target efforts towards that.

Malex: We should decide at what level it makes most sense to invest money and time in policy dialogue if we want to bring about sustainable change. Since there is a difference in how we try to do this in each country, each CP should develop its own strategy. Rather than indicating one policy-dialogue event per year as a target, it may be better to focus on how we are implementing our policy-influencing strategies.

Community consultations

The process and results of the community consultations in four countries were presented on Monday afternoon. Also the presentation by the fifth CP (Cameroon) is included at this point in the workshop report, although it was presented only on Wednesday afternoon because of the late arrival of the participants from Cameroon. The PPTs of all five presentations can be found in Annex 4.

Community consultations in Kenya

Presented by Righa Makonge

Learning sites selected
PROLINNOVA–Kenya will work at two sites: Osiri Sub-Location, Kisimu County, Western Region and Lumu and Kasikeu Sub-Locations, Makueni County, Eastern Region. This was decided at an NSC meeting. The partners in the selected counties include NGOs, universities and MoA. In these areas, farming is the mainstay of the people, who report that climate change is negatively affecting their farming activities.

Consultation process
A guideline was developed and used by two sub-teams; each visited one site with the objectives of introducing the project, sensitising on the concepts of local innovation and PID, and identifying local innovation, particularly the potential for women's innovation. First, the teams gave a general introduction, then identified challenges faced by the farming communities and potential areas of local innovation, then briefed the community about the project and followed up to see some innovations.

Innovations identified
1. *Chicken brooder:* Under the free-range system, loss of chicks is high. The innovator constructed a brooder using a 20-litre oil container and wood. He made ventilation holes and fitted a feeding and watering system on the brooder. He added moringa powder to the water. Faecal matter is collected in a receptacle underneath the brooder.
2. *Chick house:* This was based on a model small-ruminant pen the innovator saw at a training workshop. The pen was partitioned into a sleeping area, an exercise area and a feeding area. He made a small house for chicks with a similar layout and plans to develop a bigger one.
3. *Cricket house as chicken-egg incubator:* The innovator learned about cricket breeding, built a house for this and then decided to use it to incubate chicken eggs because there is a constant temperature of about 35°C in the house. The inside walls are lined with black plastic, with a small strip of translucent material in the roof to let in some sunlight. The innovator puts chicken eggs into the plastic containers meant for crickets and covers the eggs with cotton wool. He gets a very good hatch after incubation for 24 days.
4. *Irrigated sack garden:* A woman innovator realised that her topsoil in her sack garden for vegetables drained too fast. To solve this problem, she filled a 20-litre jerrycan with water and connected a tube from it to the garden. She uses a biro pen to regulate the flow of the water through the tube.

5. *Plastic soda bottle hand sprayer:* The young innovator used to purchase hand sprays to apply acaricide on his small ruminants. Hand sprays became more expensive than he could afford, so he mixed the acaricide in a bucket and used a broom to apply it on his animals. This method was not effective and he came to realise that, if he used an empty 2-litre soda bottle and made perforations in the cap, it would serve his purpose.

6. *Dish-rack tree nursery:* This woman innovator places tree seedlings under a dish-rack to take advantage of water that drips from the dish-rack to provide moisture for the growth of the seedlings.

7. *Concrete underground tank:* This innovation is for harvesting water from surface runoff. The innovator dug a trench to divert surface water into an underground tank for the purpose of crop irrigation.

Other innovations identified

- *Grass strips* for soil conservation and animal feed
- *Rainwater harvesting* into a dry well
- *Communal weeding* (social innovation) organised among church members, who do weeding on a member's farm and, in turn, on all members' farms
- *Chapalass fishnet*, which proved to be very affordable and suitable for various water bodies
- *Live mulching of banana:* cowpea was cropped around banana stands to provide live mulch
- *Multipurpose stove (jiko):* it has three burners and retains the heat for a long time.
- *Hanging gardens* to protect the plants from being destroyed by livestock
- *Solar box cooker:* the innovator took part in a training event on solar energy, in which a matchbox was used to explain the principle; then the farmer applied the principle to develop a solar cooker using cardboard, a glass cover and a black pot, in order to save fuel energy and time in cooking.
- *Ash liquid soap:* this provides liquid soap for handwashing. The woman innovator arranges two containers, one on top of the other, with perforations in the bottom of each container. The lower container is loaded with 0.5 kg wood ash while the upper container is filled with 1 litre of water. The water drains through the ash and is collected in yet another container underneath the one holding the ash. The resulting solution serves for hygienic handwashing.

Reasons given for developing the innovations included prohibitive cost of inputs, erratic rainfall patterns, decreasing production outputs, the need to save time and the increasing fragmentation of land because of human population increase. Some innovators wanted to increase productivity. Some farmers also mentioned that rivers were drying up because of sand harvesting and that water was not percolating to replenish the groundwater, so they must find ways to conserve water.

Conclusions
- There is still potential for identifying more innovations throughout the year, in other seasons.
- Most of the farmers' innovations have not been documented.
- Sharing of information about the innovations is mainly by word of mouth.
- Few women farmers could be identified as innovators.
- Farmers need support to enhance their innovations

Comments, questions and discussion on the Kenya presentation

Amanuel: The presentation did not cover what farmers will like to see and what they would not like to see. One would have expected to hear information on fishing activities in the Eastern Region of Kenya.

Righa: The community members expressed interest to take part in the project and they also responded that local innovators were in the communities. Only 1.5 days were used at each site to gather all the information presented. The CP will not restrict itself to only the sub-locations selected for the project.

The project will involve the Ministry of Agriculture, Livestock and Fisheries (MoA) to widen its scope in identifying innovations. Chris: PROLINNOVA–Kenya started working in one of the project sub-locations only 1.5 years ago. The team asked the community members what local innovation meant. The community members were then given a brief introduction to PID, as well as project objectives and activities. The participants responded by saying that they had local innovations. The community's level of motivation was also taken into consideration. Visits to some of the farmer innovators were made on the second day.

Ann: We need to focus on what the project seeks to achieve. When presenting innovations, the link with FaNS and nutritional diversity should be made clear. It is also important to differentiate between innovations that can be shared to celebrate farmers' creativity and innovations with researchable issues, i.e. questions that farmers want to investigate. The innovation on liquid soap is interesting because it is important for health and nutrition. It could reduce the incidence of diarrhoea associated with microbial infections. Its relevance is that diarrhoea has a negative impact on nutritional status, especially of children. Mention should also be made about the spread of such innovations.

Righa: Handwashing is important and the innovator seeks to identify the tree ash that would produce the best results. This could be her research question.

Gabriela: What is meant by "young farmer" in the Kenyan context? Does the project plan to carry out activities with young innovators?

Righa: To be classified as young in Kenya, one should be below the age of 35 years. The Kenyan Government has a fund that targets youth up to 35 years.

Gabriela: In some countries, people say it is 40 years of age, or up to the transfer of land so that the people have access to farmland. We would need to define "youth" also in the other countries.

Amanuel: Impressive work has been done in a short time in identifying innovations, but the assignment was to consult the community and find out what can be implemented at the local level.

Righa: We discussed with community members, who expressed their interest, as was to be expected when a new project comes. But we didn't want to raise expectations about what they could receive. We wanted to focus on what people are already working on. One project site is fairly new for us; we began working there about 1.5 years ago, so we started with discussing what is local innovation in simple terms, how do you recognise local innovations, what are criteria for useful innovations, what is PID.

Djibril: If we are focusing on improving FaNS, we need to know how many families currently enjoy this.

Community consultations in Ghana

Presented by Joe Nchor

Learning sites selected
In Ghana, the NSC, Working Group and NGO partners met to review the proposal and agree on the two project sites. It then developed a tool to aid community consultation. Two teams were composed and the community consultations at the two sites took place concurrently.

The project learning sites are where two active NGOs are working: Evangelical Presbyterian Development and Relief Agency (EPDRA) in Yendi District and Navrongo-Bolgatanga Catholic Diocesan Organisation (NABOCADO) in Bolgatanga Municipality in Bongo District. The criteria for selecting the sites included: local experience in PROLINNOVA activities; regional balance; well-organised communities; well-organised women's groups involved in food production, processing and marketing; experience in activities related to climate-change adaptation; and potential for effective district-level MSPs. Interdisciplinary teams including a nutritionist, livestock specialist, extensionists and NGO people well experienced in PROLINNOVA work selected the communities to be consulted: Bunbong and Tusani in Yendi District and Bongo Soe and its satellite communities in Bongo District.

The consultations had the following objectives:
- To collect and confirm information about the sites
- To create awareness about the project
- To identify and confirm women-dominated livelihood activities
- To identify potential innovations and intervention activities
- To identify relevant stakeholders and community-based organisations (CBOs) for collaboration and networking (for MSPs).

Consultation process

The people consulted in the communities included the community chiefs, community members, women involved in income-generating activities, Ghana Health Service representatives and people from the Rural Bank, District Assembly and Department of Agriculture. The idea is to broaden the MSPs for action learning at the local level.

The consultation process was as follows:
- Community entry protocol was observed
- There was a meeting for sensitisation of the entire community (men, women, youth and elderly).
- There was a gender-disaggregated brainstorming session on major challenges and livelihood activities of the women and men, as well as the existing opportunities.

Main findings

The following opportunities for collaboration in innovation were recognised in the sites:
- Well-organised women's groups engaged in processing and marketing of agricultural products
- Considerable market for agricultural products
- Committed local partners
- Experience of adverse climatic conditions
- Rapid degradation of soil/land
- High costs of external production inputs
- Increasing presence of middle-income earners who have preference for products from *Parkia biglobosa* (*dawadawa*), a local condiment widely used in cooking.

In the two districts, priority livelihood activities and potential innovations were identified.

Yendi District
1. Grain preservation
2. Soil fertility improvement and livestock rearing
3. Soy production and processing by women
4. Shea processing by women's groups
5. Groundnut production and processing
6. *Dawadawa* processing by women
7. Making local soap and pomade
8. Moringa production by individual women
9. Microcredit support groups by women, providing credit and interest-free loans
10. Grain banking and petty trading
11. Fishing in rivers by two men
12. Mat- and basket-weaving by elderly men
13. Treatment of livestock diseases

Bongo District
1. Shea harvesting and butter extraction, using saltpetre to improve the quality of the butter
2. *Pito* (beer) malt production and *pito* brewing using herbs to purify the *pito*
3. Baobab processing and marketing by women's groups
4. Storage and retailing of grain by women's groups

5. Natural resource protection by entire communities
6. Using the *buloro* plant mixed with ash to treat wounds in sheep and goats
7. Using herbs to control diseases in poultry
8. Stone terracing for sustainable crop production
9. Using sheanut cake to improve soil fertility

Challenges

The major challenges identified during the community consultations were:

- The community members' perceptions and initial expectations from the project
- Difficulty in creating an understanding of local innovation among the community members, especially in the new community
- Challenges with team members' understanding of local innovation and the PID approach
- Uncertainty in the teams whether or not a baseline study should be conducted.

Comments, questions and discussion on the Ghana presentation

Chris: You seem to have identified sites with capacity or experience, what could be called "high-potential areas". Many communities have not yet been exposed to PROLINNOVA activities. Is this discriminatory?

Joe: Yes, there was preference for more experienced districts, as this was one of the criteria in the project proposal to speed things up, but some of the communities in the selected districts, e.g. the Tusani community, had no previous exposure to PROLINNOVA activities and it is possible to work in such communities as well. Our main entry point is in the communities with experience; later, we can reach out to new communities for the purpose of scaling up.

Amanuel: If the team members facilitating the community consultations are not at the same level in their understanding of innovation, there will be many problems. It was mentioned that different stakeholders from the university and other institutions were involved in the team. How were you able to do this? How could you manage the cost of conducting the community consultations?

Joe: ACDEP prefinanced the work on the understanding that the costs would later be reimbursed. Even though two sites have been selected, if the partners identify an innovation with good potential outside of these two sites, it would also be used in the project.

Ann: The Ghana and Kenya approaches differed. In the Kenya case, innovations were identified; in the Ghana case, areas of potential innovation – particularly by women – were identified. In both cases, the challenges faced by people in the communities were identified. The Ghana approach could lead to a next step of looking for "positive deviance" in the areas where women face challenges: Do different women with access to the same resources do things differently? Could other people learn from these "positive deviants" to improve the nutrition of their families?

Joe: Indeed, women's groups were identified as well as potential for local innovation. There were a few individual innovators but we did not yet probe into their innovations. We are interested not only in individuals but in women's groups that could innovate together.

Elias: The approach adopted was good, because it involved various stakeholders, but I am not sure if shea processing and groundnut cake (*kulikuli*) processing could be considered as innovations; they are more like local practices. We could borrow from the appreciative-enquiry approach: How is this done by different groups of rural people? What differences do we see? When speaking with women's groups, find out what they are doing and how are they doing it differently from others.

Joe: There is the need to further probe these groups to identify their innovations in these processes. But first it was important for us to identify the key livelihood activities of women pertaining to nutrition, where there could be innovations to document and support.

Malex: We have seen local innovation in the process of managing savings and credit funds. Women are working on this in groups. We saw women's groups as good entry points for this project.

Julien: How do you ensure that the practices are not common? What are the innovative aspects?

Joe: We focused first on what women are doing and what innovation potential exists, but we need to do deeper probing to find out the innovative aspects.

Righa: Identifying the real innovative aspects of daily livelihood activities is a challenge. It needs probing. We had to probe to find out about the woman who put seedlings under the dish-rack.

Chesha: What lessons has PROLINNOVA–Ghana gained from earlier work? How will you do it better now?

Joe: Useful lessons were learnt during the piloting of the LISF and will inform our future strategies. Our NSC members need capacity building for them to gain a good understanding of local innovation.

Malex: Our experiences in using the LISF, how communities and individuals approached it, came into the discussion of what we plan to do now.

Joe: The LISFs attracted a lot of women and men to come up with many innovations but most were not really very good. They just wanted to get money to meet other needs.

Chris: The Local Steering Committee (LSC) for the LISFs needed a lot of capacity building to understand what local innovation is, so that they had the capacity to assess the innovations. We would need to look at this again and monitor how they are operating at that level.

Chesha: It will be important for the project to learn from previous rounds of using LISFs.

Amanuel: A few new things were identified in the presentation, e.g. involving new actors such as the Ministry of Health and agencies working on women's issues. Learning from the work commitment and work quality of the IST, we need to find ways to provide South–South support for these MSP processes.

Elias: Previous projects seemed to dwell heavily on identifying and documenting innovations, not expanding on the utility of the innovations.

Hailu: They also helped improve the incomes of innovative families. A Kenyan women's innovation in determining the sex of chicks to hatch from eggs was shared and tried by Ethiopian farmers and is benefiting the families of poor women who hatch selected eggs. But often, in Ethiopia, we observe that, even if a woman developed an innovation, her husband presented it as if it was his innovation. If a man in a married couple presents an innovation, it is likely the wife's innovation. One way to deal with this is to focus more on women-headed households, where the women will say it is their innovation. There is a high percentage of such households in Tigray and they are among the most vulnerable.

Community consultations in Burkina Faso

Presented by Julien Ouedraogo

Learning site selected
The group in Burkina Faso has been working in two zones in the north and the east, both characterised by irregular rainfall and degradation of natural resources. The effects of climate change can be felt in both zones. One learning site for this project has not yet been selected.

Consultation process
Three partner organisations (Réseau MARP, WN and Diobass) facilitated the community consultations. They developed a tool for characterising local innovations, went to their sites to identify and document innovations and then met to synthesise their findings. During the process, they identified 20 innovations, 14 by women and six by men.

Innovations identified

1) Parboiling rice (female innovator): reduced processing time from 2–3 days to 1.5 hours in the sun

2) Processing cowpea into couscous (female innovator): cowpea is dehusked, mixed with potash and dried; this adds value and is nutritious and profitable

3) New technique for drying vegetables (female innovator): this allows preservation of tomato and other vegetables that are otherwise difficult to transport to market

4) Processing desert date (*Balanite*) into soap and oil and moringa into soap (female innovator)

5) Using water hyacinth mixed with salt as feed for fattening ruminants (male innovator)

6) Combining techniques to improve soil fertility: breaking down anthills and spreading over the soil; adding leaves; tilling soil in such a way that water is trapped in field to benefit crops (male innovator)

7) Bunding *zai*: helps the (male) innovator to harvest sufficient water on his farm

8) Moringa as medicine: it is processed into powder and added to soup or jollof rice; moringa is also used as a salad (female innovator)

9) Diverse ways of processing *néré* (locust bean) seeds used as condiment (*dawadawa*) (innovation by women's group)

10) Shining Mother/*Mama Lumière* to combat malnutrition: experienced mothers teach younger ones about good nutrition for their children [this is the name given by several international organisations, also World Bank, to work with local women who are "positive deviants" in child nutrition]

11) Mutual aid (social innovation of women's group): 20 women help each other in income-generating activities; one woman in group receives 200 CFA on market day to generate own income; market is every three days; each time, a different woman benefits until all have done so and then the cycle is repeated; the women coach each other in how to improve their income generation.

12) Nutritional garden (women's group): growing moringa and baobab jointly; leaves are harvested every fortnight for home use and for sale; moringa is processed into different products

13) Production of vitamin-enriched flour (women's group): millet flour mixed with groundnut powder; there is also a millet-soy-milk mixture (Misola) [public health project since 1982]

14) Initiative for protection and rational use of forest: women's group living near the forest prevent tree cutting and use non-woody forest products (men are also supporting this initiative)

15) Production of biocompost: women's group produces organic manure for vegetable growers to buy; the compost is cured for 45 days before it is sold

16) Collecting rainwater for crop growing (male innovator): he created ridges over all his plot to channel water, including roadside runoff, into a pond he dug; by irrigating his plot, he doubled his yield

17) Prophylactic treatment for pox in small ruminants (herder association) using residues of *néré*

18) Diarrhoea/coccidiosis of chickens and guinea fowl (women's group): various local treatments, also to control endo- and ectoparasites

19) Biological control of pests in tomato and other vegetables (farmer group)

20) Biopesticide (women's group): neem leaves, pepper and onion are used to control insects and termites that attack vegetables in the nursery

Comments, questions and discussion on the Burkina Faso presentation

Ann: We need to look at how the identified innovations contribute to FaNS. We also need to enter into PID; identifying local innovations is meant to be the entry point for this. As was said earlier, we have done too much identification and documentation of innovations rather than focusing on PID to be able to show formal researchers, extensionists and FOs that farmers are innovating and experimenting and can be supported in their own innovation processes.

Julien: There are three partner organisations involved, including WN. Activities for farmers would include exchange visits and capacity building in PID.

Joe: What do you plan to do with these innovations in order to meet our project objectives?

Malex: How will we help partners choose innovations to meet the expectations and needs of the farming communities but also help us "sell" the concept of local innovation and PID to policymakers and others? We need to have a strategic discussion: what are the guiding principles for choice of innovations to keep the communities excited but also excite policymakers.

Ann: A lot of good technical and social innovations have been identified. We need to document these innovations according to how they contribute to FaNS and what issues the farmers have, how they want to improve what they are doing.

Julien: We also identified some constraints or problems the farmers faced while innovating; we identified activities to be carried out in this project. We will seek more in-depth information on the innovative aspects. We are looking not only at farmers' own innovation but also at how they pick up and work with new ideas from others. For example, we have identified specific innovations in relation to what was introduced by ICRAF to conserve or increase soil fertility. We are also involved in the ICRAF project on options by context, mentioned by Elias in his introduction. We identify specific innovations per zone. The next step is to scale up, to see how other farmers can adapt the innovations in their local context. Information needs to be shared between actors about existing innovations.

It was agreed that the CPs would need some guidelines on principles for prioritising innovations for Proli-FaNS, and guidelines on principles for documenting innovations, outlining aspects to be included.

Community consultations in Ethiopia

Presented by Hailu Araya

Learning sites selected
Already when presenting the activities foreseen in Proli-FaNS, Amanuel said that PROLINNOVA–Ethiopia did not manage to do the community consultations before the inception workshop because it did not have sufficient resources to do so and the places selected by the CP as learning sites were far away.

Hailu presented the steps taken thus far by PROLINNOVA–Ethiopia to prepare for Proli-FaNS. The Technical Advisory Committee met to decide on the learning sites. They used the five criteria in the project proposal, which included having a relationship of trust with the community. They therefore selected communities they have been working in and know well:

i) Tahtai Maichew District near Axum in Tigray Region, where farmers practise mixed crop-livestock production and where the CP has long experience in working on local innovation; in this area, there are strong farmer groups and other partners in government extension and Axum University, and there are various innovations in food and nutrition both in the community level and in monasteries;

ii) Enebse Sar Midir District in Amhara Region, where the CP also has long-term experience started by AgriService Ethiopia (ASE) and there are partners and different innovations in food and nutrition.

PROLINNOVA–Ethiopia intends to expand to new areas and link to new partners with similar objectives. For resource mobilisation to expand the activities, the group has identified some willing partners: the Nutrition in Mountain Agro-ecosystem (NMA) project of the Institute for Sustainable Development (ISD), AgriProFocus (APF), Hope College Food Laboratory, Ministry of Science and Technology (MoST), International Conference on African Development (ICAD) and the Dutch Innovation Fund.

Comments, questions and discussion on the Ethiopia presentation

Ann: It is interesting that PROLINNOVA–Ethiopia is exploring additional funding sources to expand the Proli-FaNS activities beyond the two sites.

Gabriela: The team has identified broad areas where food-security activities are being done and plan to work in areas where farmers grow cereals. What experience does the team have in working with women and youth innovators?

Hailu: There is an innovation by a young man in fruit harvesting. Normally, people climb trees to harvest fruits but may fall to the ground if a branch breaks. The innovator developed a tool to harvest fruits in trees while standing on the ground. Innovative women exist but tend to be represented by their husbands. For instance, a female innovator was invited to a workshop in Addis but her husband came in her place, explaining that women need to stay at home to do house chores.

Amanuel: Not enough attention is given to women's innovation processes. PROLINNOVA–Ethiopia took female innovators to the Eastern Africa Farmer Innovation Fair (EAFIF) in Kenya and one of the winning innovators was an Ethiopian woman. But women's innovations may be underrepresented. We have not done much thus far with youth, even though children and youth are estimated to make up 70% of the Ethiopian population. There is a need to give more attention to the youth because they are currently struggling to create their own jobs. The number of landless young people is increasing. It will be important to focus on this category in the society.

Joe: The sites you have chosen are very far apart. You will not have enough resources in this project to work so far apart.

Amanuel: We have partner organisations at these two sites to implement the project. People from Addis Ababa will not be directly involved in project implementation at these two sites; we will travel there only for monitoring. The reason that PROLINNOVA–Ethiopia could not do the community consultations yet is because we have no funds. If we do not work at these two sites, it would mean that we would end up selecting sites that are entirely new to PROLINNOVA activities.

Ann: Are there no links any more with partner organisations in Ambo, where PROLINNOVA–Ethiopia used to work?

Amanuel: There is no-one from Ambo in the NSC. One organisation from Afar expressed interest.

Elias: Would the CP work in new areas if organisations there express interest in doing the activities?

Hailu: If we did that, lessons from the CLIC–SR (Combining Local Innovative Capacity with Scientific Research) project would end up not being reflected in the Proli-FaNS activities. It will be expensive to follow up at the two sites selected; the inception meetings and monitoring will incur costs, but our previously built relationships will minimise the problem of distance. During the CLIC–SR work, we had a crisis in transferring from one host organisation to another. But now the PROLINNOVA–Ethiopia secretariat is in Best Practice Association, and it will be responsible to give attention not only to the Axum area, where it mainly works, but also to the Alem Berhan CBO in Enebse Sar Midir.

Cameroon: As the team from Cameroon had not yet arrived, the Cameroon presentation planned for Monday afternoon was postponed until later in the week. It was discussed how to bring the people from Cameroon up to speed when they finally arrive. Depending on when they arrive, there could be a recap in plenary plus a meeting in the evening. Malex suggested forming a small team to brief them.

Community consultations in Cameroon

Presented by Jean Bosco Etoa (on Thursday morning with very limited time)

Learning site selected
Jean Bosco reported that Cameroon is divided into 10 regions, 58 districts and 316 subdivisions. The learning site selected is Nkometou, which is located 29 km from Yaoundé and is made up of 10 villages that form a group with a traditional chief in the district of Obala in Lékié County. The region is covered by ACEFA (*Programme d'Amélioration de la Competitivé des Exploitations Agro-pastorales Familiales /*

Programme for Improvement of Competitiveness of Agropastoral Family Farms). The main occupation in the region is crop farming, practised primarily by women. The learning site is in the forest ecological zone with two wet seasons and an annual rainfall of 1500 mm. Population density is high (about 5000 people/km^2) and market access is fairly good (Nkometou, Obala and Yaoundé markets).

Findings

The local organising committee in Nkometou is made up of nine organisations: Farmers and Herders of Lékié (AEL), Agropastoralists of Ekoum Douma (AGROPEK), Aidons Nous (Help Us), Beekeepers of Nkometou (APINK), Bimanes, les Bricoleurs (the Handymen), Égalité (Equality), Dynamic Women of Nkolguem (FEDYN) and Young Emerging Farmers of the Centre (JAEC). The group has 123 active members, of which 69 are female.

Some factors that favour local innovation are:

- Existence of the local organising committee
- Close proximity to Yaoundé
- High population but limited land available, pushing individuals and communities to innovate
- Good access to markets (villages, roadside markets, train stations, and Yaoundé) for new products.

Some potential innovations and local partners are:

- Multiplication of bee colonies to increase honey production (APINK)
- A special way of ploughing that enhances cassava production (JAEC)
- A mix of herbs and foods to cure diseases.

Based on the project document, the team has planned various activities outlined in a logframe:

- Organise an inception workshop in Nkometou
- Study well over 100 farms to identify at least 10 innovations with potential for PID
- Organise five workshops to characterise and select innovations and innovators for PID
- Strengthen capacities of the national platform in PID
- Organise research on the process of PID with five innovators, of which at least two are women
- Analyse the system of internal funding of the local organising committee for adaptation to an LISF
- Promote innovations, especially by women, for better food security through workshops and fairs
- Identify how existing modes of communication by the farmers can be improved through modern ICT (information and communication technology).

Questions about the Cameroon presentation

Q: What were the criteria used to choose this site? *A:* The International Farmer Innovation Day (IFID) was held there last year. It was chosen because the population density is high, it is close to markets and it is not far from Yaoundé so we can travel there in an hour.

Q: What is the cassava ploughing innovation? *A:* This man is the best producer of cassava. He ploughs using a big hoe. He has a different way of doing it than other farmers, so it is like a tractor has ploughed.

Guidelines for identifying local innovations

Malex stressed that we have to be purposeful in identifying local innovations and suggested that we do some brainstorming on key principles for prioritising local innovations to focus on in Proli-FaNS. From the brainstorming, it emerged that priority should be given to innovations that:

- Are related to FaNS and nutritional diversification, making sure that all innovations are described in this context
- Are what farmers think are needed / important for the community
- Capture the imagination / engage / excite / motivate other farmers.

- Are inexpensive, use mainly locally available resources, increase income and/or save expenditures, reduce labour etc
- Are scalable
- Pass the TEES test: good Technical performance, Economically sound, Environmentally better, Socially acceptable (and involving farmers in screening for this)
- Have potential for PID, i.e. there are questions that farmers, formal researchers and other partners are interested in; farmers have ideas / suggestions for improvement
- Are amenable to PID, i.e. stimulate interaction and co-generation of knowledge, attract partners – foremost farmers – around the question(s) to investigate, excite other stakeholders to want to interact with farmers and can keep the farming community interested
- Focus on quick-win innovations to open the eyes of other stakeholders that farmers are doing something wonderful
- Include not only technical but also institutional and social innovations (diversity of innovations)
- Are developed above all by women and youth
- Are somehow related to climate change and can have a positive effect in dealing with this
- Cater to needs of most farmers, i.e. small-scale poorer farmers (only a minority of farmers are rich).

Some points to be noted were highlighted:

- Be clear what local innovation is: something that is new in the locality and adds value to what is being done there, that creates new values in the local context; locally new and better ways of doing things.
- Farmer-led research / PID can be on i) innovations that are developed locally and independently by farmers; ii) innovations that are developed by farmers accompanied by other actors, e.g. extension or research; and iii) new technologies/ideas introduced to a community and adapted locally by farmers.
- The CP partners will need some training to be able to describe the social and institutional aspects of local innovations and to document the process of PID.

It was agreed that the CPs would need written guidelines, based on the above, about:
- ***principles for prioritising innovations for Proli-FaNS***
- ***documenting such innovations, outlining what aspects need to be included***
- ***documenting the process of PID on such innovations.***

Hailu raised a question about documentation for whom: for ourselves, for international communication, for reporting to donors, for sharing among farmers? Local innovators want documentation to come back to them in local languages. This will be dealt with in the session on documentation, facilitated by Hailu.

Day 2: Tuesday 15 November

Facilitation: Chris Macoloo; reporting: Michael Pereverah (morning); Hailu Araya (afternoon).

The morning session began with remarks by the facilitator on the programme of the previous day. He took us through the programme for Day 2 and asked for cooperation among participants to ensure that the programme proceeds according to schedule.

Project budget overview

Lucious Achacha (WN), who had drawn up the original budget to accompany the Proli-FaNS proposal to Misereor, gave an overview of the budget and the financial-reporting requirements. He indicated that the project is expected to last three years with an overall budget of €758,443.00. The detailed cost

elements and their respective budget lines were outlined as stated in the proposal document. The rationale for some of the cost elements were provided. For instance, Lucious explained that the funding for South–South mentoring increases over the years because it is envisaged that this will increase while the time inputs of and the payments for the IST will decline over the project period. To help clarify the country-specific budgets, Lucious used a budget template which shows specific budget lines for ACDEP as the project holder and other budget lines that apply to all the CPs.

Questions of clarification on the budget

- *Hailu:* Does the budget cover inception workshops at the local level? *Chesha:* This is embedded in the CP budgets and should be covered under the project activities budget line; kicking off farmer-led research would be the inception workshop at local level.

- *Malex:* Is the IPW for 2017 included in the budget? *Chesha:* Only some travel costs. We need to decide this week where and when the IPW will be held and start to raise funds for it.

- *Q:* Financial year for this project? *Chesha:* As the project started officially on 1 August 2016, the financial year goes from 1 August to 31 July of the following year.

- *Malex:* We must agree on the workplan, budget and approval procedure and the deadlines for submitting reports, so that these can be put into the contract; to be discussed on Friday.

- *Dibrule:* We need clarity about specific activities that this project can fund under which budget line and about activities that cannot be funded under this project. *Chesha:* The specific activities will differ from CP to CP; look at the activities outlined within the project proposal. *James* offered, by Friday, to pull out and show clearly the budget lines related to the CP level.

- *Malex:* The activities at regional level include the inception workshop and PID training. What will the subregional coordinators (SRCs) do? *Chris:* The activities of the SRCs will be defined more clearly as the project proceeds and will be covered by the regional budget. We are trying to use part of the Misereor funds to start up the process of regionalisation in Africa. *Ann & Chesha:* The SRCs will be coordinating activities not only within but also beyond the project. They will need to acquire funds from elsewhere to complement what is in this project. They will be facilitating cross-analysis of experiences and documentation of activities and lessons within the subregion, possibly also publications. Backstopping responsibilities will gradually be shifted from the IST to subregional/ regional level. The budget at this level needs to be used flexibly as we see the dynamics of the subregional networks emerge.

- *Franklin:* Some activities will be also at regional level; will the SRCs merge funding for those? *Chesha:* That will be possible.

- *Q:* Lines of reporting? *Chesha:* It is expected that ACDEP will collate the reports from the CPs and subregional platforms for onward reporting to Misereor.

- *Q:* Budget narrative? *Chesha* asked WN to share the budget notes with ACDEP. *Malex* offered to combine WN's budget notes with related mails from Misereor and make a final set of budget notes.

Issues related to project implementation

Facilitation: Joe Nchor and Amanuel Assefa

The participants were divided into small groups according to country and asked to reflect on issues related to project implementation that emerged from the presentations on the project proposal, the community consultations and the project budget. Chris suggested that the participants from the POG and IST form a group to discuss planning at regional level. The CP groups were asked to write on cards the issues that need to be addressed during the inception workshop, including financial questions to be asked to Christine Flöter from Misereor on Wednesday morning.

Issues raised by the Ethiopia team:

- Big ideas but limited funding, e.g. the budget for M&E and documentation is very low. Researchers are not interested because there are no funds for them. Most activities in PROLINNOVA–Ethiopia are by actors with own contributions; not only donor money is contributing to the CP's achievements.
- Regionalisation could take some time for streamlining and understanding.
- Funds are needed for cascading PID training in the country.

Issues raised by the Burkina Faso team:

- What is the available budget for each CP?
- As signing of contracts has been delayed, when is the actual starting date at CP level?
- Specify target at least 50% women and include also a target for youth.
- Timelines for financial reporting?
- Activities planned for CPs at country level?
- How are expenditures for the community consultation taken into account?

Issues raised by the Ghana team:

- Can SRCs be recruited from outside of the five CPs?
- What will be selection criteria for SRCs and who will do the selection?
- The project requires the project holder to submit 2 semi-annual reports; would an annual report be the 2nd semi-annual report and must a 3rd report (i.e. the annual report) also be submitted?
- Will the project require detailed baseline data for the purpose of evaluation?
- Are audit reports required only at ACDEP level or also at CP level?
- Can Misereor transfer funds directly to the IST to save transfer charges if sent from Ghana?
- Financial reporting: sources of exchange rate translation?
- ACDEP has opened a separate bank account for this project; will the other CPs also have to do this?
- What does the coordination and management budget line entail?

Issues raised by the Kenya team:

- Relaxing use of initial funds (€100,000) by end of year?
- Need for an M&E framework that can be used by all CPs
- Disbursement process and arrangements must be clear: funds transferred from ACDEP to host organisation in CP, from there to other partners in CP
- Are there guidelines for a budget ceiling per CP?
- Need to share formats for financial and narrative reports to ensure uniformity in reporting
- Need to agree on deadlines for reports to Misereor
- Clear communication channels should be set up, especially for project reporting, whether from CPs to SRC and then to ACDEP or directly to ACDEP?
- Guidance needed for MSPs
- Host organisation has other costs (communication, phone, Internet etc): how are these catered for?
- Issues of accountability and transparency may pose a challenge when working with rural communities, particularly regarding appropriate documentation for accounting purposes, as it is often difficult to obtain receipts in rural areas.

It was agreed that Chesha and Ann would cluster the cards and put them on the wall for reference during the Wednesday morning session with Christine Flöter from Misereor.

Multistakeholder platforms (MSPs) at local level

Facilitation: Righa Makonge; notes: Michael Pereverah

The focus was on local-level MSPs rather than on LISFs, as originally foreseen in the programme. The local-level MSPs are meant to be involved in more than just managing LISFs. An MSP is a structure aiming to achieve a common goal, address a common challenge or take advantage of a particular opportunity, whereby different actors come together for sharing and learning and ensuring participation of all relevant stakeholders. The local MSP should ensure continuing interaction and monitoring of joint activities. PROLINNOVA CPs have experience in working with MSPs at different levels; those at both local and national level will be vital to achieve the Proli-FaNS goals. The CPs with two action-learning sites will work with two local MSPs; those with one action-learning site will work with one local MSP.

The idea during this session was to develop common guiding principles. Each MSP will have specific challenges at its particular site. To ensure good functioning of the MSPs, it will be necessary to assess the existing local-level MSPs against guiding principles of the Proli-FaNS goal in terms of the focus on women and FaNS/nutritional diversity, membership, ownership, facilitating the participatory process, M&E (of the MSP itself and of project activities), sharing and learning etc.

Julien: In Burkina Faso, there are already local farmer networks; how will the local-level MSPs with emphasis on women innovators be linked to the existing networks at the same site? *Righa:* All CPs are working where there are existing platforms of some kind. At some learning sites, there are already MSPs; in new sites, an MSP may need to be set up. We want to identify guiding principles for the composition and operation of MSPs in order to achieve the objectives of Proli-FaNS. Each CP will do that in its own way, depending on what already exists at the specific sites. It may be possible to create synergies, perhaps to strengthen an existing network. The MSPs are meant to continue various activities around farmer-led innovation and research at the local level; they are not being created only for this project.

Amanuel: For example, we in Ethiopia already have MSPs at local level. After we agree on principles, we can then reflect on our local-level platforms and improve them according to these principles.

The different CPs then worked in small groups to discuss and identify guiding principles for composition and operation of local-level MSPs. Righa suggested to look at the strengths and gaps of the existing MSPs to see what needs to be included as general principles for all.

During the group presentations in plenary, the cards were clustered according to similar principles. The presentations of each CP can be found in Annex 5.

The workshop participants then drew the main points and rationale together as follows:
- The MSPs should be diverse in terms of stakeholders, gender and age; it is not enough just to include women. Each MSP member should have good knowledge of gender issues and be gender sensitive.
- Geographical scope: on-the-ground work will be at an action-learning site in a selected location but the MSPs for sharing and learning should operate at a somewhat wider district, subcounty or commune level for stronger local advocacy.
- There should also be a community-level learning forum, e.g. Farmer Field School, at each site.
- Voluntary; no remuneration for taking part. Most PID activities are at village level but some people may be involved from outside the village; if e.g. extension has its own means to be there, the project need not cover their costs. Cover only necessary costs, e.g. farmers may need reimbursement for transport costs and meals. What costs are covered should be included in the charter or bylaws. No sitting allowance or per diem will be paid.
- Need to have charter/bylaws/agreement to govern structure and operation of platform, finance, how often it meets, how the chair is elected and for how long. Select wording in the charter to maintain flexibility; it should give guidance but is not a legal document.
- Seek clarity about roles and responsibilities, transparency about goals and budgets and good mechanisms for communication and feedback to the stakeholder groups of the MSP members.

- The MSP's functions should include creating and strengthening vertical and horizontal linkages with other stakeholders; this task should be considered when inviting people to join the MSP.
- The MSPs need good facilitation; the NSC may need to give training in facilitation & communication.
- Work with MSPs with a view to sustainability beyond the project.

Righa and Ann agreed to develop guidelines based on this discussion to help CPs work with local-level MSPs and design their MSP-specific bylaws. Most of these could also apply to MSPs at national level.

Subregional platforms

Facilitation: Djibril Thiam & Amanuel Assefa; notes: Hailu Araya.

Djibril explained that participants will discuss the roles and responsibilities of the two subregional platforms (SRPs) in two groups – i) West & Central Africa and ii) Eastern & Southern Africa – for about half an hour and then give feedback in the plenary.

He invited Ann to explain the regionalisation process proposed in the PROLINNOVA strategy for 2016–20. Ann did so using a diagram drawn by Chesha (see Figure 1). Building the SRPs in Africa is the third objective of Proli-FaNS. This should start up the regionalisation of the PROLINNOVA network, a process that will also take place in Asia and Latin America. A focal person will coordinate networking and learning among the regional platforms, including the two SRPs in Africa. The POG will remain the overall governance body of the network, but subregional governance bodies may also be formed over time.
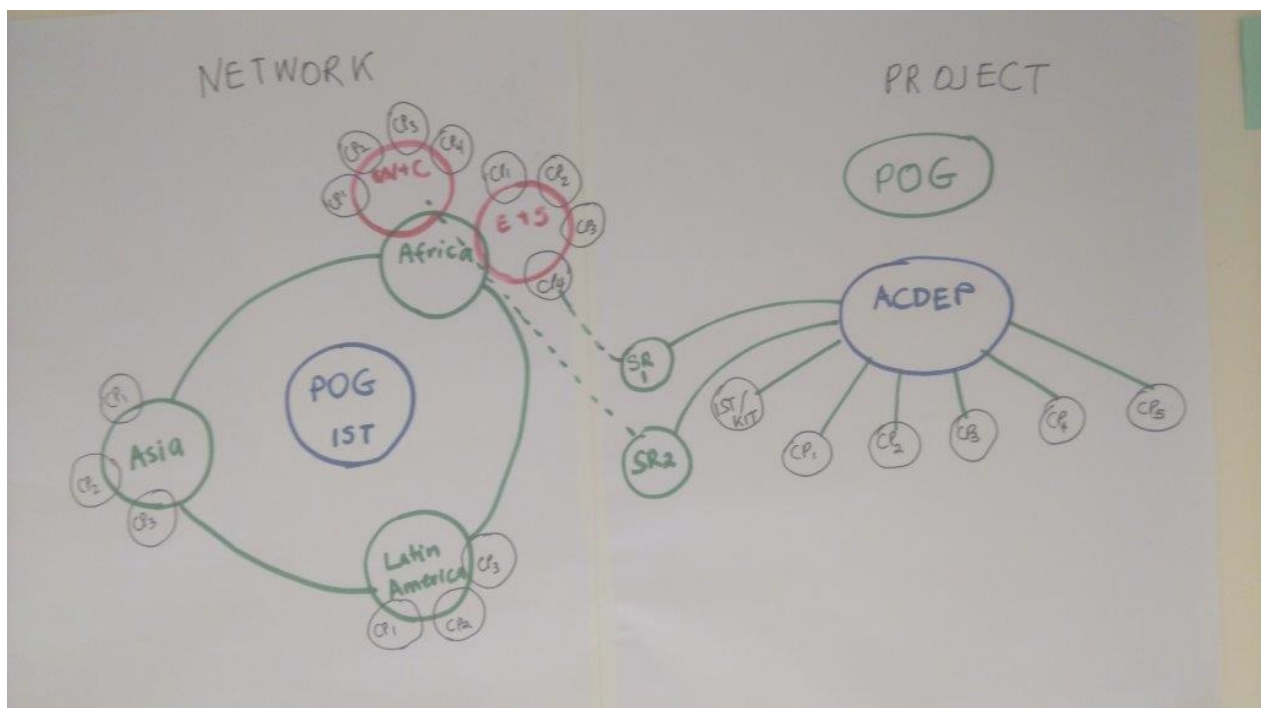
Figure 1: Relationship between PROLINNOVA network and Proli-FaNS project

The SRC will be responsible for building the SRP, particularly for the purpose of strengthening policy-dialogue activities at subregional and regional level within Africa. The SRCs will create synergies and stimulate mutual learning among the CPs involved in Proli-FaNS and between them and the other CPs in their respective subregions. Reports and other types of communication about the project will be copied to the SRCs for their information and for networking purposes.

In West & Central Africa, the active CPs are in Burkina Faso, Cameroon, Ghana, Mali and Senegal. The CPs in Niger and Nigeria are dormant but have contact persons. The group wanting to form a CP in Benin has not yet been accepted by the POG. In Eastern & Southern Africa, the active CPs are in Ethiopia,

Kenya, South Africa, Tanzania and Uganda. The CP in Mozambique is dormant but has two contact persons. The situation in Sudan is not clear. One task of the SRPs will be to re-activate the dormant CPs.

The three questions to be addressed during the discussion were:

1) What are the possible roles and responsibilities of the SRPs?
2) What are the main criteria (characteristics) for selecting the SRCs (profile)?
3) What is the process for selecting the SRCs?

Each group was asked to discuss all three questions and to draw on their experience with the national platforms and coordinators. After the two groups discussed for about 30 minutes, they reported the following main points (the cards from the different subregional groupings can be found in Annex 6):

- **_Roles and responsibilities of the subregional platforms:_** Learning and sharing; mapping the CPs; giving technical backstopping; supporting the CPs; being a hub for capacity building and sharing information; coordinating activities among various CPs; mobilising resources; facilitating and developing content for regional meetings, reports, publications etc.

- **_Profile of the subregional coordinators:_** Knowledge of agriculture, research, extension, advocacy; living and working in the subregion; good command of English for Eastern & South Africa (French an advantage); good command of French and English for West & Central Africa; passionate about the work; good writing and publishing skills; good interpersonal skills; good knowledge and experience in fundraising. The person should not have a full-time job, i.e. can give time to the SRC tasks.

- **_Process for selecting the subregional coordinators:_** Develop terms of reference (ToRs) for the position; circulate the ToRs to the network in the subregion; receive applications; screen and select. Active CPs could nominate candidates. Different options for the selection process were suggested. The POG and IST could vet the applications and suggest the top candidate and discuss this with the CPs in the subregion until a consensus is reached, or nominations could first be sent to the CPs for comments on the nominees, or the NSCs of the CPs could be asked to support any nomination from the country. After preliminary screening by the POG to create a shortlist of a maximum of three candidates, the CPs could then vote on the proposed candidates. Each CP would have only one vote but the POG should also have one vote. Voting by only the CPs may lead to conflict of interest. The persons who suggested these options were asked to make their suggestions clearer on flipcharts; the final decision about the procedure would be made on Friday.

The central activity of the SRC will be to facilitate the setting up of the SRP. In each subregion, a taskforce made up of individuals from the CPs in the subregion will work with the SRC and support him/her in setting up the platform. The taskforce would then phase out but may form part of a Regional Support Team that would be formed in Africa.

The taskforce in West & Central Africa proposed during the IPW2016 consists of Djibril Diarra (Mali), Djibril Thiam (Senegal), Christophe Outtara (Burkina Faso), Jean Bosco Etoa (Cameroon) and Joe Nchor (Ghana). This needs to be validated by all CPs in the subregion. The taskforce in Eastern & Southern Africa still needs to be formed and validated by all CPs in the subregion.

The CPs in the SRP should help each other in improving how the CP coordinators function. The CP coordinators should be expanding and strengthening the PROLINNOVA networks in their respective countries. The CP coordinator is hired by the NSC, to which the coordinator is responsible. Therefore, the quality of the CP coordinator reflects how effective the NSC is. The SRC should coordinate the mutual learning process about improving both the CP coordination and the NSC.

All the tasks outlined for the SRC could not be done only with the budget available from Proli-FaNS (a part-time position). Other funds would need to be mobilised so the SRC has more time for all the tasks.

The SRCs will be hired with a probation period of 3–6 months; the POG will be responsible for oversight.

Righa (from Eastern & Southern Africa) and Christophe (from West & Central Africa) will draft the ToRs for the SRCs and send them to the POG by 30 November 2016 for approval.

Djibril will share results of this discussion on SRCs with other African CPs not at this workshop.

Subregional activities

Facilitation: Gabriela Quiroga & Chris Macoloo; notes: Hailu Araya.

This session focused on three subregional activities related to methodologies and tools: i) training; ii) South–South mentoring; and iii) policy dialogue. The main points in the discussion were as follows:

Training

- *Main methodologies and topics to be dealt with in the training and coaching:*
  - PID/joint experimentation
  - Management of LISFs and similar granting processes
  - Gender issues
  - FaNS / nutritional diversity
  - How to facilitate MSPs
  - Techniques for advocacy and policy dialogue, as this is especially critical for this project
  - Documentation, especially documentation of multistakeholder processes
  - Identification and documentation of social/institutional innovations
  - M&E and participatory impact assessment
  - How can ICT help in documenting innovations, e.g. A Growing Concern, Access Agriculture, Digital Green, InsightShare for participatory video, Farm Radio International
  - Using GIS (geographic information system) for identifying and locating innovators.

Malex commented that these topics can be covered not only in training workshops but could also be part of the South–South mentoring activities. Some training could be done with other funding sources. If a CP recognises that it needs to improve its skills in some area, it could add 2–3 hours of reflection and discussion on that topic to a meeting that is taking place anyway. This allows discussion about what Proli-FaNS means in the context of what we are all doing in our countries.

Amanuel thought that PID training of trainers at international (subregional) level with such a small amount of money might not be the most efficient way to use the funds; it might be better to share that budget line among the CPs so that more training can be given to field-level facilitators. To use funds and time more efficiently in the countries, training in some topics could be combined with other project activities. Some M&E of the project can be done electronically, as the IST member IIRR (International Institute of Rural Reconstruction) has done in the past at network level.

Chesha pointed out that new aspects would need to be included in the PID training, such as innovation for FaNS and nutritional diversity and with particular emphasis on working with women.

- *Criteria for inviting participants to the training:*
  - As it will be training of trainers, the participants should be able to train others
  - Balance between women/men and youth
  - Include some participants who have not been trained in PID but are working in the learning sites.

An evening assignment was given to the CP finance officers to prepare budgets for the anglophone and francophone PID training, working with a total of €5000 per subregion. How many people could take part? What could the training be held? It would be fair to allow the CP in Cameroon to send a couple more people than the other CPs, as Cameroon has less experience and little training. It needs to be considered that travel costs may be higher in West Africa than in Eastern Africa.

South–South mentoring

Gabriela asked each CP to identify its strengths in which it could coach/mentor others and areas in which it could be mentored/coached by other CPs. The CPs were also asked to consider what could be done in terms of mentoring to strengthen the dormant CPs and to support aspiring ones. The CPs reported the following strengths (S) and weaknesses (W):

Ghana

S: Identifying innovations, setting up & operating LISFs, organising innovation contests, awarding farmers

W: Identifying social & institutional innovation, policy dialogue, documentation, data management

Kenya

S: PID/LISF experiences, process of identifying innovation, people with skills in managing daily process of PID/joint experimentation, M&E

W: Documentation, advocacy and policy dialogue, resource mobilisation

Ethiopia

S: MSP establishment at different levels, PID training, documentation, M&E

W: Resource mobilisation

Burkina Faso

S: Identifying local innovations, farmer innovator networks, setting up MSP at national level

W: Farmer-led documentation, setting up MSP at local level, local innovation support facility.

The Cameroon team has not yet arrived by this time. Gabriela pointed out that, in some topics, it is already possible to identify where different CPs can complement each other. There are, however, some areas in which none of the CPs feel strong; for these, mentors from outside would be needed.

How to re-activate dormant CPs and to support aspiring ones

- Invite them to the IPW or other international PROLINNOVA events; they may be able to cover their own costs or an international meeting may be held in their country or a neighbouring one.
- When SRPs are mobilising resources for joint activities, include interested dormant or aspiring CPs; write proposals together
- Identify a champion (passionate individual/organisation) in the dormant or aspiring CP as entry point
- Twin active CPs with dormant ones for their encouragement and mentoring
- Help dormant or aspiring CPs mobilise resources; write proposals with them; allocate some funds for them in new projects
- Share information with them on a continuous basis to inspire people in the country
- If one visits such a country, add 1–2 days to engage with the dormant/aspiring CP in that country.

Policy dialogue at subregional and regional level

The subregional groups were asked to identify the main actors to be targeted in policy dialogue. The following were named:

- West & Central Africa: Forum for Agricultural Research in African (FARA), West and Central African Council for Agricultural Research and Development (WECARD/CORAF), *Réseau des Organisations Paysannes et de Producteurs de l'Afrique de l'Ouest* (ROPPA), New Partnership for Africa's Development (NEPAD), Economic Community of West African States (ECOWAS) etc.

- Eastern & Southern Africa: FARA, Association for Strengthening Agricultural Research in Eastern and Central Africa (ASARECA), Inter-Governmental Authority on Development (IGAD), African Forum for Agricultural Advisory Services (AFAAS), Alliance for Food Sovereignty in Africa (AFSA), Participatory

Ecological Land-Use Management (PELUM), African Biodiversity Network (ABN), Eastern Africa Farmers Federation (EAFF), Common Market for Eastern and Southern Africa (COMESA), African Union (AU) etc.

The SRPs need to prioritise the main organisations to include in policy dialogue and draw up a strategy on how to conduct policy dialogue at different levels and the main topics. This could be made a topic to focus on in the IPW in 2017.

Day 3: Wednesday 16 November

One World No Hunger Initiative (SEWOH) and Misereor

Facilitator: Malex Alebikiya; notes Gabriela Quiroga

Christine Flöter joined the workshop for this day to introduce Misereor and explain the specific requirements of projects under the umbrella of the *Sonderinitiative Eine Welt Ohne Hunger* (SEWOH), translated as Special Initiative "One World No Hunger". Her presentation on administrative aspects for successful implementation of Project 100-900-1543 Z (Proli-FaNS) can be found in Annex 7. Christine is an economist specialised in auditing and taxes. She used to be the funding policy officer responsible for channelling public funds to the Catholic and Protestant churches for development purposes and handling the contacts with the back donor, the German Government. She recently decided to work as a financial and administrative consultant for Misereor, a position that allows her to travel to meet partners.

Misereor was founded in 1958. It had been conceived as a one-year action but was extended and still exists now after 58 years. Misereor comes from the Latin phrase in the Bible "*Misereor super turbam*", meaning "*I have compassion with the poor*". A joint effort of the Catholic Centre for Development Aid, Misereor and the German Government created an opportunity for the first two to access governmental budgets. This also reflected the politics of the time, when Germans realised that others in the world were even worse off than they had been after the Second World War and as it was obvious how much effort had been made by the Church for so many years to help the poor. A separate entity for handling the government funds was integrated as a department within Misereor: the *Katholische Zentralstelle für Entwicklungshilfe* (KZE, Catholic Central Agency for Development Aid).

The Misereor headquarters in Aachen has 300 employees: They also have small office in Munich and Berlin, mainly for liaison and policy dialogue (e.g. TTIP, GMOs, human rights); they do not have their own budgets for projects. Misereor Headquarters covers all the administrative fees for projects; every single Euro that Misereor receives from the Government is spent on projects abroad.

The annual budget for the "global grant" from the Government to Misereor is €50 million; Misereor must provide another €25 million per year as its own contribution. There may be third-party contributions to reach budgets required for projects. The local contribution can be raised by the partner organisation in the country where it is working or there can be co-financing from other overseas organisations. The contribution or co-funding must be in cash, not kind.

Using this public funding budget line, Misereor supports about 450 projects. In this case, it can follow its own process, which takes about half a year from application to final approval. The Government does not look into the content; it is only at the end when the final reporting is done that it will check on the indicators and main results. However, it has the right to access the documentation at any time. Once a year, the Government audits Misereor and about 20 of the projects in depth. By the end of October each year, the financial sector planning has to be submitted to the Government, indicating only main areas of intervention. Over the years, a lot of trust has been built up between Misereor and the Government with respect to its global grant.

SEWOH: BMZ manages a certain budget on its own and, in 2015, the Minister came up with some special initiatives, including SEWOH, which is meant to help regions that are suffering from climate change, are highly dependent on agricultural production and do not have enough to eat. Another initiative for MENA (Middle East and North Africa) reflects concern about the huge influx of refugees into Germany and is designed to help people in countries in crisis to provide some degree of security and to reduce migration.

Under the special budget line for SEWOH, every single project has to be introduced to BMZ, describing the regions, sectors, objectives, indicators and activities. These are scrutinised by the Ministry and other relevant bodies. A project has to go through Misereor's internal system plus different levels in BMZ. This is a new process for Misereor, which is still learning how to manage it more effectively.

The Minister wants to spend a lot of money in a short time. The total amount for SEWOH is €625 million for bilateral and multilateral cooperation, the private sector and NGOs, including church organisations. Misereor's share is €10 million. Within two years, Germany wants to invest €2 billion to combat hunger by combining different instruments so that the partners can come up with added value – combining organisations working in the field, international networks of farmers, scientific institutions and local governments. It focuses in certain regions where initiatives should take place: Benin, Burkina Faso, Burundi, Cameroon, Congo, Ethiopia, Ghana, Kenya, Malawi, Mali, Nigeria, Somalia, South Sudan, Togo, Tunisia, Yemen and Zambia. The main areas of intervention are ensuring nutrition security, avoiding hunger crises, strengthening local resilience, promoting innovation in agriculture and nutrition, strengthening local economies taking an integrated development approach in rural areas, protecting natural resources and enabling fair access to resources, including land.

The standard indicators (of which at least one must be met by any one subproject) include: improved or diversified nutrition of women and children, reduction in the number of days that households experience hunger, increased income of small-scale farming households, improved capacities in agricultural research and training, increased area of protected or rehabilitated land, and increased share of people possessing a land title. Within this overall framework for SEWOH, Proli-FaNS meets these requirements to 100% and is therefore one of the Misereor-KZE subprojects.

The initiative is spread over a period of five years, up to the end of December 2021. Not all the money is accessible straight away, but Misereor can prefinance. A total of €9.2 million is allocated to four projects in India (one project holder and several subproject holders), e.g. Indo-German Society for Social Services, Caritas India, a research institute focusing on agricultural science and development. This was a political decision within Misereor, because these organisations enjoy a high level of trust to use the money well. Altogether, 50 subprojects – each with a proposal, objectives, indicators and expected results – come under the €10 million. The government experts scrutinise each of these subprojects.

Questions and discussion

Can organisations apply directly to Misereor for funding? Misereor had only three months to come up with proposals for SEWOH by the end of June 2016. The €10 million allocated to Misereor this year are already invested. The federal budget for 2017 has yet not been approved; only then will Misereor know how much will be available. Partner organisations can apply to Misereor for the special initiative or the global grant in future years.

What factors determined the amount allocated to Proli-FaNS? The amount allocated to PROLINNOVA was an internal decision, taking into consideration that this is the first time that Misereor is working with PROLINNOVA using public funds. In such cases, it is Misereor policy to start with a smaller amount. Indeed, new project partners usually do not receive more than €300,000, so the amount allocated to PROLINNOVA is already much higher than what is usually given to new partners. This was negotiated to give the project a sound base.

Every year, Misereor has to spend a certain amount of the €10 million. It does not have the flexibility it has with the projects from the global grant. For SEWOH, there is a funding framework for each year. Project partners need to ask for an instalment for the expenditures foreseen, they have a short period to use and account for the funds, and they have to prove that the entire amount has been spent.

In the countries involved in Proli-FaNS, are there other projects under the same funding window? No, with the exception of a project with CESAO (*Centre d'Etudes et d'Expérimentations Economiques et Sociales de l'Afrique de l'Ouest*) in Burkina Faso. There is also a project in Mali and in Democratic Republic of Congo (DRC) with Caritas.

General project management requirements

Christine stressed that, for successful project implementation, it is important to share the project documents with everyone concerned.

Legal documents underlying the partnership:

- Project contract
- Detailed breakdown of costs (the project budget translated into the Misereor budget)
- General agreement
- Special rules for building (infrastructure) measures
- Third-party authorisation (if applicable).

What is essential in these documents?

- Project contract: legal holder, objectives, indicators, activities; financing ratio up to 100% will be covered by KZE. If a project costs less than originally planned, Misereor will cover only actual costs; it will not pay the maximum (€756,000). If more than this is spent, the difference beyond the allocated amount will not be paid.

- Start of the project: 1 August 2016. Costs before this date are not eligible.

- Project period: 3 years until end of July 2019. If all activities cannot be completed by then, it is possible to apply for an extension in writing to Misereor, also by email, as soon as this becomes obvious. Misereor will have to forward this request to the German Government.

- Respect the budget lines in the special cost plan. The wording is part of BMZ's computerised online system and project data must be fed into this system. Do not create different cost positions, e.g. all costs for this workshop (travel, accommodations etc) should be entered as "inception meeting".

- It is important to understand the online system for the accounts. If there is something you do not understand, communicate with people in Misereor and they will help.

Crucial aspects of accounting:

- Accounting is done on the basis of cash only (receipts and payments).

- All monies received are to be paid into a separate bank account to be opened by the partner organisation only for this project; from there, all expenses need to be traceable.

- Each of the host partners in each of the five countries needs to have a separate bank account. Also KIT will need a designated bank account for this project.

- Receipts are recognised on the day of credit to the account.

- Payments are recognised when effected.

- Account according to the detailed budget, not the overview summary.

- The instalments are in terms of "up to" so, if expenses are lower than the amount transferred, the amount of the next instalment is decreased.

- Another party can co-finance (local or from overseas) but Misereor needs to be informed about and approve this, and the payment must be into the same project bank account. If the co-financing is for the same activities planned in the project, Misereor will reduce its own payment for that work. There will be no reduction if the co-financing is for additional activities beyond those originally planned. One can report on own time contributions, which is a good sign of partners' willingness to invest, but do not include these contributions in the project budget.
- Spend the money transferred as soon as possible. Do not try to generate interest with the money.

Do transaction charges go to the remitter or the beneficiary? Misereor has an agreement with Deutsche Bank to reduce bank charges to a minimum. Misereor will send notification that e.g. €10,000 were transferred. The project will report what it received, e.g. €9980; the bank charges make up the difference. If the project has more bank charges, it accounts for that, providing copies of bank transfers.

What about currency fluctuations? This matter can be negotiated with Misereor if it will affect the project. Misereor has a reserve fund in the overall project with SEWOH that can be used to handle problems with currency fluctuations.

Payment of instalments:
- Project funds will be transferred in individual instalments for a maximum period of three months. Partners have to show that the money has been spent, i.e. an intermediate financial report has to be made every three months. The balance has to be transferred back to Germany with interest if the money is not used. Try to avoid this. Misereor is still in negotiation with BMZ to reduce this challenge. They do not want money sitting around. Look into the problem, why the money was not consumed (e.g. *force majeure*) and explain this to Misereor. Communication is key.
- Financial reports are due three months after the date of transfer to ACDEP. At latest, three months after receiving an instalment, make an interim financial statement and request a new instalment. A financial statement and request for a new instalment can be sent even earlier than after three months if the funds have already been spent.
- If transferred funds are not spent, there needs to be a proper justification, e.g. that a procurement process for a larger investment is in place or a catastrophe (e.g. flood or a disease like Ebola) has struck. It is up to Proli-FaNS to decide how to manage this internally, e.g. to transfer money to another CP to make sure it is spent rather than lost.
- In the case of the PID training workshops planned for this quarter, if we do not manage to organise them before the end of the year, show that all the commitments for the activities have been made and give a good reason for having postponed the activities. Provide proof that you have looked into at least three venues, made contracts, e.g. with resource persons, but the money has not yet left the bank account because of the postponement of the workshop.
- To make sure that funds are entirely spent within the given period, Proli-FaNS needs sound budget management and monitoring and good accounting software that can quickly give the current status (Excel is not an accounting software). Good financial reporting by the partners is absolutely essential.
- Misereor has prefinanced for the period 1 August–31 December 2016. The amount of €100,000 is to be spent by the end of 2016. If a request for a next instalment is sent to Misereor in December, together with a financial statement and receipts/documents for expenditures to end of September or October, the money can be transferred in January, so that all expenditures are prefinanced for the next quarter. Even if there is a small balance, if this can be justified, the next instalment can be released. Misereor can make the transfer within about 10 days after the request.

Auditing:
- An audit report is needed every six months; as the project officially started on 1 August 2016, the first audit is due end of January. For Misereor, an audit only of ACDEP is sufficient. It would be too costly

to do audits in all five countries. ACDEP will have to clarify with its auditors how these can verify the expenses in the other countries: what documents and basis of information will be needed to come up with a clear auditing report, whether scanned receipts from the other countries suffice or if some form of audit per country will be necessary. Local auditors could be used for expenditure verification, but they have to be on Misereor's list of recognised auditors.

- Susanne already forwarded the list of approved auditors in Ghana to ACDEP; it includes ACDEP's regular auditor. Christine will share the list of approved auditors in the other countries (usually 7–8 per country). If a big internationally recognised firm is used like Price Waterhouse Cooper or KPMG, it would need to sign the Misereor audit contracts.

- If the auditing fee is far beyond the budget, first try to negotiate the fee and inform Misereor if an agreement cannot be reached. Misereor could then tap into the overall reserve funds.

- Beforehand, ACDEP needs to present to Misereor how the audit will be done. In Misereor, Susanne will advise ACDEP whether what is proposed is feasible.

- Audit implementation: Make sure the audit report follows the audit contract; read the draft report carefully before signing; give Management's written response to recommendations of the auditors (e.g. why certain recommendations are not valid); follow up on adherence to the recommendations; and document this in the subsequent report. ACDEP and the auditor sign the auditing contract, and the auditor sends the final version to Misereor. A special project contract must be made for the audit; it cannot be fitted into a previous contract with the auditor.

- Audits reports: August–January and February–July. If this does not fit with your financial planning, it can also be in 5-month and 7-month periods. Partners have to send their documents one month before the audit. Allow three months for the audit to be completed and sent.

Currencies:

- The operating currency of project is the Euro. Euros will be transferred to Ghana.

- It would be easier for accounting to transfer Euros to the other four countries and only exchange from Euro to the local currency. Misereor can handle a maximum of three currencies. The project partners need to decide on the currency/ies to use; choose those in which you have major expenses, or keep everything in Euro. Exchange vouchers are needed if money is changed.

- ACDEP could transfer in Euro and funds can be credited in Euro or automatically translated into the local currency.

- An average of currency exchange rate over the year can be used for annual accounts.

- Expenses are to be accounted in the currency in which they were made.

- Document all exchanges. Only actual exchange rates can be used (no exchange gains or losses).

Key budget positions and procedures:

- Payments: eligible costs only. There is no Misereor list of eligible costs; trust your judgement whether the costs are in line with what you proposed.

- Procurement: invite three tenders/pro forma for any purchase higher than €500 and choose the best offer in terms of quality, services etc (not necessarily the cheapest). Document the decision-making process. This also applies for venues of workshops and it applies even if the same class of items is purchased in more than one tranche. If the overall amount exceeds €500 and no tenders/pro forma are available, then document why and how you proceeded.

- Each organisation has its own procurement policy. If the amount in the internal procedure is higher, the Misereor contract is binding; if the amount is lower, then the internal procedure is binding.

Salaries:

- It is crucial to respect local legislation: social security and taxes to be paid, also for part-time work, if required. Auditors will check whether overall laws have been respected.
- Social security cannot be charged if it has not been paid.
- If part-time/percentage of salary paid/charged to project, please explain/show (e.g. in Excel table) who pays for the remaining percentage. In this project, this must be shown for instance in the case of the SRCs: it has to be clear who is paying for the remaining percentage of the salary of those persons.
- Proof is needed that the money allocated to the different salaries has been spent. Auditors will need e.g. bank statements saying that the money has left the organisation and reached the employee. No time sheets are needed for Misereor; this is up to Proli-FaNS to decide. In the case of KIT or other service providers, Misereor will need acknowledgement that the service has been provided and proof that the money has been transferred. Account for the salaries as foreseen in the budget.

Workshops:
- Choose venue following the procurement procedures (3 offers, document decision-making process).
- Only actual costs incurred can be claimed. Give a brief description of the purpose (related to objective) and include the list of participants.
- Misereor policy: sitting allowances will not be paid.
- Avoid alcoholic drinks (officially not allowed).
- Workshop money should be spent as purpose-oriented as possible.

General hints:
- All receipts have to be complete (name, amount, date, location, purpose, project number and budget line); official receipts are required; if not possible (e.g. own receipt because a taxi could not provide a formal receipt), explain this in the receipt, sign it yourself and ask the taxi driver to sign it.
- Keep interior invoices/bills to a minimum.
- Label all receipts appropriately, including project number and budget line.
- Use banks for transfers and limit cash transactions.

KZE peculiarities:
- Request any changes to the contract before applying them, i.e. project period, objectives, indicators, activities, budget.
- Inform Misereor immediately about changes in project staff.
- Reserve fund can be released only for a well-substantiated request because of something that could not have been foreseen, i.e. *force majeure*, currency fluctuations etc, and can be requested only at the end of the project period.

Final remarks:
- Internal control is key.
- Sound budget planning, implementation and monitoring are needed.
- Read project documents carefully, and share them with all the staff involved in the project.
- If you have any questions, contact Misereor:
  o **Susanne Oster**, Finance Officer (contract/administration) susanne.oster@misereor.de
  o **Sabine Dorlöchter-Sulser**, Project Officer (content) sabine.dorloechter-sulser@misereor.de
- Gather general questions in one letter to Misereor; pose only urgent questions separately.

- If you need any KZE forms, download them from www.misereor.org; most of them are available in several languages. Also many manuals can be downloaded from the sections on Services and Partnerships. If you want hardcopies, gather the requests and send a short note to Susanne.
- If the final evaluation becomes more expensive than budgeted, Misereor can draw from the reserve.

Responses to further questions

- ACDEP is the project holder but the funds for KIT could be transferred directly instead of via Africa, if there is an agreement in which ACDEP authorises the transfer of funds to KIT.
- If you bring in extra funds, do not report this in the project accounts and do not mention these as part of the budget. Co-financing is more than welcome. Cash contributions have to be channelled through the project account.
- The SRCs are individuals, not countries. If they are not from the target countries of this project, just explain why these persons are the best for the positions. They can be paid out of the budget line foreseen in this project and be based in another country in the subregion.
- A minimum amount has to be spent in a given period; if more is needed, this can be accommodated. Overall, it has to be guaranteed that a certain amount is absorbed each year. If there will be more than 20% change in the main budget lines, this will need to be requested beforehand.

Discussion on implications for Proli-FaNS

- The project should have one guiding document for financial management. Susanne will send a 4-page document with the main guidelines and requirements. ***Based on this document and the discussions this week, the financial officers from the five CPs will need to meet, agree on financial systems, software and accounting procedures, and document this in writing.***
- There is no specific financial accounting software recommended by Misereor. Most NGOs use software such as QuickBooks or Sage 100 that is easy for staff to handle. Excel is not an accounting software but is convenient for interim reporting and communication, as comments can be written in.
- Flow of communications: ACDEP is the host and project holder, so all communications have to go first to ACDEP, which will then deal with Misereor. If something goes wrong with this communication, the POG should be informed.
- After three years, if this project is successfully completed, Misereor could consider a follow-up. Misereor does not finance two projects at the same time with an organisation.
- Apply for fund transfers based on concrete plans (not proportions of budget), i.e. lay out the main activities for the coming period.
- Each CP needs to take into consideration the legal requirements in its country, e.g. when prefinancing activities by taking money from a different account and transferring it to the project account. This must be properly labelled: it has to be clear that it is prefinancing and it needs to be paid back; otherwise, it would count for Misereor as a local contribution. Find ways to handle this within the legal regulations of your country, but do not just sit and do nothing because the money is not there. (Misereor is happy to see prefinancing of their own projects with money from others, but does not allow its funds to be used to prefinance the activities of others.) If authorisation is needed for such prefinancing, ACDEP can give it. Prefinancing should not be a regular practice. Prefinancing cannot be repaid with interest.
- Bank costs for overdrawing the account are not eligible costs. Interest accumulated must be reported.

Tasks arising out of this discussion

- <u>Finance focal persons</u> from the five CPs to prepare guidelines on how to administer the finances, including deciding how to deal with exchange: column in own currency and column in Euro?

- **Each CP** to open a bank account specifically for this project and give the account number to ACDEP. For the first tranche, one option is to open a dedicated account immediately; another is to transfer funds into an existing account (giving the temporary number of ACDEP) and transfer them into the dedicated account after it has been opened. The CPs must document these movements of funds, as stipulated in the contract. (PROLINNOVA–Cameroon later reported that it has a specific account for projects; however, it needs a specific account for the Proli-FaNS project only.)
- **Joe** to share Christine's presentation with all participants.
- **CP participants** inform partners at the learning sites about all relevant financial issues.
- **PROLINNOVA–Ethiopia** to ensure that all financial documents, including receipts, are expressed according to the Western calendar and not only to the Ethiopian calendar.
- **Each CP** to report to ACDEP the names of the staff working on the Proli-FaNS project.

Monitoring and evaluation (M&E)

Facilitation: Franklin Avornyo & Lucious Achacha; notes: Chesha Wettasinha

M&E to meet project requirements

Franklin presented the PPT that Lucious and he prepared (Annex 8). He explained that monitoring in Proli-FaNS should be done continuously as part of project implementation. The monitoring sheets should be lodged with the persons responsible in each CP. Based on the policies of both Misereor and PROLINNOVA, monitoring should be done jointly by the partner organisations and the farmer innovators. The monitoring results and the conclusions emerging from joint reviews by the partners and farmers need to be documented and should be used as a key source of data for progress reports to Misereor.

The project monitoring should cover all levels of the planning/implementation logic (outcome, output and activity level) as defined in the project document. This will include demonstration that the expected outcomes related to capacity building, MSPs, publications and policy dialogue have been realised. Changes at the impact level need not be assessed during regular project monitoring. These will be assessed as part of the project evaluation, as the overall impact of the project is influenced by other factors outside the scope of the project.

Misereor is keen that individual projects monitor indicators to ensure that the project is progressing as planned. Each objective in Proli-FaNS has indicators and targets, which we must use to measure project progress and achievements annually. The main objectives, targets and indicators are shown in Table 1.

Table 1: Summary of project objectives and indicators

Specific objectives	Indicator 1	Indicator 2
1. Rural communities develop their innovative capacities to effectively improve food security, nutrition security and nutritional diversity.	In 8 selected sites in 5 African countries, rural communities experiment with their self-developed novelties to improve food security, nutrition security and nutritional diversity. ***Target:*** *5 innovations per site (total 40) studied in PID with women and men farmers during the 3-year period.*	Other farmers who were not originally included as direct project participants have begun to adapt/contextualise local innovations disseminated by the project farmers and are conducting own experimentation in farming and NRM ***Target:*** *160 innovations (20/learning site) over the 3-year period in the 5 countries shared with at least 4 times the number of farmers involved in the project (at least 600 men and women)*
2. Women are more widely recognised as innovators and are supported in further	Women's innovations identified, developed, documented and shared.	Women innovators recognised and awarded by relevant government bodies at community or higher level.

developing their innovations, from which they control the benefits.	*Target: Innovations of at least 80 women/country documented and shared over 3 years in 5 countries.*	*Target: At least 80 women innovators are given certificate of recognition in the 3-year period in 5 countries.*
3. Subregional PROLINNOVA platforms support national CPs to develop capacity for collective learning, mobilising resources and effective policy dialogue.	Subregional platforms for promoting local innovation established and strengthened. *Target: One subregional platform each in West & Central Africa and Eastern & Southern Africa established and functional.*	CPs ensure a flow of financial and in-kind support from public agencies to help farmers develop their innovative ideas. *Target: By Year 2 of the project, at least 3 of the 5 participating CPs raise the equivalent of at least €50,000 per country for promoting local innovation.*

Reporting: KZE requires that we submit a financial report based on the project activities every six months and a narrative report based on the project outcomes and respective indicators once a year. The annual narrative and bi-annual financial reports are intended to not only apprise Misereor of project progress and the use of project funds but are also supposed to assist the implementing partners to undertake corrective action if necessary to steer the project in the right direction. Besides monitoring and reporting on project progress, Misereor advocates for continuous learning and knowledge sharing between the implementing partners and the farmers.

Discussion on M&E to meet project requirements

Christine: This is a high-profile project, as it is financed by public funds. The German Government and public will be interested in what is happening. Close follow-up is necessary. We should be able to report to them at short notice, e.g. if a question is raised by a politician or someone from the Government.

Ann: About Indicator 2.1, the target is 160 innovations overall; the original idea was that half of these would be by women. For some unknown reason, this has become 60 per CP. We may have to modify this to 80 women innovators across all five CPs and get this change approved by Misereor. *ACDEP will communicate this to Misereor and ask for a response.*

Julien: We also need to include a target of 50% of PID cases with women innovators.

Amanuel: We need accountability to the donor, to ourselves and to the farming communities. For this downward accountability, we need to discuss the plans with the communities, involve them in the M&E and share the results with them.

Gabriela: It will be necessary to translate the targets to the partners in the CPs for good understanding.

Q: What is each CP's individual target? *A:* Divide by 8 and multiply by number of sites the CP has.

Ann: How do we compensate for meeting targets for new/less experienced CPs? Can more experienced CPs take on more? Would this have budget implications? How will the newer CPs be mentored?

Malex: These are initial targets. After about six months, we will have a better idea of progress of the different CPs and can revise targets accordingly. Can we broaden our M&E beyond these minimum targets and do more? The key question is: to what extent does this project have a positive impact on FaNS, not just how many innovations have been identified. We should think about what information we should collect to show that this project is making an impact. This is also important for our own learning and advocacy.

The assignment initially suggested by Franklin and Lucious was to break into groups to discuss:

- Using the targets and indicators, what main information do we need to meet the project objectives?
- Do we need to collect more information than provided in the format? If so, what information?
- How are we going to collect this information?
- How are we going to provide this information to the project/CP coordinators?

M&E for learning within Prolinnova

Elias and Violet, who prepared the following session on M&E for learning within Prolinnova, suggested that this later session be combined with the first M&E session to avoid overlap. The participants agreed. Elias then made a presentation to introduce M&E for own learning (see Annex 9).

He and Violet differentiated between arbitrary and deliberate learning from our work: deliberately reflecting on what happened, why, what is the consequence and what to do next? The assignment they had wanted to give to the groups was based on the following three questions:

- What have we learnt from the other programmes in the CPs? How did we ensure that learning was taking place?
- What do we want to learn at CP level and at Proli-FaNS level?
- How do we collect this information and how do we use it?

The two assignments were combined and the questions were put as follows for the small groups:

a) Experience in M&E?
b) Data on the project indicators?
c) Information on what else we want to learn (MSPs, PID, LISFs etc)?
d) How do we want to collect the data/information?
e) How and when do we use the information?

CP groupwork on M&E

After working in small groups, the CPs came back to plenary to present their group results. The participants from Cameroon arrived at this point. They were briefed on the assignment so that they could follow the presentations by the CP groups. The results of the group work are shown in Table 2.

Table 2: CP feedback on M&E assignment

CP's experience in M&E	Data on project indicators	More information to be collected	How to be collected	How and when to use the info
ETHIOPIA				
Sharing internally and externally through documentation	List of innovations disaggregated by gender	Change in status of FaNS	Routinely, using project recording format; possibly survey	Critical reflection in local and national MSP
Strong learning at grassroots through sharing experiences	No. of PID cases conducted and stakeholders involved	Functioning of SRP: list and status of members	Village-level workshops	Documentation of processes
Earlier M&E to fulfil external require-ments, not to learn	LISFs, stakeholders involved and their status	Satisfaction level of stakeholders	Most significant change	
KENYA				
Involving local community so it can manage programme effectively at local level	Type of innovations, classified as crops, livestock, social, post-harvest etc	Externalities that influence project implementation	Framework to be developed (who, when, what etc)	Strengthen implementation process, revise timelines/targets etc continuously
Decentralisation of activities	Who are innovators: men, women, youth? (and numbers)	Other platforms at CP/ subregional level to work with	Use other forms – photos, videos etc	At beginning of an implementation cycle (critical)
Commitment from innovators, esp. those who receive LISFs – contracts with NSC/LSCs and	No. and type of innovations under joint experimentation	Documentation of processes and challenges	Support to local M&E structure from national level, embedded into day-to-day	

local innovators			implementation	
Allocation of small % of LISFs for work of LSCs	No. of workshops/ meetings/fairs etc undertaken		Most significant change	
Contributions by local innovators in kind or cash towards implementation of activities	No. of farmers who adopt/adapt innovations spread by project and where they are located		Innovation tracker tool	
Support to farmers in documentation as this is a challenge for them	SRP: Strategies to mobilise resources / no. of proposals submitted &accepted		Ongoing panel evaluation	
Provide grants from LISFs in 2– 3 instalments	Type of contribution by CP to SRP, e.g. no. of meetings it attends			
	No. of women taking part in fairs (local, national, regional) / no. receiving awards			
	No. of innovations with potential for PID (gender disaggregated)			
GHANA				
Review & planning sessions for learning, to know strengths and weaknesses of partners	Comprehensive profile on innovations, including innovators' background & context and relevance of innovation for FaNS	MSP-level joint monitoring and learning: no. of field days, exchange visits, participants	Develop system and tools to collect information	Reporting, review and planning, experience sharing, policy dialogue, proposal writing and backstopping
Dedicated M&E person needed for successful project implementation	No. of women champions in learning sites	SRP: Info on MSP capacity building; policy dialogue, resource mobilisation	Male data-collection plan: who, what, when	
Tools for M&E need to be more friendly for use by partners	No. of new innovations that evolved due to capacity developed	Info on scaling up; district-level stake-holders, compo-sition of MSPs		
BURKINA FASO				
Action research groups around an innovation and how to improve it	Objective 1/1: Characterisation of the innovator; value added by the innovation in terms of FaNS	MSPs: No. of members; no. of meetings held	Development of data-collection tool	Reporting and planning
Farmer Researcher Network with framework for sharing innovations	Genesis of innovation and constraints faced (entry point for joint research)	PID: no. of training workshops, no. of people trained	Identify people to collect data and frequency of collection	To facilitate learning group
	No. of visitors (men, women, youth); no. of radio broadcasts and articles	No. of innovations in PID process	Develop data-analysis framework	Lobbying and advocacy
	Objective 2: Info as above focused on women; no. events held to recognise female innovators,	LISFs: no. of requests made and financed; criteria to select grantees; no. of people		Publication of results

	awards given, age of women involved	supported and type of support		
	Objective 3: Minutes of meeting to set up SRP with a SRC; guidelines; actions taken; policies developed & shared			
	Objective 3/2: No. of proposals developed, projects financed, amount of funding			

Plenary discussion on CP feedback on M&E

Amanuel: We need two-dimensional data collection and reporting process:

i) focus on innovation processes, developing capacity of local people to innovate, looking into pathways to develop this capacity; and
ii) change in FaNS and nutritional diversity.

Usually in PROLINNOVA, we focus on the innovation process. In this project, we also need to look at how the innovation process impacts on FaNS. We might need to have a baseline survey, not a conventional baseline, but rather referring to existing data on health and nutrition in the area. We need to clarify who (individual or team) will be collecting the data by when. We need to do some prioritisation. For project reporting, all CPs will have to collect certain basic data, possibly from secondary sources. We need to agree what information is essential, what is interesting for learning and what is for a wish list.

Ann: A good theory of change could be useful to see whether the project interventions in strengthening local innovation capacity are leading to changes in the context of FaNS.

Djibril: The Global Resilience Challenge (GRC) focuses on FaNS. We have several indicators developed by donors but we defined some indicators ourselves. We had two training workshops for the project teams to set up a baseline and agree on data to collect and frequency of collection. We are using mainly four sets of internationally well-recognised indicators for FaNS: food diversification index; women's empowerment in agriculture index; the resilience index of the International Food Policy Research Institute (IFPRI) with 13 indicators; FAO (Food and Agricultural Organization of the United Nations) / WFP (World Food Programme) global hunger index (selected indicators). We can share these indicators and see what we need to consider in Proli-FaNS. Training in FaNS will be important to understand the basics.

Etoa: We observed specific results regarding gender, but could not really identify what brought about the changes. We looked at what women did to adapt to climate change and how they financed their activities. Regarding impact of nutrition, we also used FAO indicators and data.

Ann: It may not be possible to carry out a comprehensive impact assessment in changing FaNS, but we can look at signs of impact on FaNS and perhaps do a survey of a limited number of households. What is happening with regard to innovations and their dissemination? How do local people perceive traits of these innovations and are these related to FaNS? What changes took place in the household? These may indicate a trend.

Chesha: We have to go beyond priority setting in M&E; we need to have a plan for M&E. Does ACDEP have a focal person to lead in developing such an M&E plan?

Malex: We did not plan significant engagement in terms of substantial coordination of M&E but we can see what we can do with the ideas that are coming up. We may need to set up a system to manage the M&E information, but the data should be collected and stored at CP level and sent to us in ACDEP.

Violet: We have some experience collecting data on nutritional aspects, but we do not have the time and expertise to do that according to the FAO indicators. We will need to develop our own indicators, e.g. for nutritional diversity, such as greater diversity of crops, experimenting with and adopting new crops.

Etoa: FAO indicators are national indicators. For our project, to see change, we need to look at details at the local level. However, this calls for more people to collect the detailed data, which becomes costly. We have to consider the budget.

Malex: We should not be taking higher-level indicators too seriously, as they are beyond the scope of the project. We should be looking for indications that the project has an impact on FaNS at the sites.

Ann: We should give attention to how local women observe and assess better nutrition in their children. We will not be able to define the indicators now; we need to do this together with the people at the action-learning sites – simple enough indicators that the data will be collected and will be used.

Chesha: We need to build the capacity of people to collect good-quality data at each learning site, engaging in participatory M&E yet also staying within the very limited budget. The local teams should decide on local indicators, working with farmer innovators to define what information is needed to be able to assess progress and impact each year and at the end of the project. We need to find simple ways of showing that what we are doing is leading to positive change. I am prepared to help the M&E team.

Amina: It is key that we work with person at the core of the project, as they can best inform us how the local innovations help to improve FaNS.

The M&E focal people from the five CPs were asked to meet, look again at the proposal and decide on priority areas for collecting information, indicators for these areas and how the information could be collected. This will lead into drawing up an M&E plan.

Day 4: Thursday 17 November

Governance issues

Facilitators: Ann Waters-Bayer & Chris Macoloo (POG Co-Chairs); notes: Violet Kirigua

Governance at international level (POG)

Ann explained that there are currently two main levels of governance in PROLINNOVA:

- International: PROLINNOVA Oversight Group (POG) for the international PROLINNOVA network and for multi-CP projects like Proli-FaNS
- National: National Steering Committee (NSC) or other governance body of each CP.

The seats foreseen in the POG are for one person from the Andes CPs, one from the Asian CPs, one from the francophone African CPs, one from the non-francophone African CPs, one from the IST, one from a farmer organisation and three independent seats. She listed the current members of the POG. All regions have representatives except the Andes, as there is only one active CP there. Previously, no-one from the International Secretariat was allowed to be a member of the POG in the seat for the IST, but the POG changed this after the funding from the Netherlands Government came to an end, because minimal funds were being channelled through the International Secretariat. More activities were being hosted by CPs in the South.

Currently, the main roles of the POG are to:

- Provide overall guidance to PROLINNOVA regarding major issues and directions, including new areas of activity
- Provide oversight to PROLINNOVA on behalf of the CPs and donors
- Develop the PROLINNOVA strategy, policies and principles in consultation with the CPs and facilitate review over time
- Oversee adherence of the CPs and the International Secretariat of PROLINNOVA to the agreed strategy, policies and principles
- Oversee the functioning of the International Secretariat, including financial management
- Arbitrate in conflicts between CPs and the IST/Secretariat, and between these and donors
- Ensure that adequate means of M&E are applied to safeguard the integrity of PROLINNOVA
- Ensure that policy-dialogue activities are conducted effectively.

Changes in governance were discussed at IPW2016. The POG suggested that (sub)regional governance bodies be set up in course of network regionalisation but still regards an international (inter-regional) governance body as indispensable to ensure concerted movement of PROLINNOVA toward a joint vision following common principles. However, it is likely that the composition and roles of the POG will need to change. The POG is therefore reviewing its own ToRs as well as the other guidelines for the PROLINNOVA network and proposing revisions or additions in view of the changing situation of the network.

The workshop participants were asked to discuss in small groups what changes should be made in the roles of POG in view of the regionalisation process, specifically the Proli-FaNS project involving five CPs coordinated by an African NGO. The ideas were written on cards that were collected and clustered.

Changes envisaged or suggested by participants in the roles of the POG

Related to projects

- Provide oversight of projects project on behalf of donor
- Review annual project workplans and budgets of CPs
- Approve annual regional workplans and budgets until a regional governance body is in place
- Suggestion: subcommittee of POG or focal person in POG be responsible for monitoring Proli-FaNS
- Mediate conflicts that may arise among CPs, between CPs and ACDEP (as legal holder of project) and between ACDEP and donor (more generally: arbitrate conflicts between CPs and organisation that hosts a project on behalf of PROLINNOVA)
- Address any queries/suggestions that are brought directly to the POG by Proli-FaNS CPs.

Related to PROLINNOVA network

- Gradually devolve roles, responsibilities and competences from global POG to (sub)regional governance bodies
- Role regarding M&E to be taken on by subregional platform/governance body, as these are closer to the project than the POG is
- Guide process of regionalisation (setting up regional governance bodies, helping to identify members, backstopping)
- Manage transition to situation where conflicts among CPs and between CPs and project holder are arbitrated by (sub)regional governance body, while conflicts between (sub)regional platforms are arbitrated by the POG
- Role of accepting new CPs to move to subregional level after SRPs and governance bodies have been set up
- Facilitate linkages of SRPs with other subregional and regional bodies
- Membership of POG to be revised to reflect subregions (one seat for West & Central Africa, one seat for Eastern & Southern Africa) rather than language (francophone, non-francophone).

Some of the continuing roles of the POG
- Ensure that policy dialogue is conducted effectively at international level
- Provide oversight to PROLINNOVA on behalf of donors.

Violet: Will there be a secretariat? *Ann:* Not physical, only virtual. The SRC could be attached to an existing CP in the subregion or could operate in another country in the subregion through ICT and occasional face-to-face meetings, e.g. at subregional, regional or global events.

The POG co-chairs and the IST are to make a recommendation to the POG for redrafting the POG ToRs, to be approved at the next POG meeting.

Governance at national level (National Steering Committee)

Chris presented an analysis of the governance structures of the CPs, based on the information on this that the CPs had sent before the inception workshop. Currently, there are no written guidelines for the National Steering Committees (NSCs) and it became difficult to hold them accountable for the CPs. In at least one case of conflict between a CP and the IST, there was no NSC Chair to which the POG could turn. Now that the network is embarking on Proli-FaNS, all CPs have a collective responsibility to ensure that the objectives are met, and the issue of governance at national level becomes even more important.

The analysis of the national governance structures revealed:

- Confusion between the implementation and the governance body, e.g. in Burkina Faso, the same people are implementing and overseeing
- CP coordinator is a member of the NSC, yet the NSC should supervise the coordinator; the coordinator should be an *ex-officio* member or secretary to the NSC
- CP coordinator is the chairperson of the NSC, whereas s/he should be answerable to the chair
- Several people from the same organisation are sitting in the NSC
- Lack of institutional diversity in the membership (e.g. NGOs, government, extension, research, FOs)
- Gender balance not addressed: this should not be mechanical but rather reveal an understanding of gender dynamics and issues
- Big differences in size: currently numbers range from 6–14 members – what should be the minimum and maximum size; what is optimal?
- Complexity of different bodies in Ethiopia with NSC and Technical Advisory Committee
- Terms of office and duration of office not stipulated.

These factors have impacted on the effectiveness and efficiency of the various NSCs in the CPs.

To identify how to improve the governance at national level and to work toward guidelines for governance at national level, the CPs were requested to reflect and assess their governance bodies:

i)   Assess the structure and roles of your CP's governance body
ii) Identify the strong aspects that you think should be adopted by all CPs (universal)
iii) Identify aspects that require improvement and suggest possible improvements
iv) Suggest other important aspects that you think should be incorporated into guidelines for NSCs.

The plenary presentations of the small-group discussions are outlined in the Table 3.

Table 3: Strengths and weaknesses of NSCs and suggestions for improvement

Country	Strengths		Weaknesses		Suggested improvements
	Structure	**Roles**	**Structure**	**Roles**	
Cameroon	• Agriculture Department part of NSC	• Handbook for administrative & financial procedures • Capacity building by Engineers Association for Rural Development		• Technical Group has been playing all the roles	• Restructure NSC to distinguish roles • Build capacity of Technical Group in PID • Promote PID principles in daily activities of member organisations of CP
Burkina Faso	• CP includes several organisations with diverse experience in local innovation • Strong commit-		• Confusion in roles of governance & implementation • Weak involvement of women	• Low participation of platform members • Need to define roles • Lack of	• Better communication about CP objectives; share information & documentation • Tenure guidelines • Link to women's

	• ment by 3 member organisations in core & NSC • Involvement of national agricultural research		• Weak involvement of other member organisations	guidelines for NSC (e.g. terms of office)	organisations operating in sector of local innovation • Link with other platforms, e.g. FOs, for strong advocacy
Ghana	• Should have diverse members (farmers, MoFA, NGOs, research, university, independent consultant) with at least 2 women • CP coordinator as *ex-officio* NSC secretary • CP has core group of technical people for implementation (not part of NSC)	• No defined roles for NSC	• NSC loosely added to core group; not well defined; unwieldy no. of members	• Technical core group handling overall governance	• Draw up guidelines • Roles should be to establish linkages, resolve conflicts, approve workplans & budgets, and help mobilise resources • NSC to oversee CP expansion to other parts of Ghana • Set up proposal-writing / fundraising subcommittee • Elect NSC chair (was national director of agric. extension) • Limit term of office to 5 years
Kenya	• Diversity in members but still needs improvement • Reasonable no. of organisations • Maintained reasonable frequency of meetings even without resources	• Clearly defined NSC roles and responsibilities (e.g. M&E, financial management) • Clear separation of governance & implementation • Provides governance & strategic guidance	• More than 1 person from 1 organisation (2nd one can be there to advise but not to vote) • No representation from FOs and academia • Poor gender balance: few women	• Need to finalise charter to guide NSC	• Review contracting CP coordinator (shift to part-time, maybe secondment from other organisation) • Improve diversity • Set up of network chapters in different parts of country • Identify focal person or subcommittee to mobilise resources • Strengthen NSC's advocacy role
Ethiopia	• Has NSC (with MoA & NGOs), TAG (advisory) and PROLINNOVA family/network • Diverse membership • Public organisation was chair, NGO host • Has focal persons for M&E, capacity development & documentation	• Roles clearly spelt out • NSC plays management role, chaired by private-sector	• Gender imbalance • Members selected strategically for upscaling rather than people passionate about PID	• Members have not been exemplary in promoting PID in own organisation	• Support members of platform to mainstream PID in daily activities; monitor mainstreaming • Increase country-level ownership

In **summary**, principles that need to be observed with respect to the NSCs include:

- Diversity of members in terms of stakeholders
- Clear definition of roles and responsibilities (governance rather than implementation)
- Guidelines for organisational structure and operations (principles to guide all NSCs in PROLINNOVA CPs, not only in Proli-FaNS)
- Gender balance.

The contributions from the CPs will be synthesised by the POG and IST (Chris, Ann, Chesha and Gabriela) and shared with the five Proli-FaNS CPs for feedback. The draft guidelines will be presented at IPW2017 for discussion, and the resulting version will be presented to the POG for ratification.

ACDEP is the legal holder of the contract with Misereor-KZE and will approve workplans and budgets at CP level. The NSC should approve the CP workplan and budget before these are sent to ACDEP.

All CPs in Proli-FaNS were asked to restructure their NSCs, if necessary, as soon as possible, in line with the already suggested guidelines, in order to enable the NSCs to approve the workplans submitted to ACDEP. PROLINNOVA–Cameroon urgently needs to set up a functional NSC. It has a concession for the first workplan but ACDEP will not approve the following workplan if it has not gone through the new NSC. PROLINNOVA–Cameroon is a relatively young CP that has never been backstopped by the IST, for lack of funding. It is a priority candidate for South–South mentoring and should be visited by more experienced members of CPs in West Africa as soon as possible.

In the case of BF, the group can – for this first workplan only – submit it before receiving NSC approval, as time is very short and the three core NGOs still need to agree who will host Proli-FaNS. BF's workplan should include activities that lead to setting up an NSC with members other than the implementers.

The NSC can and should involve people from different parts of the country, but it need not come together frequently in face-to-face meetings. Information (workplan, budget etc) can be sent by email and then a Skype meeting can be held to discuss and give approval.

It is very important that each CP informs the POG who the chair of the NSC is, so that – if the POG needs to mediate – it knows with whom it can communicate.

The five CPs in Proli-FaNS are expected to give the names of their NSC members and chair to ACDEP and the International Secretariat by the beginning of 2017, at latest. The other (non Proli-FaNS) CPs will be expected to restructure their NSCs after the guidelines have been discussed at IPW in May 2017 and ratified by the POG. The POG will define how much time they will have to make sure they meet the minimum standard described in the document, and will monitor whether the guidelines are respected.

The division of roles between ACDEP and the POG still needs to be clarified, particularly with regard to the third project objective on regionalisation.

Communication, documentation and reporting

Communication within Proli-FaNS project

Facilitators: Joe Nchor & Christophe Outtara; notes: Amanuel Assefa

Joe explained that the expectation from this session is to collect inputs to develop a communication protocol for the Proli-FaNS project. This is needed to make sure our interactions are healthy and bear the expected fruits. We need to agree on the main aspects of communication related to Proli-FaNS.

Christophe asked the participants in plenary to give their ideas on i) parties that should be involved in communication; and ii) means of communications. The outcome of this discussion is shown in Table 4.

Table 4: Main participants and means of communication within Proli-FaNS

Main participants in the communication	Possible means of communication
- Misereor and other donors - ACDEP - General public (university, research, students, public reading newspapers and website) - Policymakers	- Need to set up Zoom platform for virtual meetings - Skype - Email - PROLINNOVA newsletter - Policy briefs - Blogs

- PROLINNOVA International Secretariat - PROLINNOVA international network - Subregional platforms (SRPs) - Subregional coordinators (SRCs) - POG - Action-learning teams - 5 CPs in Proli-FaNS - Other CPs	- Yahoo group - Community radio - Video (also participatory) - Social media (as intermediary between us & general public - Newspapers - Reports - IPW - Other meetings - Face-to-face meetings - Minutes of meetings - Back-to-office reports - Field days

All actors listed above are regarded as important. The CPs, SRPs and IST can select the means as may be required. For reporting, however, there are some donor requirements, which will be discussed in the next session. ***Joe and Christophe will draw up a communication protocol for Proli-FaNS.***

Reporting within PROLINNOVA network and Proli-FaNS project

Facilitator: Hailu Araya; notes: Amanuel Assefa

Hailu presented a brief PPT on reporting and documentation. In plenary, the participants identified what to report, formats for reporting, when to report, to whom to report and how to do so. The main outcomes of the discussion are shown in Table 5.

Table 5: Reporting requirements for PROLINNOVA and Proli-FaNS

What to report	Reporting format	When to report	To whom to report	How to report
- Financial - Narrative - Workplan - 3-month activity and expenditure report - Final report - At least 2-page annual report as minimum requirement of network - 6-monthly audit report - M&E reports - Training reports - Workshop reports - Back-to-office reports	- Formats provided by Misereor for narrative, financial and final project report - For other reports, no specific formats	- Quarterly, annual and final report for finance - Annual narrative report - Workplan for each year and quarter - At least 2-page annual report from all CPs within 2 months after end of calendar year - M&E report every 6 months	- Financial and narrative activity report from CPs to ACDEP and from ACDEP to Misereor - 6-monthly audit reports from ACDEP to Misereor and back to CPs - M&E at CP level to be reported to NSC, at regional level to ACDEP & POG - Training, workshop, back-to-office and project inception reports can be done at CP level unless the activity is done at higher level	- Misereor requires reports in hard and soft copy

Note:
- All the report types mentioned are regarded as important to the project and the network.
- The CPs and SRPs need to standardise the reporting formats for M&E at project and subregional level; the M&E at both levels will be coordinated by ACDEP.
- CPs are to report directly to ACDEP with a copy to the SRC in their subregion.
- CP-to-CP sharing of reports and other information is also encouraged.
- ACDEP is to copy to the IST and POG all reports sent to Misereor-KZE.

Other issues in communication and documentation

- ***Mapping of participants in communication:*** Originally, it was planned that these issues would be discussed in small groups but, in the plenary, it was decided the CPs should form a virtual group to do

the mapping exercise and share it with Joe. After the mapping has been refined and finalised, it will be shared with the members of the broader network.

- *Language:* Francophone CPs feel marginalised and left behind because mainly English is used in communication within PROLINNOVA. The network is also being informed very late about what is happening or not happening in the francophone CPs because the messages do not reach the network on time. We need to be creative to find good ways to communicate with the francophone CPs. Wilhelmina works 100% in ACDEP's Documentation Unit and can help in translating major reports but will not be available to translate every email. According to Etoa, the team in Cameroon can handle sending and receiving mails in English. Sometimes, if the message is long or difficult to express, it would be better to use French. It would be ideal if large documents could be shared in both English and French. However, there is no budget for translation. It was therefore suggested that people write in the language in which they feel they can express themselves better (English or French) and the recipient should use Google Translate, which is free of charge. Gabriela and Djibril are prepared to help to clarify things, if necessary.

- *Website:* Chesha and Ann explained about the PROLINNOVA website (www.prolinnova.net), which is managed by Annie Secretario at IIRR in the Philippines. Each CP and project is responsible for posting its own information and keeping the content of its webpage updated. CPs can also send information to Annie with very clear instructions on where to post it. A news item about Proli-FaNS has not yet been posted on the website because we are waiting for consent from the German Government. After that, a separate page can be set up on the website for Proli-FaNS. ACDEP agreed to take on this task. ***Ann will send the news item, which had already been agreed with ACDEP, to Joe and Malex, who will make sure that the ACDEP Documentation Unit sets up and handles the Proli-FaNS webpage.*** IIRR sent each CP a password to access its country page. ***Ann will resend the passwords to the CPs as well as the guidelines for posting on the website.*** CPs can post CP-related items on the CP webpages; ACDEP will be responsible for posting project-level information. When formulating messages for the website, the CPs should remember that this is for public consumption, whereas the Yahoo group is only for PROLINNOVA network members. PROLINNOVA has a Facebook page, as does WAFIF/FIPAO (French acronym for WAFIF) and PROLINNOVA–Kenya. CPs are encouraged to create their own Facebook pages to communicate with the wider world.

Changing roles of IST and International Secretariat

Facilitators: Chesha Wettasinha & Gabriela Quiroga; notes Amanuel Assefa

Chesha reported briefly on the work of the IST and the POG in the past years to remind the participants about the types of tasks that will be transferred to the regions. Some of the key activities were:

- Networking: setting up and facilitating PROLINNOVA network
- Fundraising (raised over 10 million dollars since 2003)
- Editing documents
- Providing backstopping support
- Evaluation, impact assessment, stocktaking
- Compiling annual PROLINNOVA report
- Organising IPW
- Making and maintaining links with interested people
- Communication by email and Yahoo group
- Setting up, maintaining and updating website
- Setting up and updating Facebook page
- Updating 4-page PROLINNOVA information
- Project management (10 projects in 8 CPs)

- Documentation, e.g. on local innovation, PID, policy briefs, PROLINNOVA videos etc
- Organising several international events, e.g. Innovation Africa Symposium (2006), Innovation Asia-Pacific Symposium (2009), Agricultural Innovation Systems (2013)
- Providing international training (PID, participatory video, gender, LISF etc)
- Secretariat to the POG: writing minutes, running elections, communicating on behalf of POG
- International-level policy dialogue, including selecting and helping people from South to prepare for international policy dialogue.

She concluded that gradually many of these tasks will be taken over by the regional and subregional platforms, while the role of the IST will become less over time but will involve facilitating the process of regionalisation. The Proli-FaNS project has allocated some budget for carrying out several tasks at regional level. Now it is important to decide on the type of activities that the SRPs should take over from the IST in the coming three years.

Chris explained why the POG and the IPW participants agreed to "Southernise" PROLINNOVA. It was proving to be very expensive to have the International Secretariat in the North. Moreover, all the CPs are in the South. Moving the International Secretariat to a host in the South was one of the issues discussed, and it was decided that this should start in Africa, where most of the CPs are located. Two potential host organisations that were discussed in the POG were IIRR Africa and WN. The choice would depend, among other things, on the organisation's connectivity and willingness to host the network. According to the PROLINNOVA strategy, the shift should happen by 2020; this could take place within the lifespan of the Proli-FaNS project, which provides an opportunity to carry out this process. However, the POG also realised that it could not transfer all responsibilities from Europe to Africa. A small office in the North is still needed as focal point for international-level (multi-regional) activities, linking with donors in the North and providing support in fundraising.

The plenary was divided into two groups to discuss the following questions:

i)   Which activities should be transferred to subregional level?

ii)   Which activities should remain at international level, i.e. for the international focal point?

Before starting the groupwork, Amanuel asked if there are examples of regionalisation processes of moving from the North to South. Ann gave the example of the Agrecol information and communication network that had been based in Switzerland and then was regionalised to the Andes and West Africa; the NGO Agrecol–Afrique in Senegal grew out of this. Chesha gave the example of Panos, a communications network that "Southernised" itself.

The results of the groupwork were reported as shown in Tables 6 and 7.

Table 6: Group 1 on shifting responsibilities from international to subregional level

Activities	IST	IST / SRP	International focal point
Fundraising		X	X
Networking		X	
Publications**		X	
Backstopping	X		X
M&E			X
Annual PROLINNOVA report (international)		X	X
Website**	X		
IPW		X	
4-page information	X		X
International training		X	X
POG secretariat	X		
International policy dialogue**	X	X	X (regional policy)

** Could be shifted later in the project period

Table 7: Group 2 on shifting responsibilities from international to subregional level

Activities	Subregional level	International focal point
Fundraising	Partial transfer from international to subregional level through mentoring	Mentoring fundraising
Building up and coordinating networks	• With very initial backstopping from IST • Members to be proactive • South–South backstopping	Ensure linkage between (sub)regional platforms
Communication at international level	Subregional internet communication	International: global and regional
Managing projects	Transferred to South with support of international focal point	Backstopping project management
Methodological support	Transferred with backstopping Strengthen existing methodologies and develop new methodologies as needed	Facilitating spread of the approach and methodologies
Organising international events	Cross-mentoring (South–South) Gradually increased responsibility in South	Gradually less responsibility but maintaining link with donors
Training	Continue to develop pool of trainers	
International-level documentation	Subregional level	If covering several regions
International policy dialogue	Evidence-based policy dialogue to start influencing more at (sub)regional level	Support international policy dialogue
POG secretariat		By focal point

The ideas presented by the two groups were similar. Group 2 focused more on the general issues, while Group 1 dealt with more specific issues. Some roles will be shared in the South and the North also after regionalisation has been accomplished. Particularly fundraising will require good communication and collaboration between partners in the South and the focal point in the North.

The CPs are the founders and members of the SRPs and should own these platforms, but the SRCs will need backstopping from the IST in the initial stages of building up the SRPs. The CPs must be pro-active in deciding what form their SRP will take. Chris pointed out that, the stronger the CPs, the better they will be able to drive the SRPs. It is therefore important to strengthen the CPs for their own good as well as to create strong SRPs. In efforts to strengthen the CPs, South–South mentoring should take precedence over mentoring from the North. CPs can contact the IST for help in identifying appropriate expertise in the South. The focal point in the North will ensure linkage between the (sub)regional platforms. The POG will ensure quality control.

All the common ideas and the specific ones that did not conflict with the others will be used to guide how responsibilities are gradually transferred to the South. ***The Proli-FaNS coordinator needs to give final shape to these ideas about changing roles and share the document with all network members.***

Malex: What will be the role of the Friends of PROLINNOVA, specifically those in Africa, in this process? Would they become part of the African "POG"? There was general consensus that we should find ways to use the Friends of PROLINNOVA. The SRPs should start functioning soon and an *ad hoc* African POG could be drawn from representatives of CPs in the SRP. The actual POG for Africa will be built up over time, but we could start already with an *ad hoc* committee, which could include Friends of PROLINNOVA and other people who have good names in the region.

The IST will update the existing document about its roles and responsibilities and send this to ACDEP.

Day 5: Friday 18 November

Facilitation: Malex Alebikiya & Chesha Wettasinha; notes: Ann Waters-Bayer

This was the day for pulling all the loose ends together, agreeing on tasks and responsibilities and moving as far ahead as possible with workplans and budgets for activities at CP and subregional level.

CP budgets for Proli-FaNS

James presented and explained the budgets for the CPs to be included in the cost plan in the final version of the contract. He used five broad classifications of costs:

1) Nonrecurring expenditures: 3 laptops and software (1 for ACDEP as host and 2 for SRCs)
2) Staff costs including coordinators at CP level and professional fees for backstopping
3) Flights, ground travel, visa, meals and accommodation, advocacy, documentation of PID, training
4) Project administration: auditing fees, office utilities
5) Evaluation, including M&E at CP and subregional level.

James responded to some questions raised about the following points:

Payment of office utilities at CP level: It is assumed that all CPs will incur the same costs and will be contributing part of the utility costs. One third of that budget item is for ACDEP; the rest is divided by four for the other four CPs.

IPW: The funds within the budget meant for the IPW will be held by ACDEP and used according to budget to pay for flights, accommodation and food, or to distribute to the CP or International Secretariat that finds the cheapest option for flights. The budget during the three years is for the participation of the five CPs in two IPWs and well as in a final project event.

Advocacy: This budget is divided according to learning sites, assuming that advocacy will be done in each site as well as at national level. Different strategies and instruments may be used at different levels. Or would it be fairer to divide the advocacy budget equally among the five CPs? With increasing decentralisation, the county or regional governments each have an own policy. The learning and advocacy in the local-level (county) MSPs and at higher level in each country will be based on the PID experiences at the action-learning sites. The budget for advocacy should therefore be divided by eight (the number of action-learning sites).

Auditing: Every organisation, including all its projects, has to be audited as a requirement for the country's own government. Misereor-KZE is providing this budget not for the regular audit but for its own project audit. ACDEP will have to find out how this can be handled at CP level. For example, WN will need an institutional audit. Would Misereor accept the use of some of the funds as a contribution to this institutional audit? This should not be a problem if WN has a formula for dividing the institutional audit costs among its different projects. This should be communicated to Misereor.

PID training-of-trainer workshops: budgets and plans

Lucious presented a draft budget for the anglophone training workshop in Nairobi, assuming that two persons from each of the three anglophone CPs will take part. The budget is for five days, including fieldwork. It may be less expensive to book the flights in the Netherlands. Chesha will check this out, booking domestic and international flights (e.g. Tamale–Accra–Nairobi on the same ticket). Dibrule presented a draft budget for a 4-day training workshop in Ouagadougou for 10 participants.

In both cases, the workshop budget was for more than the available budget. The finance officers from the CPs were asked to meet again and come up with ideas to cut the workshop budgets back. This may mean shortening the training, perhaps cutting out the field visit. As the francophone training involves

two CPs and the anglophone training involves three CPs, it was agreed that it would be fairer to budget the francophone workshop for €4500 and anglophone one for €5500.

The anglophone training of trainers in PID will be hosted in Nairobi, with Chesha and Righa as co-trainers. The francophone training will be facilitated by Gabriela with Djibril (if possible) or someone else in West Africa. The contracts for costs of the co-trainers from the South will come out of the South–South mentoring budget. If Djibril cannot join (depends on travel funding from GRC), Gabriela will ask Jean Marie Diop to let her know who is strongest for co-facilitating the PID training in Burkina Faso. The training workshop reports will each be in one language with an executive summary in both languages.

Contracts between ACDEP and CP host organisations

Malex outlined the contracts that will be signed with the host organisations of the CPs and with KIT as host of the International Secretariat. Participants suggested some additional points to be included:

- *Conflict resolution:* Add a clause that, in the event of conflict between ACDEP and the CP, one or both should address themselves to the POG.

- *Publications:* Include PROLINNOVA's "copyleft" clause and information from Misereor-KZE about their publication/copyright regulations.

- *Host NGO for CP:* Mention that the NGO is signing on behalf of the PROLINNOVA CP and the funds are to be used for the purposes of the network to carry out the Proli-FaNS activities outlined for the CP. This can be included in a section on approval of the workplan and budget by the NSC of the CP.

- *Termination of agreement:* Include a clause about the circumstances under which the agreement can be terminated.

- *Subregional activities:* If a CP is asked to host a subregional activity, a short amendment of the contract will be made for this particular subregional activity.

- *Insurance:* The individuals are responsible for their own insurance (indemnity, loss, risk).

The following agreements were reached on procedures:

- *Reporting and sanctions:* Two 6-month reports plus an annual report according to Misereor format are to be submitted. Ask for reports one month earlier than due to be submitted to the donor. The timetable for reporting goes not by calendar month but by date of fund transfer. The first tranche of funds is for up to the end of December 2016, the next tranche for the next three months after that. If a CP is not performing in one quarter for good reason, e.g. unforeseen circumstances or because funds are allocated to an activity planned only in the next quarter, this will be allowed. If a CP is not performing in two quarters, the POG will have to step in and do something about it. This may lead to a decision to redistribute the budget. A CP should choose learning sites where it can minimise risk of not being able to implement the planned activities in time.

- *Monthly financial reporting:* This is needed to monitor spending. ACDEP has to report quarterly to Misereor. If, for any reason, a CP's 3-month report is delayed, the donor will hold back a lot of money. To minimise risk that this happens, monthly reporting is needed. Then, even if the third monthly report is delayed, ACDEP can still report to the donor on the previous two months. With the financial software, a monthly report can be quickly generated if the records are up-to-date as they should be. If a problem arises, ACDEP can help resolve it quickly. The CPs are to send the monthly financial report, transferred into Excel format (so that comments can be written into it) plus scans of receipts. The partners in the learning sites will need to send invoices to the host NGO within five days after expenditure. This will all be entered into ACDEP's financial system and form the basis for the financial report to the donor. All five CPs are collectively responsible for maintaining PROLINNOVA's integrity with Misereor-KZE. At least initially, each CP should produce monthly financial reports, as we need a good system of tracking finance right from the start. After six months or a year, we may be able to

switch to 3-monthly reports if there are no major problems in terms of expenditures and financial reporting. The report should be submitted one week after the end of each month.

- *NGO policy in approving and documenting expenditures:* The Misereor policy overrides all other local policies. All expenses have to be documented. If there is no Misereor policy for a given situation, apply the local organisation's policy.

- *Bank account and signatures:* Each CP should provide ACDEP with the names of the signing authorities and the bank account details of the host organisation. Initially, a temporary account can be used, but as soon as possible the details of the permanent separate bank account should be sent. This information is to be submitted on the organisational letterhead.

- *Deadline for signing:* Each CP will receive a soft copy of the contract, which is to be signed, scanned and sent back by email, followed up with a hard copy by post; deadline for signing is 30 November.

CP workplans and budgets

On Friday afternoon, each CP drafted its workplan and budget until the end of December 2016, while the POG and IST participants worked on plans at subregional level. As the plans will be revised and detailed in consultation with other CP members after the workshop, the drafts are not presented here.

Ethiopia: The team presented a budget for €3557 until the end of the year. PROLINNOVA–Ethiopia did not carry out field-based activities before the inception workshop and, in the time up to the end of 2016, it will not be able to use the total of €6250 allocated to it for this period. It does not want to spend on other things that would eat into the budget for farmer-led research, which can start only in 2017. The team asked whether other CPs could consume more funds and then, in the next seven months (January–July 2017), PROLINNOVA–Ethiopia would consume its share of the budget not spent in the period August–December 2016.

Cameroon: The team planned administrative and activity costs proportional to what was in the budget, for a total of €3125. It will combine celebrating IFID and the inception workshop at the learning site.

Ghana: The team presented a budget for the full amount of €6250. It plans to reconstitute its NSC. One of the first activities in Ghana will be profiling of the learning sites for M&E.

Kenya: The team budgeted for a total of €6250. It plans to hire a CP coordinator position in a part-time position.

Burkina Faso: The team found that the budget of €3125 was not enough for paying a coordinator and finance officer, let alone the cost of M&E. It was explained to the team that these costs have to come out of the budget line for coordination and management of the CP's activities in the project. It was never intended that there would be full-time staff members paid to do this work. The BF team asked for another week to reconsider how they could manage the project.

Malex requested the CPs to include narrative and financial reporting in their workplans. The budgets need to be finalised by the end of next week. ACDEP will provide a template at the start of next week. The workplan for all of Year 1, i.e. up to 31 July 2017, should be sent to ACDEP by 15 December 2016.

Process of selecting subregional coordinators

The small group made up of POG and IST participants in the workshop agreed with the other participants on the final version of the process for selecting the SRCs:

1. Finalise ToRs for SRCs (Righa and Christophe with support from the IST)
2. Circulate SRC ToRs to all CPs and diverse networks with a deadline for applications (IST, CPs)
3. Receive applications (IST)

4. Compile long list of applicants excluding irrelevant ones (IST)
5. Draw up short list of applicants: 3 persons for each subregion (POG)
6. Vote to select from shortlist (CPs + POG – to be sent to IST, which can advise)
7. Final decision and communication to selected candidates and CPs (IST).
8. Contract SRCs with 6 months' probation (ACDEP)

The call for applications will be circulated in both English and French. We aim to have the SRCs in place in time for them to take part in the IPW in May 2017.

Allocation and timing of post-workshop tasks

The workshop participants then worked systematically through a list of over 50 tasks coming out of the inception workshop that had been drawn up by Ann and Chesha on the basis of the notes from the previous days. This list (status 19 November 2016) can be found in Annex 10.

Workshop evaluation: observations and final comments

The participants generally felt that the accommodations and food were adequate but not excellent, which is not surprising in view of the low budget allocated for the workshop.

Joe regretted that the Cameroonians could arrive only very late because of the travel problems. For future international meetings, we all have to start making enquiries about travel regulations as soon as possible. Each CP is responsible for finding out the travel regulations for citizens of its country.

Chris: I enjoyed meeting the others who are involved in Proli-FaNS and thanked ACDEP for accepting to manage the project when it became evident that WN could not do it. Every one of the participants has passion to make this project succeed.

Malex: We acknowledge that the limited budget and the tight financial reporting offer challenges for this project that will oblige all of us to find innovative ways to ensure we conduct the project successfully. This is not only important for Misereor as part of its larger programme under the German Government initiative but is also important for the PROLINNOVA network. I hope we can use this first test of the network to be able to go into a second phase with five or even more CPs in Africa, depending how we are able to strengthen the CPs and the SRPs. ACDEP accepted to host this project with this in mind. Inaction of one CP will affect us all. We all need to strive to deliver 150%. We in ACDEP will do our best to ensure that this project works and we do not want to let the other CPs down, even if we are not the coordinator in a next phase. Proli-FaNS gives PROLINNOVA an opportunity to start the process of regionalisation, which is a collective responsibility: it is our regionalisation. The strength of regionalisation will lie in the strength of the CPs. Therefore, we all need to strengthen ourselves at the base. When you go back home, work very hard on strengthening your CPs and maintain open communication with us all. We now have all sorts of opportunities with ICT, email, Skype, social media, so let us use them, also at the social level and check on each other. We have no excuse not to keep in contact. I thank Chris and his team at WN, Amanuel, the IST and the POG members who worked so hard on writing the proposal so as to ensure that PROLINNOVA would get this project as an opportunity. I thank Karbo as a "Friend of PROLINNOVA" who joined us today. Thanks go to Chesha and Joe for organising this inception workshop. May we all go with energy galvanised from here and give feedback to the people who are there at our home bases. It is good to see that such feedback is in the workplans of the CPs. Look immediately at our list of tasks and start working on them. Don't wait for the workshop minutes to come. I wish you all a safe journey home and a pleasant start of Proli-FaNS.

Joe closed the workshop with thanks again to Chesha for helping to organise the workshop, which would have been impossible to do without her.