

Meeting Minutes

October 29, 2014

Enhancing Partnership among Africa RISING, NAFKA, and TUBORESHE CHAKULA Programs for fast tracking delivery and scaling of agricultural technologies in Tanzania

Project Management Team (PMT) Inaugural Meeting

Agenda:

1. Welcome
2. Introduction of participants
3. Introduction of purpose of the meeting
4. Governance of the project (ToR Management Team, membership)
5. Partner commitment and responsibilities
6. Stakeholder meeting 30-31 October
7. Update of staff recruitment
8. Clarification of procedure of reporting to USAID
9. AOB

1. Welcome

Irmgard and Mateete welcome the group and reviewed the agenda

2. Introduction of Participants:

- 1) Irmgard Hoeschle-Zeledon (PhD), *Africa RISING West Africa and East/Southern Africa Projects*, International Institute of Tropical Agriculture (IITA, www.iita.org) , , Skype: irmgardhz,I.Hoeschle-Zeledon@cgiar.org, Mobile: +234 8039784490
- 2) Mateete Bekunda (PhD), Farming Systems Agronomist, Africa RISING - ESA Project, IITA - Tanzania.M.Bekunda@cgiar.org, mobile: +255 687 516 825,
- 3) Thomas Dubois, Regional Director, AVRDC, thomas.dubois@worldveg.org, +255 758894016
- 4) Bright Jumbo, Maize Breeder, CIMMYT, b.jumbo@cgiar.org, mobile. +254 704 187167
- 5) Silvanus Mruma, Productivity Manager, NAFKA, smruma@nafaka-tz.org, +255 755 744 327
- 6) Paul Kiepe, Regional Representative, AfricaRice, p.kiepe@cgiar.org, +255 685 355735
- 7) Rebecca Savoie, Chief of Party, Tuboreshe Chakula, Rebecca_savoie@tubocha.com, +255 689121558
Regrets: Dr. Maeda from USAID, David Benafel from NAFKA

3. Purpose of the Meeting

The purpose of the meeting is to establish the program management team (PMT) for the project, create terms of reference and outline partner commitments and responsibilities.

4. Governance of the Project (Terms of Reference)

The PMT provides advice and oversight on implementation, budget, work plan and communication, It meets once a year in person and virtually as called by the Chairperson. Decisions are taken by consensus. Physical Meetings should be scheduled back to back with the Africa RISING – ESA Project

Annual Review and Planning meeting, usually held in September each year. Costs to attend the meetings will be borne by the project.

Consensus was reached on the role of the PMT, including:

1. Provide guidance to project lead to ensure conformity with proposed budget
2. Monitor progress of implementation and offer advice to overcome constraints
3. Advise of annual work plan and budget
4. Oversee coordination between project components and partners
5. Mediate in cases of dispute among project partners
6. Organize yearly stakeholder meeting
7. Make suggestions to the project manager on technical reports to the donor and other stakeholders and the Africa RISING – ESA Project Steering Committee

5. Partner commitment and responsibility:

Membership

It was agreed that Africa RISING members attend in their disciplinary capacity that should include one representative for the rice-based systems, one for the maize-based systems, and one for vegetables. Other representatives include IITA, NAFKA, Tuboreshe Chakula, and USAID. Members serve on the team throughout the duration of the project. The 11 person team includes the following:

- IITA (ex officio): 2 (Irmgard Hoeschle-Zeledon, Mateete Bekunda)
- CIMMYT (maize-based system representative): 1 (Bright Jumbo)
- AfricaRice (rice-based system representative): 1 (Paul Kiepe)
- AVRDC (vegetables): 1 (Thomas Dubois)
- NAFKA: 2 (Silvanus Mruma, David Benafel)
- Tuboreshe Chakula: 2 (Rebecca Savoie, Joel Strauss)
- USAID Mission TZ: 1 (Elizabeth Maeda)
- Project Scaling Lead: 1 (TBD)

The meeting established the secretary as Tuboreshe Chakula (Rebecca Savoie) and the Chair as IITA (Irmgard Hoeschle-Zeledon).

Bekunda will report to the PMT on behalf of the project.

The meeting agreed that the project will only be successful if the three partners are fully committed to what they have promised in the proposal. Performance in year 1 will determine continuation and funding in the future.

After the meeting, USAID provided additional information about reporting:

- 1) IITA will report quarterly to the USAID Mission (technical and financial reports)
- 2) First report for the period October to December 2014 will be due on 31 January 2015
- 3) Dr. Maeda will provide the reporting template
- 4) Dr. Maeda will provide the FtF indicators for the project

- 5) We will decide who best does the reporting on the indicators to avoid multiple reporting in FTFMS

6. Staff update

IHZ reported that the positions of Scaling Expert and GIS post-doc have been advertised. The meeting discussed the best location of these two staff and recommended the Scaling Expert being located at TUBOCHA in Morogoro and the GIS specialist in Arusha at IITA. S/he should work closely with the AFSIS staff in Arusha.

8.AOB

Data management and communications:

1. Agreed to explore the application of the new Africa RISING platform for data management tool (PMMT) to this project.
2. Agreed that Irmgard creates a separate section (portal?) on the Africa RISING wiki for sharing reports and other internal communications

Dr. Kiepe complained about fixing the date of this meeting without consultation. Members agreed that this should be better addressed in respect of future meetings