



SUPPORT TO FARMERS' ORGANISATIONS IN AFRICA PROGRAMME (SFOAP)

Main Phase

2013 Steering Committee

Monday 11 March 2013

Addis Ababa, Ethiopia

2013 SFOAP Pilot Phase Steering Committee Morning Session		
Time	Session	Responsibility
9:30 – 11:00	Opening Session - Chaired by Philip Kiriro - EAFF Welcoming remarks by the African Union (to be confirmed) Opening remarks by PAFO, EAFF, PROPAC, ROPPA, SACAU and UMAGRI Remarks from SFOAP donors Interventions from participating partners and institutions Adoption of the Agenda	Chair and Participants
11:00 – 11:15	<i>Coffee Break</i>	
11:15 – 12:30	Presentation of the Programme from RFOs Discussion Closure of the Session by the Chair	Chair and Participants
12:30 – 13:30	<i>Lunch Break</i>	
2013 SFOAP Pilot Phase Steering Committee Afternoon Session		
13:30 – 15:30	RFOs and PAFO's presentation of regional programmes of work (10 minutes each). Each presentation will focus on: <ul style="list-style-type: none"> • <i>Brief introduction on priorities, objectives and expected results</i> • <i>Organizational framework and implementation arrangements (particularly for the new component 3)</i> • <i>Overview on focus for 2013 (main priorities and activities)</i> Each presentation will be followed by a round of questions & answers / discussion (max. 10 minutes)	PAFO, EAFF, PROPAC, ROPPA, SACAU, UMAGRI and Participants
15:30 – 15:45	<i>Coffee break</i>	
15:45 – 17:30	Complementarities and synergies with other programmes and projects supported by SFOAP backdonors: how to ensure the development of synergies and transparent coordination? How to avoid duplication? <ul style="list-style-type: none"> • Intervention from AgriCord on FFP/AFRICA; • Interventions from RFOs benefitting from other support; • Possible interventions from FAO and CTA on partnership and synergies identified (<i>to be confirmed</i>) 	AgriCord, RFOs, FAO and CTA (to be confirmed)
17:30 – 17:45	Wrap up Closing of the SC – Chair	Chair



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Main Phase

Start-up workshop

12 - 15 March 2013

Addis Ababa, Ethiopia

Day 1 – Tuesday 12 March 2013 – Overview of programme structure and implementation arrangements

Time	Session	Responsibility / Facilitation
9:30 – 9:45	Introduction from IFAD, presentation of the sessions and adoption of the agenda	IFAD
9:45 – 10:45	<p>Overview of the Programme</p> <ul style="list-style-type: none"> • Overview of the programme structure (components, subcomponents), implementation arrangements and responsibilities at all levels • Definition of annual calendars and related timing (implementation of activities, supervision, technical and financial reporting, SC and KM events, MTR, WAs and disbursements) • Questions and answers 	IFAD
10:45 – 11:00	<i>Coffee Break</i>	
11:00 – 12:30	Continuation of the session	IFAD
12:30 – 13:00	<i>Lunch Break</i>	
13:00– 15:30	<p>Component 5 - IFAD Programme coordination and supervision: annual supervision missions</p> <ul style="list-style-type: none"> • Annual supervision missions: contents, timing, timely organisation and preparation, documents to be provided, the AM, the involvement of country programmes of donors /complementary programmes and projects, peer to peer supervision. Linking country activities to country programs of donors: how to better engage? • Experiences from RFOs – PROPAC and ROPPA: how to prepare supervision missions (documents, status of implementation vis-à-vis recommendations, mobilisation of leaders, staff and partners, the logistics, etc.)? Practices, challenges, suggestions for improvement • Experiences from RFOs – SACAU and EAFF: participation to peer to peer supervision. The added value of experience sharing and engagement in a process of learning by peers. • Questions and answers 	IFAD, PROPAC, ROPPA, SACAU, EAFF
15:30 – 15:45	<i>Coffee Break</i>	
15:45 – 17:30	Continuation of the session	IFAD, PROPAC, ROPPA, SACAU, EAFF

Day 2 – Wednesday 13 March 2013 – Fiduciary Aspects

Time	Session	Responsibility / Facilitation
9:30 – 10:30	<ul style="list-style-type: none"> Disbursement procedures: preliminary actions and information (opening of bank account, expected timing, modalities and conditions for disbursements, pre-financing) Questions and answers 	IFAD
10:30 – 11:00	<ul style="list-style-type: none"> Accounting and financial recording: experiences from RFOs (tour de table): best practices, challenges and suggestions for improvement to be shared. 	IFAD, SACAU, ROPPA, PROPAC, EAFF, UMAGRI
11:00 – 11:15	<i>Coffee break</i>	
11:15 – 12:30	<ul style="list-style-type: none"> Annual financial reports and annual budgets (formats and information to be provided; categories of expenditures and components, reallocation of funds, prefinanced amounts) Questions and answers 	IFAD
12:30 – 13:30	<i>Lunch break</i>	
13:30 – 15:30	<ul style="list-style-type: none"> Withdrawal applications (WAs): main challenges identified and proposed solutions. Tour de table: RFOs will select and share main challenges experienced with the preparation of WAs, and/or will share applied solutions (30 min). Presentation from IFAD on the revised formats and documents to be provided for submission of WAs Questions and answers 	IFAD, SACAU, ROPPA, PROPAC, EAFF
15:30 – 15:45	<i>Coffee Break</i>	
15:45 – 16:30	<ul style="list-style-type: none"> Continuation of the session 	IFAD, SACAU, ROPPA, PROPAC, EAFF
16:30 – 17:30	<ul style="list-style-type: none"> Audit (timing, terms of reference for the selection of auditors, information to be provided) Procurement Questions and answers 	IFAD

Day 3 – Thursday 14 March 2013 – The coordination of the programme at RFOs and Technical reporting and planning

Time	Session	Responsibility / Facilitation
09:30 – 11:00	<p>The management and coordination of the Programme at RFOs/PAFO. Presentation from RFOs (20 minutes each) on the following key issues:</p> <ul style="list-style-type: none"> - The management and coordination structure at the Secretariats: roles and responsibilities - Implementation support/backstopping - Arrangements for technical and financial reporting and planning - The management and implementation arrangements for the component 3 (coordination of the components, selection of activities/programmes to be supported, modalities of implementation, roles and responsibilities at all levels etc.) <p>Each presentation will be followed by a round of questions and answers (10 minutes each)</p>	RFOs/PAFO
11:00 – 11:15	<i>Coffee Break</i>	
11:15 - 13:00	Continuation of the session	RFOs/PAFO
13:00 – 14:00	<i>Lunch Break</i>	
14:00 – 15:00	<p>The Manual of Procedures: technical reporting and planning</p> <ul style="list-style-type: none"> • The format and the contents including the indication of programme components and subcomponents and activities to be included under the different subcomponents • Timing • Questions and answers 	IFAD and participants
15:00 – 15:45	Coffee Break	
15:45 – 17:45	Results oriented annual reporting: Writeshop	IFAD

Day 4 – Friday 15 March 2013 – Monitoring and Evaluation

Time	Session	Responsibility / Facilitation
09:30 – 10:30	<ul style="list-style-type: none"> Presentations from RFOs on their M&E systems in place as well as tools and procedures, problems and challenges (20 minutes each) 	IFAD/Participants
10:30 – 10:45	<i>Coffee break</i>	
10:45 – 11:30	Continuation of the session	IFAD/Participants
11:30 – 12:30	<ul style="list-style-type: none"> The assessment of Oscar Damen: considerations on RFOs' M&E systems and their linkages with SFOAP M&E (tools and methods for data collection, analysis, results management etc.) 	IFAD/Participants
12:30 – 13:30	<i>Lunch break</i>	
13:30 – 14:30	Continuation of the session	IFAD/Participants
14:30 – 15:30	AgriCord: M&E and institutional profiling	IFAD/Participants
15:30 – 15:45	<i>Coffee break</i>	
15:45 – 17:00	Recommendations, proposals and suggestions for improvement The way forward	IFAD/Participants
17:00 – 17:30	Wrap up and conclusions Closing of the workshop	IFAD/Participants