



Food, Agriculture and Natural
Resources (FANR) Directorate,
SADC Secretariat



European Commission
9th EDF

Implementation & Coordination of Agricultural Research & Training (ICART)

REGIONAL TRAINING PROGRAMME (RTP)

BRIEFING WORKSHOP

**Indaba Conference Centre, Johannesburg,
South Africa**

March 14-15th, 2006

A REPORT ON THE WORKSHOP PROCEEDINGS

Prepared by:

**Professor John Cusworth and Mr Patrick Ryan
Bradford Centre for International Development
University of Bradford**

April 5, 2006

SADC ICART REGIONAL TRAINING PROGRAMME (RTP)

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WORKSHOP PROCEEDINGS

Section 1: DAY 1 - Tuesday March 14th – Morning Sessions

Delegates were welcomed to the workshop by the chairman Dr Simon Mwale (FANR, SADC) (a full list delegates and resource personnel is given at Annex1). Dr Mwale introduced the workshop programme (Annex 2) and gave a short presentation on the objectives of the ICART programme and the role of FANR/SADC and the EU (a copy of this presentation is at Annex 3).

The first session was presented by Professor John Cusworth on the background to the ICART - Regional Training Programme (RTP) and the call for proposals (see Annex 4 slides 1-17). The second session, presented by Mr. Patrick Ryan, focused on how to respond to the ICART-RTP call for proposals and on explaining the 'Guidelines for the Grant Applications' (see Annex 4 slides 17 – 58). The final session of the morning, presented by Mr. Tom Farrington (SADC), focused on EDF requirements once a grant had been awarded (see Annex 5 for the full presentation).

A number of important issues raised by delegates during these sessions are summarized below:

- a. A discussion took place regarding the possibility extending the existing deadline for submission of proposals. It was agreed that SADC and the EU would consider extending this by four weeks to the end of May. Confirmation of this would be posted on the SADC website.
- b. Given the likely extension of the submission date, it was suggested that the decision date of the proposal process was now expected to be August 2006.
- c. A discussion took place around the way in which existing and new staff assigned to the action under the training materials development component should be costed. It was noted that if the cost of new staff employed is above €5,000 there would be a requirement to implement the procurement process as specified in the Grant Contract.

- d. The issue of currency exchange rates was raised. Delegates expressed concern over the possibility of losing out financially due to fluctuations in exchange rates between the € and local currencies, between the submission of proposals and disbursement. It was recognized that this was a possibility but that the impact could be minimized by institutions depositing their grant allocation in interest bearing € accounts. Only in exceptional circumstance, with significant losses, would a contract renegotiation be allowed.
- e. Issues were raised regarding the role of the Help Desk. It was agreed that the consultants from the University of Bradford would offer help in preparing proposals for regional institutions who did not attend the workshop.
- f. There was a discussion as to the possibility of an institution taking the lead on one bid and a partner on another. The understanding was that this would not be appropriate.
- g. Some delegates queried whether the bid could be from a department or faculty as opposed to the University/institution. It was agreed that the bid should be an institutional bid (i.e. from the University as the legal entity) with the specific department being named within the proposal.
- h. It was noted that South African students would be ineligible to benefit for a training award under the RTP. However, it was emphasized that RSA nationals could be employed under the contract, particularly with respect to the training material development components.
- i. There was a discussion with respect to the 7% administrative overhead specified in the Guidelines. It was explained that the 7% could be added to the total eligible direct costs and not 95% of the total eligible costs funded under the grant.

Section 2: DAY 1 - Tuesday March 14th – Afternoon Sessions

The first afternoon session was given by Dr Alain Ange (SADC) who presented a paper on ‘Training Priorities under the RTP’. This was followed by individual country presentations on agricultural training provision provided by regional Universities and technical training institutions. The delegates from the DRC (Annex 7), the University of the Free State (Annex 8) and the University of Sokoine (Annex 9) all made formal PowerPoint presentations. The delegate from Mananga, Swaziland presented a promotional video.

The delegates from Botswana, Lesotho, Mauritius, Namibia, Zambia, Zimbabwe, and Swaziland made verbal presentations with the undertaking that copies of the presentations would be sent to the FANR communications officer or the Help Desk team after the workshop. Copies of the presentations given by Johanna Andowa – Head of Agricultural Training, Government of Namibia and by Professor Abu Sesay of the Botswana College of Agriculture are given in Annexes 13 and 14 respectively.

The presentation from the Faculty of Agriculture and Natural Resources, the University of Namibia was received after the workshop and is presented in Annex 12. Furthermore, it was recognized that a formal situation analysis would be undertaken within the next few months that would further elaborate on training provision in the region.

In the discussion following the presentations consideration was given to the possibility of establishing regional centres of excellence with a view to strengthening capacity and avoiding duplication of effort. There was also some discussion around the weaknesses of the current training research networks that had previously been established under the SACAR programme and it was further agreed that the ICART programme should strengthen the regional networks as a means of capacity building provision. It was also agreed that the situation analysis should identify gaps in both research and training.

Section 3: DAY 2 - Wednesday March 15th – Morning Sessions

The first session of the Day 2 was presented by Professor John Cusworth on how to submit the grant application forms (Section 2.2 of the Guidelines and Annex 4, slides 58 - 69). This was followed by a detailed presentation on the evaluation criteria incorporated in the evaluation matrix (Section 2.3 of the Guidelines and Annex 4, slides 69 – 77). A number of important issues and questions were raised and discussed during this session which are summarized below:

- a. Specific issues were emphasized with respect to the requirements for meeting submission deadlines. Delegates were encouraged to adhere to the deadlines specified in the Guidelines and to pay particular attention to potential logistical problems with respect to inter country communications and postal services.
- b. Dr Ange informed participants that proposals should be clearly marked because SADC are managing many different proposals. There was a lack of clarity as to how applications should be submitted in terms of the use of different envelopes. SADC agreed to clarify this.
- c. In answer to a question from the delegate from DRC, it was emphasized that the applications should be submitted in English only, and not in French.
- d. A question was raised relating to the supporting documents required for the application process specified in section 2.2.1 of the Guidelines. Delegates were advised that they should err on the side of caution and submit full copies of the required financial statements and Articles of Association rather than summary pages. However, it was pointed out that in terms of financial statements the Guidelines only requested that a Profit and Loss and Balance Sheet be submitted.

- e. Issues around the desirability or otherwise of applying in partnership with other institutions were discussed. The desirability of partnerships was recognized but that they were not essential in the context of this particular call for proposals. It has subsequently been agreed that the section in the evaluation relating to 'bids with no partners scoring only 1 point' be removed.
- f. It was also agreed that the emphasis on participation in the evaluation matrix should also be reduced as it was unlikely that students (the main beneficiaries) would be consulted in the process of developing new or existing postgraduate degree programmes outside of the normal University student evaluation and course feedback procedures.

Section 4: Day 2 - Sessions 2 and 3

The second and third sessions of Day 2 were presented by Patrick Ryan on completing the Grant Application Form. Important aspects of the grant application form were illustrated using a completed grant application form for another project in the education sector. Part of Session 3 was spent introducing the Logical Framework to participants.

A number of important issues and questions were raised and discussed during this session, which are summarized below:

- a. Delegates were advised to ensure that their applications were written clearly and precisely and focused on the question. In particular, applications should focus on the key requirements specified in the Guidelines and to ensure that proposals were relevant to the objectives of ICART and to ensure that they were consistent with national and regional policies.
- b. A question was raised about the space allocation given to certain questions on the form. Delegates were advised to adhere strictly to the word and page limitations given to specific questions and that applicants should not change the font size or any settings of the application form template.
- c. Participants were advised to use the 'overall objectives' and 'specific objectives' terminology in order to be consistent with the terminology used in the EU logframe (see Annex C of the Grant Application Form).
- d. Delegates were advised that they should insert a heading under Activity 4, page 9, of the Call for Proposals "1.) Scholarship Fund".
- e. Delegates were advised that Annex B of the Application Form the 'Budget for the Action' had a page missing and that the links to this additional page on the EU website would be supplied later on the SADC website.
- f. Clarification was given by SADC as to how include administration fee of 7% in budget form (Annex B).

- g. Delegates were also advised to leave sufficient time to obtain relevant signatures.

Section 5: Additional Presentations and Conclusion

The final session of the day included two presentations from Dr Calvin Nhira on the programme of training under the SADC Land & Water Management Project, and Dr Susanne Munstermann on the SADC PRINT livestock programme. A copy of these presentations is given at Annexes 10 & 11.

Summing up, the chair reminded the workshop that for logistical reasons Malawi, Mozambique, Angola and Madagascar were not represented at workshop but that institutional contacts and Help Desk support will be maintained during the proposal process.

List of Annexes

	Name	Location
Annex 1	List of delegates	Main report
Annex 2	Workshop Agenda	Main report
Annex 3	Introductory Presentation on the Objectives of the ICART Programme – Presented by Dr Simon Mwale	Accompanying PowerPoint file
Annex 4	Main Workshop Presentation - Presented by Professor John Cusworth and Patrick Ryan	Accompanying PowerPoint file
Annex 5	Meeting EDF Requirements – Presented by Mr. Tom Farrington, FANR, SADC	Accompanying PowerPoint file
Annex 6	Training Priorities Under the RTP - A Paper Presented by Dr Alain Ange	Accompanying Word file
Annex 7	DRC Presentation	Accompanying PowerPoint file
Annex 8	University of Free State Presentation	Accompanying PowerPoint file
Annex 9	University of Sokoine Presentation	Accompanying PowerPoint file
Annex 10	Land and Water Project Presentation – Dr Calvin Nhira	Accompanying PowerPoint file
Annex 11	Print Presentation Presented by Dr Susanne Munstermann	Accompanying PowerPoint file
Annex 12	Faculty of Agriculture & Natural Resources, University of Namibia Presentation - Professor Masangi,	Main report
Annex 13	Presentation by Johanna Andowa – Head of Agricultural Training, Namibia	Main report
Annex 14	Presentation by Abu Sesay - Botswana College of Agriculture	Main report

**ANNEX 1: LIST OF DELEGATES, SADC ICART RTP WORKSHOP, INDABA CONFERENCE
CENTRE, JO'BURG, SOUTH AFRICA, MARCH 14-15, 2006:**

Country	Delegate	Post/ Institution	Phone/ Fax/ E-mail address
Country delegates			
Angola	Prof David Kilusinga UNABLE TO BE PRESENT	Bunda College of Agriculture	Phone: +265-1-277324/ +265-1-277226 Mobile: +265-9933085 Fax: +265 1-277364 bca@bunda.unima.mw
Botswana	Prof Abu Sesay	College of Agriculture, Botswana	Phone: +267 3650136/ +267 3928874 Fax: 267-3928753 asesay@bca.bw
DR Congo	Dr Jean Ngog Nje	Director, Regional Post-graduate School for the Integrated Management of the Tropical Forests & Territories (ERAIFT), University of Kinshasa, B.P. 15373, Kinshasa	Phone: (243)-897-9153 eraift@yahoo.fr ; jngognje@yahoo.fr
“ “	Dr Mossala Makambo UNABLE TO BE PRESENT	Director General, National Institute for Study & Agricultural Research (INERA), B P 2037, Kinshasa	Fax: (243)-123-3549; (243)-122-1076 Inera_dg@yahoo.fr
Lesotho	Dr Matla Ranthamane	Director, Dept of Agricultural Research, GoL	Phone: (266)-223-20786 Fax: +266 22310362 mmranthamane@yahoo.co.uk
“ “	Dr William O Odenya	National University of Lesotho, P.O Roma 180, Lesotho	Phone: (266)-223-40601/ +266 22213626 Fax: (266)-223-40000 wo.odenya@nvl.ls ; odenya@excite.com
Madagascar	Prof Panja Ramanoelina UNABLE TO BE PRESENT	Directeur Ecole Supérieur de Sciences Agronomiques (ESSA) Universite d'Antananarivo, Madagascar	Phone: +261 33 1 441 93 Fax: +261 20 279 26 panjarama@wanadoo.mg
Malawi	Prof Kanyama Phiri UNABLE TO BE PRESENT	Principal, Bunda College of Agriculture, Lilongwe	Phone: +265 12 77324/ +265 1 277226/260/268 Mobile: +265 9933085 Fax:+265 1-277364 gykphiri@bunda.unima.mw principal@bunda.unima.mw
Mauritius	Professor Dass Roy Vencatasamy	Dean, Faculty of Agriculture, University of Mauritius	Phone: (230)-454-1041 ext 1227 Fax: (230)-465-5743 dassroyv@uom.ac.mu
Mozambique	Professor Mario Falcao UNABLE TO BE PRESENT	Associate Dean, Faculty of Agronomy, University Eduardo Mondlane, Box 257, Maputo	Fax: (258)-1-491557 mariopaulofalcao@yahoo.com
Namibia	Ms Johanna Andowa	Head of Agricultural Training, MAWF	Phone: (264)-6120-87001/28 Fax: (264)-6120-87082 (264) -61 2087768 andowaj@mawrd.gov.na
“ “	Prof Josephine Phillip Msangi	Faculty of Agriculture & Natural Resources, University of Namibia	Phone: +264 61 2063111/3890 Fax: (264)-6120-63013/3424 jmsangi@unam.na
South Africa	Mr Pieter Taljaard	Dept. of Agricultural Economics, University of Free State, Box 339, Bloemfontain, 9300	Phone: (27)-51-4013220 Fax: (27)-51-4013473 taljaardp.sci@mail.uovs.ac.za ; Pieter-sci@mail.uovs.ac.za

“	“	Professor Terry Aveling	Dept of Microbiology & Plant Pathology, School of Biological Sciences, University of Pretoria 0002	Phone: (27)-12-420-3264 Fax: (27)12-4204588 Mobile: (27)-8-2807-6979 terry.aveling@fabu.up.ac.za
Swaziland		Professor B M Dlamini	Dean of Agriculture, University of Swaziland, Private Bag 4, Kwaluseni	Phone: (268)-528-3021 Fax: (268)-528-3441 dean@agric.uniswa.sz ; bmd@africaonline.co.sz
“	“	Dr R Taruvinga	Director, Mananga Centre for Management Development & Regional Integration, Box 5100, Mbabane, Swaziland	Phone: (268)-4163155/6; Fax: (268)-4163158 / (268)-3232184 Mobile: (268)-6020990 mananga@africaonline.co.sz
Tanzania		Professor Filbert Rwehumbiza	Associate Dean, Faculty of Agriculture, Sokoine University of Agriculture, Morogoro	Mobile: (255)-748-931818/255 23 2603259/4649 Fax: (255)-23-2604649/ 2603259; rmbiza@suanet.ac.tz rwehumbizaf2002@yahoo.co.uk
Zambia		Dr Benson Chishala	School of Agricultural Science, University of Zambia	Phone: (260)-1-250587/ 295421 Fax: (260)-1-290863/ 295655 bhchishala@yahoo.com
Zimbabwe		Dr Charles Mutisi	Dean of Agriculture, University of Zimbabwe, Mount Pleasant, Harare	Phone: (263)-4333880 Fax: (via Vice Chancellor) (263)-4-333407 mutisi@agric.uz.ac.zw
“	“	Professor Samson Mukaratirwa	Dean, Faculty of Veterinary Science, University of Zimbabwe	Phone: (263)-4-303289 Fax: (263)-4-333683 smukarati@vet.uz.ac.zw
SADC				
“		Dr Simon S Mwale	Senior Programme Manager, FANR Directorate, SADC	Phone: (267)-3951863 ext 5090 smwale@sadc.int
“		Dr P.Jessen	ICART Coordinator	Phone: (267)-3951863 ext 5094 piessen@sadc.int
“		Dr Alain Ange	TA to FANR	Phone: (267)-3951863 aange@sadc.int
“		Dr John Ashley	TA to ICART	Phone: (267)-3951863 ext 5116 jashley@sadc.int
“		Tom Farrington	Programme management Adviser, SADC	Phone: (267)-3611053 tfarrington@sadc.int
“		Krishan Bheenick	Information, Communication & Training Specialist, ICART	Phone: (267)-3951863 ext 5116 kbheenick@sadc.int
“		Dr Susanne Munstermann	Technical Adviser Training, PRINT Livestock Project	Phone: (267)-3951863 smunstermann@sadc.int
“		Dr Calvin Nhira	Coordinator, Land & Water Management Applied Research Programme	(267)-3951863 cnhira@sadc.int
“		Monnye Montshioa	SADC HQ Secretary - under RICB/EU	(267)-3951863 ext 1052; Fax: (267)-3972848/ 3181070 mmontshioa@sadc.int
University of Bradford				
		Prof John Cusworth	Dean, School of Social & International Studies	Phone: (44)-1274-233964 j.w.cusworth@bradford.ac.uk
		Dr Patrick Ryan	Head, Bradford Centre for International Development	Phone: (44)-1274-233976 p.w.ryan@bradford.ac.uk
EC Delegation, Gaborone				
		Maria-Lisa Santonocito	Project Officer, EC Delegation, Gaborone, Botswana	Phone: (267)-3914455 Maria.Santonocito@cec.eu.int

Annex 2: SADC ICART REGIONAL TRAINING PROGRAMME (RTP)

BRIEFING WORKSHOP

Indaba Conference Centre, Johannesburg, South Africa,

March 14-15th, 2006

AGENDA

DAY 1 - Tuesday March 14 (Chairman Dr S.Mwale)

Time	Session	Speaker
0900-0915	Welcome & introductions	SM
0915-0945	Background to Regional Training Programme (RTP) and the Call for Proposals	JWC
0945-1015	Discussion	
1015-1045	Break	
1045-1115	How to Respond to the RTP Call for Proposals? - Understanding the Process and the Guidelines for the Grant Applications	PR
1115-1200	Meeting EDF Requirements	TF
1200-1230	Discussion	
1230-1330	LUNCH	
1330-1530	Training Priorities under the RTP Presentations from Regional Institutions	AA Delegates
1530-1630	Discussion	
1630-1645	Summary and close	SM

DAY 2 - Wednesday March 15 (Chairman Dr S.Mwale)

0900-1000	Completing the Grant Application Form - The Evaluation Matrix	JWC
1000-1030	Completing the Grant Application Form and Annexes	PR
1030-1100	Discussion	
1100-1130	Break	
1130-1230	Completing the Grant Application Form (cont)	PR
1230-1245	Discussion	
1245-1345	LUNCH	
1345-1530	Completing the Grant Application Form and the Logical Framework	PR
1530-1600	Break	
1600-1630	Programme of Training under the SADC Land & Water Management Project	CN
1630-1700	Discussion	JWC/PR
1700-1715	Closing remarks	SM

SM Dr Simon Mwale, FANR, SADC
JWC Professor John Cusworth, Bradford University, UK
PR Mr Patrick Ryan, Bradford University, UK
AA Dr Alain Ange, TA to SADC
TF Tom Farrington, Programme Management Adviser to SADC
CN Dr Calvin Nhira

Annex 12: Presentation by Professor Masangi, Faculty of Agriculture & Natural Resources, University of Namibia

1. The Faculty was established in 1995 and admitted the first cohort of students in January 1996.
2. The Faculty was mandated to launch undergraduate programmes to build capacity for the country by producing manpower for the various sectors of the economy.
3. The Faculty runs two degree programmes: B.Sc. (Agriculture) and B.Sc. (Natural Resources).
4. The B.Sc. (Agriculture) has four specializations: Animal Science; Agricultural Economics and Extension; Crop Science and Food Science and Technology.
5. The B.Sc. (Natural Resources) offers one option, Fisheries and Aquatic Science.
6. The Faculty is planning to launch a two-year MSc programme in Rangeland Resources Management; justification for this being that Namibia is largely a ranching country due to its aridity and poor soils. Programme to be offered in collaboration with Witwatersrand University, South Africa and Eduardo Mondlane University, Mozambique.

The programme has 4 core themes: Rangeland Ecology and Biodiversity; Integrated Resource Management; Animal Production on Rangelands and Socio-economics of Rangelands. The programme includes two compulsory modules: Research Methods & Analysis and Geographic Information System & Remote Sensing.

7. 2006 is a planning year; 2007 an advertising and student recruitment year. Teaching to commence 2008.
8. Faculty also offers post-graduate studies (MSc and Ph.D.) by research and thesis. The Faculty's first Ph.D. candidate will graduate during the graduation ceremony scheduled for 22 April 2006.
9. Regional networks exist through individuals participating in collaborative research projects. The Faculty has two Memorandum of Understanding signed between Rhodes University, South Africa and Bunda College, Malawi. Other informal links exist between University of Dar es Salaam, World Fish Center in Malawi and Natural Resources Trust Center, Zimbabwe.

Prof. J.P. Msangi

Annex 13: Presentation by Johanna Andowa– Head of Agricultural Training, Namibia

Involvement of the Division of Agricultural Training (DAT) in Training

Objectives:

Development of Namibia's human resources to meet the needs of agricultural sector, through farmer training and training of government and private sector agricultural support services personnel, through both formal and non-formal training methods;

Train sufficient students to achieve vocational and professional qualifications and to attain the necessary skills to meet the differing demands of the formal agricultural employment market.

Facilitate the sending of students, at both university undergraduate and postgraduate levels, to study abroad until such education is available within Namibia.

Train Government agricultural officials in basic subjects omitted during their initial training, in knowledge available in the past due to international isolation, and in new development in constantly evolving fields of agricultural endeavour.

Train farmers in improved technologies involved in the production, processing and marketing processes, in close cooperation with agricultural extension and research services

The Ministry of Agriculture, Water and Forestry has two departments i.e. the Department of Agriculture and the Department of Water Affairs and Forestry. It has eight directorates, of which one is the Directorate of Agricultural Research and Training to which the Division of Agricultural Training (DAT) belongs.

DAT has the following main activities:

Provision, coordination and facilitation of training services of Ministry of Agriculture, Water and Forestry (MAUF)

DAT manages four training institutions, 2 agricultural colleges; Neudamm and Ogongo agricultural colleges, which offer a 3-year agricultural diploma. In addition, Ogongo College offers a three-year Diploma in Forestry.

The Division is also responsible for agricultural and in-service training needs assessment to determine the needs of the Ministry. In this regard, the Division carried out TNA in mid 2005, which clearly showed the critical areas where further qualifications are required. In response, the Ministry availed funds and DAT advertised scholarships in 22 critical areas, identified by the Directorates. Scholarships were open for both Ministerial staff and people outside the Ministry. So far, a number of ministerial staff and graduate students have commenced their studies at different institutions in the SADC region, including Malawi, South Africa and Zimbabwe.

DAT is also responsible for the formulation of Agricultural Human Resource Development to enable the Ministry to address the issue of capacity building on a long-term basis.

Support and facilitate agricultural training offered by other stakeholders, be it development partners as Governments, NGO's or even the private sector.

DAT will continue to pursue its function of capacity building and the establishment of Namibian University College of Agriculture under the Memorandum of understanding (MoU) signed between the University of Namibia (UNAM) and the Ministry.

Annex 14: Presentation by Abu Sesay - Botswana College of Agriculture

The Botswana College of Agriculture (BCA) is the centre for agricultural training in Botswana. The College also serves as the Faculty of Agriculture of the University of Botswana, and is composed of the following academic departments:

- Department of Crop Science and Production
- Department of Animal Science and Production
- Department of Economics, Agricultural Education and Extension
- Department of Agricultural Engineering, Land Use and Planning
- Department of Basic Sciences – (which currently provides training in the basic sciences to support the other departments)

The College also provides training at the following levels:

- Certificate in Agriculture
- Diploma in Agriculture
- Higher Diploma in Agriculture
- Higher Diploma in Agricultural Education
- BSc in Crop Science with Options in Agronomy, Soil Science, and Horticulture

The BSc Crop Science degree programme is new and it had its first intake of students this year.

The degree programmes at BCA are run under the supervision of the University of Botswana, and the degrees are therefore degrees of the University of Botswana.

Currently the major thrust at BCA is the development of postgraduate degree programmes. The most advanced of these programmes is the MSc in Crop Science, with streams in Agronomy, Soil Science and Horticulture. This programme is expected to start early in 2007, at the latest proposed MSc programmes in Animal Science, Agricultural Education and Agricultural Engineering are currently going through the various College and University structures.