

**Capacity Development Expert Group
Workshop, Montpellier, 19 and 20 March 2015
- Draft Summary Report -**



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Executive summary

The TAP Capacity Development Expert Group workshop took place in Montpellier from 19 to 20 March 2015. It gathered experts suggested by TAP Partners, the core expert team of five consultants, who reviewed existing resources on Capacity Development (CD) for Agriculture Innovation Systems (AIS) and will formulate the Framework, the TAP Chair, the Chair of the TAP Global Task Force, the TAP Secretariat and the coordinators of the EC-funded CDAIS project supporting the development and validation of the Framework. The workshop served as a forum to discuss the results of the review on CD for AIS resources, identify gaps in the literature and develop common conceptual and operational understanding, while providing recommendations for the formulation of the Common Framework on CD for AIS.

The workshop allowed experts from TAP Partners to share information on their ongoing and planned activities and provide inputs on how this can inform and be linked to the Framework. A note with key definitions and concepts of CD for AIS and the review report on existing CD for AIS resources provided a basis for the discussions at the workshop.

Based on their analysis of existing material the three consultants suggested that the Common Framework should be based on the idea that capacity development needs to follow a sequential process. A sequence of five main action lines and a number of other complementary actions, cutting across the whole CD for AIS process, were proposed (see Figure 3).

The discussion of the review results and the formulation of recommendations were organised around three main themes: Elements of the Framework, Needs Assessment and Monitoring and Evaluation. Participants stressed that the Framework, besides a conceptual structure, needs to deliver operational and practical guidance on CD for AIS at the systems as well as at project level. At the same time, it was agreed that the Framework should remain adaptable and flexible, allowing a broad range of stakeholders to apply it in various contexts. As a result, one of the main recommendations is for the Framework to provide a range of options in terms of tools for needs assessment and M&E that can also serve as a basis to explore more coherent upstream funding of AIS interventions. These tools should be robust, simple to use and not mutually exclusive (allowing for a combination of tools). The Framework should provide explanations which approaches and tools work better than others in order to enable users to make a strategic decision. Other recommendations of the experts included for example the development of a catalogue of core measures for each progress and results dimension of CD for AIS as part of the Framework, the development of a theory of change as part of the Framework and the identification of practical case studies and flagship domains that can inform the Framework.

It was agreed that a draft of the Framework should be available by 25 June 2015, which will be circulated to the wider expert group, the TAP Global Task Force and the TAP Steering Committee for feedback and endorsement. The validation of the Framework in pilot countries is planned to begin in September 2015 in the context of the CDAIS project.

1. Background information

Following recommendations of the TAP Steering Committee and the TAP Global Task Force, an Expert Group was created to develop the Common Framework on Capacity Development (CD) for Agricultural Innovation Systems (AIS) under TAP. These recommendations also specified that the Framework should be based on a review of existing resources and that the Expert Group should consist of a core team of experts, who are recruited as consultants, and a wider group of experts, who are suggested by TAP Partners and who provide in-kind feedback on the work of the consultants. The virtual TAP Partner Assembly, which was held in December 2014, gave the TAP Partners an opportunity to suggest experts from their organisations in fields that are relevant for the development of the Framework, such as CD, AIS and M&E.

The workshop, which took place in Montpellier from 19 to 20 March 2015, gathered 24 experts suggested by TAP Partners, the core expert team of five consultants, who will formulate the Framework (three of whom conducted the review), the TAP Chair, the Chair of the TAP Global Task Force, the TAP Secretariat and the coordinators of the EC-funded CDAIS project supporting the development and validation of the Framework (See Annex for agenda and for a detailed list of participants). As part of the Framework development process the workshop objectives were:

- Discuss the results of the review on CD for AIS resources and identify gaps in the literature;
- Develop common conceptual and operational understanding while providing recommendations for the formulation of the Common Framework on CD for AIS.

The workshop allowed experts from TAP Partners to share information on their ongoing and planned activities and provide inputs on how this can inform and be linked to the Framework. The following two documents, prepared by Julia Ekong, Eduardo Trigo and Ataharul Chowdhury, served to provide a basis for the discussions at the workshop:

- Review Report on Existing CD for AIS Resources;
- Note on Key Definitions and Concepts of CD for AIS.

Members of the wider expert group, who were unable to attend the workshop, provided feedback on these two documents before the workshop and will continue to be involved in the process. The outputs of the workshop will be circulated to the TAP Global Task Force members for their feedback and for obtaining further recommendations. The draft Framework will be circulated end of June to the wider expert group for feedback, before requesting the endorsement of the TAP Global Task Force and Steering Committee. Lastly, it is planned to validate the Framework in eight countries in Africa, Asia and Central America through the CDAIS project, which is funded by the European Commission with joint implementation by AGRINATURA and FAO from 2015 to 2018. At the same time, other TAP Partners are encouraged to promote and start applying the Framework by integrating it in existing activities or by mobilising resources for new projects.

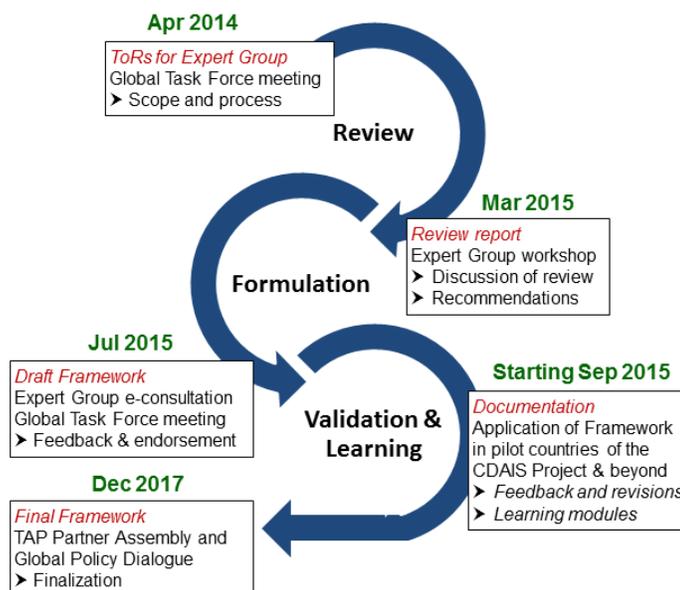


Figure 1: Overview of Framework development process

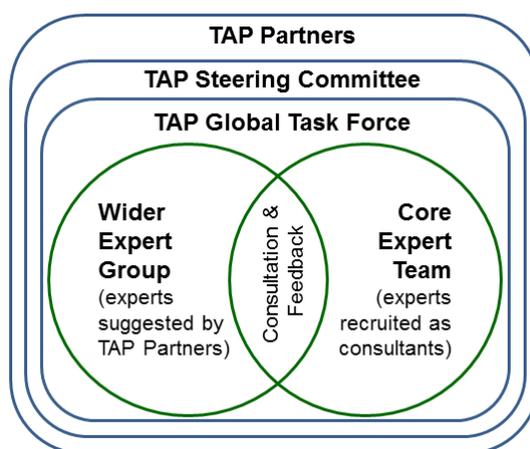


Figure 2: and Expert Group set-up

2. Presentation of review results

After the opening by Christian Hoste (TAP Steering Committee Chair) and an introduction session by Judith Francis (TAP Global Task Force Chair acting as meeting facilitator), Julia Ekong, Eduardo Trigo and Ataharul Chowdhury presented the main findings of their review of the literature on the theories, concepts and approaches used in the field of CD and AIS that are of relevance for the development of the Common Framework. The presentation included the following elements:

- Objectives, process, scope of review and status
- Components, levels and types of CD to address AIS needs
- Overview of guidelines, methodologies and tools (CD needs assessment, design, M&E and IA)
- Identification of gaps in the literature

- Suggested elements of a CD for AIS framework
- Recommendations for the development of a CD for AIS Framework

For more information on the contents of the review report, please write to the TAP Secretariat (Tropagplatform@fao.org). Based on their analysis of existing material the three consultants suggested the outline for the Common Framework shown in Figure 3, which is based on the idea that capacity development needs to follow a sequential process. This should start with the creation of the appropriate environmental conditions for capacity development to take place, which implies, at the very least, a firmly appropriated understanding of the innovation process and its multidimensional nature by all key stakeholders. It was proposed that the Framework to be developed needs to consider a sequence of five main action lines, and a number of other complementary actions, which essentially cut across the whole CD for AIS process.

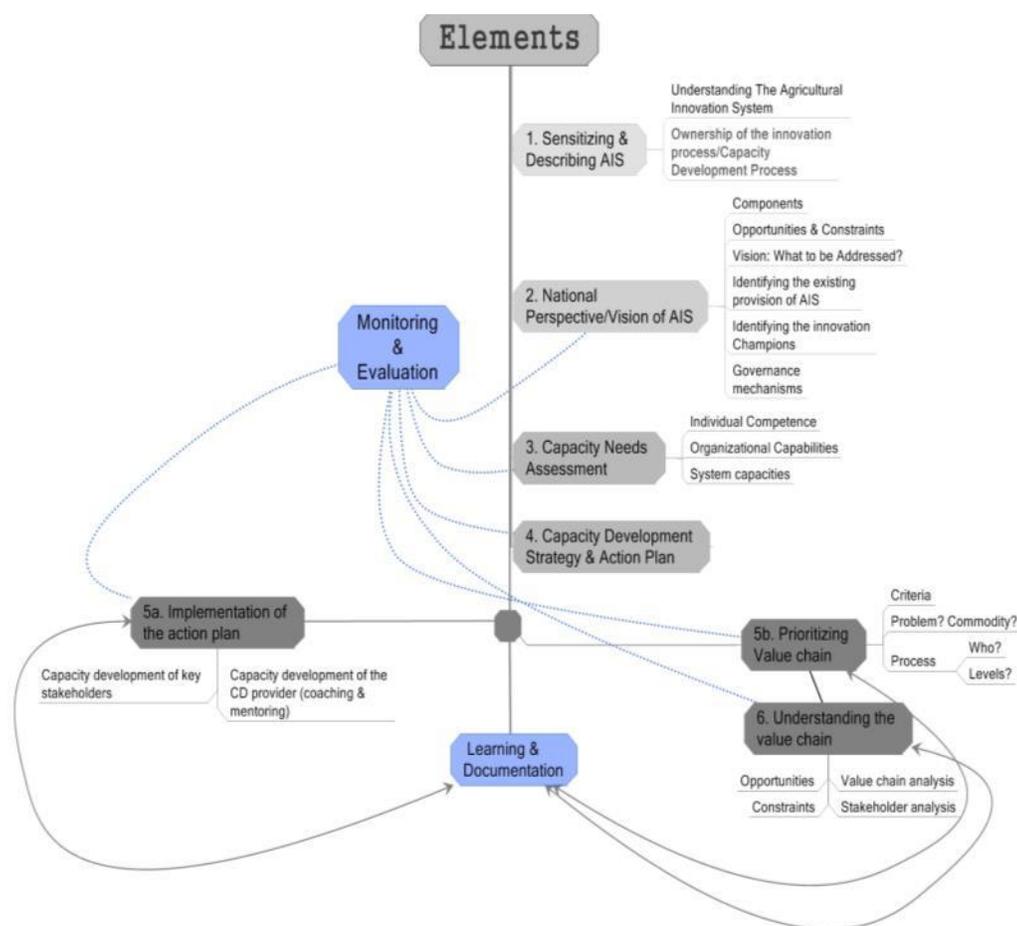


Figure 3: Preliminary outline of the elements of the Common Framework on CD for AIS

During the discussion that followed the presentation of the review results, workshop participants shared the following comments:

- Important not to impose the Framework;
- Need to consider power imbalances (donor recipient relations) for CD interventions;
- Need for a lasting Community of Practice / Network on CD for AIS;

- Need for strategic communication (e.g. short film modelled after “In Plain English”)
- Need to involve the private sector and to invite to join CD for AIS activities;
- Need to consider political commitment in the country where Framework is to be applied.
- Need to validate and customize the framework

3. Suggestions for the formulation of the Framework

During the workshop discussions and the formulation of recommendation were organised around three main themes: Elements of the Framework, Needs Assessment and Monitoring and Evaluation. To obtain the views and suggestions of the workshop participants on these themes, group discussions (alternatively through three World Café tables, brainstorming sessions) and plenary discussions alternated.

3.1 Elements of the Framework

Summary of feedback and discussions on review results:

- *Umbrella for the Framework:* Sustainable Development Goals; Paris / Accra / Busan Development Effectiveness Declarations; Crop Industry-Research-Extension Systems; AIS.
- *Preparatory steps that need to be considered for the Framework:* Scoping Study; Situation Analysis; Institutional Mapping; Mapping of national and international political economy; Stakeholder Analysis; Analysis of AIS actors’ points of view; Identification of Champions (i.e. change agents); Needs Assessment; Cost Assessment; Eligibility Assessment; Collective Visioning; Linkages with existing national CD programmes and systems for agriculture.
- *Processes and activities to consider for the Framework:* Validation Process; Feedback loops; Reflexive and joint-monitoring that encourages learning; Sensitization Buy-Ins; Governance Mechanisms; Scale & Level of Intervention; Temporal Horizon; Resource Mobilization; M&E Metrics/Indicators; Learning & Documentation; Media and materials; Strategic Interventions (Best Bet and Best Fit) Criteria.
- *Criteria to consider for the Framework:* Appropriateness to users; Adaptability and flexibility; Legitimacy; Stability over time; Practicality (beyond professors to farmers / producers); Sustainability (sustainable change beyond the project lifetime); Applicability; Iteration; Simplicity; Positive incentives (including to private sector); Fostering political commitment; Ownership and leadership by countries for instance through involving parliamentarians.
- *Second Guessing the Nature of the Framework:*

Type	Consideration	View
Strategic	Mission, Vision, Goal Statements Identified	Not likely
Logical	May become the basis for M&E- antecedent	Not likely
Theoretical	Not practical	Not Likely
Operational	TAP Chair’s View	Likely
Process	Consultants’ proposed framework Conceptual	Likely
Flowchart	Results in decisions, practical action	Likely
Utilization	From the Users’ Perspective (Co design)	Likely

- *Additional issues:* Identification of practical case studies and flagship domains, focus on functional linkages; Consideration of boundary and context; Analysis of how concepts are promoted; CD to deliver results and performance; Aspect of the 5Cs (can be useful, but also difficult to get across); Exploration of the development of a typology of AIS based on country case studies.

Main recommendations:

- Framework should be generic (globally relevant), addressing conceptual and operational issues (practical application at regional and country level with options);
- Generic guidelines and practical tools are required at the systems as well as at the project level;
- The Framework should specify the trade-offs, just like the options for two-ways learning between time-bound CD projects and developing long-term systems capacities;
- Framework needs to be adaptable and catalyse innovations;
- Framework should be comparable between countries (if possible);
- Assumptions for the Framework need to be explicit;
- Starting point should be the AIS, add existing CD concepts and operational principles with particular emphasis on the organizational and enabling environment dimension of CD;
- Framework should be conceived as a decision-making tool for CD interventions such as investment in R&D, grounded in the practical realities and needs of countries;
- Framework should provide guidelines that can be used for project formulation;
- Framework be used as an instrument to create synergies and provide policy advice;
- Case studies of successful CD for AIS should be identified to deduct principles and guidelines;
- Need to explain which approaches and tools work better than others i.e. provide future users with choices to make a strategic decision;
- Rating should be used to better categorise approaches and tools;
- Obtaining feedback of national experts on Framework is very important (offers validation!);
- Existing AIS should be characterised to identify best bet and highest impact;
- Unpack development jargon and make it tangible through examples (e.g. PPPs, MSPs, Innovation Brokers, etc.);
- Encourage “upstream” dialogue with donors / resources partners to shape funding decisions downstream (i.e. address gaps between principles and practices of AIS identified in the expert review);
- Consider alignment to Paris / Accra / Busan Development Effectiveness M & E framework to encourage dialogue and strategic upstream engagement with resource partners / donors.

3.2 Needs Assessment

Summary of feedback and discussions on review results:

- *Guidelines and criteria for needs assessment (how to assess?):* Assessment process should be a reflexive joint-assessment identifying the present and desired state with prioritised solutions how to get there, take existing capacities and strengths as a starting point to be enhanced, be

integrated into learning cycles and encouraging feedback loops, assess all the three dimensions of capacity (individual, organizational, and enabling environment) interconnected, be cognizant of power relations amongst individuals and organizations, target appropriate stakeholders and ensure an inclusive assessment process, have a sampling plan to ensure representativeness of the process, identify appropriate tools to use including innovative approaches leveraging on ICT capabilities.

- Implementation of needs assessment (who should assess?): Self-assessment with external facilitation; Group assessments for cross-groups learning and reality check (capacities of individuals who carry out the assessment are also important to consider).
- Target groups for needs assessments (whose capacities are to be assessed?): Agricultural producers and FBOs; Technicians; Research institutes; Agro-enterprises (input suppliers, processors, transporters); Governments – local, regional and national; Extension agents; Researchers; NGOs; CSOs; Development partners; Networks; Faith-based organizations; Educational institutions.
- Themes for needs assessments (what is to be assessed?): Socio-economic and cultural context; Modes of interactions; Linkages, collaborations and networks; Underlying constraints to change (internal and external); Technology needs of farmers; Livelihood strategies of households; Power relations within households; Policy environment; Baseline – current status; Knowledge base (accessibility, availability, and suitability of existing knowledge and information for innovation); Consideration of a national and international political economy analysis.
- Definition of system functions through needs assessment: Farmer advice; Information management; Diagnostic services; Research and technology development; Input supply, policy, regulatory and control services.

Main recommendations:

- Assess national and international political economy;
- Technical skills and soft (i.e. functional) skills such as facilitation are essential for AIS;
- Diverse needs of different target groups for various similar locations need to be considered;
- Identify entry points and assess needs at different levels and areas;
- Scoping and pre-assessment dialogue to engage stakeholders are essential steps before starting needs assessment;
- Assessment should include / lead to work plan(s) and budget(s) for CD interventions;
- Identify and capitalise on previous needs assessments relating to CD for AIS;
- Develop a conceptual model to ground the needs survey of an organization or target communities and groups;
- Need for prioritization by stakeholders of the components of the needs survey;
- Engage target groups in visioning the desired change (i.e. analyse present status, desired status and how to achieve the desired status; this can also involve fore-sighting);
- Define who is a stakeholder and identify their roles / functions in the AIS through stakeholder mapping;
- Specify the system boundaries to help in characterizing the AIS;
- Identify the financial capacity of the system i.e. to undertake the AIS functions and even self-assessment;

- Create an awareness-raising loop either prior or as part of the actual assessment;
- Consider social inclusion, including diversity issues – gender, youth, HIV, and others;
- Specify the domain of the assessment depending on the nature of the innovation i.e. is it a process or product innovation;
- Take into account previous experiences in needs assessments by other agencies (i.e. stocktaking and scanning during the scoping phase at country level);
- Define the mechanisms for collecting, aggregating, combining the needs assessments;
- Define and agree on the reporting format, especially to enable meta-comparison of results across groups, boundaries, and countries;
- Needs assessment should be repeated in a few years, should link to M&E.

3.3 Monitoring and Evaluation (M&E)

Summary of feedback and discussions on review results:

- Conceptual considerations for M&E: Boundary of AIS differs by country and needs to be defined; CD vision needed; Alignment with donor interests; Need for M&E of the Common framework itself; System that promotes organizational and individual learning; Stakeholders are integral part of the M&E system (and have a role in doing M&E work).
- Practical considerations for M&E: Time dimension; Target group dimension in M&E; Process/product innovation—to specify the domain for assessment; History of system functions (farmer, farm management, R&D, input supply); Build on outcomes of need assessment (baseline); How does M&E ensure feedback loops?; Describe ‘types of AIS’ based on country set-up; build on and make local M&E capacity explicit; Operational capacities for M&E (who implements M&E?) and understanding of local AIS; Try to make maximum use of existing common and simple tools; Costs.
- Methodological considerations for M&E: Methods are available to capture different levels of CD (e.g. Theory of Change, Complex Adaptive Systems approach to capture system level); Enabling environment dimension of M&E (check-lists, composite score to capture political commitment and will); Efficiency of tools; Outcome and impact - changes in behaviour (attribution vs contribution and time frame); 5Cs- Process, output, outcome, indicators; Qualitative vs quantitative measures; Indicators/milestones; Benchmarking; Outcome mapping and outcome harvesting.
- Dimensions to measure / assess as part of M&E: Enabling Environment as a determinant of an effective AIS, e.g. along the different levels of CD for AIS; Awareness about AIS at institutional level; Measures for detecting “adaptation“ and “resilience“ as the AIS evolves; Political economy of AIS; Trust.

Main recommendations:

- M&E framework will need to build on a theory of change developed as part of the Framework and try to capture contribution rather than attribution;
- Principles of and good practices for M&E need to be stated in the Framework;
- M&E tools need to be clear, simple and relevant, ensuring that they will be widely adopted and applied;

- M&E tools need to ensure comparability of CD interventions and make an explicit link to the needs assessment where the baseline is determined;
- Framework should include web-based, simple, off the shelf data collection tools as well as tools which can be used for quick analysis and reflexive monitoring.
- M&E tools should be flexible and appropriate to different contexts;
- Aim at a combination of M&E approaches and tools depending on users;
- Develop a catalogue of core measures for each progress and results dimension of CD for AIS laid out in the Common Framework;
- Causality and correlation should not be neglected for establishing relationships between CD interventions and CD outcomes;
- Joint monitoring with stakeholders required to enable learning and capturing of unintended results;
- Keep it simple (i.e. does AIS deliver xyz in country context yzx); need to be understandable by all stakeholders; invest in simple and off the shelf data collection tools;
- Embed M&E into the implementation with short feedback loops;
- Resort to the implicit reflection on performance and implementation as part of the overall M&E system
- Network mapping should be done at different points in time;
- Explore the use monitoring information for benchmarking;
- Specify the impact pathway: CD → AIS → Productivity, Food security, resilience, incomes.
- Indicators and measures for M&E should be identified, along with cross-cutting indicators on gender and youth

Examples of determining outputs, outcomes and impact

Outputs: Capacity of stakeholders, e.g. policy makers, in AIS enhanced; Adequate allocation of resources (human/\$\$\$) to elements significant to AIS (e.g. implement national AIS policy / strategy); National/regional agricultural innovation policies established; High impact project proposals collectively developed by local stakeholders; Use of decision support tools by local stakeholders for informed decision-making; Clear typology of AIS in a specific context; Coherent innovation policies.

Output Indicators: # of trained extension agents in AIS increased; # of agencies involved in AIS; # of innovations generated, # of active innovation partnerships / platforms, # of adaptive technologies; behavioural changes (interactions); # of trained extension agents in AIS increased.

Outcomes: National/regional agricultural innovation policies implemented; Horizontal and vertical coordination mechanisms exist; Engagement in AIS increased; Effectiveness of AIS increased; Vulnerability decreased; Sustainable change in behaviour targeted in collective visioning process; Improved delivery of targeted function; Capacity of AIS stakeholders enhanced.

Impacts: Food security, productivity, resilience; Positive change at household level as a result of improvement in AIS functioning; income of smallholders increased; Adoption of productivity-enhancing practices and technologies increased as a result of improved AIS.

4. Suggestions for the development of TAPipedia

Karin Nichterlein gave a short introduction into TAPipedia, an information system, to be developed to enhance knowledge exchange in support of CD for AIS, increase open access to relevant information and data and to disseminate and complement the Common Framework and its guidelines and tools. Ataharul Chowdhury informed about the repository of publications and possible content for TAPipedia. Nikos Manouselis shared first considerations for the conceptual design of TAPipedia. Feedback from workshop participants on what would they think TAPipedia should provide, included helping TAP members and local stakeholders: to discover methods & tools that will help them identify and assess emerging capacity development needs for AIS; to discover AIS knowledge from other regions that could be of value for their stakeholders; and to present, explain and communicate the framework on CD for AIS, so that it may be easily adopted & implemented and to share their own applied and context-specific AIS knowledge that addresses the needs of their stakeholders. Participants recommended when developing the TAPipedia concept existing information systems need to be considered, and how to make their CD for AIS content easier accessible through TAPipedia. The key resulting points for consideration during the conceptual design of TAPipedia is to build it as an interactive knowledge resource that will present the Common Framework online, as well as complement it with a TAPipedia information service that can help users discover existing knowledge sources on CD for AIS from the TAP network. It should be explored how TAPipedia can draw on partners' online platforms, such as the innovATE programme's Agriculture Education and Training (AET) Community of Practice (CoP).

5. Additional suggestions and feedback

Suggestions and feedback for TAP:

- Framework should not be used as a coordinating mechanism being imposed on TAP Partners, adaptability and flexibility important;
- Framework should be an instrument for synergy and policy advice;
- Fostering political will and commitment among all stakeholders within AIS is essential hence strategic engagement of all actors in the framework design process and final product is recommended;
- The role of regional fora in the implementation and application of the Framework needs to be clarified;
- Regarding AIS, there is a mismatch between institutional commitments and actions on the ground;
- Mapping of CD for AIS activities and interests of TAP Partners is important;
- The CD Expert Group should be kept updated on and involved in the next steps of the Framework;
- Investing into strategic communication (i.e. basic communication plan) can facilitate institutional buy-in among all stakeholders;
- Consider linking AIS to a strategically high topic such as climate change;
- Creating ownership of the Framework among TAP partners is important;
- Short 'How to' video clips (e.g. "In Plain English" by Common Craft);

Suggestions and feedback for the CDAIS project:

- CD interventions should not only target value chains but also innovation partnerships;
- Check where scoping studies can dovetail with existing initiatives and activities;
- First country-level project activity crucial for how the project is perceived, need to be carefully prepared; Logical Framework has to be designed, for M&E and Implementation
- Engagement of other organisations in project activities is welcome;
- The project can leverage on existing / planned activities;
- Policy space should be clearly embedded as part of learning and feedback;
- Lack of operational skills, e.g. M&E, is equally crucial as lack of facilitation skills;
- M&E can be conceived as a CD activity;
- Success of the project will depend on power plays, not project the concept of supply-driven CD, involve regional agencies and build on their experience and resources, reality check;
- The issue of coordinating activities with others is important in terms of sharing of resources and exploring chances to collaborate (e.g. MEAS, GFRAS, AFAAS).

Gaps in the literature review

- Success stories not reported, new extension for farmers e.g. Shamba Shake-up;
- CD in Management Literature (complexity);
- Theory (Harold & Cohen);
- Operationally feasible complex adaptive systems approach to tracking CD;
- Case studies/examples of AIS and CD for AIS from both developed and developing countries;
- Making what is there available;
- ICT4 innovation literature available IDRC, WB, WSIS, ICTDG;
- Key CD literature in French and Spanish;
- “New Extensionist” and other GFRAS materials;
- Literature on service provision and performance in developing countries;
- Capacity related materials and assessments from www.meas-extension.org / Country assessment;
- innovATE offers many reports, lessons learned and other resources that are available to TAP, it has conducted several assessments – some in the TAP countries.
- Sustainability issue: how to ensure sustainability of CD interventions after the project
- M&E systems and tools measuring the performance of CD interventions in AIS;
- From "best practices" to "good practices".

Successful case stories that can inform the Framework development:

The case studies do not need to be perfect AIS studies (i.e. cases demonstrating incremental approaches to adopting parts of the AIS network can be a good start).

- Widespread adoption of off-season potatoes in North India;
- Bt Cotton in India: A Status Report
- Who-farm advisory systems in Africa;
- Flower sector in Kenya;
- Working with innovation platforms to build local seed systems;
- Local level market information systems;
- The history of Brazilian public-extension system;
- Use of mobile phones for getting market information (pricing);

- No-till cultivation in South America, India, Ghana & Zambia;
- Participatory extension approaches in Southern Africa;
- Promotion and uptake of orange fleshed sweet potatoes;
- Potato in Uganda and Mozambique;
- High value agriculture in Mexico;
- Organic food market;
- Adoption of heat tolerant wheat varieties;
- Workforce development in Eastern Nicaragua;
- Private sector trainings of workforce;
- GO4iT- RUFORUM;
- PROLINNOVA/Fair- farmer access to innovation resources;
- Radio broadcasting programs for farmers in India;
- Use of mobile phones by farmers in India;
- Case studies and good practices from developed countries (e.g. the Netherlands).

6. Annex

AGENDA

Thursday 19 March		
08h30	<i>Walk to workshop venue, CIRAD Room 40</i>	
Session 1: Opening		
09h00 - 09h10	Welcome address	Christian Hoste, TAP Chair
09h10 - 09h20	Workshop objectives and agenda	Judith Francis, Interim Chair TAP Global Task Force
09h20 - 09h50	Self-introduction of participants	Participants
Session 2: Introduction to TAP and the Common Framework on CD for AIS		
09h50 - 10h30	Introduction to TAP, link to CDAIS project and the common Framework on CD for AIS	Christian Hoste Karin Nichterlein, TAP Secretariat / FAO
10h30 - 11h00	<i>Coffee break</i>	
Session 3: Presentation of review work		
11h00 - 12h00	Presentation of review results - Part I (40 min): Objectives, process and scope of review and status Functions of AIS to be considered for CD for AIS CD for AIS approaches, methods and tools CD needs assessment and design CD M&E and Impact Assessment + Brief discussion (20 min)	Review Consultants: Julia Ekong, Eduardo Trigo, Ataharul Chowdhury
12h00 - 13h00	Presentation of review results - Part II (40 min): Identification of gaps in the literature Suggested elements of a CD for AIS framework Recommendations for the development of a CD for AIS Framework + Brief discussion (20 min)	Review Consultants: Julia Ekong, Eduardo Trigo, Ataharul Chowdhury
13h00 - 14h30	<i>Lunch at CIRAD cafeteria</i>	
Session 4: Discussion of review work		
14h30 - 16h30	World Café with three tables for group work to discuss review results and gaps (Themes: elements of the Framework, needs assessment and design, M&E and IA)	3 Table hosts + Participants
16h30 - 16h45	<i>Coffee break</i>	
16h45 - 17h45	Brainstorming session on relevant initiatives, methodologies and tools not covered by the review (Themes: elements of the Framework, needs assessment and design, M&E and IA)	Judith Francis + Participants
19h00	<i>Cocktail dinner</i>	Participants

Friday 20 March		
08h30	<i>Walk to workshop venue, CIRAD Room 40</i>	
09h00 - 10h30	Presentations from the World Café tables and summary of discussions / brainstorming	3 Table hosts + Judith Francis
10h30 - 11h00	<i>Coffee</i>	
Session 5: Recommendations for the formulation of the Common Framework on CD for AIS		
11h00 - 12h00	Recommendations to consultants for formulation phase (complementing and prioritizing)	Judith Francis Participants
12h00 - 13h00	Panel session to discuss and agree on the recommendations for the formulation phase	4 Consultants as Panellists + Judith Francis + Participants
13h00 - 14h15	<i>Lunch</i>	
Session 6: Recommendations for the design of TAPipedia		
14h15 - 14h45	Introduction to TAPipedia, review repository, knowledge sharing systems	Karin Nichterlein Ataharul Chowdhury Nikos Manouselis
14h45 - 15h30	Recommendations to the consultant for design of TAPipedia (3 Working Groups)	3 Working Group Presenters + Participants
15h30 - 16h00	Feedback by Working Groups Panel session to discuss and agree on the recommendations for TAPipedia	3 Working Group Presenters + Judith Francis + Participants
16h00 - 16h15	<i>Coffee break</i>	
Session 7: Next steps and closing		
16h15 - 17h00	Overview of CDAIS project	Richard Hawkins/Myra Wopereis, AGRINATURA Karin Nichterlein
17h00 - 17h15	The way forward and closing of meeting	Christian Hoste

LIST OF PARTICIPANTS

#	Last name	First name	TAP Partner / Position	Organization
EXPERTS SUGGESTED BY TAP PARTNERS				
1	Arcuri	Pedro	Embrapa	Embrapa
2	BartualMartos	Julian	INIA	IVIA
3	Chuluunbaatar	Delgermaa	FAO	FAO
4	Coote	Claire	AGRINATURA	NRI
5	Dobson	Hans	GCHERA	NRI
6	Dufour	Magali	AGRINATURA	CIRAD
7	Ekboir	Javier	CGIAR	BIOVERSITY
8	Flor	Alexander	GFRAS	SEARCA
9	Habermann	Birgit	AGRINATURA	Boku
10	Hammett	Tom	USAID	Virginia Tech
11	Jiang	Changshun	CATAS	CATAS
12	Kalas	Patrick	FAO	FAO
13	Lohmann	Joerg	GIZ	GIZ
14	Mal	Bhag	APAARI	APAARI
15	McNamara	Paul	USAID	Univ. Illinois
16	Mira da Silva	Luis	AGRINATURA	IICT
17	Nagabhatla	Nidhi	YPARD	UNU-INWEH
18	Ojjo	Nelson	FARA	FARA
19	Rahim	Adil Abdel	AARINENA	ARC Sudan
20	Romney	Dannie	CABI	CABI
21	Sartas	Murat	EFARD	WUR
22	Sugino	Tomohide	JIRCAS	JIRCAS
23	Triomphe	Bernard	AGRINATURA	CIRAD
24	Wongtschowski	Mariana	GFRAS	KIT
CONSULTANTS				
25	Chowdhury	Athaharul	Junior CD Consultant	Univ. of Guelph
26	Ekong	Julia	Senior CD Consultant	ICRA
27	Iskandarani	Maria	M&E Consultant	Freelance
28	Manouselis	Nikos	Information Architect	Agro-Know
29	Trigo	Eduardo	Senior CD Consultant	Grupo CEO
TAP				
30	Hoste	Christian	Chair, TAP	Agreenium
31	Francis	Judith	Chair, TAP Global Task Force	EFARD & CTA
32	Nichterlein	Karin	Head, TAP Secretariat	FAO
33	Grovermann	Christian	TAP Secretariat	FAO
CDAIS PROJECT				
34	Wopereis	Myra	CDAIS Coordinator	ICRA
35	Hawkins	Richard	CDAIS Coordinator	ICRA