Annex 4 - Mission agenda and persons met

Date	Activities	Subject/purpose	Name(s) and position of participant(s)/interviewee(s)	Notes
Tuesday, 11 June (Budapest)	Meeting with Project backstopping/supporting staff at the Regional Office (REU) Interview to Leading Technical Officer (LTO) Document collection and review	Identification of REU needs and expectations and discussion of the evaluation design. Backstopping activities and issues dealt with	Mr. Tony Alonzi, Deputy Regional Representative REU); Mr. George Bodeker, Field Programme Officer (and Project budget holder) Mr. Aghasi Harutyunyan, Programme Officer in-charge, Mr. Norbert Winkler-Ráthonyi, LTO	
Wednesday, 12 June (Budapest)	Interview on Gender Issues Document collection and review	Findings of a recent visit to Project pilot field areas	Ms. Zsofia Bossanyi, Junior Technical Officer, (Gender Equity and Rural Employment), REU	
Thursday, 13 June (Pristina)	Introductory meeting	Briefing and review of the evaluation mission programme	Mr. Aleksandar Nikolovski, Project Chief Technical Adviser (CTA), and Mr. Naser Krasniqi, Project National Team Leader (NTL)	
Friday, 14 June (Pristina)	Focus group interview to Project team (staff and consultants) Discussion with Project CTA and NTL	Self-assessment of Project implementation and progress towards the expected results Project internal M&E and	Project CTA and NTL; Ms. Nysrete Doda-Gashi, National M&E Expert; Mr. Abit Hoxha, National Communication and Information Expert, Mr. Hysen Shabanaj, National Forest Health Advisor	The National Institutional Development expert, also invited to participate in this focus group, was not able to attend.

		reporting practice		
Date	**Activities**	**Subject/purpose**	**Name(s) and position of participant(s)/interviewee(s)**	**Notes**
Saturday, 15 June (Rahovec and Peja)	Focus group interview to private forest owners Visit to a the protected forest of Rugova	National situation of forestry private sector and assessment of the support received so far by the Project. Observational appraisal of the health status of the protected forest	Mr. Bashkim Gashi, President of the National Private Forest Owners Association and other members of the National Board of the Association (Mr. Ali Sila, Mr. Gasper Marmaj, Mr. Agron Hikqi and Mr. Ali Thaqi) Project CTA and NTL	
Sunday, 16 June (Pristina)	Document review and focus group transcription			
Monday, 17 June (Pristina)	Meeting on financial matters Meeting on project implementation process Work-lunch with donor representative Focus group interview to MAFRD-Forestry Department national level officers	Budget and expenditure analysis Historical review of activities; constraints met Discussion on evaluation mission objectives and methods and donor expectations Assessment of Project support to the implementation of the	Project CTA, NTL and administrative clerk Project CTA Mr. Vesa Kotilainen First Secretary of the Embassy of Finland in Kosovo, and Project CTA and NTL Mr. Ahmet Zejnullah, CEO of Kosovo Forestry Agency (KFA); Head of the Policy Division of MAFRD Forestry	Other officers of the Forestry Department invited to participate in this focus group, were not able to

		forestry sector policy and strategy (as per the PSP)	Department; Mr. Besim Zogay Director of KFA for Management of Pastures, Wild Life, Hunting and Eco Tourism.	attend.
Date	**Activities**	**Subject/purpose**	**Name(s) and position of participant(s)/interviewee(s)**	**Notes**
Tuesday 18 June (Pristina)	Focus group interview to national level officers of other MAFRD Departments and representatives of other Ministries participating in the Forest Management Board	Assessment of Project support to the implementation of the forestry sector policy and strategy (as per the PSP)	Ms. Emine Telaku (Ministry of Finance), Ms. Rudina Nallbani (Ministry of Economic Development), Mr. Bedri Millaku (Ministry of Trade and Industry), Mr. Lulzim Shamolly (Chief of Monitoring Division, MAFRD), Mr. Tahir Ahmeti (Training Advisor MAFRD), Mr. Ismajl Hetemaj (Ministry of Environment and Spatial Planning) and Mr. Hafiz Leka (Ministry of Labor and Social Welfare)	The representative of the Ministry of Education, Science and Technology invited to participate in this focus group, was not able to attend.
	Focus group interview to representatives of international assistance agencies, supporting the development of Kosovo forestry sector	Assessment of Project contribution to the implementation of the PSP	Mr. Fatos Mulla, Programme Officer of the Development Cooperation, Swedish Embassy; Mr. Haki Kola, Country Director of Connecting Natural Values & People (CNVP); Mr. Luan Zubaku, Advisor CNVP. An intern at the Finnish Embassy attended as an observer	The representatives of the EU delegation and USAID, invited to participate in this focus group, were not able to attend.
Wednesday, 19 June (Pristina	Focus group interview to the staff of the company ARNENI, in-charge of	State of the art of the pilot field tests implementation	Mr. Isuf Zekaj, General Manager ARNENI; Ms.	ARNENI sociologist could not attend the focus group

and Kacanik)	implementing Project pilot field tests Focus group interview to members of Municipality Council of Kacanik (where one of the Project field test area is located)	 Needs for assistance and expectations for the near future	Albora Kacani, Forestry Engineer; Ms. Blerina Hoxha, Ecologist Engineer, in charge of Gender Issues; and Mr. Franz-Werner Hillgarter, Forest Engineer Almost all members of the Municipality council, and the municipal and regional KFA officers.	because he was abroad. The focus group interview was followed by an informal discussion with the KFA regional office
Date	**Activities**	**Subject/purpose**	**Name(s) and position of participant(s)/interviewee(s)**	**Notes**
Thursday, 20 June (Pristina and Kacanik)	Participation in a workshop on development of forestry management plans, organized by ARNENI, addressing regional and municipal-level forestry officers Focus group interview to representatives of Kacanik municipality women groups	Review of the draft forest management data collection tools; appraisal of ARMENI capacity development approach The interview focused on the role of forest resource in household livelihood and on the assistance that the interviewees wish to get from the Project	CTA and ARNENI and Mr. Hysen Shabanaj, FAO National Forest Health Advisor; Mr. Isuf Zekaj, Ms. Albora Kacani, Mr. Franz-Werner Hillgarter, Mr. Adnan Basha, ISP-SHPR, Mr. Rexhep Shkodru, FGjK, Mr. Husen Krasnyi, KFA, Mr. Bekim Popalli, KFA – Ferizaj Mrs. Abnora Sallahu, Mrs. Mirlinda Axhami, Mrs. Fatlume Guri, Mrs Vedat Dema.	All participants were educated women
Friday 21 June (Kacanik)	Observational walk in private agricultural and forest areas and in Kacanik lowlands	Observation of local agriculture/forest management practices and exchanges with	Local farmers met during the walk	

	Focus group interview with forest users Focus group interview to members of the Kacanik Forest Private Owners Association	farmers working in their fields Assessment of the economic importance of wood and forest products in household livelihoods and expectation for support from the Project Local situation of forestry private sector	Four local farmers, two local fuel-wood traders. Mr. Zain Bela, member of the local PFOA, Mr. Ismet Skubita, Head of the local PFOA, Mr. Fadet Lujan and Mr. Faton Shehu, forest workers.	
Date	**Activities**	**Subject/purpose**	**Name(s) and position of participant(s)/interviewee(s)**	**Notes**
Saturday, 22 June, (Hani I Elezit – Kacanik)	Focus group interview to member of the Hani I Elezit Municipality council. Visit to the Zhedin Plantation Site Focus group with women forest users Visit to a medium size private forest owner .	Role of forestry in the economy of the municipalities and assessment of the assistance expected by the Project. Assessing the technical quality of plantation operation The interview focused on the role of forests resources in household livelihood and on the assistance the interviewees wish to get from the Project, as disadvantaged women forest users. Observation of multipurpose forest management practice	Mr. Rufki Suma, Mayor of the Hani i Elezit Municipality Municipal Director of Agriculture and Forestry, and Municipal Forestry Officer (KFA) NTL, Municipal Forestry Office Seven participants in a woman action group recently established by ARNENI Mr. Izmet Kubita and other members of the extended family enterprise	Municipality council members in-charge of other sectors, invited to participate in this focus group, were not able to attend. The discussion was facilitated by the member of the ARNENI team in charge of gender issues, who had already an hand-on opportunity for learning the focus group interview method.

		according to local knowledge; further discussion on private forest owners problems		
Sunday, 23 June (Pristina)	Document review and analysis of focus group and field visit findings			
Monday, 24 June (Pristina – Peja - Orobard)	Meeting with Kosovo Forestry Institute (KFI) members Visit to the Orobard Forest Nursery Document review and analysis of focus group and field visit findings (continued)	Assessment of Project support in strengthening forest phytopathology expertise and identification of need for further assistance; assessment of the adequacy of phytopathology lab premises Appraisal of nursery management and identification of needs for further Project assistance	Mr. Shefqet Tolaj, Director of KFI; Mr. Bashkim Isniqi and Mr. Beqe Mehmetaj, researchers. NTL and staff in-charge of nursery management: Mr. Hysen Shabanaj (director), Ms. Valmire Mr. Shefqet Tolaj, Mr. Bashkim Isniqi and Mr. Beqe Mehmetaj	
Date	**Activities**	**Subject/purpose**	**Name(s) and position of participant(s)/interviewee(s)**	**Notes**
Tuesday, 25 June (Pristina)	Meeting with Forestry Sector top management Interview to the Permanent Secretary of the Ministry of Environment and Spatial Planning Document review and analysis of focus group and field visit findings (continued). Preparation of a bi-lingual Power Point presentation (English/Albanian) on preliminary evaluation mission findings	Assessment of Forest Management Board performance, FAO support and needs for further assistance. Linkages of Project work with the Kosovo Spatial Development Strategy 2010-2020	Mr. Bashkim Tahqi, Principal Forestry Advisor (MAFRD), Mr.Hysen Abazi, Director of the Forest Department and Mr. Kushtrim Cukaj, Chairman of Forest Management Board	The interview was cancelled by the office of the Permanent Secretary

Wednesday, 26 June (Pristina)	Participation in the 7th Session of the Forest Management Board. Presentation to the Forest Management Board of the preliminary findings of the mid-term evaluation (debriefing). Debriefing with Project Management	Observe the functioning of the Board Discussion of key issues arisen from the evaluation; feedback, and validation of main findings As above	Forest Management Board members CTA, NTL	This activity was meant to be carried out in the afternoon after the lunch-break. However, Board members decided to cancel it and requested the evaluation team to deliver the presentation in fifteen minutes at the end of the session. No substantial discussion of the issues arising from the evaluation could take place.
Thursday, 27 June (Pristina)	Preliminary data analysis and write up of the Evaluation Mission Aide-Mémoire			
Date	**Activities**	**Subject/purpose**	**Name(s) and position of participant(s)/interviewee(s)**	**Notes**
Friday, 28 June (Pristina)	Presentation to the UNDP Resident Representative of the preliminary evaluation findings (debriefing) Presentation to the Finnish Embassy in Kosovo of preliminary evaluation findings (debriefing)	Discussion of key issues arisen from the evaluation; feedback, and validation of main findings As above	Ms. Osnat Lubrani, UNDP Resident Representative, Ms. Anne Meskanen, Chargée d'Affaires of the Finnish Embassy, NTL	
Saturday, 29 June (Pristina)	Preliminary data analysis (continued) and finalization of the Evaluation Mission Aide-Mémoire			