

Project Steering Committee Meeting - Global report - 17 July 2014 Nairobi, KENYA



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AFRICAN UNION
INTERAFRICAN BUREAU
FOR ANIMAL RESOURCES
AU-IBAR



EUROPEAN COMMISSION

Strengthening the Capacity of African Countries to Conservation and Sustainable Utilisation of African Animal Genetic Resources

First Genetic Project Steering Committee

- Global report -

Nairobi, KENYA

17th July 2014

July 2014

Minutes of the 1st Genetic Project Steering Committee Meeting

Nairobi, Kenya, July 17, 2014

List of participants

Number of invitees: 30 Members

Committee Members present: 29 (See Annex 1)

Apologies were received from: 1

Introduction

The first meeting of the Steering Committee of the Project entitled «*Strengthening the Capacity of African Countries to Conservation and Sustainable Utilisation of African Animal Genetic Resources*» was held on July 17, 2014 at the AU-IBAR premises, in Nairobi, Kenya. Funded by the European Union and implemented by the African Union Commission's, the project aims at strengthening the capacity of countries and Regional Economic Communities to sustainably use and conserve African animal genetic resources through institutionalising national and regional policy, legal and technical instruments.

The meeting was attended by all the key stakeholders of the project : representatives from the technical and implementing partners, the European Commission, Member states, RECs, Farmers Organisations, Sub-Regional Research Organisations (refer Annex 1 for the list of participants).

The meeting objectives were:

- Review and endorse the committee's Terms of References
- Review and endorse the report and the financial report of the Year one
- Review and endorse the distribution of roles and responsibilities to implementing partners
- Endorse the project M&E Framework
- Endorse the project Communication Strategy
- Provide guidance for the formulation of the project Exit Strategy
- Discuss and provide guidance on issues arising from the first year of implementation of the project.

The meeting agenda is attached in Annex 2.

Session 1: Opening

Welcome and opening remarks

The Committee was chaired by the Commissioner of AUC-DREA, Her Excellency Mrs. Rhoda Peace Tumusiime.

In his opening remarks, the Director of AU-IBAR Professor Ahmed Elsalwalhy welcomed all the participants to the first Steering Committee meeting of the Genetic Project and emphasized on the need to strategically plan so as to enhance synergies and promote commitment. Through the adoption of strategic roadmaps the project's objectives would be

achieved successfully. He concluded by thanking all the participants for taking time to attend the meeting and for making the Genetic Project a priority.

In his remarks, the European Union representative, Mr. Stephen Wathome on behalf of the Head of the EU delegation, emphasized that this was the 1st Steering Committee meeting of the Genetic Project. He further stressed that the EU had very high expectations of the Genetics project, this being the first project of its kind funded by the EU under AU-IBAR. Mr. Wathome applauded the project team's effort in initiating some activities during the inception phase and encouraged the team to keep the same momentum during the implementation period.

In her opening remarks, the Commissioner of AUC-DREA Her Excellency Mrs. Rhoda Peace Tumusiime paid a tribute to the European Union for the extremely valuable support to AU-IBAR in general and for funding the Genetic Project. She emphasized on the importance of Animal Genetic Resources in Africa, the challenges of the trans-boundary nature of many African animal breeds, the lack of regional policies and strategies supporting the conservation and protection of endangered breeds especially where in situ and ex-situ conservation measures are more efficient and cost effective at regional level. She pointed out that this 1st Steering Committee meeting marks an important milestone in the project's life as all the documents produced would be presented to the members for validation and endorsement. She mentioned that from the first year report, she was proud to say that these activities have largely been accomplished and the project looks set to achieve even more desirable results in the next 4 to 6 years, with the valuable support and contribution of all the partners. She concluded by wishing the delegates fruitful deliberations and declared opened the 1st Steering Committee meeting.

Roundtable introduction of members

Self introduction of all the Steering Committee members was done.

Approval of Agenda

The Chair presented the draft agenda for review and adoption. The agenda was adopted without amendment. The approved agenda is in Annex 2.

Session 2: Overview of the Project

Presentation of the Genetic Project

Dr. Nengomasha presented an overview of the Genetic project. He focused on the context, the overall objective and purpose of the project, the project's geographical coverage, target groups, beneficiaries and concluded with an outline of the project's results, main activities and workplan.

Issues raised:

- The need to have more representatives from breeders' associations and MS and to be more efficient in terms of financial implications
- Clarify the role/involvement of RECs in the implementation of the project.
- The result 1 currently covered only 34 MS of East, Central and West Africa

- AnGR issues need long-term initiatives that go beyond the normal project duration (3-5 years). There is, therefore, need to reflect on how the gains from the project are sustained after the project
- The policy activities should be tackled early in the project
- There should be support offered for a continental repository for genetic material
- A regularly updated information system is a priority and should be established with emphasis placed on ensuring information flow is continuous.
- Synergies between projects were encouraged so as to avoid duplication and re-inventing of the wheel.

Session 3: Terms of reference for the Steering Committee

Presentation, discussion and adoption of the Terms of Reference for the Steering Committee

The need for a Steering Committee was seen as a tool to ensure quality control of the project outcomes, products and activities. One of the main activities of the inception phase was to prepare draft terms of reference of the Steering Committee to be submitted to the Members at its first sitting. The circulated draft of the terms of reference for the Steering Committee was presented by the Dr. Pissang. The presented terms of reference covered the following:

- The mandate and functions
- The Operational Modalities of the Steering Committee
 - o Membership composition
 - o Roles and responsibilities etc.
 - o Membership
 - o Quorum and Decision-making
 - o Frequency of Meetings
 - o Agenda, Minutes, and Decision Papers
 - o Proxies

Issues raised:

The proposal presented by the Project Team was found in general satisfactory. The entire proposal documented issues on the membership, the mandate and the functioning of Steering Committee was reviewed and adopted by the Steering Committee. Participants agreed on the presented membership of the Steering Committee based on the mandate, the need for African countries and institutions to keep the ownership of the project was highlighted. However, some proposals were made on the issue of membership which included; the inclusion of FARA as a member of the SC and adoption of a rotational strategy to accommodate more MS and breeders associations.

Session 4: Project first year report

Presentation of the achievements:

The Genetics Team presented the status of implementation of the Genetic Project under the coordination of Dr. Pissang. Dr. Bosso focused on the achievements made under **result 3**

activity 4: Support the establishment of regional facility(ies) for ex situ conservation, in particular cryogenic storage and establish a gene bank on AnGR. Dr. Mbole-Kariuki focused on the achievements made under **result 4, activity 1: Develop harmonized tools (protocols) for characterization and inventory of AnGR** and **activity 2: Establishment of AnGR database.** While Dr. Nengomasha presented the achievements under **result 4, activity 5: Establish or strengthen regional focal points for animal genetic resources.** All the other remaining results and activities were presented by Dr. Pissang. Dr Pissang further presented the key challenges and issues that have been faced during the inception phase and proposed some recommendations for the steering committee to deliberate upon.

Issues raised:

- There is need to be mindful of the issues of property rights and access to genetic materials between member states
- The mushrooming of numerous databases within the continent was of concern and there was an evident need to coordinate existing database and information systems at national, regional and global levels.
- The two regions (West and Central Africa) have different specificities that may require specific strategies or actions
- The Animal Genetic Resources Information system (AAGRIS) will be hosted within ARIS.

Session 5: Project Year 2 Work Plan and Budget Reports

Presentation of Project Year 2 Work Plan

The different project activities for the second year of the project were presented. The presentation included the work plan for the third and fourth quarters of the first year period « July 2014 – December 2014 ».

Presentation of the Project Budget

An overview of the Finance Management was presented to the Steering Committee members by Shem Cheruiyot. The overview focussed mainly on the Genetics project's budget. Emphasis was made on total project award between EU and AU-IBAR in Euros, the year 1 budget, the expenditure as at 30 June 2014 and the percentage of execution based on funds received. It was noted that no transfer has been made to any of the implementing partners as yet. The presentation finished with the way forward indicating that implementation has already picked up and it is expected that the expenditure will considerably increase in the coming months and that there are already some clear commitments on the line for investments.

Issues raised:

- No main issues were raised. The main discussions were more of clarifications on the workplan.

Session 6: M&E Framework and Communication & Visibility Strategy

Presentation of the Project M&E Plan

The M&E Team represented by Mr. Gueladio Aly Thiam presented the M&E Plan for the project. The presentation covered an outline of the M&E Plan, the context and overall goal, the operational arrangement, the Performance indicators and Project results, the Plan for

Monitoring (PFM), the Plan for Evaluation (PFE), the data collection, processing and reporting, the Plan for Risk/Assumptions management (PRAM), the close-out process, appendices and the way forward.

Presentation of the Project Communication and Visibility Strategy

The Communication Officer, Mrs. Elizabeth Obel-Lawson presented the Project Communication and Visibility Strategy including the overall communication objective, the key messages that the project will disseminate and the main communication activities that will take place during the implementation period by the communication and visibility plan.

Issues raised:

- Targets are fixed without baseline data;
- Communication should be focussed on institutions and target all stakeholders;
- Target audience specific actions should be designed to target policy makers;
- Advocacy strategy is missing from the communication.

Discussions, Conclusions and Recommendations

General

- The Steering Committee meeting acknowledged the work done so far by the Project Team, commended the Project Team and encouraged them to speed up the implementation of the project activities.

Terms of Reference for the Steering Committee

- The Steering Committee meeting discussed the Terms of Reference. The Terms of Reference was adopted with the inputs made from the plenary.
- The Member States and breeders associations' representation should be maintained as proposed and should be rotational to allow more Member States and breeders associations to participate, understand and appreciate the project.
- For the second Steering Committee meeting, the secretariat should propose to the Chair the list of new Member States or breeders' associations to be invited.
- The Steering Committee meeting encouraged the Project Team to continue its efforts to assure complementarities between the different institutions and has no objections for the inclusion of FARA as a Member of the Steering Committee of the Project.

On the project activities and implementation strategy

- The Steering Committee meeting encouraged all RECs to lead the activities related to the harmonization of policies and formulation of policy/legislative frameworks at regional levels.
- The Steering Committee meeting recommended that the project build on and complement RECs' initiatives on animal genetic resources.
- The Steering Committee meeting encouraged the identification of centres of excellence and support for them.
- Considering the work done so far, the Steering Committee meeting recommended that Result Area 1 be implemented in the 54 Member States, as this has no significant financial implications.

Sustainability

- The Steering Committee meeting strongly recommended that the Project Team immediately initiate the development of an exit strategy and a sustainability plan for the project to ensure sustainability.
- The Steering Committee meeting highlighted the importance of the collaboration between partners and recommended that the project serves as a platform around which other initiatives could be developed by partners.

Establishment of regional gene banks

- The Steering Committee meeting strongly supported the proposal made by member states to establish the continental backup genebank within the AU-PANVAC.
- The Steering Committee meeting encouraged the Project Team to resolve all the issues related to benefit sharing and intellectual property rights (IPR)
- The Steering Committee meeting put emphasis on the need to ensure the establishment of the status and trends of AnGR in Africa
- From the information generated through the implementation of the project, the Steering Committee meeting encouraged the Project Team to produce a catalogue as part of the status of AnGR in Africa

Database

- The Steering Committee meeting recommended that the proposed animal genetic information systems should be linked to existing database and information system and integrated into the ARIS 2
- The Steering Committee meeting also highlighted the need to develop and implement/establish a system/mechanism for MS to submit information to AU-IBAR
- The Steering Committee meeting stressed on the importance of information flow and urged the Project Team to put in place a sustainability mechanism encouraging regularly updates of records by Member States

Establishment of the SRFP for West and Central Africa

- For the forthcoming workshop related to the establishment of the Sub-Regional Focal Points for West and Central Africa (planned in August in N'Djamena Chad), the Steering Committee meeting recommended that based on regional specificities, Member States, should seriously consider the possibility of separation of the sub regional focal point. One Sub-Regional Focal Point established in West Africa and one Sub-Regional Focal Point established in Central Africa.

M&E Framework

- The Steering Committee members approved the M&E framework with minor changes.
- The Steering Committee meeting stressed on the importance of the implementation of the M&E plan to ensure that partners know which parameters to collect to reflect the indicators in the logframe and also stressed that baseline data should be collected and where possible targets should be adjusted/reviewed.

Communication strategy

- The Steering Committee members approved the Communication visibility plan strategy and visibility plan with minor changes.
- The Steering Committee meeting urged the Project Team to operationalize the developed Communication strategy and visibility plan for the project.
- The Steering Committee meeting recommended that the developed Communication strategy and visibility plan innovates for inclusion of the youth.
- The Steering Committee meeting recommended that the target groups also include universities.

Session 7: AOB and Closing Remarks

Priorities for the next two weeks are:

- Preparation and dissemination by the Project Team of the meeting report and improved TORs. The Project Team has two weeks to prepare and send to all participants the meeting report and improved TORs. The participants have two weeks to propose amendments to the report. Amendments received after two weeks will not be included in the final report and outcomes of the meeting.
- Translation in French of the meeting report and improved TORs.

Closing Remarks and Conclusions

The Chair thanked the participants for their generous contributions to the success of this 1st Steering Committee Meeting. The Chair, thanked the Steering Committee for their effort and dedication in supporting the Project Team and facilitating a smooth implementation of such a complex project. The members echoed strong support for the Genetics Project and the directions and initiatives that have been undertaken within the broader context of the needs and priorities of the beneficiaries. The Chair expressed her thanks and appreciation to the Government of Kenya. The Chair also expressed her thanks to the organisers and the Project Team for the well-organized meeting.

Date and venue for the 2nd Steering Committee Meeting

The next Steering Committee meeting is convened for next November (2014). The venue will be confirmed by the Project Team, in close consultation with the Chair of the Steering Committee. The Project Team will decide the venue, taking into account offers of hosting from participating countries and institutions and cost implications of such invitations and offers.

The meeting was adjourned at 17:00

Annex 1: Members List

List of Participants

1st Steering Committee of the Animal Genetics Resources (AnGR) Project

Strengthening the Capacity of African Countries to Conservation and Sustainable Utilization of African Animal Genetic Resources

AU-IBAR Nairobi, Kenya 17th July 2014

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Annex 2: Approved agenda of the First Project Steering Committee Meeting



Strengthening the Capacity of African Countries to Conservation and Sustainable Utilization of African Animal Genetic Resources
17 July 2014

Time	Activity	Facilitation
Session 1: Opening		
08:00-09:00	Welcome Remarks: Director (AU-IBAR) Speech 1: Head of Delegation of the EU Speech 2: Commissioner DREA Mrs. Rhoda Peace Tumusiime Introduction of members of the PSC Adoption of the Agenda	Chairperson
Session 2: Overview of the Project		
09:00-10:00	1. Presentation of the Genetics Project and Work plan Discussion	Chairperson
10:00-10:30: Health Break and Group Photo		
Session 3: TORs for the Project Steering Committee		
10:30-11:30	Presentation, discussion and adoption of the Terms of Reference for the Project Steering Committee	Chairperson
Session 4: Project Year 1 Reports		
11:30-12:30	1. Presentation of Year 1 Report (Technical) 2. Presentation of Year 1 Report (Financial) Discussion	Chairperson
Session 5: Project Year 2 Work Plan and Budget Reports		
12:30-13:30	1. Presentation of Year 2 Work Plan 2. Presentation of Year 2 Budget Discussion	Chairperson
13:30-14:30: Lunch		All
Session 6: M&E Framework and Communication & Visibility Strategy		
14:30-15:30.	1. Presentation of the project M&E Framework 2. Presentation of the project Communication & Visibility Strategy Discussion	Chairperson
15:30-16:00	General Discussion	Chairperson
Session 7: AOB and Closing Remarks		
16:00-16:30	AOB: Date and venue for the 2 nd Project Steering Committee Meeting Closing Remarks	Chairperson

Annex 3: Approved Project Steering Committee Terms of Reference



STRENGTHENING THE CAPACITY OF AFRICAN COUNTRIES TO CONSERVATION AND SUSTAINABLE UTILIZATION OF AFRICAN ANIMAL GENETIC RESOURCES

Project Steering Committee Terms of Reference

Document Version: 17th July 2014

Food Security Project funded by the
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1. BACKGROUND

Animal Genetic Resources (AnGR) for food and agriculture are essential for Africa food security, and contribute to the livelihoods of hundreds of millions of people. However, genetic improvement programs in Africa, by governments, non-governmental organizations, bilateral aid agencies, and the private sector, have favoured the use of exotic breeds for crossbreeding, upgrading, or replacement. Majority of these programs have been implemented without clear policies, regulatory frameworks, strategic thinking and a long term view and were mainly motivated by the objective of rapid productivity gains resulting in indiscriminate, uncoordinated or uncontrolled crossbreeding activities. This may eventually lead to the loss of indigenous AnGR. Moreover, the trans-boundary nature of the spatial distribution of livestock breeds calls for harmonised legal and technical frameworks of exploiting the genetic attributes of Africa's livestock. Genetic resources are a global concern and of public interest that require global governance mechanisms.

The project therefore, aims at strengthening the capacity of countries and Regional Economic Communities to sustainably use and conserve African animal genetic resources through institutionalising national and regional policy, legal and technical instruments that are crucial for judicious utilization and conservation of AnGR across Africa. The 5 year project comprises four key components as follows:

- Strengthening governance approaches for food security,
- Policy and strategy formulation and implementation,
- Strengthening the institutional capacity of Member States (MS) and RECs and,
- Facilitating information sharing on sustainable use and conservation of AnGR.

This project involves the collaboration of many institutions and the coordination of their activities. Therefore, a Project Steering Committee (PSC) is crucial to ensure well-coordinated activities, expertise and efforts for quality delivery and achievement of expected outputs.

2. ROLE OF THE PROJECT STEERING COMMITTEE FOR STRENGTHENING THE CAPACITY OF AFRICAN COUNTRIES TO CONSERVATION AND SUSTAINABLE UTILIZATION OF AFRICAN ANIMAL GENETIC RESOURCES

Objective of the Project Steering Committee

The objective of the Project Steering Committee (PSC) is to guide and support the project meeting its objective.

Mandate and Functions

In accordance with the Project document, a Project Steering Committee (PSC) is to be established to monitor progress in project execution, to provide strategic and policy guidance, and to review and

approve annual work plans and budgets. The Project Steering Committee shall provide the overall guidance on policy and strategy for the effective coordination, implementation, monitoring and evaluation of the Animal Genetics Project.

Specifically, the PSC shall:

- a) Review technical and financial progress reports.
- b) Endorse the annual project budget proposal.
- c) Provide advice and guidance on business and technical issues facing the project.
- d) Use influence and authority to assist the project in achieving its outcomes and effective use of these outputs and results.
- e) Review and approve final project deliverables.
- f) Facilitate the overall programme implementation including Monitoring and Evaluation and provide advice on strategic approaches to enhance desired impact and sustainability.
- g) Ensure the dissemination of information generated by the Project to the beneficiaries, RECs, implementing partners and other relevant stakeholders.
- h) Provide recommendations on major project initiatives and the use of results and outputs.
- i) Facilitate institutional liaison with non-partner organizations and bodies to promote synergies and avoid duplication of efforts.
- j) Advise on the Visibility and Communication plan.

3. RESPONSIBILITIES OF THE CHAIR PERSON OF THE PROJECT STEERING COMMITTEE

The Chairperson of the Project Steering Committee is the Commissioner for Rural Economy and Agriculture of the African Union Commission. The responsibilities of the Chairperson of the Project Steering Committee are as follows:

- Makes the purpose of each meeting clear to members and explains the agenda at the beginning of each meeting.
- Clarifies and summarizes deliberations at each meeting.
- Encourages broad participation of members in discussions by calling for contributions from different people.
- Ends each meeting with a summary of decisions and assignments.
- Follows up with members who are consistently absent to determine if they wish to discontinue their membership.
- Finds replacements for members who discontinue participation.
- Ensures steering committee meeting is held as per the planned schedule or frequency of meetings

4. RESPONSIBILITIES OF THE SECRETARIAT OF THE PROJECT STEERING COMMITTEE

The Project Management Team (PMT) will assume the role of Secretariat of the Project Steering Committee.

Specifically, the Secretariat will:

- Prepare the agenda for each meeting in consultation with the Chairperson and members. It will be circulated to partners for agreement or amendment prior to distribution;
- Ensure that agendas and supporting materials are delivered to members in advance of meetings.
- Draft the minutes of each meeting and circulate to members of the PSC within 14 days of the meeting;

5. RESPONSIBILITIES OF THE MEMBERS OF THE PROJECT STEERING COMMITTEE

Individual Project Steering Committee members have the following responsibilities:

- Understand the goals, objectives, and desired outcomes and impact of the project.
- Understand and represent the interests of project stakeholders.
- Take a genuine interest in the project's outcomes and overall success.
- Act on opportunities to communicate positively about the project.
- Check that the project is making sensible financial decisions, especially in procurement and in responding to issues, risks and proposed project changes.
- Check that the project is aligned with the organizational strategy of each institution represented within the Project Steering Committee as well as policies and directions across (the various?) governments as a whole.
- Actively participate in meetings through attendance, discussion, and review of minutes, papers and other Project Steering Committee documents.
- Support open constructive discussion and debate, and encourage fellow Project Steering Committee members to voice their insights.

6. GENERAL

6.1 Membership

6.1.1 Project Steering Committee

The table below lists the membership of the Project Steering Committee.

ORGANISATION	ABBREVIATION
African Union Commission	AUC
East African Community	EAC
Common Market for Eastern and Southern Africa	COMESA
Economic Community Of West African States	ECOWAS
Economic Community of Central African States	ECCAS
Intergovernmental Authority on Development	IGAD
Southern African Development Community	SADC
Arab Maghreb Union	UMA
Ministry in charge of Animal Resources West African region (Rotational)	MAR West
Ministry in charge of Animal Resources East African region (Rotational)	MAR East
Ministry in charge of Animal Resources Central African region (Rotational)	MAR Central
Ministry in charge of Animal Resources Southern African region (Rotational)	MAR South
Ministry in charge of Animal Resources Northern African region (Rotational)	MAR North
European Union Delegations (Observer)	EU
Centre International de Recherche-Développement sur l'Elevage en zone Subhumide	CIRDES
Food and Agriculture Organization	FAO
International Livestock Research Institute	ILRI
West Africa Livestock Innovation Centre	WALIC
Association for Strengthening Agricultural Research in Eastern and Central Africa	ASARECA
Centre for Coordination of Agricultural Research and Development in Southern Africa	CCARDESA
Conference of the agricultural research leaders in West and Central Africa / West and Central African Council for Agricultural Research Development	CORAF/WECARD
North Africa Agricultural Research Organization	NARO
2 Representatives of Breeders/ Farmers' Associations (Rotational)	BA
1 Representative of Non-Governmental organisations (Rotational)	NGO
Forum for Agricultural Research in Africa	FARA

The membership will be on the rotational basis for the following:

- The representatives of the Ministries in charge of Animal Resources, making sure each of the 5 regions is represented at any meeting,
- The representatives of the Breeders/ Farmers' Associations alternating with the regions.

6.2 Quorum and Decision-making

A minimum number of **50%+1** Project Steering Committee members are required for decision-making purposes.

6.2.1 Decision-making Process

- a) Deliberations will be reached by consensus. Where voting is called for, a simple majority will take the decision. Only issues regarding the modification in the composition or functioning of the SC itself and other major issues as indicated by the Chairperson will be voted by a qualified majority (e.g.: two-thirds of the total number of members);
- b) In the case of a deadlock in voting (e.g.: 5 vs. 5), the Chairperson may utilize his/her second vote to unlock the decision-making process.
- c) Meetings will be conducted in English and French languages.

6.3 Frequency of Meetings

6.3.1 Meeting Frequency, Convening and Chairing

- a) The PSC shall meet twice a year, i.e. one face to face meeting and one virtual meeting. ;
- b) The date, time and venue for each PSC meeting shall be determined during the previous meeting and included in the minutes of that meeting, apart from the first meeting for which these details will be communicated in a written invitation by AU-IBAR.

6.3.2 Procedures for *ad hoc* co-option of experts

It may be decided (by consensus or by majority vote) that there should be specialist representation aimed at contributing expertise that is not available among the PSC members. In such instances, *ad hoc* experts and task forces can be proposed and recommended by the PSC. However, due to the financial implications of outsourcing technical advice, the appointment of experts should be approved by AU-IBAR.

6.4 Agenda, Minutes, and Decision Papers

A package will be sent to members two (2) weeks in advance of a Project Steering Committee meeting. This package will include the following:

- Agenda for upcoming meeting.

- Minutes of previous meeting.
- A progress report for the project.
- Decision papers.
- Any other documents/information to be considered at the meeting.

6.4.1 Procedures for Agenda and Minutes

- a) The Secretariat (Project Management Team), in consultation with the Chairperson and members, shall prepare the agenda for each meeting. It will be circulated to Partners with other PSC meeting documents and will be submitted at the beginning of the meeting for comments and approval, so that items can be modified or added as necessary;
- b) The Secretariat of the PSC shall draft the minutes of each meeting and circulate to members of the PSC within 14 days of the meeting;
- c) The Chairperson/Secretariat has the right to refuse/or accept an item on the agenda, but members may wish to raise such items under “any other business”;
- d) The PSC meeting format shall be such that item one of the agenda shall be approval of the minutes of the last meeting. Item two shall deal with matters arising from minutes, including reports on the follow-up to agreements of the previous meeting while item three will deal with the proposed agenda points. The final item(s) shall be any other business raised by any member of the committee;
- e) The minutes shall record only deliberations reached against each agenda item, not the detailed discussion, unless so determined by the members during the meeting for specific issues. The minutes should also identify the persons or organizations responsible for following up or implementing an agreement reached;
- f) The approved minutes shall be appended to the half yearly project reports;
- g) If the normal cycle of PSC meetings is interrupted, the Animal Genetic Project Team Leader shall include this information in the half yearly reports, together with an explanation of why meetings were not held;
- h) Archiving of the minutes of meetings will be done by the Secretariat and kept as a complete record that can be accessed by PSC members.

6.4.2 Assignments Validity Period

In the event of tasks assigned to the PSC or selected members (such as drafting documents, commenting on reports and documents or endorsing project outcomes), the deadline for the validity of the SC deliberation/contribution will normally be for one (1) month, unless otherwise agreed by

majority. If the deadline expires without the PSC's reaction, the proposal will be considered approved or the implementing team will take up the task.

6.4.3 Handling of reports, reviews and presentations

Reports, reviews and other forms of information deriving from the Animal Genetic Project activities can be shared and discussed by the PSC with prior approval of AU-IBAR and partners. The PSC members will observe 'confidentiality' in all cases where the Committee considers that such information is confidential.

6.5 Proxies

A member who cannot attend will be able to delegate another member of the same organization to represent him/her with prior notification being given to the Secretariat and distributed to members in advance of the meeting. Observers do not have voting privileges.

Annex 4: Press Release on the First Steering Committee of the Project

“Strengthening the Capacity of African Countries to Conservation and Sustainable Utilisation of African Animal Genetic Resources”

July 2013-July 2014 marked the first year of operation of the Genetics Project “*Strengthening the Capacity of African Countries to Conservation and Sustainable Utilisation of African Animal Genetic Resources*”. This initiative is a collaborative project aimed at strengthening the capacity of countries and Regional Economic Communities to sustainably use and conserve African animal genetic resources through institutionalizing national and regional policy, legal and technical instruments.

Members of the Genetics Project Steering Committee met on July 17, 2014 at the AU-IBAR premises, in Nairobi, Kenya with the following objectives: (i) To review and endorse the committee’s Terms of References; ii) To review and endorse the technical and financial report; iii) To review and endorse the distribution of roles and responsibilities to implementing partners; iv) To endorse the project M&E Framework; v) To endorse the project Communication Strategy; vi) To provide guidance for the formulation of the project Exit Strategy; and vii) To discuss and provide guidance on issues arising from the first year of implementing the project.

The meeting was chaired by the Commissioner of AUC-DREA, Her Excellency Mrs. Rhoda Peace Tumusiime. Other attendees included representatives from the technical and implementing partners (FAO, CIRDES, WALIC and ILRI), the European Commission, Member States, RECs, Farmers Organizations and Sub-Regional Research Organizations (ASARECA, CORAF, CCARDESA and INRAA).

The project team reported on the numerous achievements that included: extensive consultations with implementing partners (FAO, ILRI, CIRDES and WALIC) to define the roles and responsibilities of each of these key actors within the project; organization of inception workshops at continental and regional levels; organization of a facilitation workshop to support African countries in the timely submission of their country reports to FAO; and mapping of member states’ livestock policies and National Action Plans (NAPs). Other significant milestones highlighted included the pre-assessment missions organized to assess AnGR *ex-situ* and *in-situ* conservation facilities and the identification of potential regional genebank centers, the roadmap and structure proposed for the Animal Genetic Resources Information System (AAGRIS), and the establishment of Sub-Regional Focal Points (S-RFP) in Eastern, Northern and Southern Africa. Members of the Steering Committee highly commended AU-IBAR on the milestones achieved during this first year of project implementation.

Additionally, the Steering Committee approved the Terms of Reference of the Steering Committee, endorsed the project’s first year technical report, financial report, M&E Framework and Communication Strategy.

The Committee tentatively decided to hold the Second Steering Committee Meeting in November 2014, to monitor the project’s progress and discuss ways to facilitate and fast-track its implementation. The Chair commended the achievements of the project team and emphasized the importance of the project noting that the project was the first of its kind for AU-IBAR as well as for the continent as a whole. She described the project as special and rare and encouraged the active participation of all the stakeholders to achieve the project’s ultimate goal. In her closing remarks, the Chair gave the project team the go-ahead to implement the project’s workplan as presented.