

**Report on the meeting of the Interim
Steering Committee of the Sub-
Regional Focal Point for East Africa
1 August 2014
AU-IBAR, Nairobi, Kenya**



**AFRICAN UNION
INTERAFRICAN BUREAU
FOR ANIMAL RESOURCES**

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**AFRICAN UNION
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FOR ANIMAL RESOURCES
AU-IBAR**



EUROPEAN COMMISSION

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

Report on the meeting of the Interim Steering Committee of the Sub-Regional Focal Point for East Africa

**AU-IBAR, Nairobi, Kenya
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Acronyms

AnGR	Animal Genetic Resources
ASARECA	Association for Strengthening Agricultural Research in Eastern and Central Africa
AU-IBAR	African Union-Interafrican Bureau for Animal Resources
CCARDESA	Centre for Coordination of Agricultural Research and Development for Southern Africa
CIRDES	Chercheur au Centre International de Recherche-Développement sur l'Elevage en zone Subhumide
CN	Concept Note
COMESA	Common Market for Eastern and Southern Africa
CORAF/WECARD	Conseil Ouest et Centre Africain pour la Recherche et le Développement Agricoles/ Conference of the agricultural research leaders in West and Central Africa/West and Central African Council for Agricultural Research Development
DAD-Net	Domestic Animal Diversity Network
EAC	East African Community
FAO	Food and Agriculture Organization of the United Nations
GA	General Assembly
GDP	Gross Domestic Product ()
GPA	Global Plan of Action
IGAD	Intergovernmental Authority on Development
ILRI	International Livestock Research Institute
ISC	Interim Steering Committee
MS	Member State
NGO	Non-Governmental Organization
REC	Regional Economic Community
RFP	Regional Focal Point
RUFORUM	Regional Universities Forum for Capacity Building in Agriculture
S-RFP	Sub-Regional Focal Point
TORs	Terms of Reference
WALIC	West African Livestock Innovation Centre

Executive Summary

A planning meeting of the Interim Steering Committee of the Sub-Regional Focal Point for East Africa was held at AU-IBAR offices in Nairobi on the 1st of August 2014. The meeting had following objectives:

- To review and assess progress of Interim Steering Committee of the S-RFP for East Africa
- To discuss the roadmap towards the establishment of a substantive S-RFP for Eastern Africa
- To discuss the challenges faced by the ISC
- To produce a Work Plan with clear actions and deadlines
- To develop Terms of Reference for the Steering Committee of the S-RFP for East Africa
- To propose business plans for the East Africa region
- To prepare for the convening of the first General Assembly for the establishing of the substantive S-RFP for East Africa

The meeting was attended by the Interim Steering Committee members representing Kenya, Ethiopia, Sudan, Rwanda, ASARECA and AU-IBAR. The Alternate Coordinator of animal genetic resources (AnGR) for Kenya also attended the meeting. It was noted that there had been limited progress since the workshop in Kampala which established the ISC. This could be mainly attributed to the delayed organization and pronouncement of the governance/leadership structure of the ISC particularly on who would chair the ISC. The meeting welcomed ASARECA's acceptance to host the S-RFP for East Africa and to serve as the Secretariat of the ISC. AU-IBAR presented the progress made since the workshop in Kampala which included: (i) Meeting of the Secretariats of Sub-Regional Focal Points at AU-IBAR which agreed to hold General Assembly and Steering Committee meetings by November 2014; (ii) Establishment of Sub-Regional Focal Points in Southern and Northern Africa with CCARDESA and INRAA as the host institutions. ASARECA reported that they had drafted a budget proposal for hosting the General Assembly and Steering Committee meetings back-to-back as agreed to during the meeting of Secretariats of S-RFPs in July 2014. AU-IBAR presented the draft Terms of Reference for the Sub-Regional Focal Points which were and it was agreed that these would be circulated to all S-RFPs for their inputs. It was also proposed that the regions could adapt these TORs to suit their regional requirements and specificities during the planned General Assemblies. The meeting discussed and agreed on the organisation of the General Assemblies and Steering Committee meetings. The list of participants and institutions to be invited to the meetings was discussed and agreed to. It was agreed that due to budgetary constraints, 32 participants would be invited to the meetings. It was also that the meetings would be hosted by Rwanda in Kigali and tentative dates for the meeting were set for 23rd to 24th October 2014. The agenda items for both meetings were also discussed and agreed to.

The major outcomes of the ISC meeting were that:

- There had been little progress since the establishment of Interim Steering Committee of the S-RFP for East Africa. This was mainly attributed to the late organization of the governance and leadership of the ISC. In hindsight, this should have been agreed during the Kampala workshop
- A work plan towards the establishment of the substantive S-RFP through a General Assembly and a Steering Committee meeting was produced and participants discussed and agreed on the following:
 - Identified the stakeholder institutions and participants to be invited for the General Assembly and Steering Committee meetings (32 participants)

- Agenda items for the General Assembly and Steering Committee meetings produced
- Proposed composition of the Steering Committee agreed to
- Proposed venue of the General Assembly and Steering Committee meetings was Kigali, Rwanda
- Proposed dates for the General Assembly and Steering Committee meetings were 23rd to 24th October 2014
- The draft Terms of Reference for the Steering Committee of the S-RFP for East Africa were discussed and participants agreed to input into the draft once circulated by AU-IBAR
- An action plan with responsibilities and deadline dates was drafted and agreed to

Background

The proper management and development of animal genetic resources (AnGR) is a priority for many African countries where livestock production constitutes an important component of the agricultural economy contributing in some cases, up to 30% to agricultural Gross Domestic Product (GDP). Therefore, every effort should be expended to ensure that African AnGR are properly conserved and utilized for the benefit of posterity. In Africa, many of the AnGR have a trans-boundary nature making it imperative that neighbouring countries cooperate and develop collaborative initiatives on AnGR to ensure that there are harmonized and coordinated approaches to the sustainable utilization and conservation of these valuable resources. The Global Plan of Action (GPA) for AnGR underlines the importance of sustainable utilization and conservation of AnGR for the development of livestock production to meet current and future needs. Consequently, the GPA highlights the importance of institutions such as Regional Focal Points (RFP) and regional networks. Africa has made efforts to establish and strengthen Regional Focal Points for AnGR. The key tasks of Regional Focal Points include:

- building collaborative partnerships and facilitating regional cooperation,
- coordinating regional efforts in AnGR management,
- facilitating the exchange of information,
- promoting technical cooperation, training and research,
- providing technical assistance and leadership;
- developing projects aimed at enhancing the use, development and conservation of AnGR;
- facilitating and maintaining communication among National Focal Points.

The process of establishing and/or strengthening of Sub-Regional Focal Points (S-RFP) for the management of AnGR in Africa was initiated in Eastern, Southern and Northern Africa while preparations are underway for the re-establishment of the Focal Point for West and Central Africa. The African Union – Interafrican Bureau for Animal Resources (AU-IBAR) and the Food and Agriculture Organization of the United Nations (FAO) jointly organized a three-day workshop focusing on strengthening institutional capacity for the management of animal genetic resources in Eastern Africa and launching the process of establishing a Sub-Regional Focal Point (S-RFP) for Animal Genetic Resources in the region as part of the implementation of the Global Plan of Action for Animal Genetic Resources. AU-IBAR through the EU-funded project ***“Strengthening the Capacity of African Countries to Conservation and Sustainable Utilization of African Animal Genetic Resources”*** and FAO through a Technical Cooperation Project ***“Assistance for Regional Initiative on Animal Genetic Resources in Africa”*** with AU-IBAR aim to establish the S-RFP for Eastern Africa and to strengthen capacities of Member States (MS) and Regional Economic Communities (RECs) for the sustainable use of AnGR. The workshop was attended by 35 participants comprising National Coordinators, National Focal Points-AnGR of East Africa, FAO, International and Regional Organizations (ILRI, WALIC, CIRDES, ASARECA, CORAF, RUFORUM), Animal breeders’ associations and other stakeholders involved in Animal Genetic Resources management. The specific objectives of the workshop were to: (i) present and discuss the synthesis of the electronic conference on DAD-Net East Africa and during other events on ANGR; (ii) launch the process for the establishment of a S-RFP for East Africa; (iii) exchange experiences on recent and on-going projects and propose ideas on the way forward; (iv) develop synergies and identify

opportunities for inter-institutional collaboration on AnGR; (v) explore areas of collaboration for the implementation of AU-IBAR AnGR project. Among the outcomes of the workshop were a roadmap for establishment of the S-RFP for East Africa with formal establishment expected towards the end of 2014 and the selection of an Interim Steering Committee to work towards the establishment of the S-RFP for East Africa as guided by the agreed roadmap and timelines.

The Interim Steering Committee (ISC) for East Africa comprised the National Coordinators of Kenya (Chair), Ethiopia (Vice-chair), ASARECA (Secretary), Rwanda and Sudan (Committee members). The roadmap with priority activities for the region with timelines and responsibilities was to guide Interim Steering Committee towards the formal establishment of the substantive S-RFP for East Africa. ASARECA was appointed as the Host Institution for the S-RFP for East Africa. On the basis of a Note Verbal by AU-IBAR, ASARECA officially accepted the appointment and have nominated an Interim Sub-Regional Coordinator.

Therefore, the ISC for East Africa together with the project team held a planning meeting at AU-IBAR offices on the 1st of August 2014 with the following specific objectives:

- To review and assess progress of Interim Steering Committee of the S-RFP for East Africa
- To discuss the roadmap towards the establishment of a substantive S-RFP for Eastern Africa
- To discuss the challenges faced by the ISC
- To produce a Work Plan with clear actions and deadlines
- To develop Terms of Reference for the Steering Committee of the S-RFP for East Africa
- To propose business plans for the East Africa region
- To prepare for the convening of the first General Assembly for the establishing of the substantive S-RFP for East Africa

Meeting Proceedings

Speech 1: Dr. Simplicie Nouala (AU-IBAR)

Dr. Nouala warmly welcomed the participants to AU-IBAR. He noted that four months had lapsed since the Interim Steering Committee for the S-RFP for East Africa was established and many events on AnGR have happened since that time. He stressed that there are lessons to be learnt from the experiences of the other regions in Africa. He also announced that CCARDESA and ASARECA had officially accepted to host the S-RFPs for Southern and East Africa, respectively. He stressed that since the meeting was an initiative of the ISC, the Chairperson of the ISC should chair and guide the meeting. He then welcomed Mr. Okore as Chairperson to chair and lead the discussions.

Speech 2: Mr. Cleopas Okore (ISC Chairperson, Kenya)

The Chairperson of the ISC gave a brief background of the evolution of the committee which was established in Kampala in March 2014 with National Coordinators of Kenya, Ethiopia, Sudan and Rwanda as members with ASARECA as the Secretariat of the S-RFP for East Africa. Mr. Okore also thanked AU-IBAR for hosting the meeting and ASARECA for accepting to be the Secretariat of the S-

RFP. He highlighted that livestock production was very important in the East African region. The establishment of S-RFPs would promote sustainable use of AnGR as part of the GPA.

The objectives of the meeting and proposed agenda (Annex 1) were presented by AU-IBAR to the participants (Annex 2). The agenda was amended slightly and adopted. The participants introduced themselves. It was also announced that Dr. Carine Nyilimana was now officially the National Coordinator of AnGR in Rwanda and she was duly congratulated.

Update – Interim Steering Committee

The ISC reported that there had been little progress made since the workshop in Kampala. The ISC stressed that more work needs to be done on stakeholder engagement, regional networking and generally raising awareness on the importance of AnGR. Another challenge was that “leadership structure” of the ISC to determine who would chair the committee was not finalized soon after the workshop in Kampala. This delayed developments in terms of conducting activities prescribed in the roadmap. However, the ISC welcomed ASARECA’s acceptance to host the S-RFP for East Africa and to serve as the Secretariat of the ISC. It was stressed that there was need to catch up and ensure that the timelines set in the roadmap were adhered to.

Update – AU-IBAR

The Genetics team presented an update of progress made since the workshop in Kampala. This included:

1. Meeting of the Secretariats of Sub-Regional Focal Points

It was reported that a meeting was held (15-16 July 2014) with the coordinators of the Secretariats of East, Southern, Northern and CORAF/WECARD representing the S-RFP of West and Central Africa. The objectives of the meeting were as follows:

- To discuss roles and responsibilities of Interim Steering Committees, Secretariats & Steering Committees;
- To discuss roles and responsibilities of Regional Coordinators within the Secretariats;
- To assess the progress made since the establishment of the ISC/S-RFPs (East & Southern)/(North Africa);
- To discuss the challenges faced by the ISC/S-RFP;
- To validate the Work Plans of the ISC/S-RFPs including the budgets;
- To discuss and agree on a road map for the establishment of the Regional Focal Point for Africa;
- To agree on the structure of the Regional Focal Point for Africa
- To launch the process of the establishment of the Regional Focal Point for Africa.

The coordinators presented the progress they had made since the regional workshops for the establishment of the S-RFPs. The project team together with the coordinators developed some activities which could be conducted by the end of 2014. These included a.) Organizing General Assemblies and Steering Committee meetings; b.) Proposing tentative budgets; c.) Discussions on the day-to-day operations of the Secretariats.

It was agreed that the General Assemblies and Steering Committee meetings would be held back-to-back and preferably before November 2014.

2. Establishment of Sub-Regional Focal Points

AU-IBAR informed the ISC that since the workshop in Kampala, initiation of the process of establishment of the S-RFPs for Southern Africa was conducted in April 2014 in Harare and that the establishment of the S-RFP for North Africa was in June 2014 in Algiers. CCARDESA and INRAA were officially nominated as host institutions for the S-RFP for Southern and Northern Africa, respectively. Both institutions have officially accepted. It was also reported that during the meeting with the coordinators of Secretariats, it was unanimously agreed that Africa needs a regional focal point and that AU-IBAR as a continental institution with a mandate on animal resources, was ideally suited to take the mantle as the Secretariat of the Africa Regional Focal Point for AnGR. The structure, membership and roadmap for the Africa Regional Focal Point team were developed.

3. Official information dissemination to key institutions to support S-RFP

In efforts to enhance institutional backing and increasing information dissemination during the process of establishment of S-RFP in Eastern, Southern and Northern Africa, official communication about the process, including workshop reports and press releases were sent to respective Ministries in charge of AnGR, Regional Economic Communities (RECs), Regional Farmers and Breeders Associations, as well as research institutions.

ASARECA (Dr. Jean Ndikumana)

Dr Ndikumana in his presentation highlighted what is expected of ASARECA as the Secretariat of the S-RFP for East Africa. He announced that Executive Director of ASARECA had officially nominated him as the Interim Regional Coordinator for the S-RFP for East Africa. Dr Ndikumana however, noted that in terms of organizational capacity for the S-RFP, ASARECA would still need to improve and establish the necessary structures. He also reported that ASARECA was already implementing some activities on AnGR in various countries in the region. ASARECA was currently dependent on Multi-Donor Trust Fund which is now in Operational Plan II (2014-2018). However, ASARECA was ready to play its role as the Secretariat of the S-RFP for East Africa but would require financial support. He announced to the ISC that ASARECA had drafted a budget proposal for hosting the General Assembly and Steering Committee meetings back-to-back as agreed to during the meeting of Secretariats of S-RFPs in July 2014.

Draft Terms of Reference for Sub-Regional Focal Points

AU-IBAR presented the draft Terms of Reference for the Sub-Regional Focal Points which were still being developed. A summary of the draft TORs is presented in Annex 4. It was agreed that AU-IBAR would circulate the draft to all S-RFPs for their input and these could be adapted to suit the regional requirements and circumstances during the General Assembly meetings.

General Assembly and Steering Committee meetings preparations (ASARECA)

ASARECA as the Secretariat of the S-RFP for East Africa presented the draft activities and budget focusing on the planned General Assembly (GA) and Steering Committee meetings. It was expressed that due to budgetary limitations, the number of participants will have to be reduced and also to minimize other costs. Therefore, the list of participants for the General Assembly was revised and reduced to a maximum of 32 while ensuring that all relevant stakeholders were invited as indicated below (Table 1). The participants will therefore, include: National Coordinators, representatives of RECs, regional farmers, breeders' and pastoral associations, NGOs, tertiary and research institutions, private sector, ASARECA, FAO, ILRI and AU-IBAR. It was agreed that the venue will be Kigali in Rwanda. For the Steering Committee meeting, the participants will comprise five Member States, three RECs, ASARECA, Breeders' Association, Regional Farmers Association, NGO, ILRI, FAO and AU-IBAR. The dates proposed for both meetings were 23rd to 24th October 2014. The budget was revised accordingly (see Annexes).

Table 1:

No	Type of Participants	Number
1	National coordinators	11
2	Breeders Associations	2
3	Farmers associations	2
4	NGOs	2
5	RECs (COMESA, EAC and IGAD)	3
6	Universities	2
7	Research institutions	1
8	Private sector	1
9	ASARECA Secretariat	4
10	Observers (FAO, ILRI and AU-IBAR)	4

Agenda items for the General Assembly

The draft agenda for the General Assembly was also discussed. The agenda points include:

- 1.** Welcome Remarks from the host country Rwanda, AU-IBAR, FAO
- 2.** Objectives of the General Assembly
- 3.** The structure of the Focal Points, from global to national
- 4.** Progress on the establishment of Focal Points by AU-IBAR
- 5.** Report on the Kampala Workshop
- 6.** Terms of Reference for the S-RFPs
- 7.** Discussion and adoption of TORs
- 8.** Selection of Steering Committee (Chaired by AU-IBAR)
- 9.** New Steering Committee takes over process
- 10.** Way forward

It was advised that the agenda should contain the selection of the Bureau of the General Assembly. There is need to develop criteria for how this Bureau will be selected. The Bureau should have a

Chairperson, his/her Vice and a Rapporteur. It was suggested that the Secretariat (ASARECA) could be the Rapporteur. It was also proposed that it would be preferable if the host country, Rwanda chaired the General Assembly and that since Rwanda, as a member of the East African Community (EAC) would chair, it would be preferable to select a country from IGAD to be the Vice Chairperson.

Proposed composition of Steering Committee

It was proposed that the Steering Committee would comprise the following: EAC; COMESA, IGAD; Breeders/Farmers/Pastoral Associations; and an NGO as indicated below (Table 2). It was proposed that since most of the countries in the East African region belong to COMESA, this REC should be the inaugural Chairperson of the Steering Committee after which the chairpersonship will rotate among the RECs.

Table 2:

No	Members of the Substantive Steering Committee	Number
1	Member countries	5
2	RECs	3
3	Breeders' association	1
4	Farmers' association	1
5	NGO	1
6	ASARECA (Ex-official)	1

ASARECA was asked to draft a Concept Note on the establishment of the S-RFP for East Africa through the conduct of a General Assembly and Steering Committee meetings. The draft CN would be circulated to members of the ISC by 6th August 2014. It was also suggested that the current ISC could continue to manage the S-RFP at the General Assembly and proceed for a limited period (for example, one year) until handing over to the substantive Steering Committee. This would ensure continuity and completion of activities drafted in the roadmap at the Kampala workshop.

Agenda items for the Steering Committee Meeting

The following were suggested for the agenda of the Steering Committee meeting:

- Work Programme 2015;
- Budgetary requirements
- Priority activities including the two projects proposed at the Kampala workshop
- Frequency of Steering Committee meetings
- Development of mechanisms for the implementation of recommendations of the General Assembly
- Resource mobilization

Outcomes of the meeting

- It was noted that there had been little progress since the establishment of Interim Steering Committee of the S-RFP for East Africa. This could be mainly attributed to the late organization

of the governance structure of the ISC particularly which Member State would chair. In hindsight, this should have been agreed during the Kampala workshop

- The meeting produced a work plan towards the establishment of the substantive S-RFP through a General Assembly and a Steering Committee meeting. The participants agreed on the following:
 - List of participants for the General Assembly and Steering Committee meetings (32 participants)
 - A list of agenda items for the General Assembly and Steering Committee meetings
 - The proposed composition of the Steering Committee
 - The proposed venue of the General Assembly and Steering Committee meetings (Kigali, Rwanda)
 - The proposed dates for the General Assembly and Steering Committee meetings (23-24 October 2014)
- The participants agreed to input into the draft Terms of Reference for the Steering Committee of the S-RFP for East Africa once circulated by AU-IBAR

Way Forward

The following deadlines were agreed to by the participants:

Activity	By whom	By when
Generate list of participants for the GA	ASARECA	10 August 2014
Provisional invitation messages	AU-IBAR	15 August 2014
Presentations for the General Assembly	All	30 September 2014
Finalize and circulate draft TORs for Steering Committee	AU-IBAR	10 August 2014
Meeting report	ISC Chair	Soonest

The Chairperson of the ISC thanked all participants for their attendance and contributions during the meeting and AU-IBAR for facilitating the meeting. He officially closed the meeting.

Annexes

- a) Agenda
- b) List of participants
- c) Proposed budget
- d) Summary of draft Terms of Reference for S-RFP

Annex 1: Agenda**PROPOSED AGENDA FOR THE INTERIM STEERING COMMITTEE (SUB-REGIONAL FOCAL POINT – EAST AFRICA) MEETING***“Establishment of Sub-Regional Focal Point for East Africa”*

FRIDAY 1 st AUGUST 2014		
TIME	ACTIVITY	RESPONSIBLE
09:00-09:30	<ul style="list-style-type: none">• Welcome & Opening Remarks• Objectives of the meeting• Introduction of the participants• Adoption of the Agenda	AU-IBAR/ISC
09:30-09:50	Progress to date - Roadmap, proposed activities/projects (ISC)	ISC
09:50-10:00	Progress to date (AU-IBAR)	AU-IBAR
10:00-10:20	Update from ASARECA – Secretariats meeting; TORs of Secretariat	ASARECA
10:20-10:50	HEALTH BREAK & GROUP PHOTO	
10:50-12:00	Draft TORs and Agenda for Steering Committee	Interim Chair
12:00-13:00	General Assembly preparation – Agenda, participants, venue	Interim Chair
13:00-14:00	LUNCH BREAK	
14:00-15:00	General Assembly preparation – Draft Concept Note development	Interim Chair
15:00-16:00	Wrap discussion, Way forward and Close	AU-IBAR/ISC

Annex 2: List of Participants

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Annex 3: Activities and estimated budgets for the S-RFP up to December 2014

Activity	Number	Unit Cost	Total
1. Organise and Convene the General Assembly			
1.1. Prepare working documents (English & French)	Lump sum	5,000.00	5,000.00
1.2. Convene the GA	32 participants	2,000.00	64,000.00
1.3. Prepare proceedings and report on recommendations (English and French for recommendations)	Lump sum	5,000.00	5,000.00
2. Organise and Convene the SC meeting			
2.1. Convene the SC meeting	12	1,250.00	15,000.00
3. Execute decisions and support projects decided by the SC			
3.1. Day to day management of the Secretariat			
3.1.1. Coordinator	2 man months	10,500.00	21,000.00
3.1.2. Operational cost (logistics, communication, travel etc.)	Lump sum	5,000.00	5,000.00
Sub-Total			115,000.00
Overhead ASARECA (6%)			7,130.00
TOTAL			122,130.00

Annex 4. Draft TORs for the Sub-Regional Focal Point (S-RFP) - *General Assembly, Steering Committee, Secretariat and Coordinator*

Definitions

National Focal Point (NFP): Is an institution nominated by the government to oversee the management of national AnGR. It hosts the Secretariat facilitated by a National Coordinator; who is also in charge of the animation of the National Committee for AnGR. They are expected to be playing a role at policy development level, in the management of national animal genetic resources, in communication and cooperation, in education and public awareness as well as in global reporting and other tasks related to intergovernmental processes.

National Coordinator (NC): is appointed by the government to serve as the Secretariat to the National Focal Point (NFP) and main liaison person with FAO in regard to AnGR at National level. Among other duties of the NC include: monitoring, evaluation and coordination (data on breeds, national projects and international activities related to AnGR), network promotion, information compilation publication and dissemination.

Sub-Regional Focal Point (S-RFP): represents an economic region. It deals with transboundary and regional issues regarding AnGR. Its contribution at regional level is expected in the area such as networking, technical assistance in project design, communication and awareness raising, capacity and financial resources mobilisation.

Regional Focal Point (RFP): is the continental focal point for AnGR. Its added value is expected in coordination activities, collaboration in strategic issues (characterisation and conservation), enhancement of donor support for AnGR projects, regional capacity building and support in the establishment of regional policies that enhance national and regional efforts to better use, develop and conserve AnGR.

Interim Steering Committee (ISC): is a temporary or intermediate institution put in place to accompany and facilitate the process of establishment of the S-RFP. Its mandate ends with the establishment of the Steering Committee. Its composition and governance entities vary from the sub-regions.

Steering Committee (SC): Is an advisory committee usually made up of high level stakeholders and/or experts who provide guidance on key issues such as company policy and objectives, budgetary control, marketing strategy, resource allocation, and decisions involving large expenditures. The Steering Committee prepares for the meetings and its work is carried out transparently, ensuring that all members/stakeholders are consulted.

Structure of the S-RFP

The Structures of S-RFP vary from regions and were agreed during the launching process of establishment of S-RFP. The different figures are summarised in the table below.

S-RFP	Interim Steering Committee	Steering Committee	Coordinator/ Secretariat	Task forces
<i>Eastern Africa</i>	YES	YES	YES	YES
<i>Southern Africa</i>	YES	YES	YES	YES
<i>Northern Africa</i>	NO	YES	YES	
<i>West & Central Africa</i>		YES	YES	

Roles and Responsibilities of actors in the Structure

The General Assembly

The Member States forming the S-RFP are represented in the General Assembly by National Coordinators who have been nominated by the respective Ministry. The main decision making body of S-RFP is the General Assembly. In addition, representatives of the African Union Commission, FAO, Donors, RECs, Research institutions (ILRI/CGAIR), Universities/ Training institutions (RUFORUM), NGOs/ CBOs, Farmers/ Breeders Associations, Private sector/ Service providers and others (ITG,...).

The General Assembly brings together all NCs in the region and identified key stakeholders at the Annual Meeting. The General Assembly approves the S-RFP budget and provides overall technical and policy guidance to the operation of the S-RFP. It holds the overall responsibility for implementing the Workplan. It mandates and oversees the Steering Committee and the Secretariat to carry out its decisions. The General Assembly is chaired by a representative of the RECs. The General Assembly budget includes travel costs for the Annual Meetings of the NCs upon their request and further meeting costs for the Annual Meeting. The Assembly meets annually.

The Annual Meeting covers:

- Decision on the organisational and general matters;
- Exchange of information on relevant national and sub-regional activities;
- Presentation, discussion on and adoption of the annual Workplan with prioritised areas and respective budget allocation for the coming years;
- Approval of the annual report and the account for the previous year;
- Election of the Secretariat for the agreed period (Voting at the Assembly is by majority vote of the NCs except voting on financial matters where consensus is required. Voting can also take place by means of email when it is deemed necessary to do so);
- Election of the members and chair of the Steering Committee (who are all members of the General Assembly);
- Presentation and approval of results produced by the Working Groups, Task Forces and Ad hoc actions.

The Steering Committee (SC)

The number will be determined by the size of the region in term of countries covered taking also into account the average representation of the stakeholders. It consists of AU-IBAR, donors, representatives of the RECs, international organizations, farmers/breeders/animal producers associations, research institutions, universities/training institutions, NGOs/CBOs, private sector, the host institution of the S-RFP and Members States (represented by NCs or NFPs).

The members are elected by the General Assembly for a 3 year term of office. To ensure continuity, 1/3 (one third) of the members of the Steering Committee is replaced by new members on an annual basis. The second third to be replaced will be drawn from the remaining 2/3. A re-election is only possible after a break-period. The SC is headed by a chair being a representative of the RECs. The chair is renewed on a bi-annual basis. (It can be by Member States through the Director of Animal Productions assisted with the NFP/CN, eventually the Country hosting the General Assembly????).

The Steering Committee plans the activities of the S-RFP as decided upon by the General Assembly, evaluates project proposals and makes funding decisions on them, mandates the Secretariat in carrying out its decisions, approves and monitors the workplan of the Secretariat including the budget, establishes short-term Task Forces as required and represents the S-RFP in communications with other institutions within the mandate of the General Assembly.

Decisions of the Steering Committee are made by consensus and can also be taken by means of email when it is deemed necessary to do so. The Steering Committee budget may include travel costs for the Steering Committee Meetings upon request of the members.

Secretariat

The Secretariat is hosted and carried out by the Host institution of the S-RFP, which appoints the “**Sub-regional coordinator**”. The responsibilities of the Secretariat are to:

- Give secretarial support to the SC;
- Execute decisions made by the General Assembly and the SC;
- Give secretarial support to the General Assembly and to organize its annual and Steering Committee meetings;
- Communicate with the African Regional Focal Point (ARFP) for Animal Genetic Resources (at AU-IBAR) and occasionally with the Global Focal Point at FAO;
- Distribute relevant information on AnGR and to facilitate communication among the NCs at Regional level;

- Support the Working Groups, Task Forces and Ad hoc actions such as the funded projects as appropriate;
- Be responsible for the financial management of the S-RFP budget;
- Provide technical and financial reports on a regular basis;
- Maintain and update the S-RFP webpage;
- Publish the S-RFP newsletter and other awareness creation materials.

The Regional Coordinator

The Regional coordinator is appointed by the Host institution to provide secretariat support to the S-RFP. S/He will serve as main liaison person for the Secretariat with the SC. Among other duties, s/he facilitates the implementation of the decisions and actions taken by the General Assembly and the SC. S/he takes on behalf of the host institution all the tasks listed for the Secretariat of the S-RFP.

Working Groups, Task Forces and Ad hoc actions

The Assembly may establish or terminate **Working Groups**, Task Forces and Ad hoc actions, takes decisions regarding their general scope and review progress made by them.

Working Groups (WG) are established by the Assembly on a permanent basis to work on long-term tasks. Working Groups consisting of NC's or other experts in the member states are the most important tools in the activities coordinated by the S-RFP. Members of a Working Group should be experts in the respective task and should be nominated by their National Coordinator. NCs are invited to nominate one member for each Working Group. Each WG is coordinated by a WG chair elected by the WG members. The WG chair has the responsibility to present a draft annual work plan to the Annual Meeting of the Assembly of NCs for adoption. The WG chair should also oversee the implementation of the work plan, in liaison with the Secretariat and the SC, where appropriate, and to encourage involvement of all the WG members.

The WG budget available for implementing the work plan should be partitioned by year. Working groups will receive a fixed budget annually accepted by the Assembly. The budget may include travel costs for the WG meetings, the publication of reports and/or other actions, consumables and other costs. Durables will not be considered an eligible expense nor will be salaries. The WGs should be used to provide guidance on issues of a technical and advisory nature and should publish technical and advisory information for the benefit of all NC's. The technical and advisory material from the WGs should reflect the requirements needed for the implementation of the Global Plan of Action. The Assembly of NCs will discuss and adopt the priority areas in accordance with the work plan. The WGs should facilitate the collaboration and networking of relevant stakeholders in the Region.

Some short-term work may be carried with **Task Forces** responding to very acute needs. Task Forces are established by the Assembly or by the Steering Committee on a temporary basis to solve specific tasks. Funds are reserved in the approved overall budget for the Task Forces activities. The mandate, budget, leader and members of the Task Forces are decided by the Assembly or the SC and are based upon suggestions received from NCs. Task Forces should consist of 3-8 experts, of which at least the leader should be a member of the Assembly. The budget would cover only the travel and meeting costs. TFs may be established whenever common views are needed or where a common action would be necessary in order to respond to an urgent issue in the AnGR sector. TFs would deliver a report on the outcomes of their work to the Assembly.

The Assembly may also ask a named group to carry out **ad hoc** actions related to the needs of the common ARFP program or the needs of the Secretariat as issues arise. Ad hoc actions are usually decided by the Steering Committee in the form of projects or meetings to solve specific short-term problems ad hoc. Ad hoc actions could therefore be in the form of projects, workshops, meetings or consultancies as decided by the Steering Committee.

Information and communication tools

The S-RFP will support or contribute to feed in, the three main information and communication tools:

- **S-RFP webpage:** this will be hosted and fed in by the Secretariat. It will play an important role in enhancing the activities of S-RFP and for the dissemination of information.
- **S-RFP Newsletter:** this will be published by the Secretariat approximately twice a year.

- ***African Animal Genetic Resources Information System (AAGRIS)***: this will be created and hosted by the Secretariat of African Regional Focal Point for Animal Genetic Resources (ARFP-AnGR). It will serve as an information tool for the management and conservation of African Animal Genetic Resources. The S-RFP will collect the relevant information on AnGR among African NFPs at regional level and feed the African Animal Genetic resources Information System (AAGRIS).

Funding

The annual budget of the S-RFP will be proposed and voted at the General Assembly. Contributions could also be received on a voluntary basis. To reflect the activities of the S-RFP, the annual budget could be based on the following items: the Assembly, Steering Committee, the Secretariat (including the webpages, Working Groups, Task Forces, Ad hoc actions) and other meetings/conferences fee for account keeping.