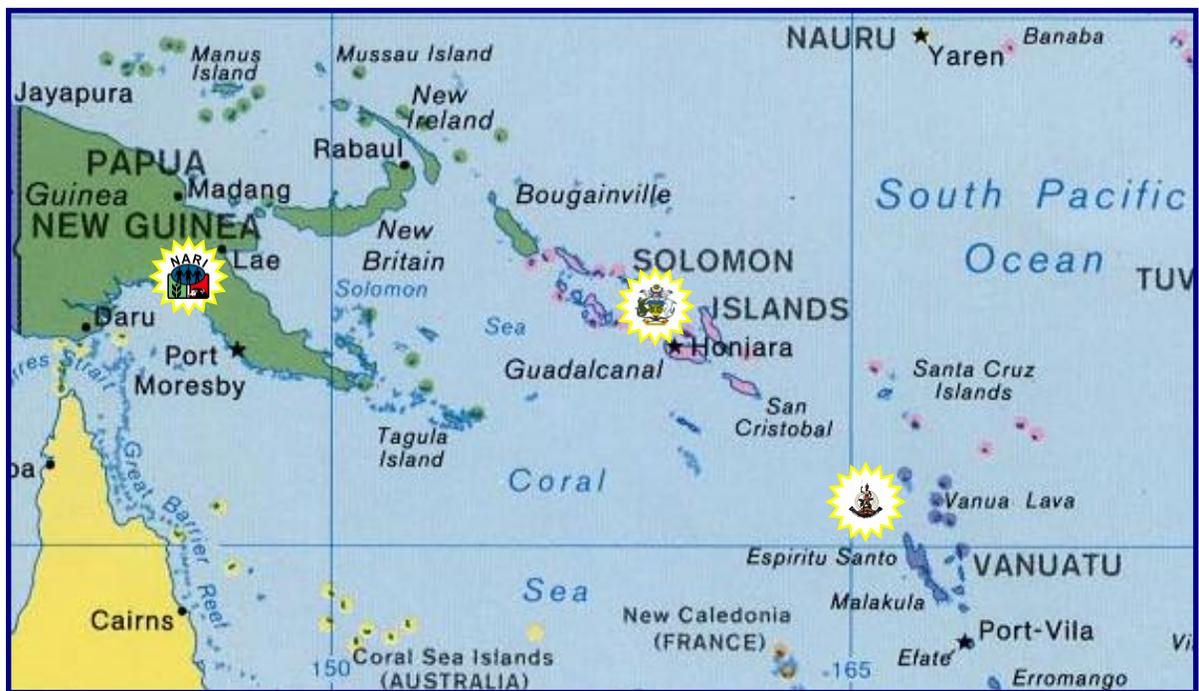




Generation and adaptation of improved agricultural technologies to mitigate climate-change imposed risks to food production within vulnerable smallholder farming communities in Western Pacific Countries



Monitoring and Evaluation Plan 2013



Acronyms and Abbreviations

Western Pacific EU-ARD project	Project Acronym “Generation and adaptation of improved agricultural technologies to mitigate climate-change imposed risks to food production within vulnerable smallholder farming communities in Western Pacific Countries”
AC	Action Coordinator
ACC	Action Coordination Committee
AL	Activity Leaders
BOKU	University of Natural Resources and Life Sciences
CC	Country Sub-Coordinator
DAL	Department of Agriculture and Livestock
DARD	Department of Agriculture and Rural Development
MAL	Ministry of Agriculture and Livestock
NARI	National Agricultural Research Institute
PCC	Project Coordination Committee
PCL	Project Component Leader
PCU	Project Coordination Unit
PNG	Papua New Guinea
PIP	Project Implementation Plan
PSC	Project Site Coordinators
PITM	Project Implementation Tracking Matrix
PIMS	Project Information Management System
SI	Solomon Islands
SITT	Site Implementation Tracking Tool
VU	Vanuatu

Table of Contents

Acronyms and Abbreviations	i
1. Introduction	1
1.1. Project Background.....	1
1.2. Project Goal, Objectives and Results	1
2. Objective and Scope of the Monitoring and Evaluation Plan	2
3. Elements of the M&E Plan	3
3.1. Theory of Change	3
3.2. Overview of M&E Arrangement	5
3.3. Baseline data plan.....	5
3.4. Monitoring	6
3.4.1 Monitoring of Results.....	6
3.4.2 Monitoring of financial inputs	7
3.5. Data management	7
3.5.1 Data collection and flow	7
3.5.2 Periodic data collection.....	8
3.5.3 Data collation and analysis and storage	8
3.6. Project evaluation	10
3.6.1 Quarterly Project team review meetings.....	10
3.6.2 Annual Project team review.....	10
3.6.3 Action Coordination Committee Meeting	11
3.6.4 End-of-Project Evaluation	11
3.6.5 Economic Evaluation.....	12
3.7. Reporting.....	12
3.7.1 Interim Narrative Report.....	13
3.7.2 Final Narrative Report.....	13
3.7.3 Financial Report	13
3.7.4 Internal Component Progress Report.....	13
3.7.5 Back-to-office report:.....	14
3.8. Learning Dissemination and Communication	14
References cited:	14
Appendix1. Risk Management Matrix	15

1. Introduction

1.1. Project Background

Household food security continues to be at risk in many smallholder farming communities in PNG and other Pacific Island Countries due to the effect of natural climate variability from the El Niño Southern Oscillation (ENSO) prevailing in the equatorial Pacific. Those effects are now exacerbated by global Climate Change and food production in vulnerable parts of these countries is frequently being disrupted by drought conditions interspersed with prolonged periods of continuous heavy rainfall, which are driven sequentially by El Niño and La Niña events. Additionally, in coastal low lying areas and islands production is also being threatened by rising sea levels, cyclones and tidal waves, which are causing saline contamination of farmland and destroying food crops and sago plantings. In order to mitigate those effects on household food security farming communities need to change their traditional farming practices, food use and preparation as well as adopting strategies to diversify access to food.

The project is funded through a grant from the European Union under the Food Security Thematic Programme (FSTP) Component 1 – Research and Technology. NARI is the lead implementing agency for the project. The main partner organizations in Solomon Islands and Vanuatu are the Ministry of Agriculture and Livestock and Department of Agriculture and Rural Development, respectively. Another major partner is the University of Natural Resources and Life Sciences, BOKU, Austria.

1.2. Project Goal, Objectives and Results

The goal or overall objective that the project is contributing to is ‘To mitigate climate change associated risks to food security and livelihoods for vulnerable smallholder communities in Western Pacific countries - Papua New Guinea (PNG), Solomon Islands (SI) and Vanuatu (Vu)’.

The specific objective the project is aiming to achieve is ‘To improve the food production capacity of smallholder communities in PNG, SI and Vu in areas where precipitation deficits and/or excesses and soil salinity problems are becoming significant threats to agricultural productivity’.

Expected outcomes and impacts at Pilot community level:

- Lasting changes in practices and technologies for production of major staple crops and livestock, food use and preparation and diversified access to food in pilot sites
- Increased crop yields and livestock performance in pilot sites
- Household food production and supply is sufficient to meet household needs throughout the year independent of climatic risk factors;
- Improvement in food availability in local markets during stress conditions.

The project is to deliver six major results that collectively have been identified as necessary for the delivery of the project specific objective and the realization of expected project outcomes and impacts:

- Action effectively delivering results/outputs in a timely, transparent and efficient manner.
- Suitable target smallholder communities in PNG, SI & Vu identified, needs-assessed, and participating in the research and development process.
- Innovative water management & soil improvement strategies/systems to support agriculture under precipitation excess or deficit conditions, identified/developed, piloted and available to smallholder communities in PNG, SI and Vu.
- Diversification options for crop production and utilization identified, piloted and available to smallholder communities in PNG, SI & Vu in areas affected by moisture stress, excess precipitation, or saline soil conditions
- Livestock and fish production diversification options resilient to excess precipitation, moisture stress or saline soil conditions, and reliant on cost-effective locally produced feed/forages identified, piloted and available to smallholder communities in PNG, SI and Vu.
- Linkages and information/knowledge sharing mechanisms established and/or strengthened between researchers, extension providers and smallholders, providing suitable conditions for smallholder participation/input in the research process and for dissemination/outscaling of new research-based technologies to smallholders in PNG, SI and Vu.

2. Objective and Scope of the Monitoring and Evaluation Plan

The objective of this Monitoring and Evaluation Plan (M&E Plan) is to outline and document the Monitoring and Evaluation System (M&E system¹) for the project ‘Generation and adaptation of improved agricultural technologies to mitigate climate-change imposed risks to food production within vulnerable smallholder farming communities in Western Pacific Countries’ (Western Pacific EU-ARD project).

The M&E plan provides a framework for collecting accurate, relevant and timely information to enable the project meet information needs for all stakeholders. The plan outlines the tools and methods used in M&E, the data sources and means of verification, the report schedule and report formats and the evaluation arrangements. This information will enable the Project Coordinator and team to respond to changing circumstances in the field through monitoring of the context, risks, assumptions, efficiency and effectiveness of implementation processes, relevance and sustainability of designed interventions, standards and anticipated project effects on the target population. The plan also acts as a framework for learning and improvement of implementation strategies by the project team. The M&E plan supplements the Western Pacific EU-ARD project logframe in terms of articulating the project data collection demands as well as performance measurement along set objectives.

¹ M&E system: A system that encompasses both, the formal data oriented side of M&E, such as data capture, storage and analysis, and the communication oriented side of M&E, such as sharing and communicating information to staff, stakeholders and beneficiaries of an intervention. It is an integrated system of reflection and communication supporting the implementation of an intervention

Specific M&E Objectives

The M&E plan will facilitate:

- Efficient monitoring of how the project converts inputs into outputs
- Track implementation of project activities within a specified time-frame and targets
- Evaluate the effectiveness of the project in achieving its outputs and specific objective
- Facilitate early detection of potential or emerging problems in order to provide ameliorative measures
- Record changes in condition of the contextual factors over time
- Track identified risks as well as assumptions of the project
- Evaluate sustainability and relevance of designed interventions in relation to changing conditions within the context of the project

To be successful, a key requirement of the project M&E system is the support and involvement of project partners, stakeholders and staff in implementing the M&E system and their willingness to learn from the M&E system on how to improve the implementation process of the project. The M&E plan is a 'living' document and will be reviewed periodically to accommodate new changes during the lifecycle of the project.

3. Elements of the M&E Plan

The core of the M&E plan is the M&E framework which documents and describes how people, data and time interact so that the performance of an intervention can be meaningfully assessed. Key elements of the Project M&E framework are as follows and will be described in more details in the following sections including references to relevant formats designed to illustrate the M&E arrangements.

- Theory of Change
- Overview of M&E Arrangements
- Baseline data plan
- Monitoring and Evaluating the progress of implementation
- Data management (collecting, collating, analyzing and storing)
- Reporting
- Learning Dissemination

3.1. Theory of Change

The theory of change (TOC) is the envisaged pathway of change for the research for development intervention and the way we think change will happen. It also underlines the critical assumptions made for this pathway of change in the development of the project.

As outlined above, the Western Pacific EU-ARD project is a response to an identified need in PNG, SI and VU to assist farming communities in changing their traditional farming practices, food use and preparation as well as adopting strategies to diversify access to food so farming households can better manage the risks from climatic variability and global Climate Change to household food security.

The Western Pacific EU-ARD project will facilitate improving the food production capacity of selected communities in PNG, SI and Vu where effects of climatic variability viz. precipitation deficits and/or excesses and soil salinity problems are becoming significant threats to agricultural productivity. The basic underlying questions in the TOC are:

- What materials and technical capacities will communities need to change their behavior and adopt different practices, technologies and strategies to better manage climate variability/change induced risks to food production?
- What are the activities that would support and enhance farmer participation, linkages and shared learning among project partners and stakeholders?
- What resources, capacities & activities will the project need to manage for results and generate the inputs for shared learning?

NARI will take lead in the implementation of the project based on its strength in developing and adapting agricultural technologies and strategies and its existing linkages to a range of development partners and agencies in the country. NARI will be supported by the University of Natural Resources and Life Sciences (BOKU), Vienna in some of the technical areas relating to water management based on their strength in researching and providing rural communities in different parts of the world with water management systems in support of agriculture. Other agencies in PNG that will be drawn on to assist with the change process are Project Associates (World Vision, NWS, DAL) and district level DPI officers. DARD and MAL will take lead in implementation of pilot site activities in their respective countries linking up with local agencies and individuals that will help in the change process. Special responsibility as agents of change will fall on individual members in pilot communities who will act as facilitators, trainers, motivators and demonstrators in their communities.

If NARI and partners can deliver on the answers to the above underlying questions and the following identified risks are managed adequately, we anticipate that participating communities in the three Western Pacific Countries will introduce lasting changes to their farming technologies, practices and food use and preparation to ensure that household food production and supply is sufficient to meet household needs throughout the year independent of climatic risk factors.

Site specific TOC – therefore needs assessment at beginning of project to find site specific interventions

Among the risks are:

- Communities less willing to take part in some areas

- Import of genetic resources may be restricted from some origins
- Regional unrest and natural disasters hindering travel

The full risk management matrix can be found in Appendix 1.

3.2. Overview of M&E Arrangement

The project result and indicator framework gives an overview of the chosen result indicators that will be tracked and used for assessing achievement of results. Results in this context include the six expected results (outputs) as outlined in the project logframe, the specific objective (strategic objective), immediate outcomes at the level of the project specific objective and the overall objective (goal).



Results and Indicator Framework

The overall M&E Operational Plan Matrix provides an overview of the operational elements of the M&E arrangements for this project. It shows the mechanics of how M&E of the intervention will work. It describes the activities, data, people and arrangements critical to monitor and evaluate the project. This includes the project objectives, the indicators to be measured including baselines and targets; the data sources, methods of data collection and analysis, who is responsible for data collection and reporting. The M&E matrix can be found below:



M&E Operations Plan

3.3. Baseline data plan

A needs assessment survey implemented in the first year of project implementation established general baseline information in the selected pilot communities on food security status, management of food shortages by pilot communities, status of agricultural technologies and practices used for agricultural production, access and use of water sources for agriculture and household needs. Baseline information on current production levels, i.e. crop yields using current farmer practices and technologies, levels of livestock production and other relevant more quantitative information on the capacity of food production in pilot communities will be established at the beginning of implementation of specific project activities in pilot sites. This information will be used to deduce current capacity of pilot communities in food production.

The baseline for Result 6 ‘Linkages and information/knowledge sharing mechanisms established and/or strengthened between researchers, extension providers and smallholders providing suitable conditions for smallholder participation/input in the research process and for dissemination/outscaling of new research-based technologies to smallholders in PNG, SI and VuLinkages and information/knowledge sharing mechanisms...’ will be established through

desktop review and information gathered in the planning phase of the project on available partnerships, networks etc.

3.4. Monitoring

This section is concerned with routine monitoring of project implementation. Monitoring will employ different tools to collect data on inputs, activities and outputs of the project. They will be applied throughout the life of the project to provide information on the quality, efficiency and effectiveness of the implementation process.

3.4.1 Monitoring of Results

Monitoring of Western Pacific EU-ARD project implementation will be done at two levels. The primary level is the monitoring of pilot site implementation plans. Achievement level of key milestones reflecting activity implementation for each of the identified site outputs will be tracked on a quarterly basis. Site implementation plans containing information on site specific Outputs, critical Milestones and the implementation schedule will be prepared by Project Component Leaders (PCL for Soil and Water, Crop, Livestock, Socioeconomics, Information & Knowledge management) and coordinated by Pilot Site Coordinators (PSC, for PNG sites) and Country Sub-Coordinators (CC, for Solomon Islands and Vanuatu). The responsibility of monitoring progress of pilot site implementation is with Activity Leaders (AL), PCL and coordinated by PSCs. Site implementation plans for PNG sites are shown below.



PNG Site
Implementation plans

A Site Implementation Tracking tool (SITT) will be used for pilot site implementation monitoring. An example showing the site implementation plan and related achievement monitoring and data collection for relevant indicators for one of the PNG sites can be found below.



example site tracking
tool

The second level of monitoring is to track implementation of Project Logframe Activities and achievement of Project Expected Results (Outputs). Monitoring will include observations and data collected as part of pilot site implementation as well as data collection from other activities implemented as part of the overall Project Implementation Plan (PIP) that is tied to the Project Logframe e.g. on-station research activities, project management, networking and communication. Second level monitoring will be the responsibility of PCLs and the Action Coordinator (AC) and will be done at a quarterly basis. The file below shows the PIP and the Project Implementation Tracking Matrix (PITM) for the Western Pacific EU-ARD Project. The PIP shows implementation of activities and achievement of milestones for the remaining project implementation period until the end of 2015. The plan will be revised on an annual basis to

incorporate any necessary changes in response to lessons learnt and problems encountered and recommended actions by the ACC.



Project
Implementation Plan

3.4.2 Monitoring of financial inputs

Project finances are administered by the Project Coordination Unit following established finance management guidelines and procedures of NARI, and under the supervision of the project accountant. On needs basis, project budget is disbursed to NARI centres and bank accounts of partner institutions, and expenditures reported back, acquitted are verified regularly. Project expenditure is systematically captured and summarized against approved budget lines using the Quicken finance management software. Project books and finances are inspected and verified by donor-approved external auditors on an annual basis.

The project budget was prepared and approved in the format specified by the donor, in which some budget lines are dedicated to project components and rest are common and cross-cutting, making it operationally difficult to organize component or activity based monitoring of financial inputs. Regardless of these, quarterly expenditures are summarized and presented for review.

3.5. Data management

3.5.1 Data collection and flow

Output and Results indicator related data and information will be collected quarterly in the course of implementation of the project through routine monitoring of site implementation and overall project implementation. Site implementation data will be collected by ALs, PCLs and CCs (Solomon Islands and Vanuatu) using Pilot site implementation tracking tools (see Section 3.3.1). This process will be coordinated by respective PSCs and CCs. Data collection will be supported by other tools which include:

- Workshop/Meeting/Training Attendance Sheet



Training attendance
sheet.docx

- Crop trial monitoring tool (to be revised with input from project team)



Microsoft Office Excel
Worksheet

- Feeding trial monitoring tools covering meat chicken, layer chicken, pigs, Tilapia fish and goats to capture data on external experimental inputs (mainly feed) and output (live body weight changes of meat animals, egg production, and number of offspring born).
- More data collection tools? Also what input data should be collected and how will we do that??

3.5.2 Periodic data collection

Other relevant data will be gathered through periodic data collection events. One group of periodic data collection events is concerned with the establishment of baseline data. This includes the initial needs assessment survey conducted at the beginning of the project where data were collected using structured questionnaires, a more specific appraisals of water accessibility, management and use through semi-structured interviews, observations and selected measurement and gathering of baseline data for selected output indicators through group discussions, semi-structured interviews and observations e.g. of current farming practices in the pilot sites.

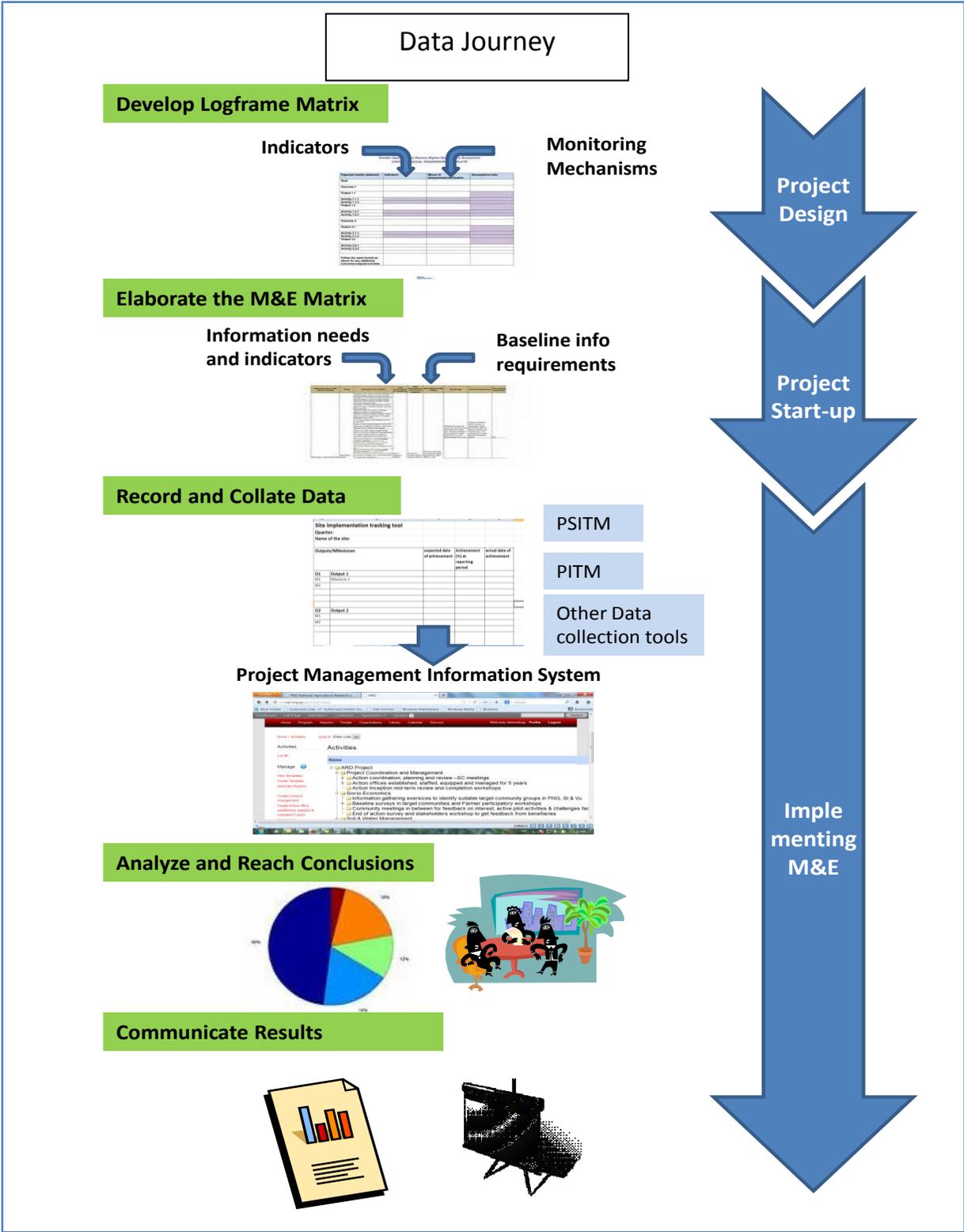
Towards the end of the project an End-of-project survey will be conducted in all pilot sites using structured questionnaires and group discussions using the 'Most Significant Change' method to gather relevant data and information on achieved results and early outcomes in form of changes in practices, skills, behaviours, attitudes etc among participating farmers in all pilot sites.

3.5.3 Data collation and analysis and storage

All data gathered from surveys will be entered into electronic spreadsheets in MS Excel for further analysis using relevant statistical methods (averages, frequency tables, etc) in SPSS and storage.

Data and information gathered as part of routine monitoring and captured in SITTs and the PITM or other data collection tools as described above will be forwarded to the AC and M&E officer for quality check. The project data entry officer will then enter the data into the Project Information Management System (PIMS) for storage and further analysis by the AC, M&E officer or other project team members. Results of such analysis are then used for preparation of relevant reports or scheduled project evaluations.

An overview of the data journey for this project is shown in the Diagram below.



Adapted from Gujit and Woodhill 2002

3.6. Project evaluation

A number of evaluation events will be held at different stages during the implementation of the project. A summary of the project evaluation events is shown in the Project Evaluation schedule (see below). In general, the objective of evaluation is to conduct a systematic and objective assessment of an intervention, its design, implementation and results. The output of an evaluation will address questions of relevance, efficiency, effectiveness, impact and sustainability of the interventions activities.



Evaluation schedule

3.6.1 Quarterly Project team review meetings

It is planned to organize quarterly project team review meetings comprising of the AC, PCLs, CCs (Solomon Islands and Vanuatu), and other technical staff. The major purpose of this review is to assess efficiency of activity implementation progress at pilot sites and achievement of planned milestones and outputs. It is an opportunity to address emerging constraints or problems in regards to implementation, management and administration and exchange experiences and lessons learnt amongst team members. The following concept note summarizes the evaluation arrangements for this quarterly review.



Quarterly review

3.6.2 Annual Project team review

Similar to the quarterly review meetings, the major purpose of the Annual Project review meeting is to review and assess efficiency of activity implementation progress and assess effectiveness in achieving planned milestones and outputs in the sites and overall project results for that year. The meeting will also be used to prepare for the annual Action Coordination Committee (ACC) meeting in terms of results to be presented, lessons learnt and recommendations for action by the ACC. Another function of the Annual Project Review meeting will be to finalize the Project Implementation Plans for the next year, i.e. to incorporate any changes in timelines, activities etc into the overall Project as well as Site Implementation Plans. A summary of the evaluation arrangement for the annual review is shown in the following concept note:



Annual Progress
Review

3.6.3 Action Coordination Committee Meeting

The ACC has an overall management responsibility of the Action. It will review progress and budgets and prepare detailed Action plans for the coming year. In addition, it will set Action policies in relation to gender issues, conflict management and HIV/AIDS awareness. The ACC is also tasked to agree on the contents of the Annual project reports (including budget & M&E outcomes) before they are forwarded to the donor by the AC.

The composition of the ACC is as follows: NARI Deputy Director General (*Chair person*), the NARI Action Coordinator (*and overseer of the livestock component*), a NARI M&E resource person, a Post Doctoral scientist from BOKU, NARI Component Leaders for Water and Soil Management, Crop breeding/screening, Crop diversification, Socio-economic assessments, Information and Knowledge management and the SI sub-coordinator of the project (*or delegate*) and a scientist to oversee piloting work in SI, and the VU sub-coordinator of the project (*or delegate*) and a scientist to oversee piloting work in VU.

The evaluation and review arrangements for the annual ACC meetings are captured in the following concept note:



ACC meeting

3.6.4 End-of-Project Evaluation

The Action will terminate with 3-day Completion workshops in each country. The Workshops will give overview reports on all activities, provide evaluations of how successful result delivery has been, decide how Action results may be outscaled to the wider communities, and advise policy makers and government on follow up actions.

The following set of key indicators will be used to evaluate the Action:

1. **Relevance** – Does the design of the Action correctly address problems or real needs?
2. **Outcome and Impact** – Has the Action contributed to increased food production capacity?
3. **Effectiveness** – Is the Action doing the right things to address the objectives?
4. **Efficiency** – Are resources being used in the best possible way and most economically?
5. **Sustainability & Multiplier Effects** – Are outcomes likely to be maintained/replicated?

Workshop reports and recommendations will be made available on-line or via email to all stakeholders, both local and international, to partner organizations (NARI, MAL, DARD & BOKU) and to the donor.



Evaluation Concept
Note - End-of-Project I

3.6.5 Economic Evaluation

The draft outline on the scope of work for the economic assessment is as follows:

- Assess in economic terms whether and to what extent the project has contributed to achievement of its strategic objective, which is improved food production capacity;
- Provide both qualitative and quantitative economic assessment of any immediate and short-term impacts of the project on beneficiary communities.

The economic assessment is to look at impact assessment at various stages of the life of a project (technology), covering immediate and short-term impacts on the project. This assessment needs to be based on both primary data that is yet to be collected from project sites, as well as on data already collected by other project activities.

Broad activities for such an assessment involve:

- undertake economic analysis of different technology options being piloted in each site (soil, water, crop, livestock technologies)
- assess agro-economic patterns within target and ultimate beneficiary areas
- provide market analyses and related economic evaluations

The expected outputs of impact assessment can relate to individual houses as well as communities at broader scale.

3.7. Reporting

A report is an opportunity for project implementers to inform themselves & others (stakeholders, partners, donors, etc.) on the progress, problems, difficulties encountered, successes & lessons learned during implementation of programs & activities. The reporting arrangements of the Western Pacific EU-ARD Project comprise a number of written reports produced by members of the Project team at regular intervals. A summary of the reporting arrangements is shown in the following document:



Reporting schedule

The schedule describes briefly the required format, the person(s) responsible for compiling a particular report, the frequency of preparing the report and the recipient of the report. Reporting is a tool for communication that enhances decision-making on all level of implementation and project management and allows the project team, partners and stakeholders to learn from past experiences. The following is a list of reports and the proposed

formats that are required for internal project reporting as well as satisfying the requirements of the donor:

3.7.1 Interim Narrative Report

The interim narrative report is the annual progress report that needs to be sent to the donor (Contracting Authority appointed by the European Union). The template for the report as required by the donor is shown below:



Interim narrative
report

3.7.2 Final Narrative Report

The final narrative report is the final project report that will be submitted to the Contracting Authority. The template for the report is shown below:



Final narrative EU

3.7.3 Financial Report

A financial report accompanying the Interim Narrative Report has to be furnished on an annual basis to the donor. The template for this report is as follows:



financial report EU

3.7.4 Internal Component Progress Report

As part of the internal reporting system, PCLs are required to furnish narrative progress reports on a six-monthly basis for their respective components. The second six-monthly report will serve as an annual report on the implementation of the different components. Each of the six expected results in the project is considered as separate components. The second six-monthly report will also serve as a basis for the Interim Narrative Report that is to be completed for submission to the Contracting Authority. The Outline for the Internal Component Progress Report is as follows:



Six-monthly progress
report

3.7.5 Back-to-office report:

This report is to be completed by project team members for any project related domestic or international travel to briefly summarize accomplishments of the assigned mission.



Back to office report
format

3.8. Learning Dissemination and Communication

Expected Result 6 in the project design is devoted to ensure that learning, information and knowledge is effectively shared between researchers, extension as well as other service providers and smallholders to give all stakeholders a role in the research and development process and to improve the potential for technology dissemination to the wider beneficiary communities. Besides the dissemination of any written Annual reports to relevant stakeholders, various types of stakeholder meetings, there is also a strong emphasis on continuous contact and dialogue in web-based networks or blogs. A project web-site has been designed that also contains the PIMS.

References cited:

Guijit, I., and J. Woodhill. 2002. *A Guide for Project M&E*. Rome, Italy: International Fund for Agricultural Development.

Appendix1. Risk Management Matrix

No	Risks	Potential Adverse Impact	Risk Management Strategy
1	Action funding delayed	Action results delayed	Lag-time built-in to allow for delays.
2-3	Communities less willing to take part in some areas	Important risk areas not represented in action	Identify more than one target community in each risk area
4-5	Import of genetic resources restricted from some origins	Lack of diverse genetic resources with required characteristics	Put greater emphasis on improving local crop/animal genetic resources.
6	Regional unrest and natural disasters hindering travel	Linkages and information sharing between stakeholders delayed	Adequate time built-in to allow for delays without delaying finish date
1.1	Working relationships & communication poor	Action management suffers and action outputs are delayed	Strenuous efforts made by AC to ensure good working relationships
1.2	Some equipment unavailable or price inflated	Training and office work delayed Equipment costs exceed budget	Equipm't sourced inside & outside PNG; Some items borrowed instead
1.3	Stakeholders reticent at participating in workshops	Important information missing for action design & assessment	Strenuous efforts made to encourage full participation by all stakeholders
2.1	Key data missing or difficult to access secondary data	Delays in identifying target communities and hence surveys	Adequate time built-in to allow for delays without delaying finish date
2.2	Civil unrest hindering travel and	Delays in completing the various surveys and	Adequate time built-in to allow for delays without delaying finish date
3.3	communications	workshops	date
4.1	Difficulties in sourcing	Lack of diverse genetic resources with required characteristics	Put greater emphasis on crop breeding activities.
4.4	germplasm		
4.5	Some equipment unavailable or price	Screening and evaluation activities hampered or	Equipm't sourced inside & outside PNG; Some items borrowed instead
4.7	inflated	stopped	
4.8	Lack of clean seed supply systems in partner countries	Existing systems cannot be assessed	Focus instead on setting up completely new pilot systems
5.2	Difficulties in sourcing suitable genetic resources	Lack of diverse genetic resources with required characteristics	Put greater emphasis on animal breeding and use of local forages
5.4	Inadequate supplies of breeding stock available	Pilot testing cannot proceed in timely fashion	Adequate time built-in to allow for delays without delaying finish date

5.5	Lack of mechanisms to supply breeding stock in partner countries	Existing systems cannot be assessed	Focus instead on setting up completely new pilot systems emulating those from elsewhere
6.1	Internet communications unreliable	Partner organization unable to access and input internet blogs	Efforts will be made to provide all partners with broadband internet
6.2	Difficulties in locating venues for workshops	Workshops deferred or cancelled	All possible venues including provincial offices, NGO, Church and School premises will be considered