



GCARD3 Organizing Committee

Meeting #12: **Friday 12 February 2016, 1:00p.m UTC**

DRAFT MINUTES

Participants:

Frank Rijsberman (co-Chair, CGIAR Consortium Office),
Mark Holderness (co-Chair, GFAR Secretariat),
Kwesi Atta-Krah (CGIAR Research Program – Humid Tropics)
Alain Vidal (CGIAR Consortium Office, *acting co-Chair*)
Tom Randolph (CGIAR Research Program – Livestock and Fish)
Jasper Rees (ARC, South Africa – Chair of the Program Task Force)
Shadrack Moephuli (Agriculture Research Council, South Africa)
Bridget Takalani Murovhi (Agriculture Research Council, South Africa)
Esther Penunia (Asian Farmers Association)
Arturo Piedra-Santa (alternative representative from International Cooperative Alliance (ICA))
Aggrey Agumya (Forum for Agricultural Research in Africa)
Fiona Chandler (GFAR Secretariat, *ex-officio*)
Nadia Manning-Thomas (CGIAR Consortium Office)

Apologies:

Sigismundo Bialoskorski Neto (International Cooperative Alliance)

1. **Welcome**

The Chair welcomed the members to the meeting

2. **Matters Arising from Minutes of OC Meeting #11 (29 January 2016)**

No amendments to the minutes were received and all follow up actions were noted as part of the meeting's agenda. The Minutes were approved as circulated.

3. **Update on GCARD3 National consultations**

An [updated list of national consultations](#) and their outputs was provided to the OC. One possible exception to the current round of national consultations was Burkina Faso, which may not have a meeting but use reports from other consultations held last year.

As reported, there are more partners and Centers becoming involved in the national consultations and (as noted from meetings in Washington) a number of donors are also interested to hear about the site integration processes and their outcomes.

CGIAR Consortium Office confirmed that there is a process in place to capture the results and lessons being learned from the different national consultations and report upon this at the end of the process. The OC requested that a synthesis be prepared to capture current learning from across the consultations already held and release this as input to future consultations and for the OC to review.

ACTION: Consortium Office to prepare synthesis of lessons learned to date from national consultations.

4. Update on GCARD3 Regional Consultation

The regional consultation is moving forward as planned in Central Asia (hosted by ECFS and World Bank) with input from IFPRI and CACAARI.

A [draft document for the LAC regional consultation](#) has been prepared and circulated among other organizers in the LAC region (ICA and IICA). They've not been able to contribute this week and will meet on Monday next week to discuss the draft. The OC reviewed the draft noting the methods, objectives, survey questions and target audiences.

Aggrey gave a short brief on the [regional consultation process for SSA](#) and that it is being run as a series of three e-consultations rather than a survey.

The OC provided the following feedback:

- Overall, it is still not clear on what are the core expectation of this regional consultation and there is a need to build in elements of the change effort and moving forward into the regional consultations.
- It would be good to bring the country dialogues into the regional consultations – however there is a need (at least in SSA) to be broader and not focus solely on CGIAR activities and have the results of the regional consultation lead into other continent streams (e.g. CAADP)
- For the LAC regional consultation, the OC asked that the survey be opened to the research community as well, especially FORAGRO. It was also noted that the regional consultation for GCARD1 went some way to identifying regional research needs and so would not have to be emphasized again. Rather the regional consultation could look more at the missing links – what are the barriers for uptake for farmers and how does CGIAR align with national systems and what's needed at national level.

ACTION: The regional consultation designs are to be revised noting the OC comments (Arturo Piedra-Santa and Aggrey Agumya)

ACTION: Mark Holderness to provide further input to the design of the LAC regional consultation

5. Update on planning and program of the GCARD3 Global Event

Logistics Update: The Local Organizing Committee reported that the pre-registration website had become active with links to the site from the GCARD and ARC website. The pre-registration site does have information on visas. In the first 48 hours there had been 60 pre-registrations. There is recognition that the LOC will need to work with the GCARD global team on coordinating contacts for the registration database. On the point of having the program on the registration website, it was noted that there is history (past GCARDs) and profile (Google ranking) of the GCARD website hosted by GFAR, and so further discussion is required to resolve which site acts as the repository and which sites point to this.

Other information shared was the progress on the [ARC day program](#), which will be held at the ARC Roodeplaat Campus. Outputs of the presentations and discussions at ARC day are planned to feed into the wider GCARD3 conversations. The LOC is in the process of identifying speakers while noting not to overlap with other GCARD3 sessions. An ARC Day exhibition is being planned, with a request from the LOC that the side events also be accommodated at the Roodeplaat Campus. The OC agreed that side events could be held on ARC Day at the Roodeplaat Campus and that costs would be borne by the organizers, thus being cost neutral for GCARD. However, costs associated with the exhibition space (also at the Birchwood) would be set by the LOC and any profit made on the selling of exhibition space would revert to the LOC.

At the venue itself (Birchwood), there are some problems with wifi cabling but this is being addressed and should be solved in the coming week.

The LOC sought advice and guidance from the OC on sponsorship on (1) the mobile app for the event and (2) specific activities e.g. cars for VIPs and registration fees. The OC made no objections to sponsorship for the mobile app and for VIP car hire. Further discussion on registration fees and sponsorship (e.g. logos to be included in signage) was covered under Agenda Item #6.

Proposed Program Structure

The Chair of the Program Task Force went through the [revised program structure](#), noting that feedback from the last OC meeting had been incorporated into the draft being presented.

The OC noted that the structure was much improved but expressed concern of having one hour parallel sessions which might reduce ability for good conversation and dialogue. There had been strong recommendations from GCARD2 to ensure that the GCARD event stimulated and encouraged participation **and to ensure that the sessions produced clear outcomes in each of the five themes through active and structured participation of all involved, not just the speakers. The results of which could be taken forward into the declaration and anticipated next steps required, with the agreement of those present at the Global Event.** There was a suggestion put forward to amend the structure by having 90 minute slots and reducing the number of sessions.

As noted by the Program Task Force Chair, reducing the number of parallel sessions would compromise the ability to cover the themes and lenses (related to the SDGs). The Program Task Force has mitigated the risk of too little time for discussion by:

- Providing time between parallel sessions to move from one session to the next so that the parallel sessions are a real hour in length.
- As the content is finalized for the parallel sessions there may be opportunities to have content run over 2 one hour sessions (e.g. double slots).
- Guidelines for Chairs, co-Chairs, rapporteurs and presenters will be provided on what is expected from the sessions (including encouraging and maximizing dialogue and producing clear outputs that are aligned to the outcomes)

The OC requested that the reporting from the GCARD3 engagement process be shifted from the afternoon (Wed 6 April) and be part of the reporting in the morning session. This would shift the start time for the parallel sessions to after the morning coffee break. The rest of the day would then continue as parallel sessions.

ACTION: The program structure was approved (with the comments noted) for release with a request for additional content to be solicited through the process recommended by the Program Task Force.

Content for the Parallel Sessions

In regards to getting additional content the Program Task Force suggested that a limited call for additional content be made to existing GFAR and CGIAR structures and networks. Proposals for additional content will be first reviewed by the networks themselves and then provided to Chairs/co-Chairs who will work with the Program Task Force to determine best proposals to fit the program. Chairs/co-Chairs will then work with the selected content providers on approach, delivery and reporting (to outcomes).

ACTION: The OC asked that there be clear guidelines in the content solicitation on what is required in the proposal for contributing content (Program Task Force).

Other Content

CGIAR (Martin Kropff and Frank Rijsberman would like the opportunity for brief opening remarks on behalf of the CGIAR Centers and CGIAR Consortium respectively) – either in the Opening Session on Tuesday 5 April or in the opening plenary on Wednesday 6 April.

In the plenary session on commitments from GCARD1 and GCARD2 will be taken care of by GFAR (Juan Lucas Restrepo or Mark Holderness). **Reporting on GCARD3 national and regional consultations is still being discussed within CGIAR.**

Reporting of key issues from the five thematic sessions will be done by the Theme chairs

Chair and co-Chair nominations

The OC reviewed the current list of Chairs and Co-Chairs noting the diversity in the names put forward, but there are spaces still open for Chairs (Theme 1 and Theme 2), co-Chairs (Theme 3 and Theme 4) and rapporteurs.

ACTION:

CGIAR agreed to suggest names for Chair for the Theme 1 “Scaling research to impact” and co-Chair for the Theme 3 “Keeping science future focused” (Kwesi and Tom)

ARC will suggest names for rapporteurs and for Chairs/co-Chairs

Key note speakers

Although a formal response has not been received from the President of the African Development Bank to be a Key Note Speaker, informally it seems that the GCARD3 Global Event is being considered in this schedule. Therefore, the Program will indicate that he is a Key Note Speaker (TBC) for the Opening Ceremony.

ACTION: ARC to confirm that the Agriculture Minister will also give a welcome address at the Opening Ceremony (Local Organizing Committee)

ACTION: An invitation to the President of IFAD (Dr. Kanayo F. Nwanze) and FAO (Dr. José Graziano da Silva) to speak at GCARD3 Opening Ceremony will be sent by the co-Chairs

6. Sponsorship for the Global Event

Sponsorship requests for specific products (e.g. VIP vehicle and Event mobile app) were discussed and approved under Agenda item #5.

Noting that other supporters such as FARA and CARDESA had requested that their logos appear on GCARD3 Global Event material, the OC agreed that the three key logos (GFAR, South Africa and CGIAR) would feature prominently in all GCARD3 Global Event branding and that space be provided for supporting and sponsoring organizations. **Sponsoring of farmers, youth etc by commercial entities would be allowed where there was no direct commercial relevance/conflict of interest**

ACTION: The Communication Task Force and Local Organizing Committee is to come up with a design for how logos will be displayed.

The OC discussed what sort of participants are expected to join the GCARD3 Global Event. Currently it is completely open but usually there is a desired ratio of various groups that are included. It was pointed out that we also need to ensure good gender balance. It was agreed that the conference could be as open to the extent of people being sponsored as well as those who will cover their own way to come.

Mark Holderness indicated that there was already some work underway to identify across the GFAR network key individuals from a variety of sectors and geographies that should attend the event. He also pointed out that GFAR would be supporting around 150 people to attend the GFAR Partner Assembly.

ACTION: An agenda item for the next OC meeting should look at the participation, invitations and sponsorship in more detail

Registration and registration fees

The OC discussed whether the GCARD3 Global Event would have proportional representation or be left open. Although registration fees have not been charged for participation in GCARD1 and GCARD2, there was a suggestion put forward by the Local Organizing Committee to charge a registration fee of \$550 USD (NB. Later confirmed at \$400 and student rate of \$150). **Registration fees would revert to ARC.**

It was agreed that a registration fee could be charged although the fee would be waived for sponsored participants .

7. GCARD3 Monitoring and Evaluation

Mark Holderness gave an update on the M&E framework. He pointed out that it had been updated with more information including the outcomes developed for each of the themes of the Global Event. He asked the OC to provide any further thoughts on the Framework both in the meeting as well as soon afterwards, so the framework could be finalized. He stressed that it would now be key for the framework to be adopted and made use of, such as being reflected in the Global Event program.

ACTION: OC members to provide any further thoughts on the M&E framework

8. Communication

Nadia Manning-Thomas gave an update, on behalf of Fiona Chandler, on the plans and activities around communication. She outlined the following key areas of communication that the Communication taskforce were working on:

- Getting greater visibility of GCARD3, especially the Global event

In addition to the new visibility that has been gained from both the GCARD3 Global event website as well as the GFAR update message that has gone out, the Communications taskforce discussed and planned how to gain greater visibility for the whole process and the global event through their various channels and networks.

Some members of the OC expressed concern about how the new Global Event website would link with the existing GCARD websites (hosted by CGIAR and GFAR)

- Addressing information needs on the Global Event

It was suggested that a number of key people and organisations has reported that they weren't aware about the GCARD3 Global event. In discussing this, it seems that people are particularly looking for information on the Program. Since a draft program will be available this week, the Program Task Force will discuss on this can be best communicated.

- Working with SPACE-the company contracted to provide a number of services for GCARD3 Global Event- on particular items such as:
 - i. Media services-which they have outlined in a document
 - ii. Exhibition space-, which they have indicated, will have 28 spaces (3x3) available for the event. The taskforce have asked for 4 spaces to be allocated to each of the main organizers-and a process for allocating the remaining 16 will be developed.

ACTION: All groups should keep communicating on GCARD3 and there should be some effort made to develop some joint messaging.

9. Next Meeting

The OC discussed when the next GCARD3 Organizing Committee Meeting (#13) should be held and particularly if OC meetings should be held on a weekly or two-weekly basis. The majority said that two weekly was frequent enough, especially given that the various task forces were meeting weekly.

A Doodle Poll will be sent out to establish a date for the next meeting in approximately two weeks.