



RESEARCH
PROGRAM ON
Roots, Tubers
and Bananas



RTB Annual Review and Planning Meeting 2017

Dar es Salaam, Tanzania
March 11-12th, 2017

A broad alliance of
research-for-development
stakeholders & partners



www.rtb.cgiar.org

RTB Annual Review and Planning Meeting - Report

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RTB Annual Review and Planning Meeting 2017

Date: Saturday 11th March to Sunday 12th March

Place: White Sands Hotel, Dar es Salaam

Context

We have restructured by Flagship Projects/Clusters of activities in 2016. We concluded Phase I of RTB in 2016 and are in the first year of Phase II.

Annual Review and Planning is organized in several parts:

1. RTB scientists present keynotes, oral presentations and posters in the ISTRC-Africa Branch Meeting (March 7-9th)
2. CRP Director and the FP leaders will provide reports on science progress in Phase I during the main ISTRC-AB meeting (2 hours, March 9th)
3. World Café on scaling RTB technologies (1 day, March 10th)
4. RTB Program and flagship projects planning updates (0.5 day, March 11th)
5. Working sessions on flagship projects, selected clusters, cross-cutting topics and feedback (1.5 days, March 11-12th)

Expected outputs of meeting

1. RTB managers and scientists energized and empowered to move ahead
2. RTB scientists have increased sense of ownership
3. Progress and next steps in M&E, communications and gender research socialized
4. FP and Cluster leaders positioned for better management and science oversight
5. Flagship projects with improved internal communication, and collaboration
6. Plans and mechanisms for enhancing collaboration across Flagships and with other CRPs and Platforms

The workshop started with the welcome by Robert Asiedu. The facilitator, Sue Canney Davison, immediately gave a brief introduction, purpose of the workshop, process of the flagship presentations and working arrangements for the group working sessions of flagship project and cross cutting work groups.

This report provides 1) links to the presentations made during the meeting, 2) summaries of work by flagship project groups 3) summaries of work on cross cutting topics 4) feedback from the Management Committee meeting and 5) list of participants.

SATURDAY 11TH MARCH: UPDATES AND FLAGSHIP PROJECTS

Power point presentations can be reviewed using the link of each topic of the following agenda.

Time	Topic	Presenter
08.30	Welcome from IITA representative	Robert Asiedu
08.40	Introductions, purpose of workshop, working agreements. Logistics	Facilitator
09.00	Overall view of RTB Program	Graham Thiele
09.30	Our progress in gender research	Anne Rietveld
09.50	What is happening in communications and open access	Holly Holmes
10.10	What is happening in M&E and MEL	Claudio Proietti
10.30	Refreshments and break	
11:00	Overview of flagship projects	Graham
11.15	What is happening in Flagship 1 and Flagship 2 , our clusters and major deliverables 15 minutes each	Augusto Becerra Elmar Schulte
11.45	Collective reflection	Sue Canney Davison
12.10	What is happening in Flagships 3 and Flagship 4 , clusters and major deliverables 15 minutes each	James Legg Simon Heck
12.40	Collective reflection	Sue
13.00	Lunch	
14.00	What is happening in Flagship 5 , clusters and major deliverables?	Marc Schut
14.15	Collective reflection	Sue
14.30	Any outstanding Flagship and cluster issues	
15.00	Flagship projects group work: cross cutting clusters and resource mobilization	FP leaders
16.00	Coffee break	
16.30	Continue group work	FP leaders

Flagship projects group work

FLAGSHIP 1: DISCOVERY RESEARCH FOR ENHANCED UTILIZATION OF RTB GENETIC RESOURCES

Reflection on issues:

- Is critical to improve Communication among clusters within the FP1 and across FPs
- Important to get reporting on time
- Cluster Leader's should encourage communication among their teams
- The consistency of communicating the priority of research topics among flagships relevant to FP1 must be addressed at each meeting by having a representative from each of delivery flagship including the cross cutting FP5. If possible, it is expected that the same representative participate in all meetings.
- To improve the RTB publication quality and productivity, participating flagships' scientist across center should make all efforts to communicate scientific outcomes as defined in the flagship's theory of change. This will ensure that the excellence in scientific productivity will translate in scientific impact for the RTB.

Timeline FP1: Improving cross crop and cross center work with the other FPs

Date	Activity	Discussion topics to develop the agenda for the monitoring meetings	Feedback from the Tanzania meeting to consider	Responsible
March 27 to April 04, 2017	Discussion through e-mail or WebEx among FP1 members to build the agenda for the upcoming monitoring and progress meetings	Knowledge Sharing portal discussion. Morag Ferguson and Trushar Sha are going to provide at the end of May, before the June meeting, the prototype for the communication platform of the breeders' community, and communicate it to the RTB Communication Officer, Holly Homes Target traits and metrics. Phenotyping is not only happening in FP1. FP3 and FP4 are contributing significantly.	The knowledge sharing portal is a website where everybody can give feedback. FP1 and FP2 need to use the SOPs (Standard Operating Procedures) for sharing common trait measurement approaches and interactive procedures in a group discussion forum. FP1 needs to create a culture of communication to integrate itself with other platforms such as the Gene platform, the Excellence in Breeding platform, etc. Each cluster has several deliverables which are cross center and cross crop and these are leading important outcome. Probably all flagship members should focus the effort on publications on the agreed flagships outcomes. So, at least one publication per outcome.	Flagship and Cluster Leaders - FP1 invites another FP to participate
	Updated RTB Work Plan for 2017 on MEL Platform			FP1 Leader and cluster leaders (FP1)
Friday, April 07, 2017	Meeting for Monitoring on Progress	Publication productivity. Each scientist should publish at least two times in Thomson index. FPL will look for incentives and recognition from RTB. This will help to increase the quality of scientists.		All flagship members (FP1 Cluster Leaders and FPs representatives)
Friday, April 14, 2017	Report submitted to the FP Leaders on monitoring progress meeting			PMOs
Friday, May 26, 2017	Follow up on meeting monitoring progress	Follow up on compromises and activities discussed		PMOs
Friday, June 30, 2017	Knowledge sharing portal ready	A dynamic portal receiving feedback from all users		Morag and Trushar
Friday, July 07, 2017	Meeting for Monitoring Progress	Establishing the Breeders community of practice, including representatives from each FP. Every FP leader would decide who will be representing each FP for the monitoring progress meeting. Their feedback is critical to prioritize the work on FP 1.	Communication flows depending on the role of each FP. This is critical for the SOP development. Representatives from other flagships would need to have consistency to give feedback to improve communication.	All flagship members (FP1 Cluster Leaders and FPs representatives)

RTB ANNUAL REVIEW AND PLANNING MEETING 2017

Date	Activity	Discussion topics to develop the agenda for the monitoring meetings	Feedback from the Tanzania meeting to consider	Responsible
			Follow up on progress and who is accountable for the activities. The CFPs are going to be communicated on the results of the meetings. They will receive a report of the potential issues	
Friday, July 14, 2017	Report submitted to the FP Leaders on the recent monitoring progress meeting			PMOs
Friday, August 25, 2017	Follow up on the meeting monitoring progress Meeting for Monitoring Progress	Follow up on compromises and activities discussed What's happening for the game changing trade meeting in Uganda and in Kenya	Creating conditions for the community of practice	PMOs All FP members (FP1 Cluster Leaders and FPs representatives)
Friday, October 06, 2017	Meeting for Monitoring Progress	Reporting starts - discussion on responsible for input and internal deadlines for reporting	Two coordinating meetings to get reporting on time	All FP members (FP1 Cluster Leaders and FPs representatives)
Friday, October 13, 2017	Report submitted to the Flagship Leaders on the recent monitoring progress meeting			PMOs
Friday, December 01, 2017	Follow up on progress of activities discussed and reporting meeting	Discussion on how reporting is going		All flagship members (FP1 Cluster Leaders and FPs representatives)
Friday, January 19, 2018	Meeting for Monitoring Progress and reporting	Discussion on how reporting is going		PMOs and all FP1 members
Friday, April 27, 2018	Meeting for Monitoring Progress	Starting the cycle again - looking at second year objectives and establishing the agenda for 2018 and working plans		PMOs and all FP1 members

FLAGSHIP 2: ADAPTED PRODUCTIVE VARIETIES AND QUALITY SEED OF RTB CROPS

Needs:

- Internal communication plan, sharing of science, information sharing systems
- identify synergies and added value
- involve when needed, some of the seed W3 projects in our meetings (They will pay for their participation)
- Baselines of variety status

Suggestions and ideas to improve communication:

- Informal communication (keep up but avoid overload): blogs, skype calls, meetings, create directory & mail list, seminars)
- Reporting and formal communication: bi-annual update on achievements (midyear review in form of bullet points; 1-pager)
- Communication via RTB as shared resource across FPs

Opportunities (linkages to build on):

- Cross crop/center learning on application of different tools (DEGEN, INA, Tool box)
- Online discussions on x-crop common areas of interest
- Cross RTB/country training for regulatory bodies
- Joint book or publication (e.g. seed systems: find MSc student to compile annotated bibliography)

Fundraising:

Topics

- Seed systems (across crops)
- Varieties for processing
- Map out regions of impact
- Create “one-company” breeding community to present proposal
- Look at regions, clear targets (increase productivity and income)
- Outscaling varieties
- Capacity building for governing bodies

Donors: EU, USAID, BMGF, GIZ/BMZ

Specific comment on BMGF and future funding options:

Look at agro-food systems, food systems:

- Seeds and varieties are only a part of it
- Link FP2 to FP5

Timeline FP2:

Month	Meetings	Opportunities
April 2017	<ul style="list-style-type: none"> • Annual Planning Meeting BMGF Musa breeding (23-26 April, Kampala) • 	
May 2017	<ul style="list-style-type: none"> • PO2.4 annual meeting Nairobi • Sweetpotato -Annual breeders meeting (May 2nd week, Rwanda) • Sweetpotato genomics meeting (May 3rd week, Kampala) 	<ul style="list-style-type: none"> • Create mail list
June 2017	<ul style="list-style-type: none"> • Sweetpotato seed systems CoP meeting (June 3rd week, Kampala) 	
July 2017		<ul style="list-style-type: none"> • FP2 periodic webinar; topic: seed tracker
August 2017		
September 2017	<ul style="list-style-type: none"> • SPHI Sweetpotato annual meeting (end of Sept.) 	
October 2017		<ul style="list-style-type: none"> • FP2 periodic webinar
November		<ul style="list-style-type: none"> • Start RTB reporting
December 2017		
January 2018	<ul style="list-style-type: none"> • PAG San Diego 	<ul style="list-style-type: none"> • FP2 periodic webinar
February 2018		<ul style="list-style-type: none"> • Finish RTB reporting
March 2018	<ul style="list-style-type: none"> • Yam CoP meeting 	
April 2018	<ul style="list-style-type: none"> • Annual planning meeting Banana BMGF - breeding 	<ul style="list-style-type: none"> • FP2 periodic webinar
May 2018	<ul style="list-style-type: none"> • Sweetpotato CoP meeting (May/June) 	
June 2018		
July 2018		<ul style="list-style-type: none"> • FP2 periodic webinar
August 2018	<ul style="list-style-type: none"> • PROMUSA symposium (Turkey) 	
September 2018	<ul style="list-style-type: none"> • ISTRC meeting; • SPHI Sweetpotato annual meeting (Sep/Oct.) 	
October 2018		<ul style="list-style-type: none"> • FP2 periodic webinar
November 2018		<ul style="list-style-type: none"> • Start RTB reporting
December 2018		

FLAGSHIP 3: RESILIENT RTB CROPS

James Legg	Jan Kreuze	George Mahuku	Danny Coyne
Lava Kumar	Aman Oduor	Jürgen Kroschel	Eldad Karamura
Stefan Hauser	Morag Ferguson	Valérie Verdier	Kris Wyckhuys

Promote visibility of flagship

Using RTB website:

- New digital content
- Clickable maps
- Links to projects websites
- PRA knowledge bank
- Visual content on team

Perception that clusters are disconnected

- Conduct a network analysis to overcome this issue and reveal synergies between our outputs and clusters (interact with FP5)
- Organize Flagship workshops

Distribution of deliverables within different clusters overlap

Mismatch between deliverables and funding availability

- Streamline our sets of deliverables and outputs (deadline 15 April); Remove duplication; Add outputs where needed (that came out with the earmarked proposals)

Health check on construction of clusters, identify issues and weaknesses, define how to improve

CC 3.1: well supported but could be strengthened as a one-stop shop for IPM

CC 3.2: focused on cassava but desire to broaden scope (could use Stefan's mobile tool)

BA 3.3: communication mainly due to dispersed locations

BA 3.4:

- need for geographical expansion
- limited HR

CA 3.5

- internal commitment → raising our profile could solve this
- budget

CA 3.5 & CA 3.6 have bilateral funding but no earmarked funding; the Flagship must ensure they do not drop out of the picture.

- Need more communication within RTB community
- Develop innovative ways to meet – especially for clusters with no earmarked funding
- Map untapped internal expertise in crop management
- Increase responsibility of output reporting scientists

Collaborative proposals

Each center leads a proposal that involves all other centers within the flagship

CIP: BMZ led by Jürgen

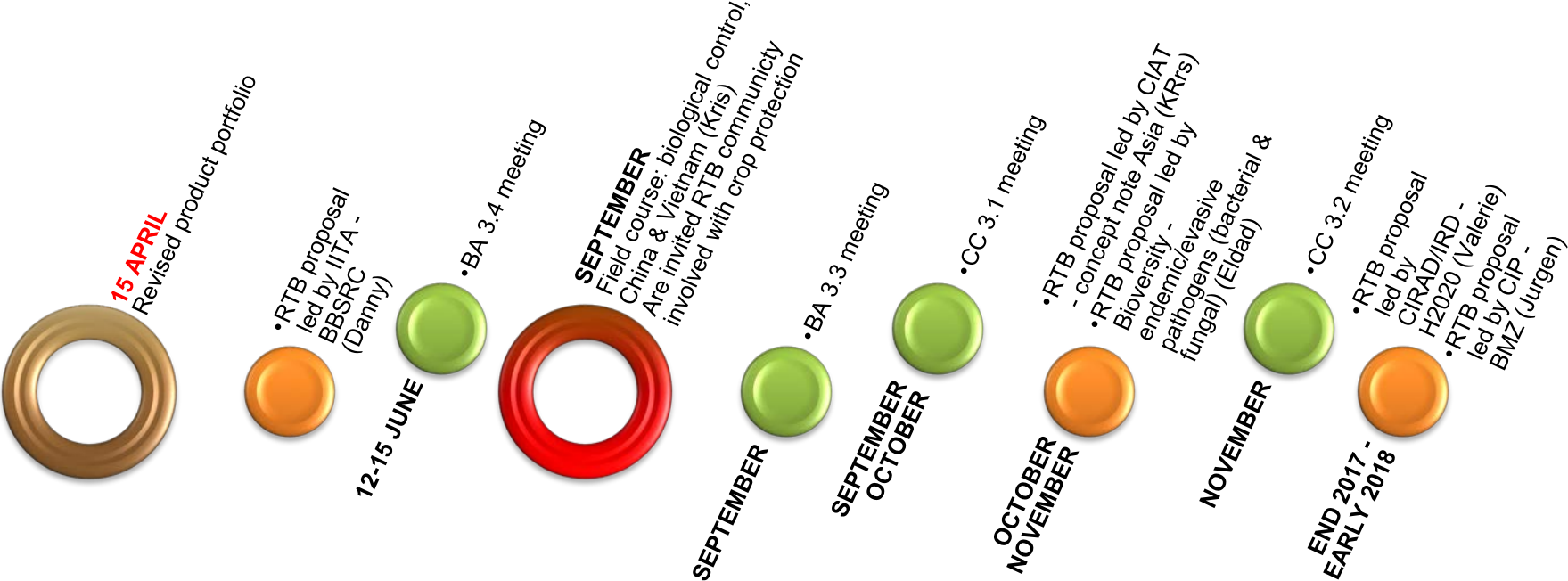
IITA: BBSRC led by Danny

CIRAD-IRD: H2020 (Valerie to specify leader)

Bioversity: endemic/evasive pathogens (bacterial & fungal) led by Eldad (donor to be identified)

CIAT: concept note led by Kris (donor to be identified)

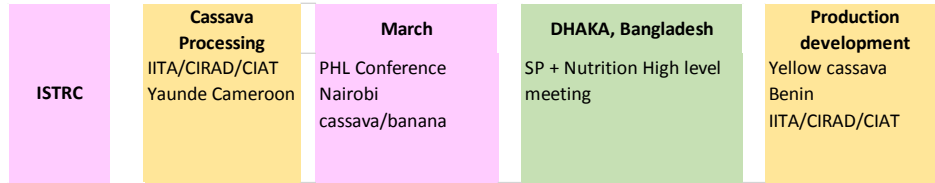
Timeline Flagship Project 3



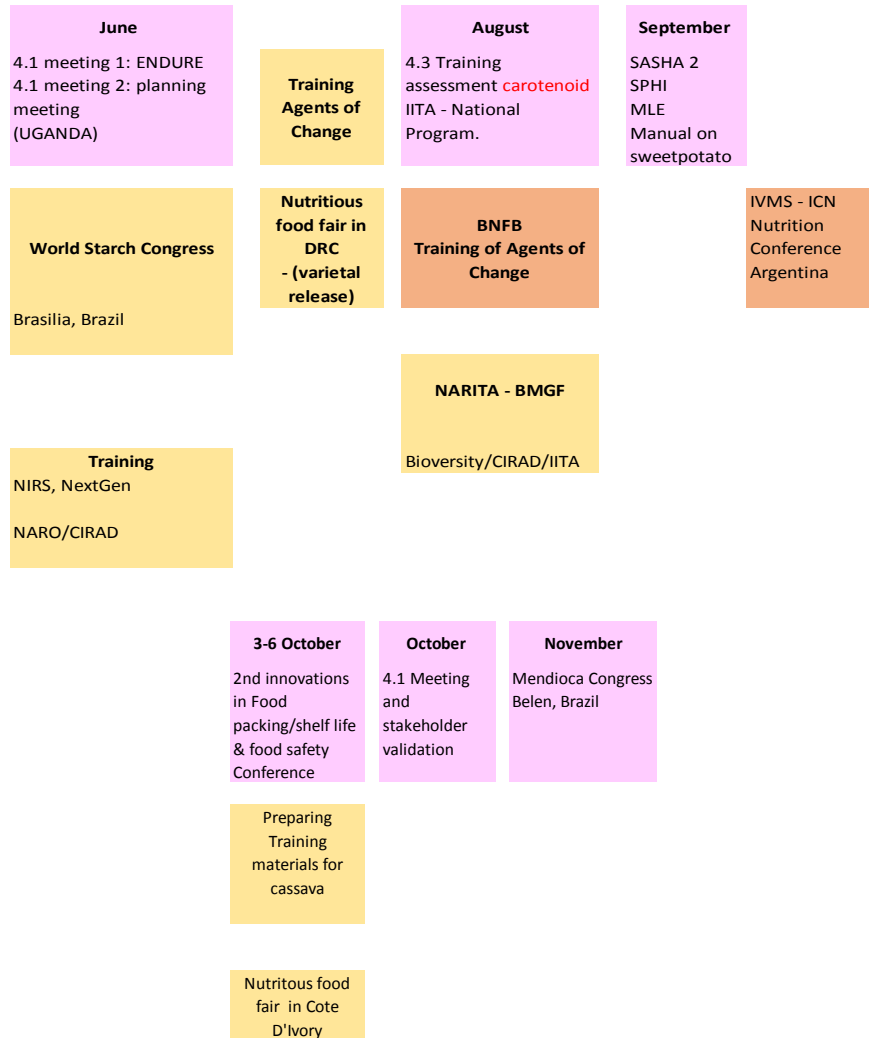
FLAGSHIP 4: NUTRITIOUS RTB FOODS AND VALUE ADDED THROUGH POSTHARVEST INNOVATION

Timeline Flagship Project 4

March 2017



APRIL Training for nutritionists on healthy diets



Reflection on issues:

- 1) Gender integration into FP activities (resources allocated)
- 2) Quantification of impacts (nutrition) - FP5?; A4NH
- 3) Linkage between processing and seed systems (poll factor)
- 4) Banana waste and others for usage (feed)

Flagship 4 - Summary

Agenda

- 1) Issues from today's discussion
- 2) Establishing CC4.1
 - a. Research agenda
 - b. Linkages with + between other clusters
- 3) Cross-crop priorities for project development resource mobilization
- 4) Timeline for FP4 in 2017

Cross-crop research priorities for Resource Mobilization

- 1) Post-Harvest losses (Physical & Nutritional)
- 2) Processing of residuals into animal feeds
- 3) Cross crop (RTB) food product development
- 4) OFSP/CASSAVA: fufu, gari, etc.

Food waste

- 1) Environment sustainability of food processing and fresh food chains

Post-harvest research for increased shelf life of sweetpotato and cassava

- 1) Off the grid, climate controlled storage on homebased solutions

Developing CC4.1

- 1) Earmarked funds
 - a. Set agenda, vision
 - b. RM strategy
- 2) Additional deliverables in 2017, not yet captured:
 - a. ENDURE (4 crops, Uganda)
 - b. IMMAMA (SP Uganda)
 - c. Map training activities of W3 project of activities to CC4.1 for 2017

Link with FP3 pests & diseases is not explicit	Where does phenotyping reside FP2 or FP4?	Link with FP1 in A4NH for food system and nutrition
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Linkages between clusters:

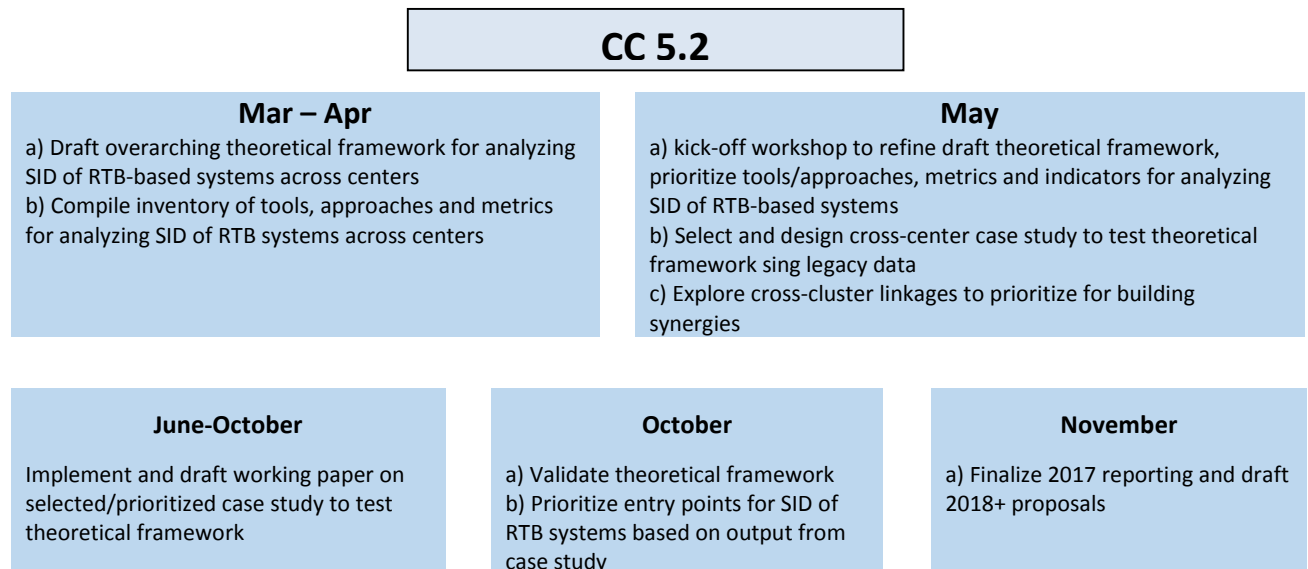
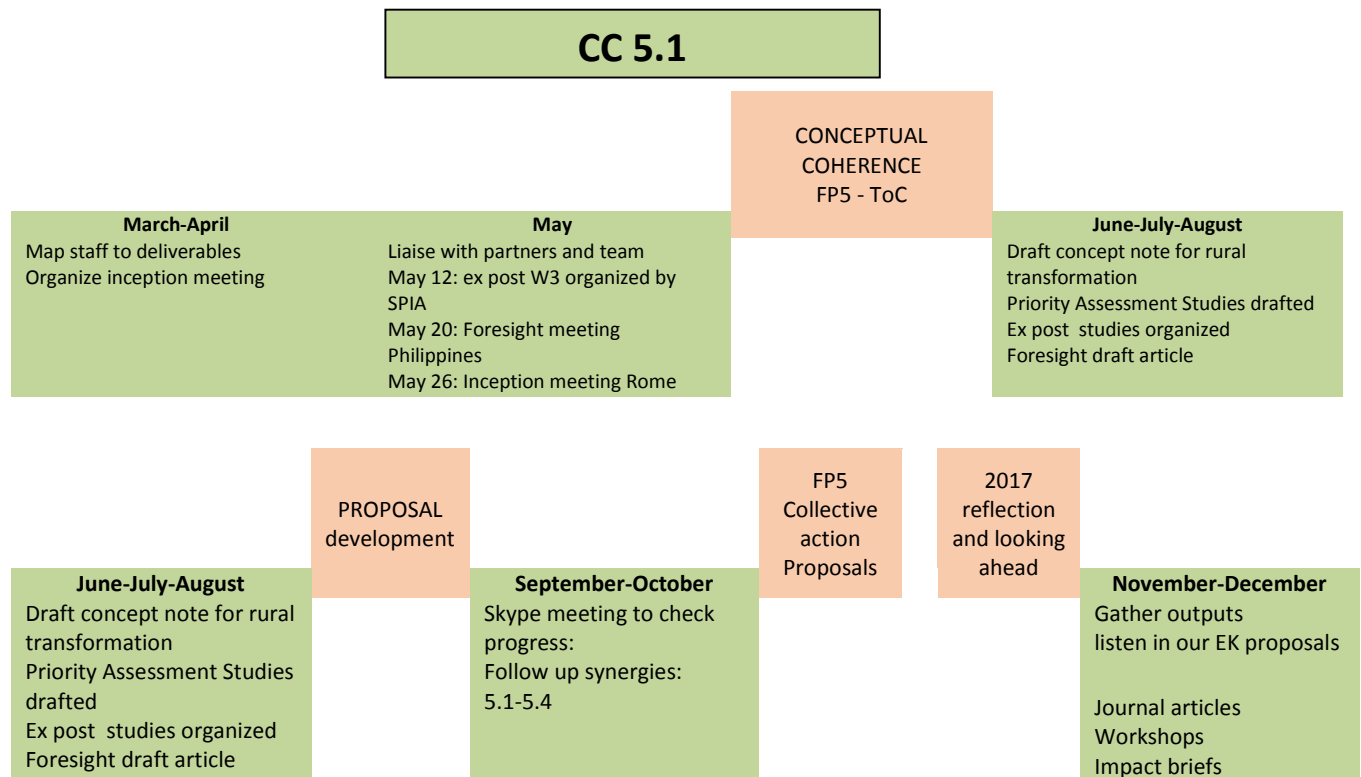
- 1) CA4.2 – CA4.3
 - a. Processing ability
 - b. Adoption criteria of yellow cassava
- 2) CC4.1 – CA4.2
 - a. Adaptation of cassava processing technologies to other RTB crops
 - b. Harmonize laboratory networks
 - c. MRS for sweetpotato, cassava
 - d. HPLC
 - e. Tools for breeders
- 3) Linkages with other clusters for nutritional education
- 4) Manual on behavioral communication of RTB including the leaves, eg: cassava, sweetpotato and cocoyam (CoA 4.1 & 4.4)
 - 4.1 – 4.4
 - Nutrition – PHL (IMMAMA)

Additional Linkages:

- 1) Know capacities and expertise for knowledge and research
 - a. Adaptation of same type of processing machines for processing more than one RTB crop
 - b. Expanding community of practices for markets, processing and utilization of OFSP to include other RTB crops
 - c. Link 5.3 for gender studies/on acceptability of new products/processing and technologies
 - d. Link with FP1 + 2 for addressing quality traits through breeding
 - e. Linkage between chemical characteristics sensory evaluation and consumer acceptability

FLAGSHIP 5: IMPROVED LIVELIHOODS AT SCALE

Timeline Flagship Project 5



CC 5.3

Proposal development for innovation fund

March

Redefine roles + responsibilities

March-May

Publishing GENNOVATE

May

Workshop youth CO + strategic development

May-June

a) Identification of projects (opportunities) for collaboration on transformative appraisal. Inclusive of youth linkages.
B) Explore CapDev opportunities - plan for GREAT spin-offs

End 2017

Clear, ready -to- go strategies (youth, women empowerment, CapDev) for 2018+

CC 5.4

March

Startup workshop "readiness"

May

Readiness, framework, articulation

June - August

Case study application

March-December

Inventory RTB technologies

October

Webinar, preliminary results

November

Writing up
a) framework
b) cases report
c) policy brief

December

a) 2nd workshop "readiness"
b) finalize outputs
c) "readiness special issue plan?"
D) submission special issue EVOCA (4 articles)

Reflection on issues:

- Establish baselines
- Not "service provider" rather integral part of research terms
- Results of FP5 research - how to get it out to other FPs

SUNDAY 12TH MARCH: SPECIAL TOPICS

On Day 2 participants grouped to work on the following special topics:

- 1) Cluster coordination/communication
- 2) Strategic Innovation fund
- 3) Monitoring and Evaluation
- 4) Big Data Platform
- 5) Excellence in Breeding Platform

1) CLUSTER COORDINATION AND COMMUNICATION

The session started by reading through the current TOR's of a cluster leader and emphasizing that they have a large role to play in creating quality science which will be supported by streamlining and minimizing the bureaucracy of the role.

Constraints

Being a cluster leader was originally supposed to be 20% of a scientist's time, although budget support is for \$10k. Those leading Clusters with earmarked funds are paid through that while non-earmarked funded projects are paid through a separate budget line to be received by the center hosting the cluster leader. There has been progress as at the beginning it was not a funded post.

Complexities

Clusters are very different. They can have very different numbers of deliverables; they can be cross cutting and spread across crops and they can be spread across multiple centers adding at least 3 different dimensions of variance and complexity. The complexity of those focused on a single crop but spread across centers are being given less attention

There needs to be a standardized defined difference between an output and deliverables. In some cases, deliverables need to be rationalized and prioritized.

Communication modalities and rhythms need to be improved. There are some in-built constraints. The field is the source of primary and original data; however, it is also usually the place with the weakest communication infrastructure.

Management and MEL structures.

There are issues around the influence that a cluster leader has in the absence of any formal reporting structure. The key issue are the mechanisms that a cluster leader has to influence a scientist to report on time, as currently the onus and responsibility is on the reporting scientist and the center management structures to work with the PMO and focal points.

Some cluster leaders have experienced no response to emails from cluster scientists for whatever reason. Currently reporting can happen in the last 24 hours, so there needs to be forward thinking in October/ November to meet end of year deadlines. Discussion, continued in plenary, about moving all the reporting from January and to bring some January deadlines back into December. Something the PMU will consider.

One mechanism to improve the pressure to report quality on time is to integrate RTB/Centre deliverables into the Centre talent management systems and workplans.

More could be done to make people aware of the reporting templates and guidelines and to include the focal points in all the steps. Some of the current hurdles of not being able to see who has reported as an overall list will be sorted out as the access to the project structures and to all the clusters within MEL are activated.

It would also be key to have the M&E personnel in each center very up to speed with MEL and the implications, especially for cross-cutting, cross center work. It was also suggested to encourage everyone to upload MEL reported information throughout the year, as it becomes available, rather than wait until the end of the year. MEL has the capacity to send out personalized requests for reporting; which has worked well for some already, so that the cluster leader only needs to follow up.

There is a need to get a better understanding of MEL, what is there and to streamline reporting as much as possible. Also, to set up a timely reminder system for PMO's and Focal points.

What do cluster members need from cluster leaders?

Cluster leaders need to share as well as cascade information. To do that, flagship project leaders need to cascade and share information and to include focal points and PMO's. This needs to be part of the job description and made systematic and doable and not left to an individual cluster leaders availability or fit with other work flow priorities.

Cluster leaders need to rationalize deliverables- this may be easier in 'purpose built' clusters with EMF than in those that were clustered from existing projects and need to find common ground.

Communication

It can be much more efficient to explore different modes of communication and media other than email, such as ad hoc one off websites for organizing meetings, SharePoint, Office 365, to reduce email flows.

Poor field internet connectivity needs to be kept in mind as well as the need for capacity building. In plenary Holly Holmes repeated her pledge to find streamlined information modalities and access points to avoid duplication or too many different software platforms.

Many agreed that there needs to be a mechanism for finding up to date information about who is in which cluster and how to contact them across all clusters, as cluster personnel can change across the year.

There needs to be some induction information on the organogram of FP and cluster structures, outputs, how they work and who is where for scientists newly joining a cluster. In plenary, this led to proposals for an internal detailed log in website as well as the public external one.

Feedback

Aside from normal feedback channels, cluster leaders need to set up structured feedback mechanisms from the cluster members to do periodic bi-annual or quarterly health checks. They could seek assistance from PMU on this

Cluster leader evaluation

The question arose as to where cluster leaders are evaluated? It could affect who and how they 'chase' cluster members.

At the end of the session one PMO shared some of the questions they are frequently asked.

- Can cluster leaders define the scientific strategy/ vision of the cluster?
- Are cluster leaders the ones to decide who to include or exclude from a cluster?
- Can FP's and Cluster leaders assign and control the budget as a team effort or is it a Centre's Director of Research?
- How can I add my activity to a cluster?

2) STRATEGIC INNOVATION FUND

Anne Rietveld; Jessica Raneri; Sarah Mayanja; Diego Naziri; Edward Kanju; Norbert Maroya; Elizabeth Parkes; Aman Bonaventure Omondi; Paul Demo; Jonathan Newby; Claude Fauquet, Elmar Schulte-Geldermann; Marc Schut; Peter Kromann; Margaret McEwan; Rogers Kakuhenzire; Dietmar Stoian; Hemant Nitturkar; Hugo Campos

Main participants: Marc Schut, Dietmar Stoian, Elmar Schulte-Geldermann, Hugo Campos

Expected outputs of the meeting:

- 1) Further define overall purpose and objectives of the SIF
- 2) What to scale vs innovation in escalation
- 3) Discuss general selection criteria, evaluation process, timelines and related issues
- 4) Date and general structure of call/proposal assessment

Expected deliverables:

- a) Range of proposals to be funded (number, upper funding available)
A range of proposals between 3-5, USD200K – USD300K/year
- b) Geographic scope
Should not be an explicit eligibility criteria, best to open the call to those best proposals

- c) Length of proposals/midlife cycle assessment
Duration not less than 24 months, though we are aware that securing funding over several years is, and that starting in mid2017 might lead to 18 months' proposals
- d) Open vs semi competitive nature
- It should be open, but with very explicit, properly communicated eligibility criteria
 - To best use time, set up a two-tier approach, starting with <2 pages "pitches" and then develop full proposals out of those selected
 - Key factor, particularly from a leveraging standpoint
 - Multi crop nature should not an eligibility criteria
- e) Assessment strategy
To be prepared with RTB-PMU, and properly distributed.

3) MONITORING AND EVALUATION (M&E)

What do we want?

Simplified reporting
Traffic light system
Reduced narratives / Standard clear table / Uniform structured report (3 cards)
Possibility to upload more than one document
One single MEL to serve RTB, CIP, IITA, CIAT including W1/2, 3 and bilateral (3 cards)
Simplified reporting - one-click stop
Deliverables at higher level (e.g. Blogs should not be listed separately)
Short, concrete feedback on progress
Reduce the number of product and deliverables and develop them to have impact (2 cards)
Not only for deliverables
Monitoring data usable for impact studies
Increase integration between MELIA and communication components
DOI-based information exchange
Measure the level of scaling
Outcomes/impacts
Successful cases beyond outcome stories
Nature of scaling
Progress towards goals to be added
Integrate M&E data form projects to "prove" impact at scale
Minimum reporting requirements (key findings) for W3/bilateral projects (2 cards)
What is the incentive mechanism?
Clarity on process of W3/BIL. Project engagement with RTB reporting / M&E (who? when? how?)
Project-specific module can be added (2 cards)
How do we account for cross reporting to RTB vs Donor and linkage with Business Plans
MEL was easy to use
Crisp and better than writing pages

Online dashboard is excellent
Uploading deliverables was very easy and time efficient
Training to be continued / functionalities to be clarified / Support at all stages should be sustained
Training on MEL for new comers to be organized
More communication with center focal points and regional staff on the use of MEL (2 cards)
More capacity strengthening (4 cards)
Can someone update his deliverables as soon as they are achieved?
Cluster leaders need to be able to see on MEL an overview of cluster with deliverables by year
Access to reports uploaded for FP and cluster leaders
RTB breeding databases do not seem to be reported as open access databases. How can this be reported and credited to RTB
Unified platform across all CRPs
Learn from other CRPs to keep things simple
Engage partners in M&E as far as possible
Communicate results to all stakeholders not only to RTB scientists
More functionalities in MEL
Spreadsheet reports are good but can we get better
Cluster reports + Communication summaries
Create reminders trough MEL so reporting pieces are uploaded across the year rather in 2 weeks before reporting deadline
Options for cluster conversations
Visualize budget allocated to specific deliverables - reflecting budget shortfalls and associated risks
Roles and responsibilities
Link FP leaders, cluster leaders, center focal points
System report back on the progress to center focal points
Clear reporting lines / Clarity of roles: FP and cluster leaders, CFP, PMO (3 cards)
Budget control for FP and Cluster leaders
Incentives
Strengthen well performing cluster teams (esp. Cross-cutting teams)
Carrot & stick for timely reporting
Planning cycle
New cluster planning process for clusters that were not fully developed or started later
Support with setting up M&E for CC themes such as gender
Circulate the plan for endorsement
Reporting cycle
MEL continuous reporting / document uploading possibility
Harmonized M&E information system to be used through the year
Open MEL platform early for reporting
Continuation of now established system of reporting (MEL) and funding requests
More projects across centers in RTB (breeding design, processing nutrient dense food)

What we don't want

Double reporting / Reporting load	
Double and triple reporting: Project, Crop, Cluster, Flagship, MEL (12 cards)	
Multiple excel files for the same information	
Burdensome reporting requirements. Sometimes the decentralized approach is challenging. People do not respond in timely manner	
Flagship M&E revision	
Complicated and time-consuming reporting online	
Reporting cycle	
A clear calendar for reporting period (2 cards)	
Revisit timeline/deadlines for RTB reporting in relation to project and center reporting + other institutional commitments	
Reporting for early DEC not mid FEB	
Short-notice reports (2 cards)	
One-way system	
One-way MEL system that only requires users to provide information without receiving feedback on progress / achievements / shortcomings at flagship / cluster and center level	
M&E reports that don't result in adaptations	
Too complex / points not clear	
Some features not clear	
Guidelines on files to upload to MEL (format, length of reports, datasets - does a ppt count?) What if a dataset is confidential, pending publication for example?	
POWB + REPORTING very complex for scientists: simplify	
Incomplete database missing deliverables on MEL	
Do not share the uploaded datasets or information	
Unrealistic targets that can't be measured	
M&E Plan with indicators not measurable	
Monitoring data usable for impact	
MEL/MARLO what way is the system going?	
Only current folders we are working with should be in the Dropbox	
No more use of the Dropbox	
Late in the year approval of budgets	

Group work - Feedback in plenary

Way forward

Build on Center/Projects M&E systems and Support their development and alignment with CRPs framework

Create an M&E working group

Composition: M&E representatives in each center, PMOs, flagship and cluster representatives (cross-cutting clusters)

Top priorities:

Revise Performance Indicator matrix to ensure good alignment with center frameworks

Improve / development tools (templates, MEL, platform interoperability)

Funding:

Collaboration, common effort with centers and projects if tools proposed are simple and useful

RTB should allocate budget for supporting the process

4) BIG DATA PLATFORM

Special Topics: Interaction with Big Data Platform				Collected for & Value Added from Use
Description of Data	Cluster & Contact Person	Collected Where	Data Availability	
Incidence, severity, distribution, diversity (georeferenced) of pests & diseases	CC3.1 Cluster Leaders	Citizen Science data collection informing extension policy	Individuals, centers, project crop-specific, databases	Increasing ability for targeted interventions, mining by linking
Quality seed distribution by crop/variety, georeferenced, by farmer type (eg Seed Tracker)	CC2.1	Drone Images Satellite Images FAO data CABI data, etc.		Using scientific, geo and citizen science for forecasting and rapid response
Genotypic Data	BA3.3			Data Mining
Gender Data	BA3.4	Data sharing vs leveraging data for development		Alternate ways of impact assessment mpesa social media/SMS newspapers parliament Text
Trial data (breeding) (Agronomist)	CA3.5			Uses of Big Data

Special Topics: Interaction with Big Data Platform				Collected for & Value Added from Use
Description of Data	Cluster & Contact Person	Collected Where	Data Availability	
RTB Base (cassavabase, yambase, musabase, sweetpotatobase)	CA3.6			Retrospective Impacts innovative scaling approaches new research techniques (eg drones, mobile)
DIIVA adoption data of RTB crops				
Citizen Science data for traits identification				The importance of linking macrodata with microdata
GIS data linked to citizen science-> local data for big data				new methods for analyzing behavior
Modelling for GS adapted to clonal crops				common platform for pest & disease data (Want) eg CDS/Pestpoint
What is Big Data; Entry Points for RTB	Research Question for Big Data? RTB: how often which context people talk about CGIAR in media	Improving data quality thru citizen science	Need of having clear research questions IP expertise for data management	Open access data and incentives

5) EXCELLENCE IN BREEDING PLATFORM

Special Topics: Interaction with Excellence in Breeding Platform (EiB)

What we expect from Platform	What we offer the Platform	Modes of Communication	Platform Modules
<p>Platform open and committed to needs of RTB <i>EiB platform should ensure that not only major cereal needs are addressed</i></p>	<p><i>interactions going both ways</i></p>		<p>1. Excellence in Breeding 2. Trait Transfer</p>
<p>Adapted tools and methods for RTB</p>	<p>Inventories of tools & technologies available with centers that can be packaged and shared</p>	<p>RTB BCoP</p>	<p>3. Genotyping 4. Phenotyping</p>
<p><i>Tools developed for major cereal crops need to be adapted to special needs of RTB, where relevant</i></p>	<p>Shared facilities (eg hi-thruput phenotyping platforms)</p>	<p>Real-time data capture and availability system</p>	<p>5. Bioinformatics</p>
<p>Framework for metrics for Genetic Gains</p>			
<p>Synergies with other organisms (animals/plants)- polyploids and/or heterozygous</p>	<p>Outreach to partners (NARS/ARIs)</p>	<p>Seed inventory & Management System (Botanical Seed)</p>	
<p>IP expertise for data management</p>			<p>EiB news to RTB FP leaders and center focal points (reside on BCoP portal)</p>
<p>Shared computing power/statistical analysis Long-term sustainability of bioinformatic tools and databases Modelling for GS adapted to clonal crops</p>			

FEEDBACK FROM MANAGEMENT COMMITTEE MEETING

Key recommendations from Management Committee

Flagships and clusters

1. Feedback across all flagships and cluster on need for improved communication and coordination both within and among flagships
 - MC looking at ways to make this happen
 - 360 type review of performance by FP and Cluster leaders
2. Improve full set of Terms of Reference: MC, FP and cluster leader, center focal point etc
3. Need specific mechanisms for improving FP and Cluster coordination:
 - eg minimum 4 Skype calls per year for FP and Cluster. Deliverable for FP leader
4. Develop escalation process of providing feedback if things not going as planned at cluster level: FP leader, Center focal point etc.

Planning and reporting

1. Changed reporting for new FP structure
 - only report once
 - based on cluster level reports
 - assembled into FP or crop report (PMU with review by FP leader)
2. RTB too complex. PMU to review options for simplifying planning and reporting and learning from other CRPs

Budgets and funding

1. Recognition timelines earmarked funding very compressed and challenging – PMU constrained by date of approval of Proposals, FinPlan 2017 and need for POWB
2. Budget- MC intent to move ahead with this budget as shared for earmarked and non-earmarked
 - No major changes anticipated for the current budget
 - Still formal process of approval by ISC and CIP BoT
 - Each Center to decide internally how to manage the risks related with any possible reduction and move ahead to implement and incur expenditures taking on the level of the risk they are comfortable with
3. Guidelines on Earmarked funding.
 - Type 1 no automatic renewal, consider bilateral opportunities.
 - Some type 2 and type 3 may be on tapering funding, or may not be renewed if underperform
 - As we taper off this might also allow us to have some new Type 2 and Type 3
 - Potentially some new type 1 2018
4. Guidelines around cross cutting resource mobilization
 - Multi center
 - Different centers can lead
 - Process for endorsement by PMU and use of RTB brand

FEEDBACK ON THE RTB ANNUAL REVIEW AND PLANNING MEETING

The expected outcomes of RTB Annual review and Planning Meeting were:

1. RTB managers and scientists energized and empowered to move ahead
2. RTB scientists have increased sense of ownership
3. Progress and next steps in M&E, communications and gender research socialized
4. FP leaders positioned for better management and science oversight
5. Flagship projects with increased internal coherence and cross-cluster integration
6. Plans for enhancing cross Flagship collaboration
7. RTB business plan and opportunities for resource mobilization in cross-cutting areas firmed up

An on-line survey was conducted to learn from the event to assess how we had met these expectations and improve for the future to make the best use of the valuable time of RTB members.

See results from Survey Monkey of participants [here](#).

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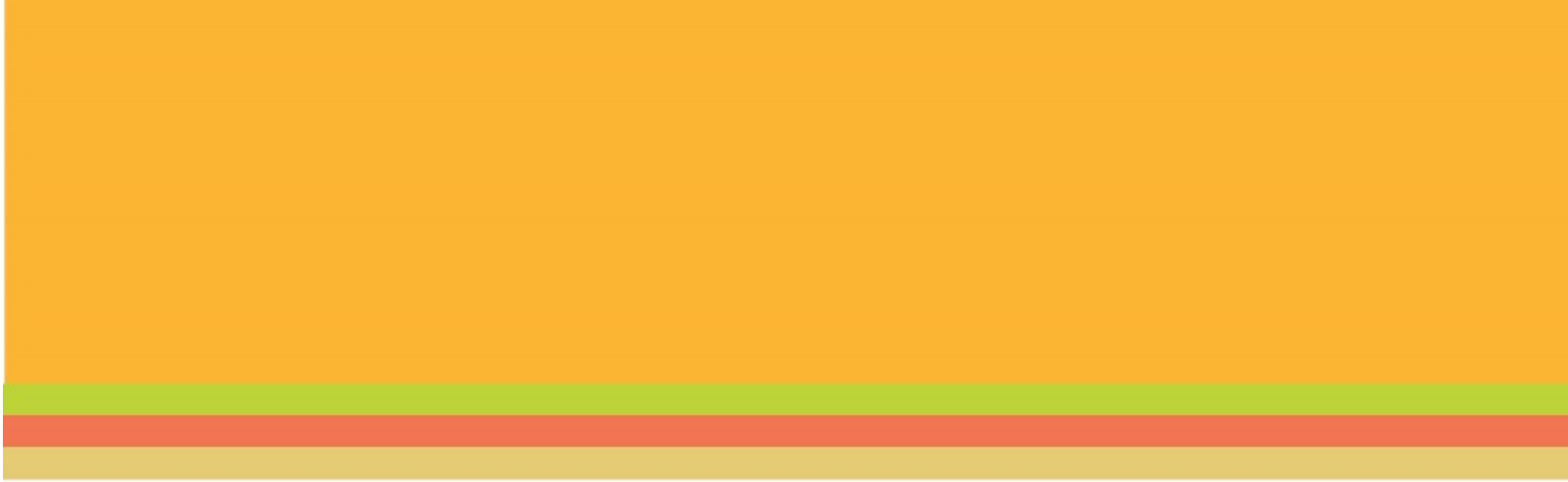
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A broad alliance of research-for-development stakeholders & partners

