

## (DECEMBER 2009 -MAY 2010)

THE PURPOSE OF THIS PROJECT REPORT IS TO DESCRIBE THE PROGRESS OF THE PROJECT AGAINST MILESTONES AND THE BROADER AIMS OF THE PROJECT. IT SHOULD CLEARLY DESCRIBE PROGRESS WITH EVIDENCE THAT THE MILESTONES TO THIS STAGE HAVE BEEN ACHIEVED.

Project Name:	Centre of Phytosanitary Excellence, Eastern Africa (COPE)		
Executing Agency:	CABI	Project supervisor:	IPPC
PROJECT DESCRIPTION <sup>1</sup> :  [Enter 4 to 7 lines of text broadly describing the <u>objectives / scope</u> of the project].	<b>Overall (development) objective:</b> To build phytosanitary capacity in Eastern Africa and to increase market access of African nations through the establishment of a Phytosanitary Centre of Excellence for Eastern Africa in Kenya. Specifically to: <ol style="list-style-type: none"> <li>1. To set up the legal and institutional framework for a Phytosanitary Centre of Excellence.</li> <li>2. To set up a training unit to develop training opportunities in phytosanitary policy and practice, appropriate to the needs of the region, including the establishment of an exemplary plant inspection facility and information management system for use as demonstration and training tools.</li> <li>3. To set up a unit for applied pest risk analysis (PRA) generating PRAs according to relevant international standards and to establish a network of African pest risk analysts.</li> <li>4. To promote the Centre, and the services it will offer, within the region.</li> </ol>		
Project Start Date:	26 <sup>th</sup> May 2008	Project End Date:	30 <sup>th</sup> November 2010

**Budget overview**

	STDF Contribution (US\$)	In-kind Contribution (US\$)	Total (US\$)	% of Total Project Cost
Projected Total Project Budget (US \$)	714,375	87,360	801,735	100%
Total expenditure to date (US \$)	397,057	60,130	457,187	57%
Expenditure for reporting period (US \$)	104,818	5,546	110,364	14%
Unspent funds (US \$)	317,318	27,230	344,548	43%

<sup>1</sup> Note that this is not expected to change from one reporting period to the next, unless a change to the project objectives/scope is approved by the STDF Secretary

**GENERAL REPORTING****A. BROAD PROGRESS ACHIEVED TO DATE:**

[Enter 4 to 7 lines of text broadly describing the work achieved to date on the project.]

COPE institutional structure agreed upon by PMC & a 3<sup>rd</sup> draft of the principal MoU for key partners drafted; curriculum for university and in-service training courses finalized - two of these courses piloted; various capacity building activities (training & equipment) undertaken; priority standard operating procedures for the region identified and drafting finalized for the four most important; mission, vision & objectives of a regional PRA analysts network agreed upon; membership of a regional PRA working group identified; 3 PRAs drafted as part of training activities.

**B. BROAD WORK ACHIEVED THIS PERIOD:**

[Enter dot-point list of items which were completed<sup>2</sup> in the review period.]

- 2<sup>nd</sup> draft of Principal MOU reviewed by key partners and agreed to finalize
- COPE Business name registered
- Three curricula (developed by COPE) approved by the departmental, faculty and college boards of the University of Nairobi
- Phytosanitary training incorporated in a number of regular University of Nairobi curricula:
  - MSc in Crop Protection
  - Diploma in Crop Protection
  - MSc in Horticulture
  - MSc in Plant Pathology
- Entomology course (insect taxonomy) conducted for KEPHIS staff targeting pest diagnosis and identification knowledge
- Four priority Standard Operating Procedures completed
- Equipment for upgrading the JKIA inspection facility installed
- Report on information and literature needed to conduct PRAs completed
- Recruitment of bespoke database system provider for KEPHIS –initiated

**C. BROAD WORK REMAINING FOR NEXT PERIOD AND BEYOND:**

[Enter 4 to 7 lines of text broadly describing the work remaining to be done beyond the current period on the project.]

- Formalize MoU for establishment and management of the centre; finalize a business plan & register COPE trade mark
- Finalize training materials for COPE courses
- Get final approval of University courses from Nairobi University Senate
- Complete the 2 Masters courses (MBA and MSc) sponsored by COPE
- Procure a bespoke information system at KEPHIS
- Finalize establishment of a regional PRA working group & network of pest risk analysts; acquire PRA literature; & train regional PRA working group on use of CLIMEX
- Continue to raise awareness on the project through various media and promote the centre's services; upgrade project website
- Hold the 5<sup>th</sup> (8<sup>th</sup>-9<sup>th</sup> July) & 6<sup>th</sup> PMC meeting and launch the Centre

Other Comments:

**Deliverable / Targets Table (Log-frame)**

<b>Item ID</b>	<b>Item Description</b>	<b>Target Finish Date (As in project document)</b>	<b>Actual or Forecast Finish Date</b>	<b>Status: (% Complete)</b>	<b>Comments</b>
1.1	Development of management structure & institutional framework	NOVEMBER 2009	SEPTEMBER 2010	60%	Institutional framework selected; 3 <sup>rd</sup> draft of MoU under review; COPE business name registered  Pending: agreement and signing of Mou  5 <sup>th</sup> PMC meeting scheduled for 8-9 <sup>th</sup> July 2010
1.2	Preparation of a business plan	APRIL 2010	AUGUST 2010	30%	Key attributes of the business plan have been agreed upon and 2 <sup>nd</sup> draft is under preparation
2.1	Assessment of training needs in the region	AUGUST 2008	DECEMBER 2008	100%	Regional survey and TNA workshop completed & report finalized
2.2	Curriculum development	NOVEMBER 2008	SEPTEMBER 2009	100%	Curriculum for both the University and short-in-service courses finalized and approved by PMC
2.3	Detailed design of individual course modules	NOVEMBER 2009	AUGUST 2010	90%	Content of 3 academic courses to be offered by universities were developed: certificate, diploma and a post graduate diploma; Short courses for five target groups developed: policy makers; phytosanitary managers; subject matter specialists; phytosanitary inspectors & lab technicians; and agricultural scouts and farmers. Training materials for each course will be finalized in Q2-3 2010.
2.4	Training of "trainers"	APRIL 2010	NOVEMBER 2010	90%	A KEPHIS member of staff was enrolled in an MBA degree at a Kenyan university – to complete August 2011. All other training activities have been completed: a regional "retooling" phytosanitary course; KEPHIS staff "pedagogy" and entomology courses completed
2.5	Upgrading equipment at JKIA inspection facility	MAY 2009	JUNE 2010	90%	Procurement completed; installation done in Q1 2010 and testing of equipment will be done in June 2010 – has commenced

<sup>2</sup> if milestone has not been achieved or has only partly been achieved, briefly explain reason

2.6	Training for staff from JKIA inspection facility	NOVEMBER 2009	JUNE 2010	10%	Training will take place in Q2 2010 (currently ongoing)
2.7	Evaluation of information management systems	NOVEMBER 2008	SEPTEMBER 2009	100%	Evaluation of KEPHIS information system completed and a decision made on areas the project should support.
2.8	Purchase and installation of selected software and ICT equipment	MAY 2009	OCTOBER 2010	50%	Hardware procured; PMC agreed that "an online import conditions database" will be customized and installed in KEPHIS – initial procurement of a bespoke system was completed but had to be redone – currently ongoing
2.9	Training in use of new system	APRIL 2010	OCTOBER 2010	0%	Training is expected to start once new ICT system is in place
2.10	Improvements to documented procedures	NOVEMBER 2009	JULY 2010	90%	A regional meeting was held during which: priority SOPs for the region were identified & templates for four SOPs drafted for adoption by individual countries, these are : import inspection, export certification, pest diagnosis and consignment sampling; a 2 <sup>nd</sup> workshop finalized the four SOPs in December 2009; & sharing templates and priorities with regional stakeholders to be done by July 2010
3.1	Assessment of PRA needs and structures in the region	AUGUST 2009	NOVEMBER 2009	100%	1 <sup>st</sup> regional PRA workshop was held: participants were given practical training on how to undertake PRAs; priority training needs for the region were identified; the mission, vision and composition of a regional PRA working group were agreed.
3.2	Establishment of an African network of pest risk analysts	NOVEMBER 2009	AUGUST 2010	60%	Composition of a regional PRA network was agreed during the 1 <sup>st</sup> regional PRA workshop – 2 <sup>nd</sup> workshop to initiate the network and establish a PRA working group organized to take place on 26 <sup>th</sup> -30 <sup>th</sup> June at KEPHIS (to be supported under activity 3.5)
3.3	Access to scientific & technical literature needed for the PRA process	APRIL 2010	JULY 2010	50%	Assessment of literature and scientific information that is needed for PRA work completed; procurement of literature to be done in Q3 2010
3.4	Acquisition of climatic & population modelling programmes & staff training	APRIL 2010	JUNE 2010	60%	Procurement of CLIMEX modelling programme completed; trainer hired and workshop scheduled for 21-25 <sup>th</sup> June 2010
3.5	Training of PRA staff	MAY 2009	NOVEMBER 2010	80%	-Training on PRA issues was comprehensively covered in two regional workshops: 1 <sup>st</sup>

					<p>PRA workshop on 24<sup>th</sup> August-2<sup>nd</sup> Sept 2009, activity 3.1; and the "retooling training workshop" held on 14<sup>th</sup>-25<sup>th</sup> September 2009, activity 2.4</p> <p>-One student enrolled into a Masters programme at Sokoine University, Tanzania- focusing on phytosanitary work</p> <p>- ongoing to complete August 2011</p> <p>-Remaining work is to support the initiation of the regional PRA network and PRA working group, activity 3.2: workshop scheduled for 26<sup>th</sup> - 30<sup>th</sup> June 2010</p>
4.1	Development & maintenance of project website and promotional material	Website and awareness materials AUGUST 2008; promotional materials MAY 2010	NOVEMBER 2010	50%	<p>(1) A project webpage is hosted on KEPHIS website; in April 2009 a Project domain name was agreed upon "AfricaCOPE.org" and has been registered. Design &amp; Updating of COPE website ongoing.</p> <p>2) Promotional materials on COPE services will be developed once the centre's services are defined (training courses; PRA services, etc currently being developed). A marketing brochure and banner developed, distributed &amp; displayed at CPM 5, Rome Italy.</p>
4.2	Regional dissemination meeting	MAY 2010	OCTOBER 2010	0%	<p>Not due. This activity has been upgraded into a regional launch event for COPE to be held in 2<sup>nd</sup> half of 2010 – likely to be in October 2010 but dates to be decided by 5<sup>th</sup> PMC meeting (8-9<sup>th</sup> July 2010).</p> <p>6<sup>th</sup> PMC to be done back to back with launching event</p>
5	Project Conclusion	25 <sup>th</sup> May 2010	25 <sup>th</sup> MAY 2010 NOVEMBER 2010	0%	Not due
6	Project external evaluation	Ex-post project (no dates)	Ex-post project (no dates)	0%	Not due

	<p><b>Target.</b> <i>The following information is not required if a target has been met and the information has been provided in a previous project report. If a target has not been achieved or is likely to be delayed, provide:</i></p> <p>All project targets were initially set to end in May 2010. However a no-cost extension was granted to end of November 2010. Causes of delay were expounded in the documents requesting project extension. It is expected that all project activities will be completed by November 2010, except for the following two activities:</p> <ul style="list-style-type: none"> <li>Target ID 2.4: Training of Trainers (Progress to date: 90%): the masters student (MBA, Catholic University, Kenya) will complete studies in August 2011, all other activities have been completed</li> <li>Target ID 3.5: Training of PRA staff (Progress to date: 80%): the masters student (MSc - PRA, Sokoine University, Tanzania) will complete studies in August 2011, all other activities will be completed before November 2010</li> </ul>
<p><b>Item ID</b></p>	<p><b>Target Delay Notes.</b></p> <p>A) <i>likely impact on the project:</i></p> <p>B) <i>Reason for delay:</i></p> <p>C) <i>Corrective action planned to be taken, if any:</i></p>
<p><b>2.4</b></p>	<p><b>Training of Trainers (Progress to date: 90%)</b></p> <p>A) <i>Likely impact on the project:</i> None: Other training activities has been completed except for the ongoing MSc study</p> <p>B) <i>Reason for delay:</i> Late enrolment</p> <p>C) <i>Corrective action planned to be taken, if any:</i> N/A</p>
<p><b>3.5</b></p>	<p><b>Training of PRA staff (Progress to date: 80%)</b></p> <p>A) <i>Likely impact on the project:</i> None: Other training activities will be completed before November 2010, except the MSc Study</p> <p>B) <i>Reason for delay:</i> Approved by PMC in September 2009</p> <p>C) <i>Corrective action planned to be taken, if any:</i> N/A</p>

**A financial statement has been sent with this report as a separate document.**

*The purpose of periodic financial statement is to measure and monitor the 'original budgeted costs' versus 'actual costs'. Please provide a financial statement of expenditures for the current review period as well as total expenditure to date. The financial statement should refer to the original project budget and list actual versus planned expenditure (and list balance carried forward<sup>3</sup>) on an itemized basis.*

<sup>3</sup> Unspent funds that represent more than 25% of committed funds for a specific reporting period could be carried forward into the following year only by authorization from the STDF Secretary. Unspent funds that amount to less than 25% of committed expenditure shall be carried forward automatically.