

REPORT ON THE CFC/ICO/45 PROJECT MEETING HELD IN ARUSHA, TANZANIA,

18<sup>TH</sup> FEBRUARY, 2011

## 1.0 BACKGROUND

A CFC/ICO/EU project meeting was held on the 18<sup>th</sup> February, 2011 in Arusha, Tanzania. This meeting was being held on the sidelines of the 8<sup>th</sup> African Fine Coffee Conference and Exhibition (AFCC&E) in Arusha, Tanzania. The rationale of the meeting was to review the progress made on the implementation of the project in the nine (9) participating countries. The meeting was tailored to take advantage of the presence of the project stakeholders from the different countries present at the EAFCA event. In this regard, the countries represented at the Project Meeting were Burundi, Uganda, Kenya, Malawi, Tanzania, Zimbabwe and Zambia. The countries absent from this meeting were Rwanda and Ethiopia. The detailed list of meeting attendance is presented in Appendix 1 and the Agenda deliberated on by the meeting is presented in Appendix 2. This report highlights the resolutions on the way forward as espoused by the meeting.



Picture 1: Participants in the CFC/ICO/45 Project Meeting, 18<sup>th</sup> February, 2011

## **2.0 PROGRESS ON PROJECT IMPLEMENTATION**

A power point presentation was made on the project progress during the year under review, 1<sup>st</sup> January to 31<sup>st</sup> December, 2010. Progresses on activities since the project review meeting of Amsterdam on 29<sup>th</sup> November, 2010 were also articulated. This included the highlights on the project countries visited, stakeholders' meetings held and project memorandum of understanding signed. A detailed project activities schedule and project network diagram were presented to the meeting

### **2.1 STATUS OF PROJECT ACTIVITIES**

The project activities undertaken since the Launch of the Project on 13<sup>th</sup> February 2010 were presented in the meeting. These included the convening of conference for the certification standard owners, launch of master trainers' training, institutional mapping and signing of the memorandum of understanding. Others included the commencement of the development of the Training Manual and conducting baseline surveys in selected countries.

### **2.2 STATUS ON SIGNING OF PROJECT MEMORANDUM OF UNDERSTANDING**

Six (6) Project countries have signed the Project Partnership Memorandum of Understanding (MoU). These countries are Burundi, Uganda, Tanzania, Malawi, Zambia and Zimbabwe. Three countries remained. These are Rwanda, Kenya and Ethiopia. Project documents for signing had been submitted to the respective country institutions for review and signing. The deadline for signing was 31<sup>st</sup> March.

### **2.3 PROGRESS ON DEVELOPMENT OF THE TRAINING MANUAL**

The manual for training professionals and farmers was being developed by Coffee Management Services Ltd (CMS) based in Nairobi, Kenya. This process had already been launched and expected to be completed in thirty-five (35) days. In this regard, the first training for the master trainers was scheduled for the month of April.

### **2.4 PROGRESS ON BASELINE SURVEYS**

Five (5) Project countries had embarked on undertaking the baseline surveys. All baseline reports were expected by 30<sup>th</sup> March from the countries concerned.

### 3.0 RESOLUTIONS ON THE WAY FORWARD

The following were resolutions from the project meeting.

#### 3.1 Deadlines for Signing Project MOUs by Project Countries.

The meeting resolved that progress on the implementation of the project should be sustained. To this end it was resolved that all outstanding Memorandum of Understanding (MoU) signing should be finalized by 31<sup>st</sup> March, 2011. This will allow for project implementation process to move to a different stage. This deadline date was to be communicated to all countries that had not yet signed as the implication was that beyond this date the implementation process will proceed without the concerned countries.

#### 3.2 Communication on Project Progress Updates to Stakeholders.

The meeting resolved that all project progress should be communicated to the stakeholders as required through the National Coffee Institutions (NCIs) and the use of the EAFCA website ([www.eafca.org](http://www.eafca.org)). It was agreed that all relevant documents and approved progress reports be posted on the website for wider stakeholders' readership.

#### 3.3 Feedback on Training Manual Development.

As part of project progress feedback, the meeting agreed that the service vendor on Training Manual development (CMS) should take a consultative approach in undertaking the assignment to ensure dissonance between the manual content and the ultimate delivery to the beneficiaries. The Service Provider has undertaken measures to avert any dissonance between the manual content and delivery through approach and methodology which encompasses wider consultations with standard owners, certification bodies, the Project Executing Agency (PEA) and other stakeholders.

#### 3.4 Project Information Exchange Forum.

The meeting resolved that a deliberate forum where the different project countries could share information and project experiences be established. A sustainable approach would be to link such a forum with the major event, vis-à-vis, the African Fine Coffee Conference and Exhibition (AFCC&E) which EAFCA hosts annually. This will promote the sharing of experiences and learnt from the implementation of the project in the different countries.

## 4 APPENDIX

### 4.2 LIST OF ATTENDANCE

Attendance List of the CFC/ICO 45 Project Meeting in Arusha, Tanzania,  
18<sup>th</sup> February, 2011

NO	NAME	ORGANISATION
1	Denis Sedieu	International Coffee Organisation (ICO), United Kingdom
2	Etienne Delbar	EAFCFA
3	Dr Joseph Kimemia	Coffee Research Foundation (CRF), Kenya.
4	Sandeep Khapre	DCDM Advisory Services Ltd, Kenya
5	Joseph Taguma	Zambia Coffee Growers' Association (ZCGA), Zambia.
6	Prof James Teri	Tanzania Coffee Research Institute (TACRI), Tanzania.
7	Evariste Ngayempore	ARFIC, Burundi
8	Peter Njiko	Coffee Association of Malawi (CAMAL), Malawi.
9	Francis Chesang	Uganda Coffee development Authority (UCDA), Uganda.
10	Samson Emong	Uganda Coffee traders' Federation (UCTF), Uganda.
11	Dumisani Kutwayo	Coffee research Institute (CoRE), Zimbabwe.
12	Bernard Bwampamye	CNAC, Burundi.
13	Pascal Girukwishaka	ARFIC, Burundi.
14	George Watene	4C Association, Kenya
15	David Wakanene	DCDM Advisory Services Ltd, Kenya
16	Samuel Thuo	Coffee Management Services Ltd (CMS), Kenya
17	Surenda Kutecha	Coffee Consultant, Uganda
18	Samuel Kamau	EAFCFA
19	Filtone Sandando	EAFCFA

#### 4.3 AGENDA FOR THE MEETING

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CFC /ICO/EU PROJECT MEETING

18<sup>th</sup> February 2011, 16.00 HOURS, NGURDOTO HOTEL, TANZANIA

- 1.0 OPENING REMARKS
- 2.0 PROJECT PROGRESS, SINCE NOVEMBER 29 MEETING IN AMSTERDAM
- 3.0 REVIEW OF THE ANNUAL PROGRESS REPORT
- 4.0 THE WAY FORWARD
- 5.0 ANY OTHER BUSINESS
- 6.0 CLOSING REMARKS