



14-17th June 2016

Upgrading and Broadening the South-Pacific International Coconut Genebank

Inception Meeting Report

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Introduction

Pacific and global coconut genetic resources urgently need better conserving for current and future wellbeing. In 2007, the Government of Papua New Guinea (PNG) signed a Memorandum of Agreement with FAO and Bioversity International as COGENT's host, placing the coconut genebank located in Madang Province under the International Treaty on Plant Genetic Resources for Food and Agriculture (ITPGRFA). Today, the International Coconut Genebank (ICG) conserves coconut varieties for the whole Pacific region, and is managed by the PNG Cocoa Coconut Institute (CCI) at the Stewart Research Station in Madang. It holds 55 accessions acquired mainly from PNG with 6 exotic varieties.

In the 1980s, a new disease (a lethal yellowing caused by a phytoplasma) was detected in Bogia district, 100 km north of the genebank. Since then, Madang province was placed in quarantine, and the local authorities have continued monitoring the Bogia Coconut Syndrome (BCS). Around 70 per cent of the Madang population of nearly half a million people depends on coconut for food and livelihoods.

In 2013 and 2015, the international Coconut Genetic Resources Network (COGENT), with funds from the CGIAR research programme, Forests trees and Agroforests (CRP FTA), mandated an expert from CIRAD, Dr Michel Dollet to assess the sanitary status of the collection. At that time, BCS, which could trigger harsh social and biological consequences, had been identified within 15 km of the ICG.

A workshop was then organized by the Global Crop Diversity Trust (GCDT) with the help of COGENT and the Pacific Community (SPC) and supported by ACIAR where a certain number of experts from APCC, CIRAD, PCA, KIK and other relevant institutions were invited. This workshop led to the writing of a work plan and proposal that was submitted to the PNG Government in 2015 and a first phase of the genebank relocation project was funded in 2016.

To complement this important project for the Asia-Pacific region, COGENT/Bioversity, supported by the Governments of PNG, Fiji, Samoa, APCC, CIRAD, GCDT and SPC decided to apply for a grant from the UK Government in 2015 and this meeting is the official launching of the project "Upgrading and broadening the new South Pacific International Coconut Genebank" funded under the UK [Darwin Initiative](#) programme. Delegates from Fiji, France, Indonesia, and Papua New Guinea met in Lautoka, Fiji between 14 and 17 June to launch the mission to **help protect Pacific coconut diversity and associated livelihoods from climate change and other threats**. The mission is being coordinated by [Bioversity International](#) and the international coconut genetic resources network (COGENT <http://www.cogentnetwork.org/>) with support by the SPC. All presentations and associated documents have subsequently been made available on USBs provided to meeting delegates and will also be soon posted on the COGENT Website. A list of invited and attending delegates can be found in annex 1. It was impossible to find a sufficiently early date when all partners were available, hence the earliest date with the most available delegates was chosen, thus some delegates were unable to attend on account of the short notice. Hence, the project coordinator, Alexia PRADES together with Valerie Saena Tuia, Genetic Resources Coordinator of the SPC, went to Samoa just after the meeting in Fiji to meet the Samoan Government, not able to attend, in order to present the project and the outcomes of the inception

meeting. Press releases from Bioversity, COGENT and the SPC (see annex 2) generated other regional interest¹.

Project Deliverables

The project aims to deliver:

1. **Maps and models** of most endangered zones for coconut cultivars in target countries
2. A **methodology** to collect, identify, characterize & register new accessions
3. At least **5 new accessions** identified, recorded and effectively conserved
4. **Training** for genebank staff (gender disaggregated) to effectively manage genebanks
5. **Capacity-building** for junior scientists within the region (PhD and Masters)
6. Signed **MOAs and MoU** between the 3 countries and Bioversity International/COGENT and/or SPC and FAO/ITPGRFA to ratify the multi-site genebank governance

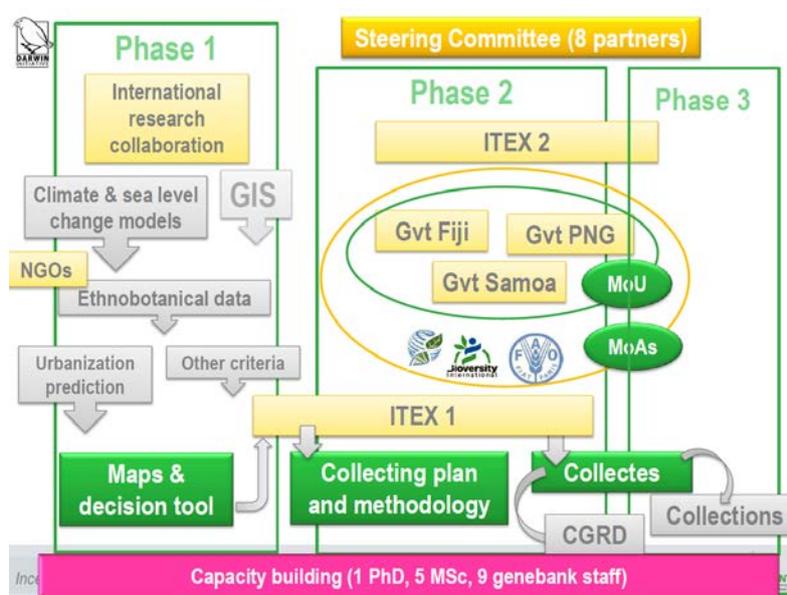


Figure 1: Project Conceptual framework (A Prades)

Meeting Objectives

The overall workshop goal was to launch the project. Meeting objectives included:

1. building a collaborative project **team spirit**
2. strengthening a **common understanding** of the regional context of coconut production and germplasm conservation
3. familiarising project partners with the **scope** of the project, and reviewing the concerns of the Darwin Initiative around the final MoA, gender and extent of impact
4. highlighting the partners' **roles and responsibilities**, including timely reporting, within the context of Bioversity's LoA requirements;
5. refining the project **timeline** to ensure achievable milestones;

¹ <http://nr.iisd.org/news/bioversity-international-coordinates-efforts-to-save-pacific-coconut-diversity/>
<http://us.makemefeed.com/2016/06/22/bioversity-international-coordinates-efforts-to-save-pacific-coconut-diversity-1417689.html>
<http://foreignaffairs.co.nz/2016/06/22/bioversity-international-coordinates-efforts-to-save-pacific-coconut-diversity/>

6. developing the project **communications** plan via a stakeholder analysis;
7. developing the project **monitoring and evaluation**;
8. drafting the terms of reference (**ToRs**) for the two international teams of experts (**ITEX 1 & 2**- collecting missions and governance respectively);
9. outlining the project **capacity-building programme** (PhD/MSc students and genebank staff);
10. discussing the required procedures to deliver the **signed MoAs and MoU** ratifying the three governments future involvement in the upgraded and expanded genebank
11. discussing **partner concerns**
12. holding the first project **steering committee meeting** (SC) to
 - a. validate the workshop outputs
 - b. agree calendar of SC meetings and their format
 - c. best way of communicating
 - d. propose the next steps
 - e. evaluate the inception meeting

DAY 1: Introductions and delegate presentations

Morning:

After the workshop welcome and introductions, Alexia Prades and Vincent Johnson (COGENT/CIRAD and Bioversity International) set the scene with a brief overview of COGENT, the CGIAR, Bioversity International and the Darwin Initiative. Dr Prades then presented the project scope. During the session-discussion the following points were raised:

- Could there be an option to develop a multispecies genebank, to develop economies of scale?
- The project steering committee needs to enlist the support of one or more local conservation NGOs. *BirdLife International* have already expressed interest
- What is the likelihood of linking to the CRP FTA to access support and develop synergies?
- As the project progresses, the SC should consider developing a proposal for a second phase 2 as part of a project exit-strategy
- The SC should ensure that project mapping and modelling software is appropriately compatible and user-friendly, and fulfil users' needs
- The Masters should be geographically cross cutting, and there may be a need to generate complementary funding to support one or more extra masters.
- Tablets will be used for collecting mission field recording, but these will remain the property of the project for use in future missions elsewhere.
- Germplasm characterisation methods using tablets have already been applied elsewhere, and it would be useful for project partners to access associated reports/ other documents (e.g. the plantain work by CARBAP, the Cacao farmers searchable database (geolocalised data)
- Priority and careful thought should be given in designing and scheduling the academic capacity building programme, to be consistent with regional academic calendars, so that we can begin the fieldwork as soon as is required (see later in this report). We need to identify the host institutions, articulate the research topics in research proposals, draft a list of criteria for the students and launch recruitment as soon as possible. Academic year begins January 2017.
- Associated molecular and morphological data will be made freely accessible within an upgraded version of the coconut genetic resources database (CGRD)
- Issues linked to ITEX2 addressing governance were raised including:
 - exploring options for Fiji and Samoa becoming part of international genebank
 - Is there inter-country formal agreement?
 - Under the TREATY- do we have to get a signed document if we are exchanging WITHIN the region- minimum would be to amend the existing MoA between FAO and PNG and then sign MoU with three countries? ITEX 2 will answer whether this would be sufficient.
 - Originally the allocated Masters student was scheduled to examine the ICG status and consider its revision, and to prepare the documentation working with the TREATY, and the legal experts from different governments and TREATY focal points at the national levels including the SPC which is the regional focal point of the Treaty providing support to its South West Pacific countries. However, it was decided the wisest use of resources was to re-schedule this post to focus on tissue culture work. This will be discussed in the meeting session on ITEX 2
 - ITEX 2 needs to articulate the channels and processes for establishing effective contacts within each government, so needs one government official per country.

- The MoU will be regionally driven and involve FAO, and the drafting process needs to start as soon as possible, as there will be a presentation of the project at the next governing body session of TREATY in 2017
- The mid-term project workshop is likely to be held in Samoa in 2017
- The possibility of TC and cryopreservation protocol testing linked to the Korea/ITC work was raised. But we must decide who is sending what where (in ITEX 2) and only cryo-preserve genetically-distinct accessions. The accessions list in the MoA annex was highlighted, although a list of potential accessions should update this list, according to molecular analyses, then the MoA re-signed.

Afternoon

Delegates received presentations from the SPC and Centre for Pacific Crops and Trees (CePaCT) (Valerie S. Tuia), and the governments of Fiji (Apaitia Macanawai and Vijendra Kumar (coconut breeder)), PNG (KIK) (Alan Aku, Alfred Kembu (ICG-SP curator) and Tore Ovasuru (coconut breeder)), and Samoa (delivered by SPC) on the individual Pacific country status of coconut production and germplasm conservation. On behalf of Luc Baudouin and CIRAD, Alexia Prades then delivered a presentation on current/recent CIRAD coconut projects; the CGRD and other databases, and complementary information on the South Pacific Coconut Genebank (ICG-SP). The national TREATY focal point for Fiji, Uraia Waibuta then provided a briefing from the TREATY perspective.

Discussion points summary:

Fiji:

- Characterisation needs new descriptors such as water content and oil quality
- Emerging markets for high value products (HVPs) include coconut body lotion
- Fiji offers a comparative advantage of being a well-connected geographic hub (despite difficulties in moving between islands)
- The proposed centrally-located government-owned genebank site offers isolation and low-risk of diverting interventions. It can also be used in integrated programmes,
- Although the genebank is quite isolated there is already a school on the island, and a population of 30 people, and with internet access, although logistical issues will need addressing. The cost: benefit ratio needs to be discussed under ITEX1 to achieve a sustained genebank for the long-term
- SPC advises caution as we need tissue-culture based on somatic embryogenesis, for rejuvenation, and the methodology still needs further development. Do palms created from somatic embryos bear nuts, and can we have access to slow growth medium for TC?
- Funding the genebanks is the responsibility of host government, so project stakeholders need to form a collaborative network to 1) help this facility being become an ICG and not just a safety backup, and 2) generate funds to support the 3-site genebank. Vijendra Kumar affirmed the support of the Fijian entomology and plant pathology units.

Samoa:

Concerns were raised over:

- What will stop the Samoan government from changing land-use as in the past?
- The high level of threat is posed by rhinoceros beetle. Control measures being used include: biological control (viruses and fungi), pheromone traps,

scouting; burning breeding sites, and developing beetle-tolerant varieties (e.g. apanisa). Molecular analysis can screen for traits including beetle tolerance, and cryopreservation back-up may then help. Limited surveillance happens via the annual triple P convention meetings

- There is a great need to ensure palms are not too tall for effective controlled hand pollination
- Across the region there is a great need for succession planning to replace technical capacity as skilled technicians and breeders retire.

PNG:

PNG has made significant advances within the linked work of transferring the ICG-SP within country, and testing for phytoplasma presence:

- Pest risk assessments are complete on both the new site and pre-quarantine site, and have been validated in the New Zealand lab
- TV programmes and posters have engaged local volunteers to help with site sanitation.
- Borgia Coconut Syndrome (BCS) Loop mediated isothermal amplification (LAMP) diagnostic equipment (including reagent) and training has been supplied by the Japanese- (costs \$10 per sample), and a first trial of the LAMP test was performed in May 2016. There is still a need to compare LAMP with PCR for cost and effectiveness-
- BCS LAMP diagnoses in Taro/ *Xanthosoma-cinquitifolia* have also been done. Oil Palm has also been tested but no signs of BCS detected. An ACIAR vector study will infest oil palms and observe.
- It will be important to ensure the development of insect profiles- which vectors present in sites,
- In collecting germplasm we must observe protocols to prevent importing pests or diseases.

SPC/CePACT

- Valerie S. Tuia explained that she liaises with the TREATY as the regional focal point via the FAO sub-regional office in Rome (with William Wigmore, FAO vice-chair for the commission on GR)
- She also explained the role of SPC to facilitate requests and support ratification of the Treaty in the region including conservation and facilitating access of countries to crops acquired under the Treaty. She also explained the use of FAO Standard Material Transfer Agreement (SMTA) for any materials related to the annex 1 crops of the multilateral system (MLS) of the Treaty, which also to be used for conservation and exchange of coconut, as it is an annex 1 crop in the MLS.
- She also highlighted the status of TREATY Pacific country membership are 11 (8 from Pacific island countries including 3 territories of France – New Caledonia, French Polynesia and Wallis and Futuna) and those yet to ratify (5 – Federated States of Micronesia, Nauru, Niue, Solomon Islands and Vanuatu). So far 135 states are contracting parties and regularly attend the biennial session of the Governing Body. The 7th session of the Governing Body made of 135 countries will hold a meeting in 2017 in Rome.
- She also engages with the Nagoya Protocol as regional coordination- working with the Pacific Regional Environmental Programme (SPREP)-based in Samoa
- Other recent funding proposal successes include:

- TREATY ABS Cook Islands, Kiribati, Fiji, Palau and Samoa “*Strengthening the resilience of Pacific agricultural systems to climate change through enhancing access to and use of diversity*”. 2 yrs (window 2) facilitating access of farmers to useful genes, better selection of useful genes through improve crop diversity, use of those for breeding to produce climate and disease resilient lines to support farmers, and farmers and communities to learn about importance of use of PGRFA (plant genetic resources for food and agriculture). Project extends to December 2016 at the request of countries due to countries and Pacific hit hard by recent cyclones and El Nino with prolong droughts that affected the work.
- FAO DNA finger-printing under W3 (Innovation and biotechnology)- as demand for molecular aspects/ biotech “Using modern biotechnologies to sustain food security in Pacific island countries” in collaboration with the University of Queensland as international technical partner- possible training.
- Other EU projects such as the Intra ACP Pacific Agricultural Policy Project (PAPP) would support other conservation activities on coconut in Samoa such as polymotu as well as in assistance in designing the new genebank in Samoa.

SPC also has other teams working on coconut work such as organics with POETCom, value adding with ACIAR PARDI and control of coconut beetle with Plant Health Team in collaboration with New Zealand.

CIRAD

- Luc Baudouin’s presentation described a strategy to better exploit diversity for breeding according to the 2 genetic groupings from Pacific and Indo-Atlantic origins.
- The coconut genome sequencing project is progressing in collaboration with CNRA, Côte d’Ivoire, CRI-CATAS, China and thanks to the funds from CGIAR, CRP FTA.
- The Coconut Genetic Resources Database (CGRD) was presented and the risk of obsolescence of the software was highlighted. Trogene, a CIRAD database including 1236 individuals coconut genotypes, 489 markers and 126 QTLs was also presented.
- Regarding the ICG-SP, a molecular marker study was done based on the data available in CGRD and Trogene. Based on these information, a first list of the selected Talls and Dwarfs to be moved from the genebank in Madang to the new Punipuni site was presented
- Luc Baudouin will be available as SC member and in ITEX1.

TREATY

The national TREATY focal point for Fiji, Uraia Waibuta also reminded delegates that:

- There exists a high-level of ongoing preparation for the ICG-SP initiative
- Coconut always provides a safety net when other resources fail
- A key challenge is replanting the 60-70% of senile coconut palms in Fiji
- We need to (re-)harness donor support from the Asian Development Bank (ADB), COGENT the UN International Fund for Agricultural Development (IFAD), the EU (Samoa) in establishing seed gardens and capacity building

- Maintenance of germplasm for the region as a whole is costly, but emerging technologies on rapid multiplication and pests and disease control will help,
- Future bright for the Pacific
- APCC useful body interacting with individual Pacific countries.
- Fiji rehabilitation programme- time is always a constraint and MoA will take a long time.
- Coconut will continue to be an important crop in the future
- Winston cyclone felled many palms which will now act as reservoirs of Rhinoceros beetles.

DAY 2: Outlining ITEX 1 & 2, M&E, Communications and Reporting

Morning



Figure 3: Stakeholders identified and categorised

Vincent Johnson provided a briefing on the feedback and concerns raised by DI, including during the DI new project workshop. These were mainly around i) ensuring the MoA is finalised and signed by the end of the project; ii) ensuring gender integration, iii) maintaining partner engagement (partly through effective communications). In order to address some of these issues, the group then developed a stakeholder analysis framework, according to the extent of both influence and engagement of those stakeholders identified by the group. Acronyms of 72 identified stakeholders were written on post-it notes, colour-coded according to the type of stakeholder (e.g. pink for key project partners (see fig 3). For each project phase (see fig 1), and for ITEX 1 & 2, workshop delegates then mapped the stakeholders' in terms of the combination of estimated influence and engagement (see fig 2). The

full list of identified stakeholders, and stakeholder maps can be found in annex 3. During this exercise delegates also discussed the sustainability of genebanks, and how they might generate sales income to sustain their operations. The stakeholder maps (see annex 3) were used in the afternoon to decide which one of the main partners should be involved in the international team of experts (ITEX). These analyses and list of stakeholders will be also useful to these teams of experts to seek for any relevant information and possibly get the support needed at some specific steps of the project.

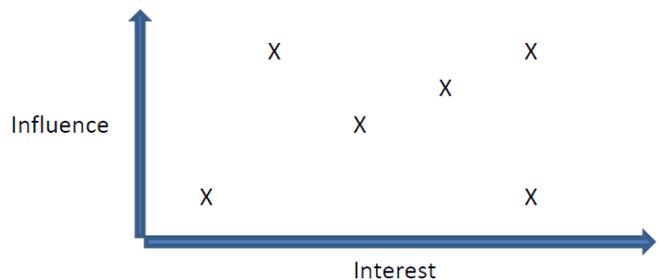


Figure 2: Stakeholder mapping

Afternoon

After an initial presentation on the project communications strategy (internal and external), M&E plan and reporting obligations, delegates broke into two roundtable groups for parallel roundtable discussions on:

Group 1: Proposing/developing the project communications strategy (internal and external), M&E plan, reporting system and exit strategy.

Group 2: Terms of reference of ITEX 1 and 2, and procedures for recruiting the experts and assessing the ITEX performance (accommodating as much as possible for gender equity)

Group 1 M&E, Communications and reporting



Figure 4

(Facilitator and notetaker Vincent Johnson)

During the initial M&E discussion delegates (see fig 4), agreed that the indicators were already well-articulated in the log-frame, and briefly discussed who would be responsible for M&E and reporting in each country. Once the timeline had been refined in the Day 3 session (see below) they would better be

able to allocate responsibilities. A summary of how to approach the

monitoring is presented in table 1 below:

Table 1: outline M&E plan

Output	What to measure?	When?	Who
maps/models of most endangered zones for coconut cultivars in target countries	availability quality, accuracy and user-friendliness of maps/ models	first 6 months then 12 months	tbd
methodology to collect, identify, characterize & register new accessions	guidelines, data management, articles and collections plan (global level)	start year 2 - first 6 months and then 12 months.	tbd
accessions identified, recorded and effectively conserved	amount & nature of germplasm listed, identified, characterised, transferred (reviewing SMTAs) & conserved in multi-site genebank & recorded in CGRD.	initial, annual and final review -	tbd
	Documentation and field observations.		tbd
	Collecting mission outcomes: where they went, what was collected, how it was collected, and what the success rates were.	After each mission	tbd
	quality of accessions' stock / establishment	Initial, 6-monthly? and final review	tbd
Training for genebank staff (gender disaggregated) to effectively manage genebank	reference to training records / certificates,	After trainings	tbd
	Annual genebank audit to assess progress / level of how effectively training is being implemented including genebank management procedures.	annual	tbd
Other Capacity-building	Status, progress & numbers of recruited PhD and MSc students, and the quality of their supervision and work every 6 months	Initial, 6-monthly? and final review	tbd
multi-site genebank signed MOAs between the 3 countries	Review drafts and final signed docs	ongoing	tbd

Output	What to measure?	When?	Who
and Bioversity International/COGENT or SPC and FAO/ITPGRFA	Review MoA feasibility as part of evaluation.	EOP	tbd

The group moved on to discussing developing a communications plan to include both internal and external communications with the already identified stakeholders, and adapt the communications according to the audience.

Internal communications should include the following:

- Ad hoc emails/ skype according to matters arising
- Regular 3 monthly emailing
- 6 monthly skype/ virtual meetings. The group scheduled a skype installation and informal training session in the evening, which was successfully implemented
- 5 SC meetings (3 face to face and 2 virtual- which was discussed in timeline session)
- An agreement on who should be in the steering committee or project management team.
- Facebook and twitter facilities for the project, which would need to be set up after the meeting
- A review of what the project has and what it needs to effectively communicate, including some kind of networking facility.
- Possibly some kind of project branding such as an acronym. Suggestions included CoDIPP and DIPCoC. VJ will coordinate liaisons with institutional communications units, at least for Bioversity, DI, and SPC

External communications could include the following:

- A project newsletter 1 month after reporting
- COGENT DI project work templates
- Photo repository
- Journal articles, including targeting specific relevant conferences such as the IHC Cairns on plantation crops, or Acta Horticulturae, IDC, VJ to suggest
- Seminars / paper presentations, or virtual seminars/ webinars
- Teleconferences
- Videos
- Newspapers features
- TV and radio. (chat shows) (e.g. Talk Business)
- Capacity building materials
- Guidelines leaflets
- Posters, banners
- Local language/ vernacular materials particularly for awareness raising for children- vernacular-
- Documenting different procession
- Book from VT
- Communications materials that specifically target youth and women

The next step will be to finalise the communications plan to: i) accommodate each target audience; ii) understand why we want to communicate with them; understand the intended outcome; prioritise the list of communications according to certain criteria including timeline; tailor the communication products and, methods, and calculate the cost and level of effort required (See annex 4).

Group 2 International Teams of Experts 1 & 2

(Facilitator Alexia Prades and note-taker Alan Aku)

In discussing the terms of reference for ITEX 1 and 2, and procedures for recruiting the experts and assessing the ITEX performance (accommodating as much as possible for gender equity), the group produced the following first drafts:

TERMS OF REFERENCE ITEX1

Purpose: Development of collection guidelines and collection plan

Members: 1 x SPC/Treaty, 3 x Govt reps Fiji/Samoa/PNG, 1 x CIRAD/ COGENT = 5 members

- Steering Committee to nominate the leader
- Group to deliver the proposals to SC for endorsement

Objectives:

1. Define training content for collection
2. Propose training agenda for the collection team
3. Revisit existing collection (STANTECH) methodology
4. Guidelines for collection developed
5. Develop collection Plan - Propose sites for collection, List of accessions for collection (current genebank and new sites)
6. Propose Thesis Topic for PhD & MSc

Workshop:

- 1 x workshop (2017) – SC & ITEX1 Chair/Members to endorse objectives

Progress Report:

- Chair report on quarterly basis to Steering Committee

Meetings/ Minutes & Agenda:

- Meetings of the ITEX1 will on bi-monthly for 2 hours
- Agendas compiled in consultation with the Chair
- Minutes distributed within one week prior to the next meeting

Absences:

- After 3 consecutive absence of a member the SC will decide on the member's status.

Resources:

- Consultancy – USD2500 for hire of professionals
- Credits for communication – USD150
- Group to have support and train 1 x MSc Student and 1 x PhD student

TERMS OF REFERENCE ITEX2

Purpose: Prepare documents for the MOAs/ MOUs – FAO, Bioversity, 3 Governments

Members: 1 x SPC/Treaty, 3 x Govt reps (Focal Points Treaty) Fiji/Samoa/PNG, 1 x COGENT/ Bioversity, 1 x GCDT (Trust) = 6 members

- Steering Committee to nominate the leader
- Group to deliver the Draft MOA (FAO) to SC for endorsement
- Group to deliver the draft MOU (3 countries) to SC for endorsement

Objectives:

1. Review the current MOA for PNG
2. Study the possibility of new MOA/ MOUs for the three countries
3. Draft the relevant documents (MOA/ MOUs) for SC endorsement
4. Develop MTA form for collecting mission
5. Identify the process leading to signing the document (MOA/MOU)

Progress Report:

- Chair report on quarterly basis to Steering Committee
- Final report to be presented at year 2, quarter 2 - SC meeting

Meetings/ Minutes & Agenda:

- Meetings of the ITEX2 – monthly through video conferences
- Urgent meetings can be conducted upon endorsement from the SC Chair
- Agendas compiled in consultation with the ITEX2 Chair
- Minutes distributed within one week prior to the next meeting

Absences:

- After 3 consecutive absence of a member the SC will decide on the member's status.

Resources:

- Consultancy – USD1300 for hire of professionals
- Credits for communication – USD150

ADDITIONAL NOTES:

- Engagement of experts will be done by COGENT/ Bioversity
- Consultancy payments will be done by COGENT/Bioversity through LOAs.
- Group operational funds will be allocated to respective Chairs and Chair to provide acquittals to COGENT with full documentation.

The two groups presented their discussions in plenary, comments from which have been integrated into this report narrative.

After a short workshop to install and demonstrate Skype for future communications, the group dispersed for the social dinner.

Day 3: Project Timeline and Partner Roles review

Morning

In plenary, delegates reviewed and refined the project timeline. This provided a good framework to further discuss the proposed project staff capacity-building agreed agenda, considering in more detail the nature and timing of the PhD and masters studies, as well as what may be required for the genebank curators training. The discussion also included reference to finalising the MoAs and obtaining the official document signatures, timeline and local/regional/international procedures. In refining the timeline the discussion also identified who would be responsible for what, as part of the partnership mapping exercise, as the partner LoAs need to be finalised including the specific technical contents.

The updated project timeline can be seen in annex 5. The major proposed changes, highlighted in red text, included in: 2.7) the collecting missions scope in the three countries; 2.12) the circulation of the nearly finalized drafts of MoAs among the Governments' administrations to prepare for signature; 2.14) circulation and signing of the MoU and 3.4 including tissue culture as an MSc topic at the expense of one of the breeding/ collecting MScs. Research proposals for the postgraduate posts will need to be completed in time to allow timely recruitment of students complying with the academic calendar starting in 2017. Once the timeline has been finalised the project will need to articulate any changes in a change request form to the Darwin Initiative.

Afternoon

Vincent Johnson reminded delegates of Bioversity's internal procedures with regard to partner LoAs and reporting obligations. Then Alexia PRADES conducted a final session to review partner concerns and considered how these might be addressed- e.g. local contexts and managing expectations. The following concerns were raised by delegates:

- Need to review the partner LoAs
- Funds may get stuck in the government treasuries
- Collecting mission:
 - When we do the collecting missions, need to prepare a long time in advance and the costs as some staff from the government will travel with the team and document preparation need all the authorisations, and prepare a budget for each collecting mission as soon as we agree on where to collect.
 - Think about climbers and a vehicle and a boat.
 - Have operational field costs but may not cover all the mission- consider extra funding.
 - We need to know in advance what it costs; partners could do a draft budget. As soon as we have a collection plan we will prepare.... PNG already costed this for collecting replacements for the existing accessions. BCS phytosanitary risks dictate pathologists and entomologists will be included in the team—plane costs, transport cost is biggest cost- but still less than Controlled Hand Pollination (CHP) (which is double) \$1 million for CHP and \$300K for the collecting and replacing.

- 3-months needed for transferring the collection in PNG. If transfer all at same time difficult to manage the genebank as everything needs to be done at the same time (nursery, rejuvenation).
- We need to prioritise the most threatened palms
- Can do the pre-prospection survey (for collecting the material to replace existing accessions)
- Have sufficient students? Except possibly Samoa?
- Govs of 3 countries have 55 yr old retirement rule.... Is there a way that the older people can be brought in to advise students?
- Need a succession plan for the project as breeders retiring- other looming capacity gaps- relatively little technical capacity exists- SPC can help with training... could CIRAD provide skilled volunteers to help build capacity? Not enough money but we need to find it
- Gender must be addressed?
- Discussion about whether using Jean-Pierre Labouisse and Roland Bourdeix as genebank designer consultants necessary condition for international status. Need to be able to exchange germplasm according to required standards....need to get Tore's design validated by external expert from COGENT
- Darwin project will not finance or fund what should be under Government responsibility. Establishing genebank is under the government responsibility. Can propose to extend the stay of the expert in the country to assist with designing genebank, and from MPL- JPL/RB could oversee. These genebanks are as important as any in the World. Need to know who will be the curator of the genebank who should be involved from the start. Designing the 3 site genebank is a project in itself- could be facilitated by COGENT desk and then get inputs- should be done according to the curators.... And use updated standards by Stantech- discussed multi-crop genebank. This requires time and costs. Design must be approved widely so ask whether we can get funds for this... Roland could design the national genebank collection won't be planted this year- so we could do the mission and design national genebank

Day 4 Project Steering Committee meeting

Morning

Those delegates who are part of the project steering committee met to review and validate project documentation and to further discuss the capacity building elements of the project. Those present included Valerie S. Tuia (SPC and representing Samoa Gvt), Vijendra Kumar (Fiji), Alan Aku (PNG) and Alexia Prades (COGENT/Bioversity and representing CIRAD) with Vincent Johnson (Bioversity) as note-taker. This summary of the SC review forms the basis of next steps, it also includes recommendations arising from the other meeting sessions highlighted as italics.

1. Project Management:

- *Prepare for developing a proposal for a second phase 2 as part of a project exit-strategy perhaps include in timeline*
- *need to generate complementary funding to support one or more extra masters.*
- *check project mapping and modelling software is appropriately compatible and user-friendly,*
- *Masters should be geographically cross cutting,*
- *Tablets will remain the property of the project for use in future missions elsewhere.*
- *access associated reports/ other documents (e.g. the plantain work by CARBAP, the Cacao farmers searchable database (geolocalised data) or the Hugh Harries work)*
- *mid-term project workshop is likely to be held in Samoa in 2017*
- *protocol testing could be linked to the Korea/ ITC work*
- *Fiji new site isolation/logistical issues will need addressing.*
- *project stakeholders need to form a collaborative network*
- *threat is posed by rhinoceros beetle in Samoa.*
- *ensure palms are not too tall for effective controlled hand pollination*
- *need for regional succession planning, to ensure continuity of high capacity*
- *need to ensure the MoA is finalised*
- *need to ensure gender integration,*
- *stakeholder analysis to be properly integrated*
- *partner LoAs need to be finalised including the specific technical contents*

2. Timeline

- Change in timeline- MSc in tissue culture (TC) so Alfred Kembu needs to prepare 1 page with a short CV and justification for this tissue culture need in relation to the project. To be sent to COGENT (AP) as soon as possible in order to justify the change for Darwin.
- *Once the timeline has been finalised the project will need to articulate any changes in a change request form to the Darwin Initiative.*

- Also UQ not a partner- may need to request change to include them VJ to draft first version
- Change in timeline for MoA preps
- Get endorsement from Samoa- send doc to all SC members after Samoa meeting including APCC and the Trust by 30 June, modify before then

3. Partners

- *enlist the support of one or more local conservation NGOs.*
- *linking to the CRP FTA*
- *maintaining partner engagement*
- *include UQ as a partner, at least, for capacity building*
- *liaise with ACIAR to find complementary funds for collecting missions (to be linked with the research on embryo culture at UQ, S. Adkins)*

4. Communications

- Within 2 weeks- whenever we have a workshop will be indicated the communication channel,
- Specific excel file for reporting type of meeting and agenda
- Once we have timeframe AP will prepare a calendar, for SC with other members in cc
- Intranet site on the COGENT Darwin webpage?
- Open a Flickr account
- *Facebook and twitter facilities for the project, need to be set up*
- Project will hire part time communications person who will handle all these
- Programme a session on how to use a google drive for all SC members week beginning 18 Jul- also look at the YouTube tutorial
- Communications person- needs to be near to AP, and work in conjunction with partners communications units
- Editorial support from Vincent
- Awaiting appointment of communications before finalising communications strategy
- Recruit communications person in time-frame
- project branding such as an acronym. (CoDIPP and DIPCoC).
- VJ will coordinate liaisons with institutional communications units, at least for Bioversity, DI, and SPC
- decide which journals
- finalise the communications plan

5. M&E

- Complete excel sheet using the people responsible identified in the time-frame to be done by AP

6. Reporting

- Ensure partners provide reports in time,

- LoA needs to get receipts up front, progress annual financial and final reports
- Tech report template for partners – can we use this for partners?

7. ToRs

- Either finalise ToRs amongst our own institutions, or give ToR to Luc to form the group or open post on website- but this would be too long
- So agree we provide ToR to proposed group leader. Responsiveness of team members important
- Same for mapping with Geo Coppens (CIRAD) and Wolf Forstreuter (SPC) and ITEX 2 with Isabel (Bioversity) as leader or Selim Louafi? (CIRAD), or Francisco Lopez? (Treaty), (share)
- Circulate docs among SC members for validation, then circulate to Luc and Isabel as team leaders, to propose team and budget- then circulate, teams have to be appointed 1st October

8. Capacity Building

- need to complete designing and scheduling the academic capacity building programme as soon as possible, including postgraduate research proposals
- LoAs to be signed with hosting institutes (PCA, CIRAD, SPC, UNPG, KIK etc)
- Training ICG staff add AK+ AA, (done by Alofa and Ramon),
- Contacted University Dean, (email from VT, and also M Mackay)
- For AK- PNG already in touch with UQ MoU tie in AK link- perhaps pay some of fees- but get fellowship from AusAid scholarship, ACIAR, have country manager in Moresby Emily Flower,
- MSc topic is easy as will ask supervisors to draft proposal (see timeline)
- PhD perhaps Luc and Roland could define/ flesh out the topic- Coconut diversity analysis (molecular/)
 - 2 mapping MScs most urgent as starts in phase 1.
 - Drafting research/ training proposal:
 - Draft by sept for PhD and mapping students MSCs
 - Draft 1 MSC ITEX1 and 1 MSc TC by end Y1 June 2017 (Samoa)
 - Support to database 1 MSc make by end Dec 2016 (EU student?)
 - Training of ICG Staff content by Dec 2016

9. Procedures for MoU/ MoAs

- Through national partner contacts
- ITEX 2 will ask each Gov FP to provide feedback on process and procedures/ estimation of length of procedures before signing (by end of March 2017)

10. Planning SC meetings

- See timeline for scheduled meetings
- Possibly organise a side meeting at APCC Cocotech meeting 26 Sept (James or Alan as PNG COGENT rep), then COGENT SC 1st week Oct
- Next virtual SC meeting 28 Nov

- June 2017 physical meeting 5 June (Samoa)
- Last week Nov 27 2017 virtual SC
- June 2018 virtual meeting
- Nov 2018- virtual (to prepare final meetings)
- Final PNG project meeting (Feb 2018)

11. AOB

- Staff changes? Need to inform us- some staff up for contract renewals
- Funding from complementary sources- consider joint proposals, especially for Samoa meeting 5 June 2017 and collecting missions
- Logistics and LoA finalised in 2 weeks
- Extra HR support (interns)-
- Discussion on whether to include technical training in Samoa meeting- capacity building- could merge one training session with the Samoa meeting and interested local partners
- PNG has been allocated funds for establishing nurseries- can begin collection of local accessions before, use methods under discussion. Discussion on dwarfs- CHP for the falls, and risk assessments (PNG elections 2017)
- Per diems- SPC standard per diems, Bioversity International standards, should know the per diems up front- PA was in a hurry to calculate- internal problem, if the rates sent in advance, ask partners per diem rates, Fiji \$300/day; PNG US\$200. They have a minimum \$ for incidentals.
- 2-page report on meeting ASAP
- Valerie S.Tuia thanks and bringing the 3 countries together- get to learn other things that indirectly support project- synergy
- Alan Aku said thanks Darwin for their additional support need to save coconut livelihoods in the long-term, and capacity building- PNG lacks capacity only one breeder in the country-
- Vijendra Kumar also expressed his thanks and willingness to work
- Alexia Prades thanked the participants for their reactivity despite the short notice and their great commitment during the last few days. Everybody has been working hard but the project is ambitious and will need the support from all the 3 Governments and main partners. This project is the core of a collaborative work that is going to grow and expand in the future.
- Consider developing a multispecies genebank,

12. Internal Bioversity matters

Afternoon

A final debriefing between Alexia Prades, Vincent Johnson and Valerie Tuia raised the following internal issues:

1. check per diem comparisons with partner rates (AP to discuss with Bioversity – Tina Aourai)
2. Check how Bioversity PA support is allocated to the project (do overheads cover any of this?)
3. Supply DI annual report template for partners
4. Extract indicators from logframe for M&E plan + who from timeline
5. Prepare scan of attendees for final report
6. Prepare project abstract for IHC plantation crops conference (Nov)
7. AP to mail MP for VJ to assume COGENT uploading website matters interim.
8. AP to discuss recruiting communications assistant with Ehsan Dulloo/ Tina Aourai.

Workshop Evaluation

Delegates evaluated the workshop using a simple template (see annex 7)

ANNEXES:**Annex 1 List of participants**

(Attendees in bold, steering committee in blue text)

Participant	Institution	Country	Status in the project
Alan Aku	KIK	Papua New Guinea	SC Member / main partner
Luc Baudouin	CIRAD	France	SC Member / main partner
Paula Bramel	GCDT	Germany	SC Member / main partner
Misa Konelio	Gvt Samoa	Samoa	SC Member / main partner
Apaitia Macanawai	Gvt Fiji	Fiji	SC Member / main partner
Deepthi Nair	APCC	Indonesia	SC Member / main partner
Alexia Prades	CIRAD/Bioversity International	Indonesia	SC Member / Coordinator
Valerie Saena Tuia	SPC	Fiji	SC Member / main partner
Vincent Johnson	Bioversity International	France	Scientific Editor and Process Manager / main partner
Alfred Kembu	CCI, Curator ICG-SP	Papua New Guinea	Associated partner
Vijendra Kumar	Government of Fiji, coconut breeder	Fiji	Main Partner-
Isabel Lopez Noriega*	Bioversity International	Rome	Associated Expert
Richard Markham	ACIAR	Australia	Observer
Reapi Masau	SPC	Fiji	Programme assistant
Tore Ovasuru	KIK, coconut breeder	Papua New Guinea	Main partner
Ramon Rivera*	PCA	Philippines	Associated Expert
Sara Joseph Tawaka	Gvt Fiji, Ministry of Local Govt, Urban Development, Housing and the environment, Focal point for CBD	Fiji	Associated partner
Uraia Waibuta	Gvt Fiji, Ministry of Agriculture	Fiji	Main partner
Gavin Wall	FAO Subregional Office	Fiji	Observer
TBD	NGO/Local Communities	Fiji/Samoa/PNG	Associated partner
GIS specialist	SPC	Fiji	Main partner
Breeding specialist	SPC	Fiji	Main partner
Biology/Breeding/ Genomic (Post-Graduate Department)	USP (University of South Pacific)	Fiji	Associated partner

*Possibly through videoconference or Skype connection (Ramon) and from prepared documentation (Isabel)

Annex 2: DI Inception meeting press release

Saving the Pacific's COCONUTS

Government representatives from Fiji, Papua New Guinea and Samoa are meeting in Lautoka, Fiji this week with other Asia-Pacific and international stakeholders to launch a mission to **help protect Pacific coconut diversity and associated livelihoods from climate change and other threats**. The mission will be coordinated by Bioversity International and COGENT.

Coconut is an important livelihood and food security crop for more than 10 million farmers who cultivate coconut palms worldwide on around 12 million ha, as well as for tens of millions more households who own a few coconut palms. Bioversity hosts COGENT which has 40 country members representing 98% global production (with 80% produced in Asia). In 2016 COGENT will publish a new Global Strategy for Coconut Genetic Resources Conservation and Use (see <http://www.cogentnetwork.org/>). Whilst current work focuses mostly on conserving coconut genetic resources, COGENT has links to work along entire coconut value chain, for their better use.

The international coconut genetic resources network (COGENT <http://www.cogentnetwork.org/>) will hold the inception workshop between 14 and 17 June, in conjunction with the Pacific Community (SPC). Along with main project partners and other stakeholders (see below) the workshop will launch a new 3-year project *Upgrading and broadening the new South-Pacific International Coconut Genebank* starting 1st June 2016. These genetic resources urgently need conserving for current and future wellbeing.

A new International Coconut Genebank (ICG) is to be established in Papua New Guinea (PNG), where the existing ICG (ICG-SP) is threatened by a lethal yellowing disease, [Bogia Syndrome](#). Importantly, not all representative coconut biodiversity is conserved, and in many Pacific islands, this is seriously threatened by climate change and potential sea-level rise and soil salinization. A proposed transfer of the ICG-SP, partly supported by the Government of PNG, from Madang to Punipuni in PNG, with a duplication back-up planned in Fiji and Samoa, is a unique opportunity to collect and protect endangered cultivars. The project will amend the current list of coconut varieties held in the ICG-SP with new varieties coming from other Pacific countries. Selection of new varieties will be based on several validated criteria. A partner-panel of experts from international, regional and local organizations will collaborate to identify the most threatened coconut varieties on habitat loss during the next 40 years. A zone of 'most-endangered areas' will be established and, explored for identification and characterization of unknown or "orphan" coconut varieties. Other criteria such as uses, and resistance to cyclones or diseases will also be considered. The identified and selected varieties will then be safely moved if possible to PNG, or to the Fijian or Samoan sites. This project will also help in training young scientists in coconut breeding and conservation, and upgrading the capacity of the genebanks' staff. All the collected data will be registered under the Coconut Genetic Resources Database (CGRD) to be available for the international research community and all coconut stakeholders through COGENT facilities.

The workshop will gather the main project partners: the Asia and Pacific Coconut Community (APCC); COGENT/Bioversity International (Coordinator of the project); the curator of the South Pacific International Coconut Genebank (ICG-SP) hosted by the Cocoa Coconut Institute (CCI) in Papua New Guinea (PNG); the Centre de coopération Internationale en Recherche Agronomique pour le Développement (CIRAD); the Global Crop Diversity Trust (GCDDT); Government relevant ministries from Fiji, PNG (represented by Kokonas Industri Korporeesen, KIK) and Samoa; and the Pacific Community (SPC). Invited delegates also include representatives from: the Australian Centre for International Research (ACIAR- Pacific region); the FAO Sub-regional Office; the regional focal points for the Convention on Biological Diversity (CBD), and for the International Treaty on Plant Genetic Resources for Food and Agriculture (ITPGRFA, The Treaty)

The 3-year project is funded by the Darwin Initiative (<http://www.darwininitiative.org.uk/>), a UK government grants scheme helps to locally protect biodiversity and the natural environment worldwide.

For information contact: Dr Alexia Prades, COGENT coordinator, Bioversity International, Email: a.prades@cgiar.org

Annex 3: Stakeholder lists and mapping

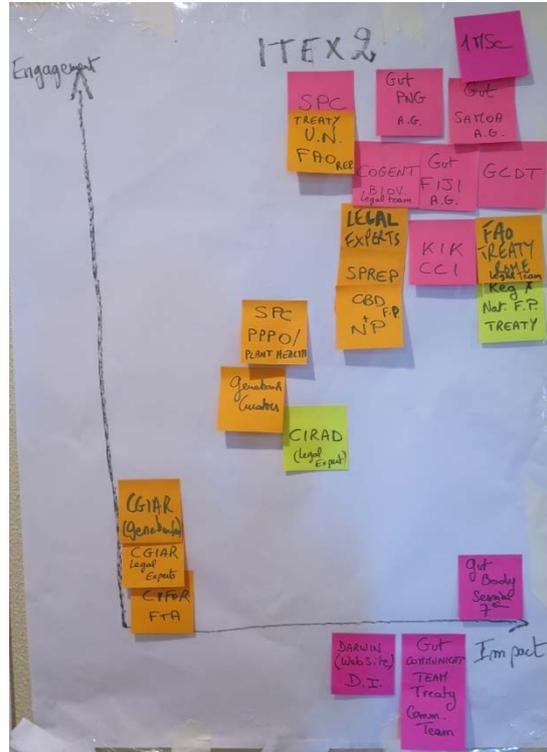
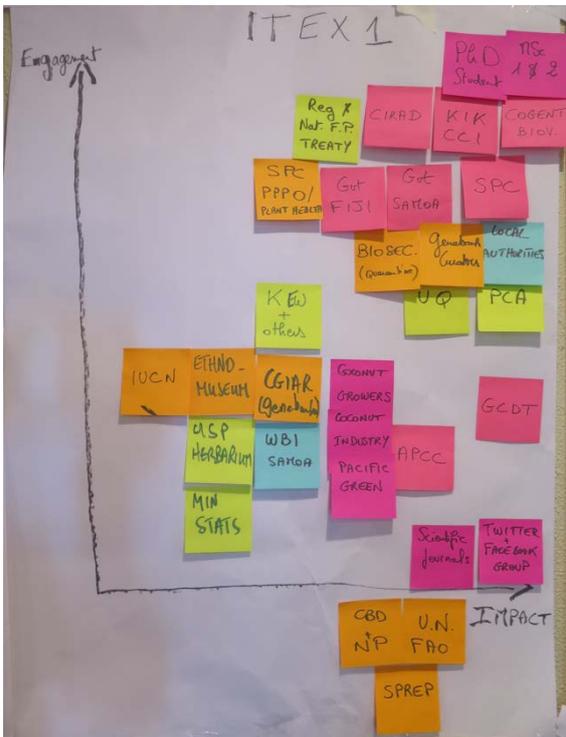
Table 2: Project Stakeholders identified and segmented:

	#	stakeholder	type	colour code
1	1	CIRAD	key partner	pink
2	2	Fiji gov	key partner	pink
3	3	PNG gov	key partner	pink
4	4	Samoa gov	key partner	pink
5	5	COGENT	key partner	pink
6	6	Bioversity	key partner	pink
7	7	GCDT	key partner	pink
8	8	KIK/CCI	key partner	pink
9	9	SPC	key partner	pink
10	10	APCC	key partner	pink
11	1	Biosecurity/ Quarantine	Potential partner	orange
12	2	Climate change office (Min of environment)	Potential partner	orange
13	3	Provincial Governments Madang+ Milne Bay, PNG	Potential partner	orange
14	4	CGIAR CRP Genebanks	Potential partner	orange
15	5	CGIAR CRP FTA/ CIFOR	Potential partner	orange
16	6	EU	Potential partner	orange
17	7	SPC PPPO/ Plant Health	Potential partner	orange
18	8	TREATY/ITPGRFA/UN/FAO representative	Potential partner	orange
19	9	CGIAR legal experts team	Potential partner	orange
20	10	PCA	Potential partner	orange
21	11	Min of Planning PNG	Potential partner	orange
22	12	Ethnobotany experts/ Museum	Potential partner	orange
23	13	Genebank Curators	Potential partner	orange
24	14	Legal experts from key partner organisations	Potential partner	orange
25	15	SPREP South Pacific Regional Environmental Programme	Potential partner	orange
26	16	CBD/NP Focal points	Potential partner	orange
27	17	TREATY/ITPGRFA Rome legal team	Potential partner	orange
28	18	SPC Geoscience/GIS team	Potential partner	orange
29	19	SPC pestnet	Potential partner	orange
30	20	IUCN	Potential partner	orange
31	1	MSc 1	students	pink 2
32	2	MSc 2	students	pink 2
33	3	MSc 3	students	pink 2
34	4	MSc 4	students	pink 2
35	5	MSc 5	students	pink 2
36	6	PhD	students	pink 2
37	1	World Vision	NGO	blue
38	2	BirdLife International	NGO	blue
39	3	WBI Samoa (womens NGO)	NGO	blue

	#	stakeholder	type	colour code
40	4	Maregeti Viti (Fiji)	NGO	blue
41	5	Mahonia Nadari	NGO	blue
42	6	Local Authorities	Government	blue
43	1	PAC News	communications	pink 3
44	2	SPC media team	communications	pink 3
45	3	Local TV (PNG)	communications	pink 3
46	4	Twitter/Facebook group	communications	pink 3
47	5	Mapping Software companies	communications	pink 3
48	6	Scientific Journals	communications	pink 3
49	7	Private drone companies	communications	pink 3
50	8	Pacific Green	communications	pink 3
51	9	Coconut processors	communications	pink 3
52	10	Coconut growers	communications	pink 3
53	11	Government communications team	communications	pink 3
54	12	Darwin comm expert/website	communications	pink 3
55	13	TREATY comms team	communications	pink 3
56	14	Treaty Gov body 7th session	communications	pink 3
57	1	SPC/EU PAPP	government/research	yellow
58	2	PCA	government/research	yellow
59	3	Min of Statistics	government/research	yellow
60	4	UQ	government/research	yellow
61	5	USP Herbarium	government/research	yellow
62	6	Max Planck Institute	government/research	yellow
63	7	Kew gardens/ others	government/research	yellow
64	8	ACIAR	government/research	yellow
65	9	Fiji National University	government/research	yellow
66	10	USP	government/research	yellow
67	11	UPNG	government/research	yellow
68	12	NARI	government/research	yellow
69	13	SROS	government/research	yellow
70	14	CRP CCAFS	government/research	yellow
71	15	UPNG admin	government/research	yellow
72	16	CIRAD legal experts	government/research	yellow



Stakeholder mapping for Phase 1, ITEX 1 & 2



² other additions captured in extra photos

**Annex 4: M&E plan example
(from Darwin workshop in London)**

Expected Results Chain	Rationale	Indicators	Baseline	Targets	Measure	Methodology	Data sources	Frequency	Templates	Responsibility
Impact										
Outcome										
Output 1										
Output 2										
Output 3										

Annex 5: Revised project timeline

Output	Activity	Participating institutions	Lead institute	Person	# months	Year 1				Year 2				Year 3				
						Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
1.1	Kick-off meeting with the partners, back to back to a first SC meeting	Bioversity/ COGENT SPC	Bioversity / COGENT	Alexia Prades/Valerie Tuia	2	x												
1.2	State of the art on the climate change threats and GIS in the South Pacific countries. Search for climate change and sea level rise forecast in the future 40 years. Search for mapping of current or past coconut trees plantation at any scale. (2 MSc)	SPC, CIRAD, 3 Gvts SPREP, Local NGOs,	SPC \CIRAD	Geo Coppens\Wolf Forstreuter	3		x	x										
1.3	If not available creation of a map of the coconut cultivation area in the countries targeted by the project	SPC \CIRAD	SPC \CIRAD	Geo Coppens\Wolf Forstreuter	6			x	x									
1.4	Creation of the maps of the current and future endangered coconut cultivated areas in the Pacific.	SPC \CIRAD	SPC \CIRAD	Geo Coppens\Wolf Forstreuter	6				x	x								

Output	Activity	Participating institutions	Lead institute	Person	# months	Year 1				Year 2				Year 3			
						Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2.1	Establishment and validation of the ToRs of the 2 International teams of Experts (ITEx) by the SC	8 main partners	SC	SC	1	x											
2.2	Constitution of the two ITEx and recruitment of the experts (contract's signature with the corresponding institutions (LoAs))	Bioversity\cogent	Bioversity\cogent	Alexia Prades	4		x										
2.3	ITEx n°1 build a protocol and write guidelines for the identification/characterization/ collection and transport of the new accessions (1 PhD). The team also make a list of the current and potentially interesting cultivars for the international collection	CIRAD, 3Gvts, SPC, Reg & Nat. FP for Treaty, COGENT, genebank curators, UQ, PCA, local authorities, Biosecurity of the 3 countries	CIRAD	Luc Baudouin\Roland Bourdeix\Jean-Pierre Labouisse	4			x	x								

Output	Activity	Participating institutions	Lead institute	Person	# months	Year 1				Year 2				Year 3			
						Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2.4	Workshop (combined to the 3rd SC Meeting) to communicate, discuss and endorse the results of the mapping, the guidelines, finalize the list of cultivars and design a plan of collect. Validation of the guidelines, protocols, list and plan of collect by the 3 rd SC. To discuss and present the documents to be endorsed by the SC Meeting of COGENT. Preparation of the workplan for year 2. Meeting in Samoa.	SC+leader ITEX1+leader ITEX2+Geo Coppens and Wolf Forstreuter+other relevant partners	Bioversity\COGENT\SPC	Alexia Prades\Vincen t Johnson\Apia\M isa Konelio?	1					x							
2.5	Official presentation of the project at the 7 th Governing Body Session of the Treaty	Bioversity\Focal Points of the Treaty	Bioversity\Focal Points of the Treaty	Alexia Prades/William / Apaitia/Official delegates of the 3 countries								x					
2.6	Preparation of the 3 sites or quarantine areas for the newly collected accessions (nurseries and sanitary issues)	3 Gvts	3 Gvts	3 focal points of the countries: Alan Aku, Apaitia Macanawai, Misa Konelio	12	x	x	x	x	x							

Output	Activity	Participating institutions	Lead institute	Person	# months	Year 1				Year 2				Year 3			
						Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2.7	Different missions by the mixed teams junior/expert for identification/characterization/collection of endangered cultivars (1 MSc and 1 PhD)	CIRAD, Gvts, Biosecurity of the 3 Gvts, SPC	CIRAD	Luc Baudouin	12						x	x	x	x	x	x	
	Collecting in Samoa	CIRAD, Samoa Gvt, Biosecurity of Samoa, SPC	CIRAD	Roland Bourdeix	1						To be defined						
	Collecting in Fiji	CIRAD, Fiji Gvt, Biosecurity of Fiji, SPC	CIRAD	Jean-Pierre Labouisse	1						To be defined						
	Collecting in PNG	CIRAD, PNG Gvt, Biosecurity of PNG, SPC	CIRAD	Luc Baudouin	1						To be defined						
2.8	Preparing and recording of the accessions in CGRD (COGENT database) (1 MSc)	3 Gvts (Tore Ovasuru, Vijendra Kumar, Alofa) + Bioversity/COGENT	Bioversity/COGENT	Max Ruas	3						x	x	x	x	x	x	
2.9	Movement of some of the cultivars to the designated 3 sites	Countries	Countries	Tore, Kumar, Alofa or Misa?									x	x	x	x	

Output	Activity	Participating institutions	Lead institute	Person	# months	Year 1				Year 2				Year 3			
						Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2.10	State of the art and revision of the status of the current ICG-SP by the ITEX n°2 and preparation of the documents for the collecting missions and subsequent governance	Bioversity/COGENT, FAO, 3 Gvts	Bioversity/FAO Treaty	Isabel Lopez Noriega/ Francisco Lopez	12		x	x	x								
2.11	3 rd + 4 th + 5 th SC meeting of the project to discuss : work plan year 3	SC members +leader ITEX1+other relevant partners	Bioversity\COGENT	Alexia Prades								x		x	x		
2.12	Circulation of the nearly finalized drafts of MoAs among the Government's administrations to prepare the signature	Focal Gvts points, FAO Rome, Bioversity/COGENT	Focal Gvts points	Apaitia Macanawai (Fiji), Alan Aku (PNG), Misa Konelio (Samoa), Francisco Lopez (FAO), Isabel Noriega (Bioversity)	18						x	x	x	x	x	x	
2.13	Signature of the MOAs at the final meeting of the project or at the COGENT SC Meeting in 2018 (which could be held back to back in the same place in PNG?). Official restitution to the	Focal Gvts points, FAO, Bioversity/COGENT	Focal Gvts points	Apaitia, Alan, Misa, FAO focal point, DG Bioversity	3												x

Output	Activity	Participating institutions	Lead institute	Person	# months	Year 1				Year 2				Year 3			
						Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	Governments.																
2.14	Circulation of the MoU among the Government's administrations to prepare the signature	Focal Gvts points	Focal Gvts points	Apaitia Macanawai (Fiji), Alan Aku (PNG), Misa Konelio (Samoa),	9								x	x	x		
2.15	Signature of MOU	Focal Gvts points	Focal Gvts points	Apaitia Macanawai (Fiji), Alan Aku (PNG), Misa Konelio	3										x		
3.1	Organization of the Training the ICG staff		KIK	Alan Aku/Alfred Kembu	3					x						x	
	Implementation of the Training the ICG staff		PCA, CIRAD, VARTC?	Ramon Rivera, Alofa, Vijendra Kumar, Alfred Kembu	1					x						x	
3.2	One PhD student to participate to the project and to be employed by the ICG		KIK, CIRAD, SPC	Tore Ovasuru, James Kaiulo, Roland Bourdeix, Luc Baudouin, Valerie Tuia, Jokham (USP Dean)	30			x	x	x	x	x	x	x	x	x	x
3.3	1 MSc students to support the ITEX n°1 (breeding/collecting)		Gvt Samoa, CIRAD, USP	Tolo Iosefa, Roland Bourdeix,	6								x	x			

Output	Activity	Participating institutions	Lead institute	Person	# months	Year 1				Year 2				Year 3			
						Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
				Jokham (USP Dean)													
3.4	1 MSc (tissue culture)		KIK, UQ, PCA	S. Adkins, K. Cueto, Valerie S. Tuia	15							x	x	x	x	x	x
3.4	1 MSc student to support the ITEX n°2				6				*	*							
3.5	2 MSc student to support to mapping		CIRAD, SPC	Geo Coppens, Wolf Forstreuter	12		x	x	x	x							
3.6	1 MSc student to support database CGRD		Bioversity, GCDT	Max Ruas, M. Mackay	6						x	x					

Red text corresponds to changes

Annex 6: Provisional meeting programme

Day 1: June 14

8:00 – 9:30 Opening Ceremonies

- Welcome / Remarks/Messages (SPC, Gvt of Fiji, COGENT/Bioversity)
- Overview of COGENT/Bioversity (Alexia Prades) and of the Darwin initiative (Vincent Johnson)
- Introduction of participants (roundtable)

9:30-9:45 Coffee/tea break - group photo session

9:45-12:15 Plenary

- Presentation of the project in detail: scope, framework, outputs, budget...(Alexia Prades)
- Open discussion

12:15-13:15 Lunch Break

13:15-15:00 Plenary session with presentations from partners and local actors (*presentations 20 min + questions 10 min*):

- SPC (GIS activities and breeding + germplasm exchanges + capacity building + current and recent projects linked to coconut sector (EU)) (Valerie Tuia)
- Govt of Fiji: project of coconut genebank + legislation on the biodiversity + coconut sector development strategy + current projects (Apaitia Macanawai)
- Govt of Samoa: project of coconut genebank + legislation on the biodiversity + coconut sector development strategy + current projects (presented by V Tuia on behalf of Misa Konelio)

15:00-15:15 Coffee/tea break

15:15-17:30

- Govt of PNG: current status of the international genebank + project of relocation of the genebank + coconut sector development strategy + other current projects (Alfred Kembu + Alan Aku)
- CIRAD: current/recent projects on coconut in CIRAD + presentation of CGRD (coconut genetic resources database) + complementary information on the ICG-SP (Alexia Prades from Luc Baudouin)
- Treaty and status of the coconut sector in the Pacific (Uraia Waibuta)

Day 2: June 15

8:00-10:00 Plenary to present the objectives of the day.

Introduction by Vincent Johnson: feedback from the Darwin Workshop in London (15 min).

“mapping” roles of partners for phase 1, ITEX 1 and ITEX 2 with all the participants and facilitated by Alexia Prades.

12:00-13:00 Lunch Break

13:00-15:30 Small group session:

- Group 1: Proposing/developing project communications strategy (internal and external), M&E and reporting system + exit strategy
- Group 2: terms of reference of ITEX 1 + method of recruitment of the experts and assessment of the performance of the ITEX (gender issue) : terms of reference of ITEX 2 + method of recruitment of the experts and assessment of the performance of the ITEX (gender issue)

15:45-17:30 Plenary restitutions (Chairman Alexia Prades). For each group (15min presentation + 15 min discussion).

- discussion of Group 1 outputs
- discussion of Group 2 outputs

19:00 Social dinner

Day 3: June 16

8:00-10:00 Plenary discussions (Chair Alexia Prades + Co-Chair Valerie Tuia)

- Project staff capacity building: agreed agenda and contents / gender issue
- MoAs and official document signatures: timeline and local/regional/international procedures

10:00-10:15 Coffee/tea break

- 10:15-12:00 Plenary discussions (Chair Alexia Prades + Co-Chair Valerie Tuia)
- Finalized implementation timeline (revision of all the activities and the responsibilities)

12:00-13:00 Lunch Break

13:00-15:00

- Bioersity internal procedures (travels/LoAs/contracts/reports template...) (Vincent Johnson)
- Reviewing partner concerns/ anxieties, and how these can be addressed- e.g. local contexts and managing expectations (facilitator Alexia Prades)

15:00-15:15 Coffee break

15:15-17:30 AOB - Open discussions/Questions/ Conclusion and vote of thanks (Alexia Prades)

Day 4 June 17

8:00-12:00 Steering Committee meeting

- Validation of the project timeframe
- Validation of the communication strategy
- Validation of the M&E and reporting system
- Validation of the ToRs for the ITEX 1 & 2 and agreement on the management of the experts' recruitment and performance assessment procedure
- Validation of the programme for capacity building (students and staff)

10:00 – 10:15 Coffee/tea break

- Preparation of the agenda of the future SC meetings for the duration of the project (some of them will be held by videoconferencing, reviewing of the facilities for videoconference in the different partners' institutions)
- Agreement on a preferred way of communication and possibly agree on a making decisions through a remote process
- Evaluation of this first Meeting "à chaud"/ suggestions of improvement for the next one
- AOB
- Conclusion of the meeting and beginning of the project

Annex 7: DI Inception Workshop Evaluation

Name:

Institution:

Date:

No	Question	Response Score (%)						
		5	4	3	2	1	Total	%
1	How well did the meeting meet its objectives							
2	Overall length of course/time allocated to each session							
3	Quality of presentations							
4	Interactions between participants							
5	Relevance of workshop to the project							
6	Overall effectiveness of the workshop							
7	Quality and quantity of information received prior to workshop							
8	Meeting organization – travel, arrival, accommodation, financial arrangements, etc							

5-highest

1-lowest

Additional Questions

1. What are your comments about the workshop in terms of:

A. Content (topics covered in the program)

- Very good
- Good
- Satisfactory
- Poor

Comments:

B. Process (format and facilitation of the sessions)

- Very good
- Good
- Satisfactory
- Poor

Comments:

C. Length of workshop

- More than enough
- Sufficient
- Insufficient

Comments:

2. Were your expectation met? If not, what expectation were not met?

- Yes
- No

3. What was the best thing that impressed you about the workshop?

4. What could have been done better?

5. What are your comments about the workshop:

A. Hotel

- Very good
- Good
- Satisfactory
- Poor

B. Food

- Very good
- Good
- Satisfactory
- Poor

C. Entertainment

- Very good
- Good
- Satisfactory
- Poor

D. Others

- Very good
- Good
- Satisfactory
- Poor

OTHER COMMENTS
