



## 2010 CAADP Africa Forum

# MEETING THE CHALLENGES OF CLIMATE CHANGE

## Strategies of Smallholder Farmers to achieve Food Security and Income Growth in Africa

4 to 8 October, Ouagadougou, Burkina Faso

### Guidelines for Farmer Organisations

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## Acronyms

AFAAS	African Forum for Agriculture Advisory Services
AMU	Arab Maghreb Union
ASARECA	Association for Strengthening Agricultural Research in Eastern and Central Africa
AU	African Union
CAADP	Comprehensive Africa Agriculture Development Programme
CDM	Clean Development Mechanism
CILSS	Comité Inter-Etats de Lutte contre la Secheresse dans le Sahel
CSO	Civil Society Organizations
EAC	Eastern Africa Community
ECCAS	Economic Community for Central African States
FARA	Forum for Agriculture Research in Africa
FO	Farmer Organizations
NEPAD	New Partnership for Africa Development
NGO	Non Government Organizations
REC	Regional Economic Community
RFO	Regional Farmer Organizations
SADC	Southern Africa Development Community

## 1 What is the CAADP Africa Forum?

The CAADP Africa Forum is an annual five-day event that connects the pan-African CAADP framework<sup>1</sup> to the realities on the ground by being a platform for learning & sharing on progress (and problems) in agriculture, connecting people working in agriculture from across the continent. The first CAADP Africa Forum was held in Nairobi in 2009. Each year the forum is held in a different African country and is hosted by the Ministry of Agriculture in that country. The 2010 forum will be held in Ouagadougou from 4 to 8 October; host of the forum is the Ministry of Agriculture of Burkina Faso.

Purpose of the forum is: *Sharing and learning on progress among farmers, and experts from different agricultural sub-sectors and policy decision makers to foster the up scaling of best practices across Africa as an input into country driven development of the agricultural and rural sector.* Participants to the forum range from farmers and their representatives to policy makers at national, regional and pan-African level.

During the 2009 forum in Nairobi, it was proposed that Regional Farmer Organisations (RFOs) take the lead and drive the agenda of the forum from 2010 onwards. By offering FOs this platform, CAADP hopes to support them in their pursuit of improving food security and agricultural growth. This proposal was elaborated and endorsed by RFOs in during a meeting with CAADP/NEPAD in February 2010. Annex 1 outlines what RFOs expect from the forum as an instrument of support to agriculture.

## 2 What is the aim of the 2010 CAADP Africa Forum?

As theme for the upcoming forum, RFOs decided upon<sup>2</sup>: *Climate Change: Strategies of Smallholder Farmers to achieve Food Security and Income Growth in Africa.* Under this theme, practitioners (mostly farmers) contribute success stories or best practices from their country. These are brought to the forum, and in this way countries can hear about and learn from each other's experiences. Also present at the forum will be organisations like the AU and NEPAD as well as Regional Economic Communities; organisations whose mandate it is to support agriculture growth and the up-scaling of best-practices in agriculture. Specific objectives of the forum are:

1. *Existing farmer best-practices*: To exchange information on existing best practices by farmers adapting to climate change and mitigating its impacts;
2. *Financing opportunities*: To disseminate information and exchange experience on how farmer organizations can access and use international climate change financing mechanisms (such as the Clean Development Mechanism or CDM);
3. *Technology dissemination*: To share information (and develop an inventory) on existing mitigation and adaptation technologies that can be used by small holder farmers (such as water management technologies, agricultural input technologies, energy generation technologies etc);
4. *Policy*: To help Farmer Organisations use the CAADP framework to advance national and regional policy agendas towards supporting the adaptation to, and mitigation against climate change among small farmers.

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<sup>1</sup> Improving food security, nutrition, and incomes in Africa's largely agrarian economies are the goals of the made-in-Africa solution known as CAADP. Established as part of the New Partnership for Africa's Development (NEPAD), CAADP was endorsed by the African Union (AU) Assembly in July 2003.

<sup>2</sup> This decision was made during the CAADP-Partnership Platform meeting in Johannesburg from 20-23 April 2010.

Duration of the forum is five days, one day of which is set aside for field trips in the host country; annex 2 gives more information on the format and structure of the forum.

### 3 Where do presentations to the forum come from?

This is a platform that tries to bridge gaps: Gaps between countries; from countries via the region to the continent (AU); and gaps between practice and policy. Presenters come from three levels:

Level	Actors	Type of contributions
Country	Farmers (incl. representatives of National Farmer Organisations); commercial (private) sector; government or public sector (Ministry of Agriculture, Local Government); civil society (e.g. CSOs, NGOs, traditional leaders, academia)	Impact of climate change at farmer level; Case studies, success stories and best practices in dealing with climate change; Outstanding issues and need for support and information
Region	Regional Farmer Organisations (RFOs); Regional Economic Communities (RECs):AMU. ECOWAS, COMESA, EAC, ECCAS, SADC); Regional think tanks (e.g. CILSS, ASARECA)	Impact of climate change at regional level; Opportunities at regional level to combat effects of climate change;
Continent and international	African Union, NEPAD, CAADP and CAADP Pillar Institutions, Pan-African Parliament; International organisations dealing with climate change or with (financial) support to mitigate its effects (e.g. IFPRI, FARA, AFAAS ....)	Impact of climate change at continental level and prognoses for the future; Opportunities and available instruments to combat effects of climate change;

With respect to presentations from the region, the continental and the international level, the responsibility for collecting these is with the Africa Forum Content Team, in which also each RFO has a seat (see annex 3 for an organisational chart).

The responsibility for compiling and selecting contributions from the country level is with the Regional Farmer Organisations and they will do so via their constituencies at country level within the region of their mandate. This process has four phases:

1. Regional level workshop led by RFOs for national FOs and other stakeholders
2. National level identification of country contributions led by national FOs
3. Compilation of country level case studies by the RFOs for forwarding to the Content Team
4. Final selection of the country contributions (cases) by the Content Team

These guidelines support this process and in the next four sections, each of these phases will be discussed.

#### 4 Regional level workshop organised by RFOs

As a first step, Regional Farmer Organisations should bring together their member, National Farmer Unions, Farmer Organisations and others in a workshop that has five main objectives:

1. Raise awareness on the CAADP process and the CAADP Africa Forum;
2. Provide an overall conceptual framework of the theme of this year's forum;
3. Identify the critical issues from FOs and farmers in the region pertaining to climate change;
4. What should FOs and farmers in the region expect from the forum;

Discuss a strategy for FOs to identify potential contributions from their country to be shared at the forum, in line with the forum's theme and objectives. RFOs together with their members, should decide upon duration, venue and participants to this workshop. Based on experience a few recommendations are:

- Duration: To adequately cover the stated objectives in a participatory manner, it is advised to plan for a **duration of between 2 to 3 ½ days**.
- In the interest of time, it is advised to hold these workshops as soon as possible **between early July and late August**, but with due regard to farmers' calendars, as the identification of country case studies will also take some weeks.
- The participatory nature of the workshop is crucial to its success as a trigger to country-driven collection of best practices. Thus it is advised that **the total n° of participants is below 40**.
- The workshop should trigger a country-driven process - therefore it is suggested to have **at least 2 participants per country** and to select active people, people with influence, commitment and ability to drive a process once they return to their country. Under a given limit of total number of participants, it is better to opt for fewer countries but each represented by an active team, then to try and cover all countries in the region with single individuals who may subsequently have insufficient influence to carry decisions forward.
- To the regional workshop should be invited representatives from Farmer Unions and Farmer Organisations at country level. The organising RFO should look for active individuals with influence, but not forget to do justice to **equitable representation of their constituency** in terms of richer and poorer farmers, men and women farmers and those representing marginalised groups (like pastoralists, immigrants, minority tribes etc).
- **Venue of the workshop** is to be decided by the RFO with consideration of travel and accommodation costs to participants.
- Based on venue, duration and number of participants, a **budget of the workshop** should be prepared and forwarded to the Oversight Committee of the 2010 CAADP Africa Forum.

In a separate file, an outline of a PowerPoint presentation is given; RFOs may use, expand and adapt this depending on their need. This presentation also has five parts - in line with the objectives above and detailed facilitators notes accompanying the slides.

A proposed programme for the workshop, based on a 2-day duration, is given below:

	Day 1 - CAADP Africa Form	Day 2 - Drawing up a strategy
08.30	Registration	Re-cap of day 1
09.00	Introduction	Session 4 - How can the 2010 CAADP Africa Forum support FOs and farmers in the region?
09.15	Session 1 - What is CAADP?	<b>Group Work: Sorting of issues from day 1 followed by an assessment of how the forum can help in terms of (1) the kind of information offered and (2) the kind of actors, organisation and institutions invited to make a presentation</b>
10.00	<b>Round Table and Question &amp; Answer</b>	Wrap-up of recommendations for information/actors to be presented at the forum
10.30	Coffee / Tea	Coffee / Tea
11.00	Session 2 - What is the CAADP Africa Forum?	Session 5 A- What can FOs and farmers in the region contribute to the forum?
11.30	What is the role of FOs in the CAADP Africa Forum?	<b>Group Work: Initial collection of ideas on case studies / best practices</b>
12.00	<b>Round Table and Question &amp; Answer</b>	Sorting of cases/practices into categories: For example: Adaptation or mitigation; land-, water-, or energy-based strategies; by level (e.g. household, community, local, national, regional); by actor (commercial, farmer, NGO)
12.30	Lunch	Lunch
13.30	Session 3 - Climate Change: an overview	Session 5B - Drawing up a strategy of collecting case studies by FOs at country level
14.00	Example of an adaptation or mitigation initiative from the region	<b>Group Work: In country groups, participants draw up a strategy in terms of: what, by whom and by when?</b>
14.30	<b>Round Table and Question &amp; Answer</b>	
15.00	Coffee / Tea	Coffee / Tea
15.30	<b>Group Work: Identification of key issues, challenges at country level with respect to the impact of climate change among smallholder farmers</b>	Continuation of Group Work when necessary
		Presentation of strategies by country teams
17.00	Wrap-up of issues	Wrap-up of workshop

## 5 National level identification of country contributions led by national FOs

For FOs it is important to know that initially no presentations are needed, but rather just a collection of ideas. To help RFOs compare contributions (also across countries) FOs should fill out a two-page description of the initiative. A format for such a data-sheet is given in annex 4. Where possible, photos or readily available background information should also be attached, to enable RFOs obtain an impression of the initiative.

The output of the workshop (under point 4 above) should be a solid strategy for a country to get started on. It should not be too ambitious, but rather pragmatic and efficient; it is better to have fewer good cases, than many mediocre ones. Good cases are those that are effective, not too costly to implement and that can be up-scaled or replicated by others. The strategy should address the What, the How, the Who and by When? - Under each of these a few tips below:

What?	Some examples:
Land-based response strategies	Reduced deforestation and reforestation; agro-forestry for food; recovery of biogas and waste; soil management; degraded land restoration; zero tillage.
Water conservation measures	Rainwater harvesting; Micro-surface and groundwater treatment; Underground screens preventing groundwater loss; Reducing surface runoff; Flood control; Terraces; Irrigation
Energy saving and alternative energy	Energy efficient stoves; Promoting energy from renewable biomass; Production of biofuel (e.g. from rapeseed, jatropha)
Integrated and sustainable land and water management (SLWM)	Organic soil fertility; mulching, animal manure; rotational grazing; water harvesting; irrigation; water conservation through terracing, use gullies & ridges
Protection of people and property	Securing smallholder access to land and water; Dealing with risks and opportunities of large-scale (foreign and domestic) investment in land ('land grabbing');
Public policy responses	Government policy responses that resulted into public-funded programs addressing climate change impacts at the farm-level
Early Warning Systems	Systems that warn farmers of coming weather shocks

How?	
Use membership	FOs should first use their own networks in whichever way they are used to communicate with their members
Use other networks	Other networks, formal or informal, can be used after: government extension services, traditional leaders, NGOs (especially water or environmental ones), CSOs
Research	Look at universities or other think tanks in the country; but also a search on the web can throw up cases that are worth to be followed up

Who and by when?	
Mid to end of July	RFOs hold workshop for national or country based FOs
First week of August	FOs kick-off process for country case identification and compilation
3-10 September	FOs send compiled cases to RFOs and content team for ranking and selection
10 September	Content Team assesses, selects and decides upon final selection
10-20 September	Country presenters finalise presentations and send to Content Team for comments (and during same period to obtain flights and visa)
24 September	Presentations and forum programme finalised
4 - 8 October	CAADP Africa Forum

## 6 Compilation of country level case studies by the RFOs

RFOs are responsible for compiling all the national contributions into a regional package of potential cases for reviewing by the Content Team. To be able to easily compare and compile case studies across countries and regions, these guidelines propose a certain structure for the presentation (6.1). Important in the selection between potential case studies are two things: Criteria and categories, as discussed in 6.2 and 6.3.

### 6.1 Structure for the presentation of best practices

Annex 4 presents a Data Capture sheet that should be filled out for each country case study that is proposed for selection. Once selected, this outline serves also as the basis for the presentation. The presenters should try to keep as much as possible to this format; where necessary it can be tailored to the specificity of the experience (or best practice) to be presented.

Content	Description
Where	Country - Region - Province
What	Name of the initiative Was initiated by... Is supported by...
Context	Brief description of climate change challenges (or issues) faced by smallholder farmers before the initiative
Description of the initiative	Has been in operation since... Target group is...
Impact	Describe the impact/effectiveness of the initiative in terms of mitigating the effects of climate change or adapting to the effects of climate change  Describe the impact / effectiveness of the initiative in terms of ensuring food security by smallholder farmers
Cost-effectiveness	Make an assessment of the cost-effectiveness of the initiative
Participation	What is the role of stakeholders (e.g. Farmers, FOs, others)?
Empowerment	Have beneficiaries / stakeholders been empowered by taking part in this initiative?
Replicability	Can this initiative easily be replicated to another region or country? Is the technology adaptable to context and circumstances?  What are the main conditions or success factors that would support replication of this initiative to another region/country?

## 6.2 Ranking based on evaluation of criteria

Filling out the table below leads to an overall score per case study as the basis for a first ranking.

Score	Very high	High	Medium	Low	Very low
Proven effectiveness / impact	5	4	3	2	1
Cost-effectiveness	5	4	3	2	1
Stakeholder/beneficiary ownership	5	4	3	2	1
Stakeholder/beneficiary empowerment	5	4	3	2	1
Replicability: Is it transferable? Can it be adapted to local circumstances?	5	4	3	2	1
<b>Total score case study</b>					

### **6.3 *Sorting of cases into categories***

To come to an even coverage of case studies in the final Africa Forum programme, the Content Team will seek to find a balance between the following (overlapping) categories of case studies:

- Anglophone and Francophone
- Northern, Western, Eastern, Central and Southern Africa
- Mitigation and Adaptation strategies
- Land-, Water-, Energy-, Management-based strategies (still to be refined)
- Household-, Community-, Local-, National- and Regional-level strategies
- Male and female presenters

These categories are not yet finalised, however. Further on in the process, the Content Team and the RFOs will jointly decide on the most appropriate division into categories that allows for a most even coverage of the subject.

## **7 Final selection of the country contributions by the Content Team**

This part of the process is dependent on the volume and type of material collected till then. Each of the five RFOs is represented in the Content Team and a strategy for this will be jointly decided.

It is important however that the three links in the chain, FOs, RFOs and Content Team, are in regular contact throughout the process, to avoid a situation where too little is collected and it is too late to do anything about it.

If the volume of cases collected is high, then being able to make a final selection may require a pre-forum meeting between Content Team members. But, not to contribute unduly to climate change ourselves, we shall try to coordinate as much as possible by phone and email.

## Annex 1 The view of RFOs on the role of the CAADP Africa Forum

On 4 and 5 February 2010, during a NEPAD hosted meeting in Johannesburg, RFOs discussed two issues (i) How to ensure added value of the Africa Forum amongst all other events that deal with African agriculture; and (ii) What does FO leadership of the Africa forum mean? A summary of findings under each of these is as follows:

### Added Value of CAADP Africa Forum

Giving non-state actors the opportunity to influence CAADP (country) processes	The CAADP process so far focussed more on government as the key driver with the CAADP focal person being selected from within the Ministry of Agriculture. Through this forum the state and non-state involvement in CAADP should become better balanced.
Exchange on agricultural best practices and successes	This forum should not be about processes of CAADP implementation (there is the CAADP Partnership Platform for that). Instead it should be about the nitty-gritty of agriculture in practice: In that way it will put flesh on the bones of the CAADP framework and will help in using that framework to be the intended vehicle for up-scaling agricultural success.
Give a voice to farmers	The forum should shorten the link between farmers on the ground and institutions like NEPAD/CAADP head offices, CAADP Pillar Institutions and Regional Economic Communities. It should give these CAADP lead institutions an opportunity to listen to farmers' interests and constraints and to tailor their programmes to better meet farmers' needs.
Peer learning among multiple stakeholders	The forum should make sure that it continues to invite the public sector as well as the private sector. Past forum experience has shown that in particular <i>government-private sector</i> interaction has proved valuable in creating the required enabling environment for agriculture in countries.

### FO leadership of the CAADP Africa Forum: What does it mean?

- FOs should have a say in defining the composition and leadership of country teams. In this they need to work with the more experienced drivers (CAADP focal points/Africa Forum focal points) with a view to build their capacity to lead country teams eventually;
- National FOs should identify which issues affect their farmers and to which actors and institutions their members need exposure, preferably through a participatory process. These findings should be brought to the regional level to ensure that the forum's programme takes these issues on board;
- National FOs should review and assess the current role of farmers in the CAADP processes in their country and make recommendations to regional level regards strengthening this role. These recommendations should then be compiled and discussed at the forum itself;
- FOs should have 'content leadership': (i) FOs to identify theme, sub-themes, topics, issues and contributions and (ii) have a voice in deciding on structure and format of the forum;
- Regional FOs should identify and ensure that these are represented at the forum;
- FOs should have clear visibility and profile throughout: (i) FOs to be co-inviting participants together with NEPAD and (ii) Farmer leader to speak at the opening ceremony.

## Annex 2 Format and structure of the CAADP Africa Forum

The 2009 CAADP Africa Forum is a five-day event. One full day is set aside for field trips in the host country, which is Burkina Faso this year. It is bi-lingual: English and French and is facilitated by two bilingual moderators. Total number of participants to the forum should not exceed 200 people.

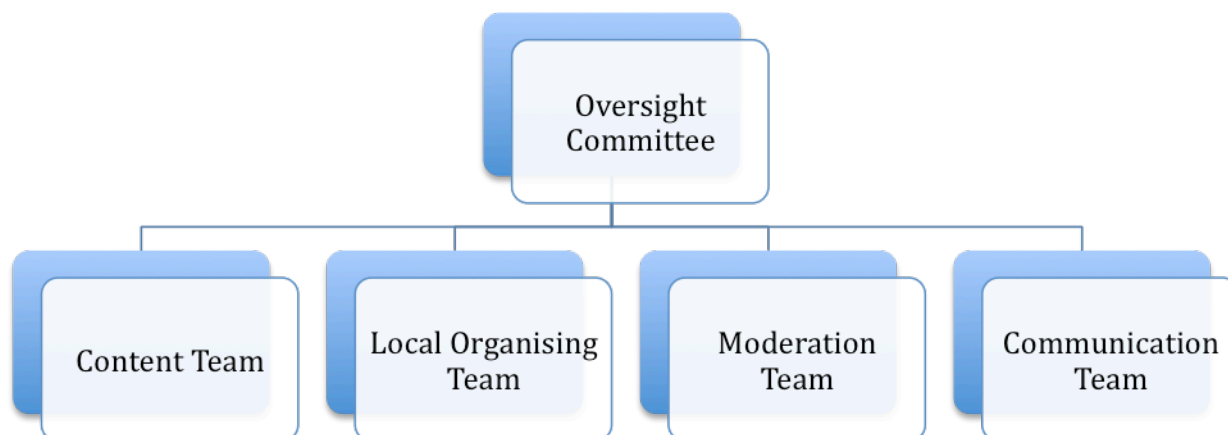
During the first day, country teams will be given the opportunity to present themselves, the stage of the CAADP process in their country and recent progress in the agricultural agenda, where possible against targets set by the country team itself. The second and fourth day of the forum is devoted to presentations of country cases - which on day four and five are worked on by country teams.

Output of the forum is then in the form of country action plans. These action plans will be presented on day 5. To what extent these action plans have been implemented will be then be reported on during the next CAADP Africa Forum. Following up on the output of one forum at the start of the next stimulates action and makes the forum into a continuous process rather than a stand-alone event.

Broadly, the structure of the forum is as follows:

<b>Day 1 - Setting the Scene</b>
Opening by the host country; Participants introduce themselves A keynote speech to inspire us all; Keynote presentation by the host country and RFO of the region The forum theme for this year is explained Presentations by RFOs, CAADP and CAADP Pillar(s) Country teams present their achievements of last year
<b>Day 2 - Climate change - impact and strategies</b>
Overview of the global impact of CC and the effects of this on African agriculture Introduction of international measures to combat the effects of CC Regional initiatives introduced by RFOs Country case studies introduced by FOs
<b>Day 3 - Field trips</b>
Selection of around 5 field trips in the host country that are relevant to the forum theme
<b>Day 4 - Climate change - impact and strategies</b>
Continuation of regional initiatives and country case studies Beginning of drawing up country action plans
<b>Day 5 - Drawing up of Country Action Plans</b>
Based on the experiences heard and lessons learned, country teams draw up an action plan of next steps that allows them to strengthen and supports the efforts of smallholder farmers in their country in meeting the challenges of climate change and ensuring food security

### Annex 3 Organizational structure of the CAADP Africa Forum



**Oversight committee:** This is entrusted with overseeing progress towards the achievement of the wider vision of the Forum as a result of tasks accomplished by the other teams. In this function, the oversight team also serves as a central point of contact for actions and decisions that lie beyond the routine mandates of the other teams. Finally, the oversight team follows up the timely dispatch of invitation letters to all potential participants including resource persons.

**Content team:** The main task of this team is to sharpen the preliminary thematic focus areas of the Forum: Providing operational definition of key concepts, identifying and elaborating on sub-themes, identifying lead speakers and other presenters, preparing background documents, and developing programme schedule.

**Local organizing team:** This team is established in the country where the forum is held. Some of the main tasks centre on organizing meeting venue, booking hotels and plane tickets, getting bi-lingual translation of documents (English-French) done well before the meeting date, availing professional interpretation services during the event, ensuring adequate coverage of the event in national media and related public relation outlets, organizing refreshments, lunch and social dinners.

**Moderation team:** Working in close consultation with the content and local organizing teams, the moderation team ensures that the meeting organization and the programme schedule deliver on the expected objectives of the forum. The team advises on appropriateness of the meeting venue and format of forum programme. During the forum, the team introduces speakers, summarise the main issues and keeps proceedings on time.

**Communication Team:** This team takes care of the public relations affairs prior, during and after the forum. It liaises with the communication officers of the different main players (FOs, AU/NEPAD, CAADP, RECs and others). Prior to the forum it is responsible for information on the forum website. During the forum it ensures accurate and adequate coverage of the event by liaising with the local and international media and press. After the forum it is responsible for updating the participant list, putting presentations and background information on the forum website and for publishing and disseminating the forum proceedings.

A detailed list of members and responsibilities by team is as follows (printed in red are sections where the name of the contact person still needs to be filled out):

Oversight Team		
AUC/ NEPAD	Maria Wanzala (co-lead)	<ul style="list-style-type: none"> <li>- Coordination function</li> <li>- Overseeing progress towards the achievement of the wider vision of the Forum</li> <li>- Central point of contact for actions and decisions</li> <li>- Follow up the timely dispatch of invitation letters by the NEPAD Secretariat to all potential participants</li> <li>- Total number of participants: categories and numbers per category</li> <li>- Logistical support to the oversight team: invitations and correspondence, contact with various teams, participants, etc.</li> <li>- Overall budget</li> </ul>
Farmers' Organisation	Benito Eliasi, SACAU (Anglophone co-lead) and <b>Francophone co-lead</b>	
ECOWAS	Rui Silva / Yama Mbodj	
GTZ	Reimund Hoffman / Sonja Palm	
Global Donor Platform	Yihenew Zewdie	
Ministry of Agriculture Burkina Faso	Boniface Bationo	

Content Team		
Consultant	Desiree Dietvorst (co-lead) <a href="mailto:dd@salamandernet.de">dd@salamandernet.de</a>	<ul style="list-style-type: none"> <li>- Sharpen the thematic focus areas</li> <li>- Provide operational definition of key concepts</li> <li>- Identification and elaboration of sub-themes</li> <li>- Identification of lead speakers and other paper presenters</li> <li>- Preparation of background documents for country teams</li> <li>- Preparation of background documents for forum participants (Reader, etc.)</li> <li>- Elaboration of programme schedule</li> <li>- Forum Flyer</li> <li>- Elaboration of procedure, including a timeline, for accepting and organising paper presentations.</li> <li>- Communication with country teams</li> <li>- Number of participants per country team and resource persons</li> </ul>
NEPAD/CAADP	Ousmane Djibo (co-lead) <a href="mailto:ousmaned@nepad.org">ousmaned@nepad.org</a>	
FOs (all regions with one Francophone lead + one Anglophone lead)	Benito Eliasi, SACAU (Anglophone lead) <a href="mailto:Benito.eliasi@sacau.org">Benito.eliasi@sacau.org</a> Ousseini Ouédraogo, ROPPA (Francophone lead) <a href="mailto:ousseini.ouedraogo@roppa-ao.org">ousseini.ouedraogo@roppa-ao.org</a> Mainza Mugoya, EAFF <a href="mailto:mmainza@eaffu.org">mmainza@eaffu.org</a> Fatma Ben Rejeb Hezami UMAGRI <a href="mailto:Fatma.br.hezami@umagri.org">Fatma.br.hezami@umagri.org</a> Alangheh Romanus Che, PROPAC <a href="mailto:alabongalazebong@yahoo.com">alabongalazebong@yahoo.com</a>	
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Ministry of Livestock Burkina Faso	Charles-Auguste Ouedraogo <a href="mailto:charlesauguste@hotmail.com">charlesauguste@hotmail.com</a> <a href="mailto:charleoued@yahoo.fr">charleoued@yahoo.fr</a>	

		- Forum proceedings
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Local Organizing Team		
Ministry of Agriculture Burkina Faso	Minister - Abdoulaye Combari (co-lead)	<ul style="list-style-type: none"> <li>- Organize the meeting venue, booking hotels</li> <li>- Getting bi-lingual translation of documents (English-French) done well before the meeting</li> <li>- Ensure conference secretariat</li> <li>- Availing professional interpretation services during the event</li> <li>- Ensuring adequate coverage of the event in national media and related public relation outlets in liaison with communication team</li> <li>- Liaise with all the relevant stakeholders at national level</li> <li>- Ensure transportation throughout the conference (airport pick-up &amp; drop-off, etc.)</li> <li>- Organize field trip</li> <li>- Organize refreshments, lunch and social dinners.</li> <li>- Ensure health, safety and security of participants</li> <li>- Liaise with all teams</li> </ul>
Ministry of Agriculture Burkina Faso	Boniface Bationo (co-lead)	
GTZ	Jules Somé	
Confederation Paysanne du Faso	Moumouni Ouedraogo	
European Union	Amos Tinkani	
According to Burkina Faso decree there will be several commissions at local level		

Moderation Team		
STRATEGIES!	Kah Walla (lead)	<ul style="list-style-type: none"> <li>- Ensure that the meeting organization and the programme schedule deliver on the expected objectives of the Forum venue (including on seating arrangements)</li> <li>- Advice on length of the working day, format of group discussions, and number and composition of working groups</li> <li>- Determine the methodology of the Forum: advise on appropriateness of the meeting As a 'Masters of Ceremony', introduce speakers and the main tenets of their speeches/presentations</li> <li>- Summarise the main issues, and endeavour to keep the participants interested in the subject matter of the discussions</li> <li>- Work closely with the content team</li> </ul>
Consultant	To be decided by Oversight Team	
Group Facilitators	<p>To be selected from prior Forum participants and Country Teams and to hold a preparatory session before the Africa Forum.</p> <p>Clear guidelines to be established for group work.</p>	

		<ul style="list-style-type: none"> <li>- Put in place a continuous evaluation mechanism throughout the conference</li> <li>- Devise methodology to make best use of peer-exchange platform</li> </ul>
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Communication and Public Relations Team		
NEPAD/CAADP	Andrew K.	<ul style="list-style-type: none"> <li>- Liaison with all the communication officers of the different actors (NEPAD, FOs, RECs, etc.)</li> <li>- Media relations</li> <li>- Publication of success stories</li> <li>- Ensuring adequate coverage of the event in national media and related public relation outlets in liaison with local organizing team</li> </ul>
5 Regional FOs	Stella Kamuyu, EAFF	
Consultant	For publications, etc.	
Ministry of Agriculture	Commission in charge of Communication	
Confederation Paysanne du Faso	Communication Officer	
INWENT	Unami Mpofu	

## Annex 4 Data capture sheet Country Case Studies

Country:
Region/Province:
Name of the initiative:  Was initiated by:  Is supported by:
Context: Brief presentation of the climate change challenges/issues faced by smallholder farmers before the initiative
Description of the initiative (Has been in operation since..., nature of the initiative, etc):
Describe the impact / effectiveness of the initiative in terms of mitigating the effects of climate change or adapting to the effects of climate change:

Describe the impact / effectiveness of the initiative in terms of ensuring food security by smallholder farmers:
Make an assessment of the cost-effectiveness of the initiative:
How participatory is the initiative? What is the role of stakeholders (e.g. Farmers, FOs, others)? Who drives the process?
Have beneficiaries / stakeholders been empowered by taking part in this initiative?
Can this initiative be easily replicated to another region or country? Is the technology transferable or adaptable to context and circumstances? What are the main conditions or success factors for replicability?