

## AgriDiet Steering Committee Minutes

**UCC O’Rahilly Building, Cork.**

**1000-1115 - 30 May 2013**

### In Attendance

Nick Chisholm - UCC Principal Investigator (PI), Jim Kinsella - UCD PI, Stephen Thornhill - UCC Project Manager.

Conference call participants - Jemal Yousuf Hassen (Haramaya PI), Joyce Kinabo (Sokoine PI), Thadeus Mkamwa (St Augustines PI), Girmay Tesfay (Mekelle PI).  
Tassew Woldehanna (EDRI PI) could not be transferred to the call.

Apologies for Absence – Amon Mattee (Sokoine PI) and Jessica Meeker (IDS PI)

### Minutes of Agenda Items

#### **1. Progress Review**

It was noted that a number of events had delayed initial progress, including the long process in agreeing budgets and drawing up research contracts with all partners, which delayed the first transfer of funds until end-February. This delayed the start of some activities but the second tranche of funds should be available soon subject to any actions required by the Steering Committee.

- 1.1. Work Package 1 (WP1)** - It was noted that Jessica had circulated a zero draft of the Global review of agriculture-nutrition linkages to the UCC team who have responded. Both EDRI and Sokoine have day inputs into WP1, so it would be useful if both could respond to the zero draft as soon as possible, and before Jessica circulates a first draft to all partners at the end of June.

***Action – Joyce and Tassew to respond to Jessica’s zero draft as soon as possible (Joyce has since responded). Jessica to revise zero draft. All partners to respond to the first draft by the end this month***

**1.2. Work Package 2\_**– Given the delays to start-up it was agreed that the initial drafts of the National policy reviews for Ethiopia and Tanzania, by EDRI (Tassew) and Sokoine (Joyce), respectively, should be put back to end-July. These will then be circulated to all partners for feedback before end-August and the reports will be finalised soon after so that a final report can be posted on the website by end-September.

**Action –UCC to provide comments on draft Table of Contents. Joyce and Tassew to circulate a first draft on the national policy reviews by end-July. All partners to respond by end-August.**

**1.3. Work Package 3\_**– Draft 1.0 of the Methodology guidelines was circulated in February and feedback was received by all partners before a revised draft 1.1 was circulated to IDS for feedback. Feedback was received from IDS and a second draft (2.0) developed. This is now being discussed with the UCD-Tanzania team at the UCC-UCD methodology workshop following the Steering Committee meeting. Once all UCD inputs have been received, a revised draft 4.0 will be circulated to all partners as soon as possible.

**Action – UCC to circulate the revised draft as soon as possible to partners. This will act as an agreed starting point for each Work Package but further details will be worked out at the individual level by the relevant Work Package leaders.**

**1.4. Work Package 4** – It was noted that this was one of the less-developed parts of the methodology guidelines, but that fieldwork is due to commence soon and first draft deliverables are due at the end of October. Also, the second tranche of funding is required to facilitate the field research.

**Action – UCC to develop more detailed TOR for Work Package 4 and circulate to partners as soon as possible. The Ethiopian and Tanzanian research teams also need to develop and coordinate field work plans with UCC and UCD, respectively, as soon as possible and by end-July latest.**

**1.5. Work Package 5** – The budget will constrain what can and can't be done in the household survey, including sample sizes, especially for the nutrition survey sub-sample, as well as the recently proposed addition of biomarkers to the methodology. It was also noted that a common methodology should be agreed as soon as possible.

For Ethiopia the process of site selection is underway, the team having agreed on two study areas; in Tigray (highland/mid-highland) and Oromia (lowland). The pre-harvest part of the survey is due to start in September but this may have to be delayed due to the late start of the PhD researchers.

For Tanzania, the household survey will start in early 2014 – the pre-harvest part of the survey is planned for the period January- March - but site study areas have yet to be selected.

Questionnaires are under development for Ethiopia (in fact a draft questionnaire has already been developed for the nutrition sub-sample for the UCC Ethics Committee).

***Action – Ethiopian team to develop draft fieldwork plans and questionnaires to be finalised by end-July; this will be done by the Ethiopian PhD researchers. Also need to make a decision on the start date for fieldwork.***

**1.6. Work Package 6** – ToR were recently circulated by UCC to the four Work Package leaders. As with WP4, it was noted that draft reports are due soon - by end-September 2013 - on the pro-nutrition agriculture interventions. Again the second budget transfer is required to facilitate this.

***Action – any feedback on the WP6 ToR to be sent to UCC by mid June, and ToR to be finalised by end-June for work to start early July. Work Package leaders in Mekelle, Haramaya, Sokoine and St Augustine's to start research and coordinate plans for Ethiopia and Tanzania reports.***

**1.7. Work Package 7** – IDS are leading the stakeholder platforms with inputs from EDRI and Sokoine. The first workshops were held in Addis at the end of February and Dar Es Salaam in early March, and both EDRI and Sokoine provided minutes for each meeting. IDS is sending a draft report of the two workshops to UCC and a final draft will then be circulated to all partners by end-June. The second stakeholder workshops are due to be held in Tanzania in mid to end November and it was suggested that a central location in Dar Es Salaam be chosen so as to encourage the attendance of officials from the Ministries of Agriculture and Health.

***Action – UCC to respond to stakeholder workshop report draft from IDS and IDS to circulate final draft to all partners by end-June.***

***Action – IDS, EDRI and Sokoine to liaise with regard to the second stakeholder workshop arrangements in mid to late November 2013 (preferably week 18-22 November – Jemal not available last week in November)***

**1.8. Work Package 8** – IDS are also leading Work Package 8, including the development of a Knowledge Mobilisation Strategy for the project, a zero draft of which was recently supplied to UCC and feedback provided.

A working website has also been established by IDS and UCC and this is due to be released July

***Action – IDS to circulate draft strategy to all partners as soon as possible. Partners to feedback before end-June.***

***Action – IDS and UCC to finalise website and launch end-June***

The Steering Committee agreed that sufficient progress had been made on all work packages given the delayed start to the project.

## **2. Financial review**

All partners had supplied satisfactory reports of expenditure to end-March 2013. Following the Steering Committee meeting's review of progress, the next tranche of payment transfers will be made as soon as possible after the meeting.

***Action – UCC to expedite the second payment transfers as soon as possible in order to facilitate continued work on the project. Bank transfer advices will be sent to all partners if available***

## **3. PhD fieldwork budget disbursement**

It was noted that the full amount of all PhD researcher fieldwork budget funds transferred to Haramaya, Mekelle, Sokoine and St Augustine's should be made available to the relevant student(s) in a timely manner, and there should be no deductions from the fieldwork budget in terms of central overheads: institutional overheads are provided in a separate part of the budget for each organisation.

***Action – Partner universities to provide allocated funds to PhD researchers on their return from Ireland.***

## **4. Organisation of 2nd Project Workshop (and next Steering Committee meeting)**

The second project workshop will be held in Tanzania, to coincide with the next Stakeholder Platform meetings, preferably in the week beginning 18 November. It was proposed that the workshop be held in Sokoine University and that a field trip be arranged around the meeting.

***Action – Sokoine University (Mattee and Joyce) to provide a suggested date, itinerary, accommodation and fieldwork trip for the workshop, which should be held after the stakeholder platform meetings in Ethiopia and Tanzania.***

## **5. External Expert Advisory Group**

The Steering Committee were asked to provide suggestions for the international External Advisory Group for the project.

***Action – Partners to provide suggestions for a 3 person external advisory group for the project no later than mid-June.***

## **6. AOB**

There was some discussion regarding the criteria for site selections and the use of PhD survey data in other work packages.

### **Date of Next Meeting**

The next meeting would be fixed to coincide with the project workshop in Tanzania in mid-November 2013.