



Sweetpotato for Profit and Health Initiative-  
Regional Technical Support Platform for East, Central and Southern Africa  
Sweetpotato Seed Systems Community of Practice: SGA partner progress review meeting Nairobi, Kenya  
**MAIN MEETING: 21-22 November 2017 AGENDA**

TIME	SESSION	Responsible
<b>First group of participants arrive Sunday, 19<sup>th</sup> November</b>		
<b>Monday 20<sup>th</sup> November</b>		
08.30	Registration and housekeeping	Tassy Kariuki
9.00 – 13.00	i. SGA finalization: individual consultations: S. Rajendran & M.McEwan ii. SARI meeting with Mercy Kitavi & Rosemary @ KEPHIS	<b>SGA Participants:</b> 1. Malawi: Kennedy Masamba; Chifundo Kapalamula 2. SRI: Nessie Luambano
14.00 – 17.00	i. Continuation of SGA preparation (DARS, SRI): S. Rajendran ii. Individual review of SGA progress: M.McEwan	i. Kennedy Masamba, Chifundo Kapalamula, Nessie Luambano ii. Jude Njoku; Some Koussao; Jose Ricardo; Martin Chiona; Jean Ndirigwe; Marian Quain.
<b>TUESDAY 21 NOVEMBER – MAIN SGA REVIEW MEETING</b> Moderator: Nessie Luambano		
7.45 – 8.00	Registration	Tassy Kariuki
8.00 – 8.15	Introductions and objectives of SGA review meeting	Margaret McEwan (CIP-SSA)
8.15- 8.30	Update on SPHI	Jan Low
<b>Session 1a: Progress review of pre-basic seed components</b> Moderator: Maureen Mwangangi; Rapporteur: Martin Chiona & Fekadu Gurma		
8.30 – 10.30	NARI presentations: i. Burkina Faso; ii. Ghana; iii. Nigeria; iv. Malawi; v. Mozambique; vi. Tanzania.	15-minute presentation & 5 minutes clarifications
<b>10.30 – 10.45 tea/coffee break</b>		
<b>Session 1b: Progress review of pre-basic seed components</b> Moderator: Marian Quain; Rapporteur: Kennedy Masamba & Nessie Luambano		
10.45 – 13.00	NARI presentations i. Zambia; ii. Kenya; iii. Rwanda; iv. Uganda (NaCRRI); v. Uganda (BioCrops); Ethiopia (SARI); Ethiopia, (TARI)	15-minute presentation & 5 minutes clarifications
<b>13.00 – 14.00 Lunch</b>		
<b>Session 2: Strengthening the business plans &amp; revolving funds working.</b> Moderator: D Talengera Rapporteur: Maureen Mwangangi		
14.00 -14.30	Understanding how the Revolving Fund is linked to the business plan-SGA templates	Srini Rajendran
14.30 – 15.00	Re-cap on how to build the multiplication calendar and use it as a tool for your business plan	Srini Rajendran
15.00 – 16.30	Individual work: a. Review & update multiplication calendar	
<b>16.30 – 16.45 Tea/coffee break</b>		
16.45 – 17.30	Plenary feedback on multiplication calendars and Q&A	Review of two country examples
<b>18.00 DINNER OUT at PAMPAS restaurant</b>		

<b>WEDNESDAY 22 NOVEMBER</b>		
<b>Session 2 cont: Strengthening the business plans &amp; revolving funds working. Moderator: D Talengera Rapporteur: Marian Quain</b>		
8.00 - 9.00	Financial reporting template & financial Q & A	Emily Ndoho Finance Specialist
9.00 – 10.30	Group work and plenary discussion: revolving funds – challenges and potential solutions	Margaret McEwan
<i>10.30 – 11.00 tea/coffee break</i>		
11.00 – 11.30	Marketing strategies: review of Arusha 2016 recommendations & follow up.	Margaret McEwan
11.30 – 12.00	3 key marketing strategies – for 2018 - competition	Srini Rajendran
12.00 – 13.00	Individual work: updating & commitment to marketing strategy	All
<b>13.00 – 14.00 Lunch</b>		
<b>Session 3: EGS Validation Study Moderator: Jan Low; Rapporteur: Jude Njoku</b>		
14.00 – 14.40	i. EGS Validation Study: presentation of preliminary results – CRI peer review of KEPHIS: ii. EGS Validation Study: presentation from RAB on follow up on recommendations of peer-to-peer assessment	Presentation: Marian Quain (15 minutes) Presentation: Jean Ndirigwe (15 minutes) Discussion: 10 minutes
14.40 – 15.30	Review of methodology for EGS validation study: key challenges	Srini Rajendran and Margaret McEwan
15.30 – 16.00	Plenary discussion: improving the methodology for the EGS	Jan Low
<b>16.00 – 16.15 Tea Break</b>		
16.15 – 17.15	CoP discussion topics: update and follow up	Jude Njoku
17.15 - 17.30	SASHA Y4: next steps and wrap up	Jan Low and Margaret McEwan
<b>FRIDAY 23 NOVEMBER</b>		
Departures for those leaving on Friday 23 November		
8.30 – 13.00	SGA finalization: individual consultations: S. Rajendran & M.McEwan	Stephen Angudubo (to be replaced) David Talengera Fekadu Gurma and Yenealem Alemneh
LUNCH 13.00-14.00		
14.00 – 16.00	SGA finalization: individual consultations: S. Rajendran & M.McEwan	Stephen Angudubo (to be replaced) David Talengera Fekadu Gurma and Yenealem Alemneh