



CAPACITY4FOOD

KICK OFF MEETING
Alicante, 18th - 19th November, 2013

Project Acronym: **CAPACITY4FOOD**

Full Project Title: **Integrated Soil Fertility Management for Food Security: matching capacities in Anglophone West African Nation HEIs with local needs**

Contract Number: **FED/2013/320-275**

Meeting dates: **18th – 19th November, 2013**

Venue: **University of Alicante**

- **Auditorium at Villa Universitaria**

CAPACITY4FOOD:

The general objective of CAPACITY4FOOD project is to foster capacity building and regional integration in Integrated Soil Fertility Management for Food Security (ISFM) in the Anglophone West African HEIs; being the specific objectives:

- to enhance regional networking in ISFM focused on Food Security by setting up a Regional Network of Centres of Excellence (CoEs) in ISFM for Food Security in Anglophone Western African HEIs
- to develop targeted activities in ISFM for Food Security at local/regional level with a view to increase HEIs capacity building towards sustainable food production

The CAPACITY4FOOD project begins with this Kick-off Meeting (Act. 0.1.) and a Regional Experts Meeting (Act. 1.1.)

Meeting Objectives:

The main objectives of this first project meeting are the following:

-Act. 0.1. Kick-off Meeting: To present the project, its workplan and calendar, the partner's responsibilities and main roles, including how the management and monitoring control of the project will be taken by the University of Alicante. This will take place the first day.

-Act. 1.1. Regional Experts Meeting: To clearly define the methodology for the selection of the AFOLM materials to be updated and how to extend them in terms of topics and countries.

Meeting participants:

This Kick-off Meeting will count with the participation of two persons per partner institution, being the main role involved the following:

- A staff member dealing with Integrated Soil Fertility Management
- A staff member dealing with international project management at a operational, financial and administrative level.

The countries represented by CAPACITY4FOOD project are the following: Cameroon, Gambia, Ghana, Nigeria and Sierra Leona. A public university from each country is involved in the project as a project partner institution.

Expected Results:

Following the meeting it is hoped and expected that:

- partners understand fully their obligations within the project;
- partners may provide feedback and suggestions to the project methodologies;
- all doubts and pending issue (technical and administrative) may be resolved;
- a rapport and working atmosphere between partners can be built up with a first face-to-face contact;
- new contacts and partnerships may be constructed with other world regions.

Meeting responsible: UA Team. Contacts:

Ester Boldrini

Virginia Ferrer - Mobile Number: 0034 60094 8750



18/11/2013 (MONDAY)			Venue: Villa Universitaria - Auditorium
From	To	Duration	
08.45	09.00	15'	Arrival of the participants. Registration.
09.00	09.40	40'	Welcome and Meeting Objectives & An Overview of the 6 EDULINK Projects. Presentation of UA Staff <i>Joaquin Marhuenda, Director of Institutional Projects (UA)</i> <i>Roberto Escarré, Head of the International Project Management Office - OGPI</i>
09.40	10.30	50'	Reporting and Financial Regulations – EDULINK projects <i>Virginia Ferrer, Administrative Manager at OPGI</i>
10.30	11.00	30'	An Overview of the Project Website Structure and Functioning of the Extranet <i>Francisco Gallego, OGPI IT Coordinator</i>
			Coffee Break and Networking Administrative issues: per diems' distribution to partners during the coffee break.
12.00	12.30	30'	Dissemination and sustainability in EDULINK projects – planning and activities <i>Michelle Grindle, Deputy of the International Project Management Office - OPGI</i>
12.30	13.00	30'	Quality in EDULINK projects <i>Ester Boldrini, Project Manager at OGPI</i>
13.00	13.15	15'	Closing Session Questions & Answers. Proceeding agendas.
			Lunch Break
14.00	15.00	60'	Campus Tour
TRANSFER TO INDIVIDUAL MEETING ROOMS AFTER TOUR. VENUE: Auditorium at Villa Universitaria			
15.00	15.15	15'	Academic Coordinator Intro <i>Germán López, Head of the Ecology Department at UA and Academic Coordinator of the CAPACITY4FOOD project</i>
15.15	16.00	45'	Project Overview. Background and Rationale. Objectives <i>Ester Boldrini, CAPACITY4FOOD Project manager</i>
16.00	17.00	60'	Presentation (10') by each partner – Tour de Table / Presentations Institution description, relevant expertise of the team involved in the project, expectations, synergies. <i>Each partner representative</i>
Wrap up session and overview of second day agenda			

19/11/2013 (TUESDAY)			Venue: Villa Universitaria - Auditorium
From	To	Duration	
09.30	10.30	60'	In-depth overview of the CAPACITY4FOOD project. Workpackage by Workpackage <i>Ester Boldrini, CAPACITY4FOOD manager</i>
10.30	11.00	30'	Quality of the project <i>Ester Boldrini, CAPACITY4FOOD manager</i>
11.00	11.15	15'	Questions and answers
			Coffee Break and Networking
11.30	12.30	60'	Presentation of the AFOLM projects and outputs <i>Dr. Matthew Banji Oyun, from Federal University of Technology Akure - FUTA</i>
12.30	13.00	30'	Specific Finances of CAPACITY4FOOD project <i>Virginia Ferrer, CAPACITY4FOOD Project Officer</i>
			Lunch Break
14.30	15.30	60'	In groups reflections on sustainability <i>Ester Boldrini, CAPACITY4FOOD manager</i>
15.30	16.30	60'	Focus on 1st six month activities <i>Germán López, Academic Coordinator of CAPACITY4FOOD project</i> <i>Ester Boldrini, CAPACITY4FOOD manager</i>
16.30	17.00	30'	Open discussion on methodological aspects by expert group <i>Experts group (facilitated by project manager and academic coordinator)</i>
Wrap up			