**ANNEX 3 - STEERING COMMITTEE AND SCIENTIFIC ADVISORY GROUP MINUTES**

**Improvement of banana for smallholder farmers**

**in the Great Lakes Region of Africa**

**Annual Project Planning Meeting**

**2-5thMay 2016**

**Steering Committee and Scientific Advisory Group Agenda 5thMay 2016**

**East African Hotel**

**Present**

SC: Ylva, Danny, Jerome, Altus, Inge, Lukas, Rony (Brigitte absent)

SAG: Jim, Jane, Eva, Richard

**Agenda**

1. Interaction between WP and SAG
2. Internal meetings
3. Communication
4. Future annual meeting
5. Potential changes in results framework
6. Budget updates /adjustments
7. Comments from Jim
8. Open access for data resolution

**Discussion**

**1. Interaction between WP and SAG**

* WP1: works out well with the SAG
* WP2: SAG follows up
* WP3: ?
* WP4: not done but Eva believes it will work out

WP leader and its team member:

* Responsible for contacting the SAG member (any time) but for sure during the WP meetings
* Now that SAG and WP know each other, interaction and contact should be easier

WP leaders should meet more often

SAG:

* focus on physical meeting once annually during the annual workshop
* it was suggested from SAG members present that the additional yearly virtual meeting would not be needed, as the primary function of the SAG is to interact with the WPs (through the WP leaders) and active engagement in WP/PM quarterly meetings and the face to face meeting in connection to the annual workshop would thus be a better use of the limited time SAG members can devote to the project.

WP-SAG: WP should contact SAG members as needed and vice versa but contact should be through the WP leader

Project management and WP: meeting between Danny and WP leaders every 4 months, update RF, and copy/invite SAG to quarterly meetings. RF should be updated a few weeks before the 12 months reporting (create a table to track all meetings over the year and set dates in advance) for advance delivery to SAG ahead of the annual meeting.

Need for a repository for documents. See website discussion on this

**2. Internal WP meetings update**

WP1: meeting every 2 months

WP2: monthly meetings

WP3: ????

WP4: continuous emails and meetings during field work, so far

WP5:

* No need to have within WP5 meetings as there is regular contact between the small group, more need with other WPs, WP5 organizes ad hoc
* Weekly meeting with data managers (sometimes with breeders)

**3. Communication**

External: website; Danny with the support from Trushar will set up a website through IITA web and start simple with links to partner sites and existing other websites; SC to provide feedback

Logo: we have a draft and will find out whether the team likes it.Also awaiting feedback from IITA graphic designer.

FarmRadio: potential to involve in order to increase the efficiency of collecting more data, in addition to what we have and do. Could be an interesting opportunity. Eva has experience working with FarmRadio in WA. Engaging them is quite costly so for the moment on hold. Other ways of dissemination need to be explored.

Internal communication: BaseCamp, dropbox; Website at IITA and then linked to Basecamp. Danny to explore and follow up with Lukas and Trushar.

**4. Future annual meeting**

Delegation of WP leaders for annual and quarterly meetings needs to be considered within each WP in case WP leader cannot participate.

Next meeting set for week of 24th April 2017 with confirmation to be undertaken 6 months in advance.

**5. Potential changes in RF**

WP1: ok

WP2: shift of delivery of milestones

WP3: new activities (genomic selection)

WP4: shift of delivery of milestones

WP5: ok

**6. Budget**

WP4: replanting of trial sites required, due to planting material delays, so additional costs for ARI that were not anticipated

Write shops (WP4)? Need to forward a budget

One can shift finances from one WP to other by invoicing across. This in general simpler than reallocating budgets through contract amendments

IITA to meet later on budget situation and assess any underspent for reallocation

**7. Comments from Jim**

Connection with Jim and Richard was poor and disruptive and no feedback available during the meeting.

**8. Open Access**

The SC endorsed the decision for the project to be fully OA compliant. On the first time use of Musabase a pop up appears forcing acceptance of the conditions (Toronto agreement: see cassavabase.org) by each user; each time Musabase is used for data access of each trial it will also pop up.

Meeting closed after 70 min, next time meeting should be longer

Report to be shared with all