

SP

February 8, 1984

MEMO

TO: CORE

FROM: Chris O. Andrew *CA*

RE: FSSP Responsibilities Mandated by the USAID/UF
Cooperative Agreement

Steve Kearl reviewed the Cooperative Agreement relative to FSSP compliance and the 1983 Annual Report. The summary is revealing and suggests where we may have shortfalls. Some of those shortfalls are covered in the 1984 Workplan and others need future attention.

Thus, the Cooperative Agreement calls for:

- p. 1) Overall level of FSSP support contingent on USAID/Mission and developing country costs having support equal to twenty per cent of the intended level of effort.
- p. 2) FSSP will canvass USAID/Missions and identify their assistance needs under the project, each year, for the following twelve month period.
- p. 2) FSSP will formulate an overall Work Plan for AID approval once assistance requests have been received, reviewed and approved.
- p. 3) Two courses will be developed 1) R&E practitioners 2) policy makers and administrators. (Participants are specified in text as national agricultural research/extension employees in, or going into FSR/E).
- p. 4) Regional workshops will be supported by FSSP. An FSR/E network committee will be established for each region by the FSSP comprised of: 1 practitioner leader from each participating country, 1 core staff rep., 1 AID rep - project officer or designee.

This committee will meet annually. The theme and the sight of workshops will be determined by this committee.
- p. 5) FSSP will sponsor regional workshops, publish a newsletter and bibliography, and contribute materials to a documentation center in promoting the flow of information involved in FSR/E as a function of Networking.

- p. 5) Newsletter reports 1st year: mostly IA provided to Missions, 2nd year: synopsis of guidelines developed through IA, results of regional workshops, review of national programs inspected during workshops. Other FSR/E news okay.
- p. 5) Following issue 3, newsletter will be by subscription, not to exceed printing and distribution costs (except free abroad).
- p. 6) State-of-the-arts concerns: FSSP (through its activities) will identify common concerns; their causes, probable solutions and possible consequences. It is anticipated that this state-of-the-art research will yield five practical guidelines during the life of the project: methodologies - identify and analytically compare:

Organizational concerns
Role of extension
Training programs
FSR/E cost effectiveness

- p. 6) Staffing - according to this we are overstaffed!
- p. 7) In-service training - formulation and articulation of strategy on how to best expand the core group of experience should be given the highest priority.
- p. 8) State-of-the-arts assessment called for.
- p. 8) Year one:
1. 30 person months of IA will be provided LOCs.
 2. a field guideline covering alternative FSR/E methodologies will be published and distributed.
 3. Practitioner training modules developed and used in Africa.
 4. Course content for administrators course will be defined.
 5. 3 issues of newsletter will be published.
 6. FSR/E publications will be supplied DIU.
 7. 100 titles will be supplied DIU for abstracting.
- p. 9) Reports from FSSP:
1. Activity reports - within 60 days of return or completion of all IA, training, workshop (ten copies each to technical project officer).
 2. Annual report - within 30 days after year's end (project year) (ten copies to technical project officer).
 3. Workplan - 30 days prior to year's end (project year) (ten copies to technical project officer).

→ Directly by FSSP.

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- A. Indicate levels of effort for all activities.
 - b. Present an implementation plan for services.

p.10) Annual evaluation summary report from FSSP users:

Missions, LDC governments, trainees,
workshop participants, newsletter readers.
(Ten copies to technical project officer).

COA:bsd