Memorandum of Understanding

between

AVRDC and PFU/ICARDA

Preamble

AVRDC
The World Vegetable Center (AVRDC – Asian Vegetable Research and Development Center) is the principal international center for vegetable research and development in the world. Its mission is to reduce poverty and malnutrition in developing countries through improved production and consumption of vegetables.

In fulfilling its above-mentioned mandate, the AVRDC is interested in strengthening its research and development activities in the Central Asia and the Caucasus region and would like to post its staff in the region within the framework of the Consultative Group for International Agricultural Research Consortium for Central Asia and the Caucasus as an associated member of the Consortium.

PFU/ICARDA
The Program Facilitation Unit (PFU) is a unit set up to facilitate the working of the Consultative Group for International Agricultural Research (CGIAR) Ecoregional Program for Central Asia and the Caucasus (CAC), which has been developed by a Consortium of nine participating CGIAR Centers (CIMMYT, CIP, ICARDA, ICRISAT, IFPRI, ILRI, IPGRI, IRRI, and IWMF) and the national agricultural research stems (NARS) of eight countries in the CAC region (Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan, Armenia, Azerbaijan and Georgia). The PFU is hosted by ICARDA’s Regional Program for Central Asia and the Caucasus, which has its Office in Tashkent, Uzbekistan. ICARDA is the lead Center for this Ecoregional Program as the CAC sub-region falls within the Central and West Asia and North Africa (CWANA) region, the mandate region of ICARDA. The PFU is therefore officially linked to ICARDA. As ICARDA has a legal agreement with the Government of Uzbekistan, providing a diplomatic status to ICARDA employees, the staff of other Consortium members hosted by ICARDA at its Tashkent Office are also accorded similar status.

The PFU facilitates different research programs implemented by the Consortium Members in the CAC countries, issues a quarterly CAC newsletter on activities in the region and functions as a depository for program documents and publications. It also provides need-based support to the eight regional NARS for on-farm research. Additionally, the PFU coordinates logistic arrangements for the Consortium member scientists. The PFU also organizes the annual CGIAR Steering Committee meetings and assists in organizing meetings of the centers participating in the Consortium.
Purpose

The purpose of this MOU is to set out an understanding of the parties and to define the area of cooperation and facilitation functions between the PFU/ICARDA and the AVRDC as a new Consortium Partner and define the mechanism for compensation towards services so provided by PFU/ICARDA.

Envisaged Support from PFU/ICARDA

The AVRDC proposes to increase its activities in the CAC region by sending visiting scientists and by locating its staff in Tashkent office of the Consortium. The AVRDC is seeking support from PFU for facilitating its operations.

The area of support that AVRDC envisages would relate but not be limited to the following:

Programmatic Support

1. Providing and facilitating exchange of information from other CG Center projects in the region and represent AVRDC, where needed.
2. Facilitating identification of partners and staff for AVRDC's projects
3. Providing information to NARS and other stakeholders on AVRDC activities through CAC News and other reports.

Operational/Logistic Support

1. Providing required office space to AVRDC staff (on rent sharing basis) and looking after repairs, security etc.
2. Obtaining visas in the countries of the region for staff and visitors.
3. Providing help in booking of air tickets, renting transportation, procuring equipment, furnishing etc.
4. Assisting in registration of AVRDC local, regional and international staff with the Ministry of Foreign Affairs and arranging needed interaction with the Diplomatic Service Department.
5. Arranging fire insurance, other office and staff related insurances, providing assistance with payments for utilities, and finding housing etc.
6. Depositing taxes on behalf of AVRDC local staff.
7. Providing facilities for meeting/conference, working space for visitors etc.

AVRDC's Obligations

Regarding partnership in the CGIAR Consortium, AVRDC will ensure that following obligations towards PFU are met fully:

1. Sharing the information about all on-going research activities in the CAC region and to work effectively as partner in the CGIAR Consortium for CAC.
2. Submitting monthly updates on AVRDC activities in the region and providing input for CAC News and other PFU reports, including annual report for the Steering Committee meeting.
3. Sharing upon mutual agreement drivers, vehicles, rooms and other office facilities, as and when such need arises.
4. Attending monthly and other technical meetings for improved collaboration and partnership.
5. Participating in the meetings/workshops/congresses of mutual interest.
6. Attending the annual Steering Committee meetings of the CGIAR Consortium for CAC at the level of senior AVRDC management.

Payment for Membership, Staff and Operational Services

1. AVRDC, as a Consortium member, will pay an annual membership fee of US$ 15,000 to PFU through a bank transfer in PFU/ICARDA Account in Tashkent.
2. AVRDC would meet all salary and program-related expenses for its staff directly through a separate Bank Account in Tashkent, to be facilitated by PFU/ICARDA.
3. AVRDC would pay to PFU/ICARDA for the rent and office-related services (telephone, fax, e-mail, electricity etc.) on shared/actual basis, as the case may be.
4. AVRDC would reimburse the costs of other services, including operational/logistic support, rendered by PFU/ICARDA on actual time or operation basis.

Mechanism for Cooperation

AVRDC’s collaboration with PFU/ICARDA may be realized through the AVRDC staff hosted by PFU/ICARDA in Tashkent as well as through direct correspondence between the Director General, AVRDC and the Head, PFU as and when needed. For additional activities outside the scope of this MOU, a separate contract/agreement will have to be signed.

Amendments/Termination

This Memorandum of Understanding will enter into force upon signature of both parties. Amendments to this MOU may be effected by means of exchanging letters between the parties, with each party giving sympathetic consideration to the proposal for amendment by the other party.

This MOU may be terminated through a ninety-day written notice by either party.

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Date: 25 Oct, 2004
Head, Program Facilitation Unit
CGIAR Program for CAC

Dr. Thomas A. Lumpkin
Director General, AVRDC

Prof. Dr. Adel El-Beltagy
Date: 25 Oct, 2004
Director General, ICARDA