

Program Facilitation Unit



- Provides technical, policy and administrative support for the implementation of the Program
- Government liaison, representation and partnerships
- Communication
- Staff and research management support
- Services



Host country agreement in Uzbekistan



- ICARDA has an agreement with the Government of Uzbekistan since 1998
- Accreditation as “International Mission” with diplomatic privileges and immunities in Uzbekistan
- Agreement operated under Ministry of Foreign Affairs in consultation with Ministry of Agriculture and Water Resources
- Working relationships with a range of institutions
- Customs-free regime, germplasm exchange and other provisions facilitating the work of the Centers
- Currently eleven Centers conduct activities under the framework of ICARDA's Agreement and 7 have staff based in Tashkent

Presence in other CAC countries



- **Kazakhstan:**
 - CIMMYT has an agreement with the Government and maintains a Representative Office
- **Georgia:**
 - Representative Office established:
 - Act as liaison for the Program with Government
 - Assist with arranging seminars, meetings, training
 - Facilitate visits of Centers' staff
 - Liaise with donor agencies based in Georgia and contribute to resource mobilization (project proposals)
 - Support project activities of all Centers

Collaborative agreements with countries and partner institutions in the CAC Region



- Various types and nature of agreements:
 - Host country agreement with Government (ICARDA in Uzbekistan and Tajikistan; CIMMYT in Kazakhstan)
 - Collaborative agreement with Ministry of Agriculture, and/or Academy of Agricultural Sciences (ICARDA on behalf of all Centers in all eight countries)
 - Memorandum of Understanding (usually between an institution and (ICARDA on behalf of) a Center; more detailed and technically specific)

Administration and logistics



- Visas for visitors and staff (about 450 visa authorizations per year), Not an easy task!
- Accreditation for ICARDA and international staff (annual) and liaison with MOFA
- Arrangements for meetings, seminars, workshops and training courses (about 20 events per year)
- Import and export of seeds and other shipments (liaison with customs and phytosanitary authorities. Other Customs and procurement issues.
- Registration and insurance of vehicles and office assets through temporary import regime.

Human Resources



- Coordination of contract issuance, renewal and monitoring for staff members and consultants
- Provision of advice to staff on insurance (e.g. medical), benefits and other HR matters
- Currently **10 IRS**, **31 NRS** with regular contracts and **15 Consultants**



Human Resources



- **Key achievements in 2011-2012:**
- Preparation for implementation of the new staff salaries and benefits structure as of 1 January 2012
- Transfer to the new insurance company Van Breda: 33 NRS staff members enrolled as of 1 January 2012. Lack of staff awareness was a challenge.

Communications



- **Challenges:**
- Linkage between public relations and resource mobilization
- Provision of a critical mass of timely, high quality Program publications
- Visibility at appropriate Regional fora
- Further improvement of resource mobilization activities through monitoring calls for proposals and donor relations
- Recruitment is ongoing for “Communications Officer” in the PFU – replacement of Project Officer

Communications



PFU bilingual publications:

- Monthly E-newsletter introduced
- Database of contacts
- “CAC News” quarterly newsletter improved
- Program’s website design renewed
<http://www.icarda.cgiar.org/cac/>
- Program introduced its Facebook page
- Annual Report
- Regular and frequent interviews in mass media

Finance



- Monitoring of special project budgets, reporting deadlines and reporting to donors
- Monitoring of cash in USD, EUR and UZS
- Half-monthly financial registers and data entering to the corporate database
- Provision of funds to partners, advance monitoring, handling of documents and reports
- Monthly financial reports to Centers
- Preparation of staff payroll incl. taxes, reporting to the Tax Inspectorate, Social and Pension Funds
- Assistance to Centers in preparation of budgets

Finance



- **Key achievements in 2011-2012:**
- Adoption of CIP's and AVRDC's Financial Information Systems and Charts of Accounts
- Adoption of internet-based systems for reporting to Halqbank and to the Tax Inspectorate
- Transfer to the new insurance company Van Breda: handling, clearance and payment of invoices
- Transition to the One Corporate System of the CGIAR will be a major future task

Budget line items	Actual 2011 [USD]	Budget 2012	Actual July 2012
Salaries and employment costs	172,734	175,000	85,311
Supplies	20,549	19,000	15,455
Contract services (incl. interpretation)	17,375	15,000	5,351
Travel/ meetings	46,480	50,000	20,627
Utilities and communications	30,555	31,000	16,080
Repair and maintenance	8,010	6,000	1,985
Miscellaneous (incl. bank fees,, etc.)	20,466	10,000	16,357
Office equipment		2,000	
Computer equipment		3,000	
Vehicles			
Credited corrections for 2010	(5,013)	--	--
Total	311,157	311,000	161,166



Center	Contribution 2012 [USD]
AVRDC	15,000
Bioversity	30,000
CIMMYT	30,000
CIP	30,000
ICARDA	30,000
ICBA	15,000
IFPRI	30,000
IWMI	30,000
MSU	15,000
CACAARI	11,000
Direct service payments	45,000
Total expected	281,000

Perspectives



- Strengthening ownership by the CAC countries
- A new role in implementation of CGIAR Research Programs (multidisciplinary and site-specific collaborative research)
- Strengthening communication, coordination and fund-raising functions
- Diversifying locations of work in the Region
- Reviewing agreements with countries and institutions
- Frequency of Steering Committee meetings