Attendees:
JB    Jim Bowman
HE    Hillary Egna
CN    Charles Ngugi
GT    Gaoussou Traore
HC    Hery Coulibaly
YY    Yang Yi
YD    Yuan Derun
NG    Nancy Gitonga
LM    Laura Morrison
LR    Lisa Reifke (note taker)

1. Introduction and Agenda Discussion
Attendees were welcomed and asked if anything should be added to agenda. Action Items were added to agenda. Financial linkages were added and moved ahead due to HE’s early departure.

2. Finalizing Work Plan
Tables 1,2,3 for each theme are up to date with incorporated feedback from attendees. Everyone was asked to take a look to see if there were any necessary changes.

The following changes were made to work plan:
p.37- The project timeline was agreeably a little redundant but worth keeping in the work plan.  
p.32- The highlighted word “fishers” was taken out because IEHA indicators #4 and 5 do not include “fishers.”  
p.16 (table 1) changes:
% increase in productivity: 100%,  
# of Malians who attend int’l aquaculture meetings: 3  
# HC individuals linked with external contacts: 5 (for each theme)  
estimated annual profit from individual ponds used in trials (this means gross not net)- Can the wording be changed? Need to check if it is on USAID indicator list.  
p.23 (table 2) changes:
# of rice farmers who participated in on-farm trials: 2
p.30 (table 3) changes:
# of frame surveys enumerators trained: 25
# of beach committees established: 2
# of landing sites under improved management: 2
# of improved techniques identified under testing: 1
# of stakeholders workshops held through FFFS: 1
# of fishers who have adopted an improved technique(s): 20
# of organizations/associations assisted: 4
delete: # of improved techniques adopted by at least one fisher and % change in rural income of target population
p.33 (table 4): Numbers in parentheses are (male/female) men on left of forward slash, women on the right.

A reminder to change the file name on the version of the document that is sent to Jim- add date or initials or both. This makes updates easier to track.
The final draft of the work plan is due on Friday June 30th to GT

3. Financial Linkages
If there are changes for activities, etc.- separate funding is needed. This is capacity building and training. Not going to be able to divert funds in 2nd or 3rd year for labs, computers, etc. Can apply for institutional strengthening. Do needs assessment for follow on, not within this project.

There is a broad budget (ex. Supplies and services) There is room for creativity in how farmers get funding. One option is to use incentives, which builds accountability (ex. training for feed).

Very important for budget to be transparent
By the end of the day- should have the numbers (total amount) for: Theme I, Theme II, Theme III. Also how much will be for allotted for partner, OSU, and Mali. Then later it can be divided by year 1, 2, and 3.
HC would like budget by Friday (at least a broad breakdown)

HC/Mali should be chiefly responsible for selecting student. Suggestions included setting guidelines for selecting student and not allowing outsiders to select student. Gov’t, private sector, etc. not student- people who are elevated and can come back to Mali to train more. The idea is that the Mali students stay in Mali.
MOU- broad agreement, don’t need budget
If HE makes MOU then:
YY- SFU
NG,CN- Moi
GT,HC- OSU to Mali

4. Resolving Language and Translation Issues
   a. Communications between Theme Leaders
      Didn’t have time to get to this item
   b. Workshop translations (handouts, presentations)
      - The report can be submitted in English, OSU will translate to French
      - Instructional materials are theme dependent and are the responsibility of the individual
to translate, not JB’s responsibility ($ for this in each budget, maybe can give HC extra $ to
do it for you)
      - HC can send report in French or English, or might only need the 3 theme reports and not
one from HC.

How much are on the spot translations at a workshop? Ballpark figure: $600/day. This is seen
as too expensive to be feasible. A suggested alternative is to use a student or staff member
(maybe those that have studied in another country) because they are familiar with agriculture
unlike a professional translator. There was also a suggestion of using a researcher. GT and HC
need to go back to Mali and explore alternatives, then they can give Jim an estimate.

Translators are needed for field visits and all workshops but should only be used when
absolutely necessary. Need to count activities to see how much for translator. Will likely need
to find more than one person.

5. Scheduling Work Plan Activities
   The following schedule changes for work plan activities were made:
   Since rice cultivation is June-October (120 days), some changes were made to correspond with
the season
   Move Rice-fish demonstration from year 1 to year two (June 2009)
   Move Workshop on Training and Extension Capacity for Rice-Fish Culture from year 1 to year
two (Sept. 2009)
   Add Planning for Rice-fish demonstration and Workshop on Training and Extension Capacity for
Rice-Fish Culture to Year 1
   Move Workshop on Appropriate Aquaculture Post Harvest Technologies from August to
September 2009
Move Workshop on BMPs from May 2010 to November 2009
Keep activities scheduled for July 2008 for now, can get approval by GT over email if need to change

6. Action Items:
   - Time table for Work Plan: Due Friday June 30th to GT
   - MOU drafts and subcontracts from JB to theme leaders: Friday June 30th
   - GT and HC need to look into translator options for workshop and activities and report back to JB: Friday June 30th
   - JB and CN get budget (broad overview) to GT by tonight