



ECOWAS COMMISSION
COMMISSION DE LA CEDEAO
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Concept note and agenda

Assessment and programming workshop of the Agroecology Program in West Africa and launch of the activities of the training centers

Cotonou, Benin, October 31 to November 5, 2022



1 | Background and rationale

Designed as an alternative to face climate challenges and vulnerability, the Agroecology Program (PAE) aims to support Family Farms (EAF) towards an agroecological transition that allows them to reconcile economic performance, food security, strengthening resilience, preservation of the environment and health of populations. To do this, the PAE encourages regional mobilization to promote the exchange of experiences, the strengthening of human, technical and institutional capacities, and support for the development of more resilient agro-ecological systems.

The PAE started on January 15, 2018 with the operational implementation of the Agroecological Transition Support Project (PATAE) financed by AFD at a cost of €8 million. It has expanded with the integration, from March 15, 2019, of the Project to Support the Dissemination and Implementation of Good Practices for Sustainable Agricultural Intensification (PAIAD) funded by the EU under the 11th PIR, for an amount of €8.2 million. The operational implementation of the PAIAD began in June 2020.

The 2022 action plan of the EAP provides for the organization of a regional workshop to review 2022 activities and 2023 programming. In order to strengthen synergies between the countries and the regional level and to promote exchanges, this workshop brings together all the national correspondents and the 3AO team.

On the sidelines of this workshop, the representatives of the training centers that will be supported by the PAE will be invited to an official meeting to launch their activities and to a training session on the administrative and financial procedures and monitoring and evaluation of the PAE.

2 | Workshop objectives

The general objective of the workshop is to take stock of the activities carried out in 2022 at both regional and national level and to establish the 2023 program, which includes the start of support for 15 training centers in the region.

Specifically, the programming and launch workshop aims to:

- Review the 2022 achievements of the PCU, 3AO and the various national correspondents;
- Develop the 2023 AWPBs of CNs and 3AOs;
- Provide the necessary support to 3AO and NCs and/or their accountants on problems related to technical and/or financial reporting (B to B interviews as needed);
- Officially launch the activities of the training centers; and
- Train the representatives of the training centers in the administrative and financial procedures and in the monitoring-evaluation system.

3 | Expected results and deliverables

The following outputs will be expected at the end of the workshop:

- The assessments of the execution of the 2022 action plan both at regional and national level are made;
- National and 3AO AWPBs for 2023 are developed and validated;
- Any reporting issues are resolved;

- The activities of the 15 Training Centers are officially launched
- The representatives of the training centers are trained.

The products expected from the workshop are:

- A workshop report;
- A training report;
- The 2023 action and procurement plans (PPM).

4 | Methodological approach

In preparation for the regional workshop, each NC and the 3AO team will receive a presentation outline for the 2022 AWPB report and the preparation of the 2023 AWPB. These documents should reach the PCU for feedback before the meeting is held. of the workshop.

The workshop will take place in three (3) stages:

Session	dates	Attendees
Session 1: 2022 review and 2023 programming	October 31 November 1 and 2, 2022	Opening: ECOWAS; TFP; PCU; CN and accountants; 3 AO
Session 2: Launching the activities of the training centers	November 3, 2022 (morning)	ECOWAS; TFP; Min Agri of Benin; PCU; training centers; CN and accountants; 3 AO
Session 3: Training of representatives of training centers	3 (afternoon) to 4 November 2022	PCU; ARAA (M&E); representatives of training centers and accountants

5 | Date and place

The workshop will take place from October 31 to November 5, 2022 at Sun Beach Hotel in Cotonou, Benin. Some sessions can be followed remotely on Zoom.

6 | Attendees

The workshop, chaired by ECOWAS, will bring together a diversity of participants including representatives of:

- ECOWAS, and more particularly the Regional Agency for Agriculture and Food (ARAA);
- Representatives of Technical and Financial Partners (French Development Agency and European Union);
- The representatives of the 15 Member States: 15 National Correspondents and 15 Accountants;
- The representatives of 3AO: the Coordinator and the Accountant;
- The representatives of the training centers as well as their accountants;
- The EAP Coordination Unit team.

7 | Provisional agenda

7.1 Session 1: 2022 review and 2023 programming

Schedule	Description	Speakers
DAY 1: Monday, October 31, 2022		
9:00 a.m. – 9:05 a.m.	Welcome to participants	EAP Coordinator
9:05 a.m. – 9:20 a.m.	Opening address by the representative of ECOWAS	DE/ARAA
9:20 a.m. – 9:40 a.m.	Family pictures	
9:40 a.m. – 10:00 a.m.	Coffee break	
10:00 a.m. – 10:20 a.m.	Presentation of the 2022 regional assessment of the PAE	EAP Coordinator
10.20 a.m. – 10.30 a.m.	Presentation of 3AO's 2022 balance sheet	3AO Coordinator
10:30 a.m. – 11:00 a.m.	Questions answers	
11:00 a.m. – 11:40 a.m.	Presentation of the 2022 NC balance sheet: <ul style="list-style-type: none"> - From Benin - From Burkina Faso - From Cape Verde - From Ivory Coast 	10 mins / country National Correspondents
11:40 a.m. – 12:00 p.m.	Questions answers	
12 p.m. – 1:30 p.m.	Meal	
1:30 p.m. – 2:10 p.m.	Presentation of the 2022 NC balance sheet: <ul style="list-style-type: none"> - From Gambia - From Ghana - From Guinea - From Guinea-Bissau 	10 mins / country National Correspondents
2:10 p.m. – 2:30 p.m.	Questions answers	
2:30 p.m. – 3:10 p.m.	<ul style="list-style-type: none"> - From Liberia - From Mali - From Niger - From Nigeria 	10 mins / country National Correspondents
3:10 p.m. – 3:30 p.m.	- Questions answers	

3:30 p.m. – 4:00 p.m.	- Coffee break	3:30 p.m. – 3:50 p.m.
4:00 p.m. – 4:30 p.m.	- From Senegal - From Sierra Leone - From Togo	10 mins / country National Correspondents
4:30 p.m. – 4:45 p.m.	- Questions answers	
4:45 p.m. – 5:00 p.m.	- Summary and closing of the day	Moderator

Schedule	Description	Speakers
DAY 2: Tuesday, November 1, 2022		
8:30 a.m. – 8:45 a.m.	Presentation of what is expected in the construction of the 2023 AWPBs and reminder of the day's instructions	Moderator
8:45 a.m. – 10:30 a.m.	Readjustment of country AWPBs and 3 group AOs with support from the PCU <i>B to B: support on problems related to technical and/or financial reporting</i>	
10:30 a.m. – 10:50 a.m.	Coffee break	
10:50 a.m. – 12:30 p.m.	Readjustment of country AWPBs and 3 group AOs with support from the PCU <i>B to B: support on problems related to technical and/or financial reporting</i>	
12:30 p.m. – 1:30 p.m.	Meal	
1:30 p.m. – 2:00 p.m.	Questions answers	
2:00 p.m. – 3:30 p.m.	Readjustment of country AWPBs and 3 group AOs with support from the PCU <i>B to B: support on problems related to technical and/or financial reporting</i>	
3:30 p.m. – 3:50 p.m.	Coffee break	
3:50 p.m. – 4:45 p.m.	Final Clarification Discussions	
4:45 p.m. – 5:00 p.m.	Summary and closing of the day	Moderator
Schedule	Description	Speakers

Schedule	Description	Speakers
DAY 3: Wednesday, November 2, 2022: review of procedures		
8:30 a.m. – 8:45 a.m.	Reminder of the day's instructions	Moderator
8:45 a.m. – 10:30 a.m.	Retraining on administrative and financial management and procurement procedures	
10:30 a.m. – 10:50 a.m.	Coffee break	

10:50 a.m. – 12:30 p.m.	Retraining on monitoring and evaluation, reporting and communication procedures and visibility	
12:30 p.m. – 1:30 p.m.	Meal	
1:30 p.m. – 3:30 p.m.	Practical work on the MESECOPS and on the accounting database (group 1 and 2)	
3:30 p.m. – 3:50 p.m.	Coffee break	
3:50 p.m. – 4:45 p.m.	Practical work on the MESOCOP and on the accounting database (group 1 and 2)	
4:45 p.m. – 5:00 p.m.	Summary and closing of the day	Moderator

7.2 Session 2: Launching the activities of the training centers

Schedule	Description	Speakers
MORNING DAY 4: Thursday, November 3, 2022		
8:30 a.m. – 8:40 a.m.	Welcome to participants	EAP Coordinator
8:40 a.m. – 8:50 a.m.	Speech by the AFD representative	AFD representative
8:50 a.m. – 9:00 a.m.	Speech by the representative of the EU	EU representative
9:00 a.m. – 9:10 a.m.	Speech representing ECOWAS	DE/ARAA
9:10 a.m. – 9:20 a.m.	Launch speech	Minister of Agriculture of Benin or his representative
9:20 a.m. – 9:40 a.m.	Family pictures	
9:40 a.m. – 10:00 a.m.	Coffee break	
10:00 a.m. – 10:30 a.m.	Press conference	Representatives of ECOWAS, Ministry of Agriculture, AFD and EU
10:30 a.m. – 11:00 a.m.	General presentation of the PAE and the issues related to the implementation of the Training component	EAP Coordinator
11:00 a.m. – 11:45 a.m.	Discussions	
11:45 a.m. – 12:00 p.m.	Closing remarks of the launch ceremony	FROM ARAA
12:00 p.m. – 1:30 p.m.	Meal	
AFTERNOON DAY 4: Thursday, November 3, 2022		
1:30 p.m. – 1:45 p.m.	Opening of the training session	Moderator

1:45 p.m. – 2:00 p.m.	Introduction, objectives and expected results of the training	Moderator
2:00 p.m. – 2:20 p.m.	General principles of technical and financial reporting Presentation of the reporting schedule	EAP M&E and RAF Officer
2:20 p.m. – 3:10 p.m.	Questions answers	
3:10 p.m. – 3:30 p.m.	Coffee break	
3:30 p.m. – 3:50 p.m.	General principles of administrative management (per diem, allowances, fixed assets, etc.) Reminders on expenditure justification and audit procedures Preparing payment requests	EAP RAF
3:50 p.m. – 4:45 p.m.	Questions answers	
4:45 p.m. – 5:00 p.m.	Summary and closing of the day	Moderator

7.3 Session 3: Training of representatives of training centers

GROUP 1	Coordinators of training center activities	Training in the MESECOPS monitoring and evaluation system
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Schedule	Description	Speakers
DAY 5: Friday, November 4		
8:30 a.m. – 8:45 a.m.	Opening of the day and validation of the work program	Moderator
8:45 a.m. – 9:00 a.m.	Introduction, objectives and expected results of the day	EAP Coordinator
9:00 a.m. – 10:00 a.m.	Presentation of the MESECOPS tool	M&E of RAAF and EAP
10:00 a.m. – 10:30 a.m.	Questions answers	
10:30 a.m. – 11:00 a.m.	Coffee break	
11:00 a.m. – 11:30 a.m.	Registration of participants in MESECOPS	M&E of RAAF and EAP
11:30 a.m. – 12:30 p.m.	Practical work	
12:30 p.m. – 1:30 p.m.	Meal	

1:30 p.m. – 2:00 p.m.	Questions answers	
2:00 p.m. – 3:30 p.m.	Practical work	
3:30 p.m. – 4:00 p.m.	Coffee break	
4:00 p.m. – 4:45 p.m.	Final Clarification Discussions	
4:45 p.m. – 5:00 p.m.	Summary and closing of the day	Moderator

Schedule	Description	Speakers
DAY 6: Saturday, November 5		
8:30 a.m. – 9:30 a.m.	Presentation of reporting dashboards and discussions	
9:30 a.m. – 10:30 a.m.	Correction of practical work Final Clarification Discussions	
10:30 a.m. – 11:00 a.m.	Coffee break	
11:00 a.m. – 12:00 p.m.	Presentation on communications and visibility procedures IN PLENARY	
12:00 p.m. – 1:00 p.m.	Final Clarification Discussions IN PLENARY	
1:00 p.m. – 1:30 p.m.	Summary and closing of the workshop	Moderator
1:30 p.m. – 2:30 p.m.	Meal	

GROUP 2 | Training center accountants | Training Administrative and Financial Procedures

Schedule	Description	Speakers
DAY 5: Friday, November 4		
8:30 a.m. – 8:45 a.m.	Opening of the day and validation of the work program	Moderator
8:45 a.m. – 9:00 a.m.	Introduction, objectives and expected results of the day	EAP RAF
9:00 a.m. – 10:00 a.m.	General principles of procurement Procurement plan	EAP RAF
10:00 a.m. – 10:30 a.m.	Questions answers	

10:30 a.m. – 11:00 a.m.	Coffee break	
11:00 a.m. – 12:00 p.m.	Intellectual service market Supply markets Validation circuits and non-objection procedures	EAP RAF
12:00 p.m. – 12:30 p.m.	Questions answers	
12:30 p.m. – 1:30 p.m.	Meal	
1:30 p.m. – 3:30 p.m.	Practical work on procurement	
3:30 p.m. – 4:00 p.m.	Coffee break	
4:00 p.m. – 4:45 p.m.	Correction of practical work Final Clarification Discussions	
4:45 p.m. – 5:00 p.m.	Summary and closing of the day	Moderator

Schedule	Description	Speakers
DAY 6: Saturday, November 5		
8:30 a.m. – 9:00 a.m.	Presentation of the accounting tool	
9:00 a.m. – 10:30 a.m.	Practical work on the accounting tool and the entry of expenses Correction of practical work Final Clarification Discussions	
10:30 a.m. – 11:00 a.m.	Coffee break	
11:00 a.m. – 12:00 p.m.	Presentation on communications and visibility procedures IN PLENARY	
12:00 p.m. – 1:00 p.m.	Final Clarification Discussions IN PLENARY	
1:00 p.m. – 1:30 p.m.	Summary and closing of the workshop	Moderator
1:30 p.m. – 2:30 p.m.	Meal	