

Appendix 3. Project Overview Presentation

PAPUSSA Inception Meeting

19-21 February 2003
University of Agriculture and Forestry
Ho Chi Minh City, Vietnam

Agenda

- Project summary, co-ordination and management
- Review of PAFPS in 4 locations
- Review of health issues
- Discussion of approach to situation analysis
- Workshop to develop matrix of common issues/differences

Agenda

- Introduction to RUAF and STREAM
- Workshop to agree approach to WP1
- Draft press release
- Agree on integration of WP1 with WP2-4 and 8
- PhD projects
- Field trip

Project Introduction

- Started 1st January 2003
- Ends 31st December 2005
- 8 partners, 3 EC, 5 Asia

Partners and their roles

WP/Na	Work package title	Lead contractor No.	Person months	Start month	End month	Deliverable No.
WP 1	Situation appraisal	1	138	1		1
WP 2	Public health and hygiene monitoring	2	120	7	21	2, 3, 4, 5
WP 3	Production system and livelihoods monitoring	5,6,7,8	103	7	21	6, 7
WP 4	Social, policy and institutional monitoring	4	96	7	21	8, 9, 10, 11
WP 5	Public health and hygiene pilot	2	151	21	35	12, 13, 14, 15
WP 6	Production systems and livelihoods pilot	5,6,7,8	97	21	35	16, 17
WP 7	Social, policy and institutional pilot	4	93	21	35	18, 19, 20, 21
WP 8	Dissemination	1	50	3	36	22, 23, 24, 25, 26
TOTAL			848			

Contractors: 1 UoR; 2 KVL; 3 NHE; 4 UD; 5 RIA; 6 UAF; 7 RUA; 8 KU.

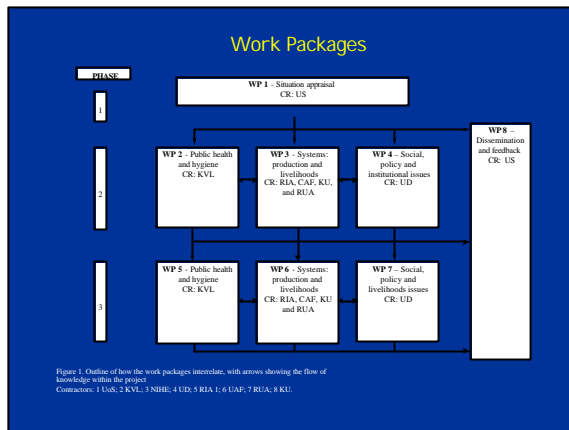
Specific Objectives

- Undertake a multidisciplinary situation appraisal of PAFPS at 4 sites in 3 SE Asian countries, raise awareness of their role and benefits and conduct an institutional assessment
- Risk assessment of existing PAFPS and opportunities for enhanced management to reduce risks assessed in stakeholder consultation
- Describe the role of PAFPS in primary stakeholder livelihoods, assess vulnerability context and workshop outcomes
- Assess social characteristics of PAFPS and relate to spatial features, identify environmental tensions/conflicts, describe marketing and consumption patterns and policy implications of trajectories of change
- Verification of occupational and consumer health hazards at 2 pilot sites identified in consultation with stakeholder, monitoring of interventions to reduce such risks and revised health risk assessment for modified PAFPS

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Specific Objectives

- Enhanced management strategies tested at pilot sites and a preliminary assessment of livelihoods impacts made, identification of high potential strategies and appropriate dissemination pathways identified
- PRA undertaken at 2 representative pilot sites, case-studies for individual households and PAFPS, in-depth analysis of local and national policy context and description and mapping of production, marketing and consumption sequence
- To inform and stimulate interaction amongst stakeholders, ensure the integration of outputs, feed stakeholder perceptions into the research process, disseminate outcomes widely in appropriate formats and raise awareness amongst stakeholders



Review of visits and meetings

- August 2001 Stuart Bunting visits to RI A1 & RUA and meeting with PI's UAF & KU
- David Little meetings with PI's and at AI T
- Inception meeting at UAF
- Progress meeting in January 2004?

PAFPS Sites

- southern Vietnam
- Phnom Penh
- Bangkok & environs
- Hanoi
- Details will be presented later

Implementation

- UOS will co-ordinate project activities
- Progress meetings will be held at the end of years 1 & 2
- WP leaders will take responsibility for managing WP related activities & co-ordinating with other WP leaders
- Those engaging sub-contractors should agree timing and nature of inputs with WP leader and respective sub-contractor, they will also have to administer funds for this

General working procedures

- Financial management
- Budget rules
- Personnel
- Equipment
- Consumables
- Reimbursement
- Co-ordination
- Publications

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Financial management

Finance Rules INCO-DEV Projects

Eligible costs:

- Necessary for the project
- Incurred during the duration of the project (November 1, 2001 –April 30, 2005)
- Recorded in the accounts of the Contractor no later than April 30, 2005.
- No profit margin!!

Non-eligible costs:

- Provisions for debts
- Indirect taxes and VAT
- Entertainment or hospitality expenses, unless absolutely necessary for carrying out the project

Budget rules

General Budget Rules

No costs may be charged to more than one of the cost categories

Contractors may transfer budget between themselves, but:

- Inform the Commission (through WU)
- Amounts transferred should not exceed 20% of the amount allocated to a contractor

A contractor is allowed to transfer money between budget categories. However, when exceeding 20% of the original amount for a cost category, permission is needed from the Commission (through WU)

Personnel

Types of Personnel Eligible for Funding

Rules:

- Only actual working hours for scientific and technical work
- All working hours must be recorded (record must be available)
- Personnel must be directly employed
- Charges are "gross remuneration and related charges"
- A temporary contract for the EC research project **no permanent staff**
- A temporary contract for completing a doctorate
- A contract which depends upon external funding additional to the normal recurring funding

Equipment

Durable Equipment

Asian partners may purchase equipment, no depreciation is needed

European partners:
Depreciate computers in 36 months

Equipment bought within the six months preceding November 2001 can be charged to the project (WU would like to be informed)

Consumables

Consumables, Computing

Consumables:

- Actual costs
- Includes software licences

Computing:

- Must be substantiated in accordance with the rules applicable to the contractors

Reimbursement

Reimbursement Rules

At end of year, reimbursements happen on basis of expenses sent to Brussels

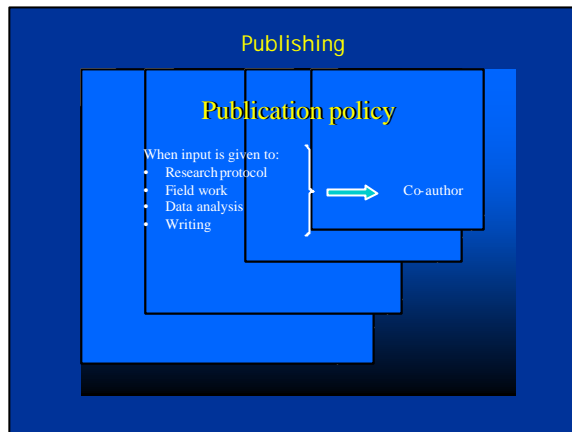
All expenses are reported in EURO (at rate of the day)

Currency losses (are paid from overhead)

Commission never pays last 15% of budget as advance. Only as a reimbursement.
On basis of accurate cost statement, WU can provide an advance.

Annual Finance budgets: Form Part E-1 (2 pages)
(Be in time)

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PAPUSSA Work Package 1

Situation Appraisal

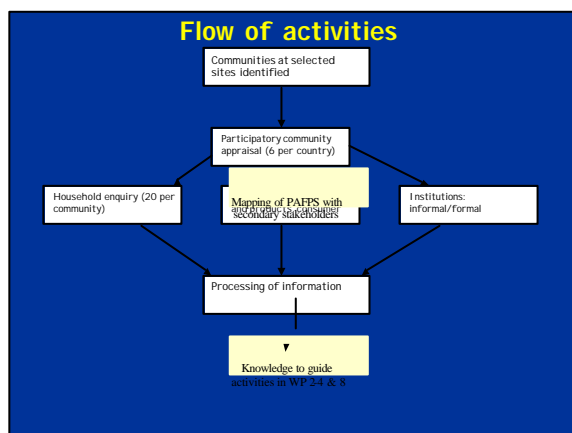
Month 1 - 7

Co-ordination: University of Stirling

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 Stuart Bunting s.w.bunting@stir.ac.uk

- ### Participation:
- University of Stirling (UOS), Scotland
 - Royal Veterinary and Agricultural University (KVL), Denmark
 - National Institute of Hygiene and Epidemiology (NIHE), Hanoi
 - University of Durham (UD), England
 - Research Institute for Aquaculture 1 (RIA1), Hanoi
 - University of Agriculture and Forestry (UAF), Ho Chi Minh City
 - Royal University of Agriculture (RUA), Phnom Penh
 - Kasetsart University (KU), Thailand
 - Asian Institute of Technology (AIT), Thailand

- ### Objectives:
- Representative communities identified
 - Impacts of waste reuse and recovery assessed at community-level
 - Key primary stakeholders identified and main livelihood characteristics identified
 - Key food products identified and demand characteristics established
 - General institutional and legal framework described
 - Awareness raised among stakeholders about role and value of current reuse and recovery



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Draft outline of
participatory community
appraisal