



Project no.: **612714**
Project acronym: **LATINCROP**
Project title: **An integrated strategy for the conservation and use of underutilized Latin American Agrobiodiversity**

Seventh Framework Programme
Theme [KBBE.2013.3.1-02]
EU-Latin America Partnering Initiative on sustainable biodiversity in agriculture

Instrument: **Coordination and Support Action**

Start date of the project: the 1st of November 2013
Duration of the project: 48 months

Deliverable reference number and title:
Deliverable 1.1 – Minutes of kick-off meeting

Due date of deliverable: 31-01-14 (M1)
Actual submission date:

Organisation name of lead contractor for this deliverable:
University of Copenhagen – UCPH (#1)

Revision [Submitted]

Project co-funded by the European Commission within the Seventh Framework Programme (2007-2013)		
Dissemination Level		
PU	Public	
PP	Restricted to other programme participants (including the Commission Services)	
RE	Restricted to a group specified by the consortium (including the Commission Services)	x
CO	Confidential, only for members of the consortium (including the Commission Services)	

Objective(s)

The objectives of these work package-activities are to ensure an efficient management of the project and a consistent high quality of the work to be performed and of the reports produced. Further, it deals with the administrative and financial management of the project.

Present deliverable (D1.1) is to ensure clear information of discussions and decisions deriving from the LATINCROP kick-off meeting, held in La Paz, Bolivia 24-26 of February, 2014 (M4).

Strategy for solving the task

Minutes were taken during the entire kick-off meeting, where after the draft document has been sent for review and comments to all the partners.

The workshop and field trip which were part of the kick-off meeting is extensively resumed in a separate document which can also be found as an annex to this deliverable 1.1.

Result

Location:

Auditorio Edificio Nuevo, Facultad de Agronomía – UMSA
Calle Landaeta Esquina Héroes del Acre s/n, La Paz, Bolivia 24-16 February, 2014

AGENDA

LATINCROP – Kick-off Meeting – DAY 1

24-02-2014	OPEN SESSIONS (partners and stakeholders)
8:30 – 8:45	Opening and welcome - <i>Hugo Bosque, UMSA, Bolivia</i>
8:45 – 9:00	Rector at UMSA - <i>Waldo Albarracín Sánchez</i>
9:00 – 9:10	Danish Vice ambassador in Bolivia – <i>Lars-Henrik Worsøe</i>
9:10 – 9:40	Welcome, Project overview, objectives, goals, management – <i>Project coordinator Sven-Erik Jacobsen, UCPH, Denmark</i>
9:40 – 09:55	Plant genetic resources of selected crops – <i>Milton Pinto, PROINPA, Bolivia</i>
09:55 – 10:10	Commercial use of selected crops – <i>Angel Mujica, UNAP, Peru</i>
10:10 – 10:40	<i>Break</i>
10:40 – 10:55	Networking and outreach – <i>Cesar Tapia, INIAP, Ecuador</i>
10:55 – 11:10	Local farmer, Tiwanaku – <i>Felix Tenorio</i>
11:10 – 11:40	Director Nacional de Investigaciones del INIAF - <i>Luis Acosta</i>
11:40 – 12:00	How to develop and maintain a strong network – <i>Sven-Erik Jacobsen</i>
12:00 – 12:45	Questions and Discussion – all
13:00 – 15:00	<i>Lunch</i>

24-02-2014	CLOSED SESSION (partners)
15:00 - 15:20	Information from EU Office, UCPH – <i>Liaison Officer Frants Lüttichau</i>
15:20 – 15:40	LATINCROP Intro – <i>Sven-Erik Jacobsen</i>
15:40 – 17:10	Presentation of partner 1-9 (all partners will present their working area/background, project employees, other projects, contribution to Latincrop. 10 min each)
17:10 - 17:15	Round-up – <i>Sven-Erik Jacobsen</i>

LATINCROP – Kick-off Meeting – DAY 2.

25-02-2014	FIELD EXCURSION / WORKSHOP
8:00	Field trip by bus UMSA's Choquenaira Experimental Station and PROINPA's Quipaquipani Center / Parallel workshop led by Melting Pot
12:30 – 13:30	<i>Lunch</i>
16:15 – 18:15	Return to UMSA by bus

For the full programme and evaluation report of the workshop, please see annex 1.

LATINCROP – Kick-off Meeting – DAY 3

DAY 3	MEETINGS
26-02-2014	
9:00 – 9:30	Presentation of Work Package 1, followed by discussion/questions
9:30 – 10:15	Presentation of Work Package 2, followed by discussion/questions
10:15 – 10:30	<i>Break</i>
10:30 – 11:15	Presentation of Work Package 3, followed by discussion/questions
11:15 – 12:00	Presentation of Work Package 4, followed by discussion/questions
12:00 – 13:30	<i>Lunch</i>
13:30 – 15:30	Steering Committee Meeting – <i>all</i>
15:30 – 16:00	End of meeting

Minutes of the official part of the kick-off meeting

Day 1

For the official part of the meeting, stakeholders from all the involved Latin American countries were invited. In the Description of Work is a list of stakeholders for each of the partner countries Bolivia, Ecuador and Peru. Prior to the kick-off meeting, the list was updated, and all the stakeholders received an invitation to the LATINCROP kick-off meeting. At the official part of the meeting 65 persons participated.

This official part of the meeting included welcoming by the official persons involved in the LATINCROP project either through their institutional affiliation or as stakeholders of the project. The main themes and goals of the project were presented by some of the partners of the project.

The lunch was arranged by Melting Pot Bolivia (partner #7) at restaurant Gustu, where traditional crops were used and presented in alternative and very delicious ways.

Hereafter was the opening of the closed session of the meeting, where only partners were present. Liaison officer from the EU-office at the University of Copenhagen (partner #1) went through the financial and reporting demands from the European Commission. Following there was time for questions and answers. Subsequently, the presentation was modified, adding answers to questions and sent around to all partners in English and Spanish.

Project coordinator gave an introduction to the project, where after all partners gave a short introduction of their institutions. The presenters were asked to mention institutional facts, their contribution to LATINCROP and which other projects the institution is presently involved in.

DAY 2

Minutes and evaluation of this day please see annex 1 "REPORT – LATINCROP PSC WORKSHOP 1"

DAY 3

This part of the kick-off meeting began by introducing break-out groups and their tasks. Based on the discussion in the break-out groups, the work package leaders should come up with clear ideas about the future work within the work packages. One of the tasks was to identify indicators which can be used for measuring the impact of the LATINCROP project. All groups were given 30 minutes for discussion and preparation of a 10 minutes presentation.

The conclusions of this exercise were:

- The responsibility of the WP tasks should be well divided between the partners involved.
- Indicators which can be used for measuring the impact and success of present project need to be further identified. Project impact should be evaluated on annual meetings.

Project manager closes the meeting.
End of kick-off meeting.

LATINCROP – Steering Committee Meeting #1

For agenda of the steering committee meeting, please see annex 2.

For minutes of the steering committee meeting, please see annex 3

Implementation, monitoring and next step

- Before the next annual meeting we will have contact to more stakeholders to ensure that a broader range of stakeholders will show up at the official part of the meeting.
- A list of all projects with whom the institutions in LATINCROP are involved will be distributed among partners.
- Indicators that can be used to measure the impact and success of the LATINCROP project will be identified.

- Further communication within work packages concerning collaborative work on the upcoming tasks. The work package leader will be responsible.

The outcome of the discussions will be pursued and followed up upon by the project coordinator and project manager.

Delays and difficulties

Since the date of the kick-off meeting were 3 months later than stated in the Description of Work, this deliverable was accordingly delayed. The project officer has been informed about this delay in due time.

ANNEX 1 “REPORT – LATINCROP PSC WORKSHOP 1“

ANNEX 2 – “Agenda, Project Steering Committee Meeting”

ANNEX 3 – “Minutes, Project Steering Committee Meeting”