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/](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

<table>
<thead>
<tr>
<th>Budget line items</th>
<th>Actual 2011 [USD]</th>
<th>Budget 2012</th>
<th>Actual July 2012</th>
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</thead>
<tbody>
<tr>
<td>Salaries and employment costs</td>
<td>172,734</td>
<td>175,000</td>
<td>85,311</td>
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<td>Supplies</td>
<td>20,549</td>
<td>19,000</td>
<td>15,455</td>
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<td>Contract services (incl. interpretation)</td>
<td>17,375</td>
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<tr>
<td>Travel/meetings</td>
<td>46,480</td>
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<td>Utilities and communications</td>
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<td>Repair and maintenance</td>
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<td>Miscellaneous (incl. bank fees, etc.)</td>
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<td>Office equipment</td>
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<td>Vehicles</td>
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<td>Credited corrections for 2010</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>311,157</strong></td>
<td><strong>311,000</strong></td>
<td><strong>161,166</strong></td>
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<td>Center</td>
<td>Contribution 2012 [USD]</td>
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<tr>
<td>------------</td>
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<tr>
<td>AVRDC</td>
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<td>Direct service payments</td>
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<td><strong>Total expected</strong></td>
<td><strong>281,000</strong></td>
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**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