ISG OPERATIONAL PLAN 2003 - 2005

No	ACTIVITY	2003												2004												2005											
		Q1			Q2			Q3			Q4			Q1			Q2			Q3			Q4			Q1			Q2			Q3			Q4		
		1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
1.0	COORDINATION and POLICY DIALOGUE [1]																																				
1.1	Discussions within MARD of existing and upcoming projects, policies, priorities, etc.					X	X	X	X			X				X			X			X			X			X			X			X			X
1.2	Discussions with donors, NGOs, partners of existing plans, priorities, policies, strategies, lessons learned, planning parameters etc. (On-going)					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
1.3	Translation and dissermination of MARD and GoV 5 and 10 year plans					X	X	X	X	X																											
1.4	Visit by ISG to donors and NGOs					X	X	X	X	X		X			X			X			X			X			X			X			X			
1.5	Workshops for coordination and policy dialogue						X						X						X						X						X						X
1.6	Study visits										X						X						X						X					X			
1.7	Identification of thematic studies for policy dialogue						X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2.0	PROVINCES [2]																																				
2.1	Development of criteria for selection of provinces					X	X	X	X																												
2.2	Discussions in the provinces									X	X	X	X																								
2.3	Establishment of dialogue platforms in provinces											X	X	X																							
2.4	Regular meetings in provinces														X			X			X			X			X			X			X			X	
3.0	INFORMATION [3]																																				
	Dissemination of information related to GoV and MARD plans, on-going projects, up-coming projects, lesson learned, best parctises, minutes, etc.						X	X			X			X			X			X			X			X			X			X			X		
4.0	PLENARY MEETINGS [4]																																				
	Prepare, implement and circulate minutes					X	X												X												X						

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5.0	STEERING BOARD [5]																																				
	Prepare, implement and circulate minutes					X	X												X												X						
6.0	TAGs [6]																																				
6.1	Support TAGs		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6.2	Identify thematic issues to be discussed and reviewed						X						X						X						X						X			X			
6.3	Identify MARD priority areas, planning parameters and indications for CPRGS							X						X						X						X						X					
6.4	Discuss and establish coordination between MONRE and MARD						X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6.5	Review of need for establishing a TAG for increased agricultural production and productivity proper						X	X	X	X																											
6.6	Review need for establishing other TAGs							X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7.0	THEMATIC STUDIES [7]																																				
	Identify and prepare TORs for specific Thematic studies						X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8.0	PARTNERSHIPS [8]																																				
	Collaborate closely with FSSP and NDM partnerships	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9.0	DATABASES [9]																																				
9.1	Update ISG databases	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9.2	Develop and update new databases (ODA, FDi and TAs)							X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10.0	ISG NEWSLETTER [10]																																				
	Develop and distribute ISG Newsletter						X			X			X			X			X			X			X			X			X			X			X

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11.0	SWAP [11]																																				
	Review how SWAP can be integrated within MARD, ICD, ISG and TAGS			X	X	X	X	X	X	X																											
12.0	REVIEW [12]																																				
12.1	Annual external review of ISG											X	X																								
12.2	Annual audit	X												X												X											
13.0	STAFF [13]																																				
13.1	Employment of ISG Technical Coordinator						X	X																													
13.2	Reconfirmation of TAG chairmen						X	X																													
13.3	Capacity building							X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14.0	PLANNING AND BUDGETING [14]																																				
14.1	Preparation of planning framework for the forthcoming annual plan						X												X												X						
14.2	Development of TAG plans by TAGs							X	X	X										X	X	X										X	X	X			
14.3	Compilation of TAG plans and inclusion with other ISG activities										X												X												X		
14.4	Preparation of a budget										X																								X		
14.5	Discussion of draft workplan and budget										X																								X		
14.6	Approval of annual workplan and budget										X																								X		
15.0	ITINERARIES AND REPORTS [15]																																				
15.1	Development of 1 page formats for monthly itineraries and reports						X	X																													
15.2	Preparation and submission of monthly plan and initeraries						X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		

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16.0	MONITORING (16)																																				
16.1	Self-monitoring	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16.2	Development of benefit monitoring system						X																														
16.3	Testing of benefit monitoring system							X	X	X																												
16.4	Operation of benefit monitoring system										X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16.5	Circulation of quarterly benefit monitoring reports								X			X			X			X			X			X			X			X			X			X	

NOTES:

(1) Coordination and policy dialogues within MARD and between MARD and other ministries, donors, NGOs, other partners and provinces to facilitate that existing GoV and MARD plans, priorities, policies and indicators are being addressed and that foreign assistance is utilised in an optimal manner.

(2) Establish platforms in pilot provinces selected in accordance with criteria. The platforms will have its focal point in DARD and comprise relevant staff. The platforms will aim at coordinating donor-funded activities, projects and programmes for optimal usage of the resources. The platforms will also facilitate dissemination of novel technology and production recommendations to the rural communities and provide feed-back from rural communities and

(3) Includes all kind of information. The close collaboration with ICARD will be maintained.

(4) In accordance with existing practice, rules and regulations.

(5) In accordance with existing practice, rules and regulations.

(6) Existing TAGs will develop their own annual workplan, which will be integrated into the overall workplan for ISG.

(7) TAGs and ISG will identify thematic studies being needed.

(8) Close collaboration with existing partnerships, FSSP and NDM, will be maintained.

(9) Regular update of database and exchange of information with other databases (FSSP, NDM etc.).

(10) Regular publication and distribution of ISG newsletter.

(11) ISG to review how SWAP can be integrated with existing projects, plans, priorities and policies of MARD and the vice versa.

(12) An external annual review of ISG will be undertaken in November/December to identify progress, areas of alignment, revision of ToRs and other relevant matters.

(13) ICD will appoint the ISG Technical Coordinators.

(14) The annual planning process will involve ISG, TAGs, provinces, MARD, other ministries, donors, other partners, PS and SB.

(15) Brief monthly itineraries and reports will be prepared following a preset format; 1-2 pages.

(16) ISG will take steps to implement the two monitoring instruments mentioned in the revised ToRs for ISG.