

MEETING ANNOUNCEMENT

TO : Representatives of Governments and Administrations of Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu and Timor Leste **No. :** 15/24

FILE : PRO/127/2 **DATE :** 11 August 2015

SUBJECT: **WORKSHOP ON “STRENGTHENING REGIONAL KNOWLEDGE MANAGEMENT CAPACITIES” AND “VANUATU NATIONAL AGRICULTURAL POLICY LAUNCH AND AWARENESS WORKSHOP”, VANUATU, 07–11 SEPTEMBER 2015**

1. I am pleased to announce that the European Union supported Pacific Agriculture Policy Project (PAPP) implemented by the Secretariat of the Pacific Community, in collaboration with the Vanuatu **Ministry of Agriculture**, Livestock, Forestry, Fisheries, and Biosecurity and the Technical Centre for Agriculture and Rural Cooperation (CTA) will be conducting the following workshops in Vanuatu.
 - I) Convene a sub-regional knowledge management workshop on ‘Strengthening regional knowledge management capacities to support agricultural policy, research and markets linkages’, from 7 – 10 September;
 - II) Launch the Vanuatu Agricultural Policy Bank including an awareness workshop on Vanuatu’s new National Agricultural Policy from 10-11 September 2015.

OBJECTIVES OF THE WORKSHOPS

2. The overall objectives of the workshops are to:
 - (i) Promote easy access to key policy information.
 - (ii) Strengthen regional knowledge management capacities to support Agricultural policy in the Pacific region.
 - (iii) Promote awareness on the new Vanuatu Agricultural Policy Bank.

BACKGROUND

3. The European Union supported Pacific Agriculture Policy Project, implemented by the Land Resources Division of the Secretariat of the Pacific Community (SPC), aims to increase the capability of Pacific regional organisations to address the development needs of smallholder agriculture, by improving the linkages between small and medium farmers and markets. The Pacific Agriculture Policy Project (PAPP) is part of the EDF-10 Intra ACP Agriculture Policy Programme across the Pacific, Caribbean and the Indian Ocean. The Technical Centre for Agricultural and Rural Cooperation (CTA) coordinates the inter-regional exchanges between the Pacific and Caribbean.

SPC Headquarters: Noumea, New Caledonia. Regional offices: Suva, Fiji, and Pohnpei, Federated States of Micronesia.
Country office: Honiara, Solomon Islands.

For contact details – Website: www.spc.int Email: spc@spc.int

Siège de la CPS : Nouméa (Nouvelle-Calédonie), Antennes régionales : Suva (Fidji) et Pohnpei (États fédérés de Micronésie)
Bureau de pays : Honiara, (Iles Salomon).

Site Web : www.spc.int Courriel : spc@spc.int

4. Clear, evidence-based national agriculture and forestry policies are critical to ensure that there is a coherent plan for governments, farmers, private sector and other stakeholders to secure rural livelihoods, ensure food security and collectively grow the agricultural sector and its contribution to national development. Vanuatu's Ministry of Agriculture has completed its National Agriculture Sector Policy 2015 - 2030.
5. This overall national document gives stakeholders a synthesis of key priorities, issues and how they might be achieved. SPC through its Pacific Agriculture Policy Project is supporting the development of the first ever Vanuatu Agriculture Policy Bank which will be launched in Vanuatu on 10 September 2015. The aim of the Policy Bank launch is to provide:
 - (i) A repository of key National Agriculture Policy Documents – covering sector and sub-sector plans and policies. This means documents will be easily accessible online – nationally and internationally;
 - (ii) Translated summaries of key policy documents (English, French and Bislama). This will enable easier dissemination to the public and rural stakeholders, including the outreach through cross media platforms such as rural radio programmes, television and print.
 - (iii) A policy map of key documents and which actors lead key related Policies.
6. SPC PAPP is also assisting countries to strengthen knowledge management capacities to support agricultural policy. Promoting clear and relevant information flows between SPC, governments, farmers, exporters and other stakeholders and ensuring that information can reach communities at scale is one of the objectives for the European Union funded Pacific Agriculture Policy Project.
7. SPC PAPP has developed an Information and Knowledge Management (IKM) Strategy (2015-2017) that will provide a guide as to how the SPC might maximise delivery and uptake of relevant existing and deliver new knowledge products and services for the benefit of member countries.
8. In complement to the official Vanuatu policy bank launch programme, SPC PAPP is hosting its first sub-regional knowledge management sensitisation and awareness workshop to support regional, national and sectoral agriculture policies. A key objective of the workshop is to improve capacity strengthening of member countries through exchange of knowledge. The workshop will take place in Vanuatu from 7–10 September with a focus on sub-regional knowledge management scans.

VENUE

9. The regional knowledge management workshop and the Vanuatu policy launch will be held in Port Vila, Vanuatu.

DATES

10. The workshop dates are 7–11 September 2015.

WORKSHOP TENTATIVE PROGRAMME

11. A draft Agenda is attached (**Annex 1**).
12. The Agenda includes:
 - a. Regional knowledge management workshop
 - b. Vanuatu Agriculture Policy Bank launch
 - c. Vanuatu Agriculture Sector Policy workshop

SPONSORS/ORGANISERS

13. The European Union funded Pacific Agriculture Policy Project (PAPP), implemented by the Secretariat of the Pacific Community (SPC), in collaboration with the Vanuatu **Ministry of Agriculture**, Livestock, Forestry, Fisheries, and Biosecurity (MALFFB) is funding the workshop in collaboration with the Technical Centre for Agriculture and Rural Cooperation (CTA).

PARTICIPANTS

14. Participants will be public sector staff from Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu and Timor Leste for the Knowledge Management Scan.
15. Participants in the Policy Bank launch and the Vanuatu Agriculture Policy workshop will primarily be from the private sector, agriculture, forestry & fisheries, research and extension institutes, and regional and international organisations.

NOMINATION OF PARTICIPANTS

16. The nomination of participants will be facilitated through SPC Pacific Agriculture Policy Project. All nominees should reach the workshop organisers (with full names and contact details) **by 21 August 2015**.

TRAVEL AND FINANCIAL ARRANGEMENTS

17. The workshop organisers will provide the following for nominated participants:
 - a. A round trip or return air ticket by the most direct and economical route from his/her capital town to Port Vila, Vanuatu. All tickets must be used as issued or authorised. Any other extra costs other than the authorised tickets will be at the participant's cost.
 - b. The Secretariat will be responsible for reservation and payment of hotel rooms for sponsored participants. Names of participants (**Annex 2 – Nomination form**) should be sent to the Secretariat **no later than 21 August 2015** for early confirmation of room reservations. No payment will be made to participants who decide to stay elsewhere unless approved by the organisers. [Non-sponsored participants are asked to make their own hotel bookings at any of the authorised hotels or other hotels of their choice.]
 - c. Participants shall make their own arrangements for accommodation and airport transfers on transit to and from Port Vila, Vanuatu.
 - d. An allowance to cover food, accommodation and other expenses for obligatory stopovers to and from the meeting on the basis of the travel itinerary booked by the SPC PAPP, Land Resources Division.
 - e. An allowance at SPC rates to cover incidentals in Port Vila, Vanuatu.
18. All other interested individuals will participate at own expense however morning and afternoon tea and lunch will be provided.

VISA REQUIREMENTS:

19. Participants should ascertain with their travel agents the requirements for a visa to enter Vanuatu including those required for transit travel.

LANGUAGE

20. The workshop will be conducted in English.

INSURANCE

21. The Secretariat does not cover insurance for meetings and workshops. Participants are encouraged to obtain their own insurance cover for the duration of this workshop and related travel.

FURTHER INFORMATION

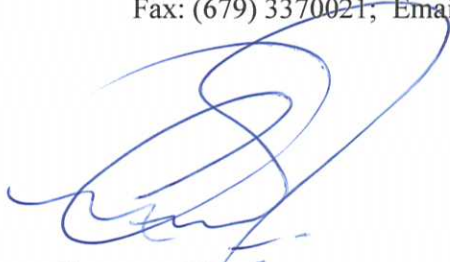
22. Enquiries for further information on the workshops should be addressed to:

Mr Vili Caniogo
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Email: anjum@spc.int

23. Enquiries on workshop logistics (accommodation, travel etc) should be addressed to:

Ms LaTanya Gwilliam
Project Assistant
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Secretariat of the Pacific Community
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Tel: (679) 3370 733 Ext: 35423; Direct: +679 3379423
Fax: (679) 3370021; Email: LaTanyaG@spc.int



Cameron Diver
Deputy Director-General

Attachs

Original text: English



Draft Programme
Regional workshop on 'strengthening regional knowledge management capacities to support Agricultural policy'

07 - 10 September 2015, Port Vila, Vanuatu

DAY 1	
Monday 7 September, 2015	
8.00 – 11.00	Media, social media briefing and registration
	Opening Session & Overview of the participants
11.00 – 11.30	Welcoming remarks by SPC
	Remarks by European Union
	Official opening by Ministry of Agriculture (Minister?)
11.30 – 13.00	<ul style="list-style-type: none"> • Introduction of participants (icebreaker) • Group work to define information and knowledge
13.00 – 14.00	Lunch
14:00 – 14:30	<ul style="list-style-type: none"> • Introduction to SPC and CTA's perspective on regional knowledge management project • Objective and purpose (CTA/SPC) • Introduction to knowledge management for Agriculture and Rural Development
14:30 – 15:30	<ul style="list-style-type: none"> • Overview of the Knowledge management process • LRD IKM strategy • Presentation of the findings from the LRD KM strategy
15:30 – 16:00	Coffee/Tea Break
16:00 – 17:00	Group discussion on findings: <ul style="list-style-type: none"> • organisation KM objectives <ul style="list-style-type: none"> ○ Knowledge retention ○ Optimize internal information systems ○ Foster and sustain an open, critical and inclusive organizational culture ○ Innovation ○ Monitoring and evaluation ○ Improving collaboration with partners and alliances • optimize knowledge products & services, so 2 separate timeslots
17:00 – 17:30	Conclusion of day one

DAY 2	Tuesday 8 September, 2015
	Presentation and validation of 3 KM approaches as designed by Co-Capacity
08.30– 9.30	Overall presentation and validation of 3 approaches
9.30 – 10.30	Validation of designs <ul style="list-style-type: none"> – Large country, multiple lead actors – Small country, 1 principle lead actor – Multiple small countries, need to develop lead actors across countries
10:30 –11:00	Coffee/Tea Break
11.00 – 12.00	Developing good practices and lessons learned
12.00 – 12.30	Communication of results
11.30 – 13.00	Building a Community of Practice of KM practitioners to support agricultural policies
13.00 – 14.00	Lunch
14:00 – 15.30	Detailed explanation and validation of: <ul style="list-style-type: none"> • KM scan • Mapping of current KM interventions • Mapping of KM resources • Action planning
15:30 – 16:00	Coffee/Tea Break
16:00 – 17:00	Explanation, exercises and discussions to validate these elements
17:00 – 17.30	Conclusion of day one
DAY 3	Wednesday 9 September, 2015
	Planning of LRD KM support to countries: developing KM capacities to support agricultural policies: Master plan KM 2015 - 2016
8.30 – 9.30	2015: 3 pilots (sub-regional approach), as explained and validated day 2
9.30 – 10.30	2016: # pilots
10:30 –11:00	Coffee/Tea Break
11.00 – 12.00	Planning Capacity building of KM capacities for PICTS in 2015 and 2016
12.00 – 12.30	Pre-designing implementation schedule
11.30 – 13.00	Good practices and lessons learned
13.00 – 14.00	Lunch
14:00 – 15.30	Community of Practice
15:30 – 16:00	Coffee/Tea Break
16:00 – 17:00	Discussion on potentials beyond 2016
17:00 – 17.30	Agreeing on communication and practical to-dos
DAY 4	Thursday 10 September, 2015
09.00 – 16.00	Knowledge management/ Vanuatu policy bank launch
DAY 5	Friday 11 September, 2015
	To be confirmed



NOMINATION FORM

Meeting Title: "Strengthening Regional Knowledge Management Capacities" and Vanuatu National Agricultural Policy launch and awareness" Workshop
Venue: Port Vila, Vanuatu
Date: 07-11 September 2015
Organiser: SPC/LRD Pacific Agriculture Policy Project (PAPP)

PART 1: To be completed by or on behalf of Governments- Administrations and/or Organisations

Name & Title of Supervisor *(form should be endorsed by Supervisor)*

Name	Title/Designation
Approval & Signature	Date

Department-Ministry-Organisation

Name of Department-Ministry-Organisation	Address		
Phone No.	Fax No.	E-mail	

Name & Title of Representative or Meeting Participant

Name	Title/Designation
Address & Contact details (if different from above)	
E-mail	

PART 2: To be completed by the Participant

Full Name of Representative/Workshop Trainee	Personal Details It is a requirement that copies of the bio-data pages of your passport be submitted together with this form		
Phone No. or Mobile:	Fax No.	E-mail	
Person to contact in case of any Emergency:		PLEASE: give full details- name, phone, fax and e-mail:	
Special dietary requirements (if any)	Name to appear on Name Tag:		

PLEASE FAX OR EMAIL YOUR COMPLETED FORM ASAP TO THE SPC SECRETARIAT, SUVA, FIJI.

Fax No. (679) 3370 021. For further information, please phone/email: _____, (679) 3370 733 ext: _____ ;
 Or (679) 3370 733 xtn 35334;