

FO4ACP

Farmers' Organizations for
Africa, Caribbean and Pacific



Panafrican farmers' organization
Organisation panafricaine des agriculteurs
المنظمة الإفريقية للفلاحين



FO4ACP

GLOBAL KNOWLEDGE MANAGEMENT EVENT

"Sharing the knowledge that makes us stronger"

CONCEPT NOTE

16 - 18 MAY 2023
KIGALI RWANDA

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1. INTRODUCTION

A knowledge share fair is a buzzing, interactive and collaborative workspace, with lively discussions and practical demonstrations. There are facilitated sessions to learn how others have improved the effectiveness and quality of their work, and opportunities for networking, allowing people to connect and link ideas as well as exchanging opinions in a natural way and relaxed setting. A share fair is not a goal in itself, but part of a process.

After the completion of the FO4ACP MTR, the FO4ACP programme partners have come to an ideal moment to exchange on good and promising practices and to include improved approaches in the second half of the programme implementation.

In light of the following factors, FO4ACP has chosen PAFO to host the Knowledge Management event. PAFO is already an implementing partner of the FO4ACP programme. It has an impeccable role to bring regional and national farmers' organizations across the entire continent together. PAFO has enough experience in organizing FO4ACP events (Start-up workshop of FO4ACP, Rural Women Summit, and Youth Summit) and it is located in the central for receiving participants from the ACP regions with headquarters in Kigali, Rwanda.

2. KNOWLEDGE MANAGEMENT EVENT OBJECTIVES

2.1. Main Objective

The main objective of the events is to exchange on good and promising practices among the FO4ACP implementing partners and to include improved approaches in the second half of the programme implementation.

2.2. Specific Objectives

1. Providing space to present the collected successful experiences in course of the FO4ACP project implementation;
2. Capitalization of existing local know-how generated by the practices of FO4ACP implementing partners;
3. Facilitating the exchange among FO4ACP implementing partners on issues affecting them under the identified thematic;

3. SCOPE AND STRUCTURE OF THE KNOWLEDGE MANAGEMENT EVENT

The knowledge event will be a buzzing, interactive and collaborative workspace, with lively discussions and practical demonstrations around the three following major thematic and sub-thematic, as well as the inclusive approaches in FO4ACP activities as a cross-cutting area.

- (i) **Climate change and resilience-Agroecology**
- (ii) **Access to finance- Business plans and their implementation**
- (iii) **Policy Engagement and Advocacy-Data collection for informed decisions.**

There will be facilitated sessions to learn how others have improved the effectiveness and quality of their work, and opportunities for networking, allowing people to connect and link ideas as well as exchanging opinions in a natural way and relaxed setting.

Each session within the event will have a specific topic, moderator and case studies to be discussed. Breakout-groups will be organized to have more specific discussions. Each session will also have a specific knowledge sharing methodology to ensure that there is a variety among the sessions and to ensure that the tacit knowledge among the participants will be brought to the event as much as possible. Each session will have a session planning sheet.

At the event location there will also be a market place where the different participant can showcase their work through posters, products, publication, stands and share more informally with other participants or small groups of participants their successful experiences. It will be a place for meeting and exchanging during breaks and dedicated moments during the event.

4. DATES AND VENUE

When:	16-18 May 2023
Where:	Lemigo Hotel; Kigali, Rwanda
Zoom participation and streaming:	People not attending in person will be able to participate through Zoom and the sessions will be live-streamed and recorded. In parallel information will be shared through the FO4ACP D-groups to keep remote participants informed on the discussion and outcomes. The remote participation will allow more FO4ACP partners to connect and benefit from the event.
Interpretation:	Interpretation in French and English will be available for both in presence and online participants.

Link:

<https://us06web.zoom.us/meeting/register/tZEkcumsqjkhLU4NSirihV2IBMMk2CzitA>

5. TARGET PARTICIPANTS

The Knowledge Management is expected to bring together the FO4ACP partners from Africa, Caribbean, Asia, Pacific and Europe. The participants will include but not limited to the representatives of;

- Authorities from the Government of Rwanda
- PAFO, African Regional Farmers Organisations (EAFF, PROPAC, ROPPA, SACAR, UMNAGRI) and African National farmers Organisations implementing the FO4ACP program
- PAFO traditional partners
- FO4ACP Financial and Technical Partners; International Fund for Agricultural Development (IFAD), European Union (EU), Organisation of African, Caribbean and Pacific States (OACPS)
- FO4ACP Team in IFAD
- Agricord and Agri Agencies
- FAO/PROCASUR + local partners from Caribbean
- Pacific Island Farmers Organisation Network (PIFON)

6. EXPECTED OUTCOMES



1. *Aspiration of new farmers' innovations through the knowledge transfer*
2. *Improve decision-making by capitalizing on the lessons of past projects;*
3. *Put in use the methods, tools, and proven experiences by FO4ACP partners;*
4. *Generate rational choice to support modalities for the agriculture sector and FOs*
5. *Ameliorate the existing approach for a more efficient implementation of the second half of FO4ACP programme*

7. ABOUT PAFO



With headquarters in Rwanda; PAFO was created in October 2010 by its constituent assembly under the sponsorship of the African Union. This constitutive assembly was the culmination of a process begun several years ago in collaboration with its members, five regional networks of farmers' Organizations EAFF (Eastern African Farmers Federation), PROPAC (Regional Platform of Farmers' Organizations of Central Africa), ROPPA (Network of farmers 'and producers' organizations in West Africa), SACAU (Southern African Confederation of Agricultural Unions), and UMNAGRI (Maghrebian and North African Farmers Union).

PAFO is the voice of more than 80 million African farmers integrated into nearly 73 national organizations, unions, federations, cooperatives, associations, etc., present in more than 48 countries on the continent, and united in five regional networks operating at the heart of African agriculture.

PAFO is recognized as the highest representative body of African farmers involved in crop, livestock, and fishery. The overarching objective of PAFO is: to effectively engage members in advocacy with policy-makers, and technical and financial partners and promote their participation in the formulation and implementation of the development policies and programs that affect agriculture and rural development in Africa.

8. ABOUT FO4ACP PROGRAM



The Farmers' Organizations for Africa, Caribbean and Pacific (FO4ACP) program aims to increase the incomes and improve the livelihoods, food and nutrition security, and safety of organized smallholders and family farmers in African, Caribbean and Pacific countries by strengthening regional, national and local farmers' organizations.

The program is implemented by six regional farmers' organizations, PAFO, Agricord and the FAO Regional Office for Latin America and the Caribbean. They work closely with the national FOs, agri-agencies and sub-implementing partners in about 70 countries, with a potential outreach of over 52 million smallholder farmers. Great emphasis is put on economic services, advocacy and institutional development of the membership-based FOs.

The program is funded by the European Union (EU), the Organization of African, Caribbean and Pacific States (OACPS) and the International Fund for Agricultural Development (IFAD).

9. PROVISIONAL AGENDA

Day 1: Tuesday 16 May 2023				
Time	Agenda Item	Format	Speaker	Facilitator
8.30 – 9.30	Registration/ set up of the market place			PAFO Secretariat
9.30-10.05 Remarks Remarks Remarks Official Opening	Welcoming remarks	Speech	PAFO President ACP Representative EU Representative IFAD Representative Ministry of Agriculture in Rwanda	PAFO/CEO
10.05-10:30 Group photo/coffee break				
10.30-12.30	Access to finance	Panel discussion	tbc	EAFF
13.00 – 14.00 Lunch				
14.00- 16.00	Services to members and Business Plans and their implementation	Presentations and Q&A	tbc	SACAU
16.00- 16.15 Coffee break				
16.15-17:00	Interactive Market Place			

Day 2: Wednesday 17 May 2023				
Time	Agenda Item	Format	Speaker	Facilitator
8.30 – 9.30	Registration/ set up of the market place			PAFO Secretariat
9.30-11.00	Climate change and resilience	Workshop	tbc	PIFON
11.05-11:30 Coffee break				
11.30-12.30	Agro-ecology	Presentations and Q&A	tbc	AGRICORD
13.00 – 14.00 Lunch				
13.30-16.00	Policy engagement and Advocacy	Workshop	Technical session 2	FAO& PROCASUR/ ROPPA
	Data collection for informed decisions	Presentations and Q&A		ROPPA
16.00- 16.15 Coffee break				
16.15-17:00 Interactive Market Place				
18:30-21:00 COCKTAIL AT PAFO OFFICE				

Day 3: Thursday 18 May 2023				
Time	Agenda Item	Format	Speaker	Facilitator
8.30 – 9.30	Registration/ set up of the market place			PAFO Secretariat
9.30-11.00	Inclusive approaches in FO4ACP activities	Presentations and Q&A	tbc	PROPAC
11.00-11:30	Coffee break			
11.30-12.00	Highlights of the KM Event		Designated person from the FO's	PAFO
12.00-12.30	Official closing remarks		Representative of financial partners PAFO President	
13.00 – 14.00	Lunch			
16.15-17:00		Departure		

10. INFORMATION NOTE

We welcome you in Kigali, Rwanda to participate in the FO4ACP knowledge management Events from 16-18 May 2023.

We are pleased to provide you with the below information.

Please read it carefully before your trip.

<i>Designation</i>	<i>Information</i>
<i>Flights' arrangements Information</i>	<p>Sponsored delegates will be provided with an economy fare return air ticket. The arrival will be planned according to the events for participant. The return flight should be on 19th May.</p> <p>PAFO team will contact delegates with a proposed itinerary, which they will be requested to confirm in as a short time as possible.</p> <p>When the ticket is issued, no change and/or cancellation can be possible except at the expense of the participant.</p>
<i>Boarding Pass</i>	<p>Each participant should bring the original of his boarding pass and submit it to the PAFO finances officer <u>to enable the payment of the DSA</u></p>
<i>Visa</i>	<p>From 1st Jan 2018, Nationals of all countries receive visa on arrival at Kigali International Airport and all land borders.</p>
<i>Visa</i>	<p>Citizens of countries members to the following international organizations; African Union, Commonwealth and La Francophonie get visa upon arrival and are waived visa fees for a visit of 30 days.</p> <p>Citizens of all countries that are not visa exempt, have also option to submit application online (https://irembo.gov.rw/home/citizen/all_services)</p> <p>or at the Rwanda Diplomatic Missions of the country of residence before departure. Those applying online have option to pay online or upon arrival</p>

Designation

Information

DSA

In order to facilitate the meeting, each sponsored delegate will receive a **DSA of 50€ per night**. This DSA amount will allow you to support your out of meetings lunches, your dinners and any personal expenses, since your accommodation, transports, and the lunches of the meeting days are supported.

COVID-19 Measures

Covid-19 test is no longer required prior to boarding to Rwanda. However, the Covid-19 vaccine is encouraged

YELLOW FEVER

The following is the WHO list of Countries with risk of yellow fever transmission and countries requiring yellow fever vaccination. This list of countries is dynamic can change anytime depending on situation:

Angola, Benin, Burkina Faso, Burundi, Cameroon, Central African Republic, Chad, Cote d'Ivoire, Democratic Republic of the Congo, Equatorial Guinea, Ethiopia, Gabon, The Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Liberia, Mali, Mauritania, Niger, Nigeria, Senegal, Sierra Leone, South Sudan, Sudan, Togo, Uganda, Argentina, Bolivia, Brazil, Colombia, Ecuador, French Guiana, Guyana, Panama, Paraguay, Peru, Suriname, Trinidad and Tobago, Venezuela
In a bid to prevent transmission of Yellow Fever in Rwanda

Refund of COVID-19 tests

PAFO will refund the expenses of the COVID tests: The ones done at home countries if necessary. **The reimbursement will be done later. All the original invoices are needed for reimbursement.**

The PCR test before the departure back home if required will be paid by PAFO secretariat.

Designation

Information

Accommodation & Transport from the airport

Your Bed & Breakfast accommodation was negotiated with **Lemigo Hotel**. The sponsored participants are booked and supported by PAFO. PAFO has also negotiated the same fare of 120\$ per night for the no-sponsored participants who may contact directly the hotel at **(Tel: +250 784040924)**. This hotel will be in charge of the transportation of participants from the airport to hotel upon arrival

Other transportations

Lemigo hotel will be in charge of transportation of participants from the Hotel to the airport at your departure. Please organize your departure for the airport with the Hotel at least 3 hours before each scheduled departure from Kigali International Airport.

Venue

FO4ACP knowledge management Events will take place At Lemigo Hotel:

Kimirura | KG 624 St, Kigali | Rwanda

Safety

Rwanda is safe and secure but we recommend that you exercise normal caution, as you would at home

Electricity

The power supply in Rwanda is 220/240V AC. It is advisable to bring your transformer for 100V AC.

In Rwanda, there are two types of plugs and sockets as shown. Please make sure you are well equipped with adapter.



Telephone and sim cards

Cell phone SIM cards are widely available in the telecommunications service centres; however, every SIM card user/buyer in Rwanda is expected by law to be registered for activation. The SIM card can be registered at the point of purchase.

Designation

Information

Money & Banking services

The currency is the Rwandan Franc (RWF). Exchange rates are subject to fluctuation. Currently, 1\$ is approximately 1,108RWF & 1€ almost 1,212 RWF.

FOREX Bureau can offer a slightly better exchange rates than most banks. There are ATMs throughout Kigali that are accessible to visitors. Banking amenities are available at all commercial banks. Major credit cards are accepted in most hotels, restaurants and shops.

Weather

Rwanda can be visited and enjoyed any time of the year. Temperatures average around 24°C (75°F), except for in the higher mountain areas where it ranges from 10°C to 15°C (50°F to 60°F).

Plastic bags

As part of an environmental protection policy, plastic bags are not allowed into Rwanda. Passengers entering Kigali International Airport, or any other border posts with plastic bags are required to discard them, and are supplied with an environmentally friendly alternative at a cost ranging from \$2-\$6.

Market Place

The Event will accommodate a market place that will showcase products from FO4ACP implementing partners.

- 12 stands will be provided to participants in outside space.
- To present videos, participants can bring laptops. However an opportunity will be provided during conference hall, and during the interactive sessions to play case studies vides in conference hall videos will be shared prior to the event on communication@pafo-africa.org, and copy info@pafo-africa.org.
- Pull-up banners can be used at the market place, but there is no possibility to stick things to walls and tables.
- Please bring with you all publications, products etc to show case

Designation	Information
Information Contacts	<p>For further information please contact:</p> <p>Zuberi Bihangamanywa Tel : (+250) 722 185 162 / 787 641 822 E-mail : info@pafo-africa.org</p> <p>Schadrack Seneza Tel: (+250) 782 067 597 E-mail : assistant@pafo-africa.org</p>

Safe travel and Welcome to PAFO!



11. ACKNOWLEDGEMENTS

PAFO would like to thank all its financial partners who supported it in the organization of **FO4ACP GLOBAL KNOWLEDGE MANAGEMENT EVENT**.

PAFO also thanks all its members for their support and facilitation and all farmers' organizations for their participation.



AGRICORD



Procasur
Harvesting Innovations, Spreading Opportunities



IFAD | FIDA

Investing in rural people
Investir dans les populations rurales
Invertir en la población rural
الاستثمار في السكان الريفيين



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