GLDC planning guidelines: 2020

NB: These guidelines may be subject to changes depending on the overall CRP planning requirements communicated by the System Management Office. You may find the CRP level POWB template for 2020 onwards at this link.
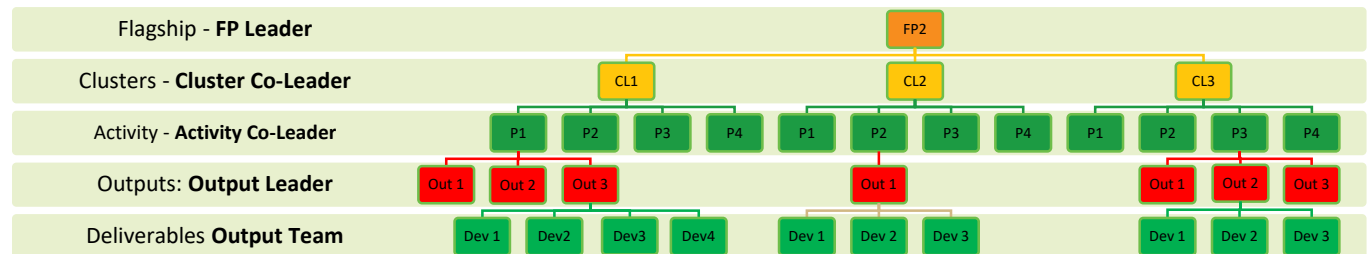
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Introductory notes

According to the Program Participant Agreements (PPAs) signed between the lead center and partners to participate and undertake activities in GLDC, the Annual Plan of Work and Budget (PoWB) is reviewed annually, based on the funding scenarios and the orientations provided by the Research Management Committee (RMC).

In order to manage the risks related with the uncertainty of W1&2 funds for 2020, clusters will prepare their plan of work and budget using the scenario presented in Annex 1. Please note that:

1) W1/W2 are distributed to Flagships and Institutions for 2020 with 15% contingency.

2) W1/W2 allocation by Cluster and Activities is proposed by the Flagship Team confirming:

   a. activities to be terminated because not achieving expected results.

   b. actitivies completing their timeline.

   c. activities to continue from 2019 to 2020.

   d. While proposing additional activities, FP Leaders should consider that CRP-GLDC has a shorten duration of a year hence the new actions may not achieve the required results. Hence, additional activities showing promising results and progress against milestones (with evidence) should be linked to the existing ongoing activities so that the planned milestones for 2022 can be advanced to 2020 and 2021 with additional funds.

   e. Budgeting for activities will retain the same approach for prioritization (Priority 1: 85% secured funds; Priority 2: 15% contingency funds).

3) Following the experience of the first annual report and the constant demand to demonstrate impact, FP Leaders should develop the POWB closely with FP1 and specifically with CoA 1.4 to plan appropriate impact studies.

4) Gender, Youth and CapDev focal points should be consulted in the planning process given the importance to integrate cross-cutting dimensions/activities being relevant when assessing the quality of planning and reporing.

5) In 2020, FP2 remains unfunded hence not to be considered in the projections.

Planning levels and responsibilities

The table below presents key responsibilities and relevance of the information to be provided for planning purposes. The table is organized by planning level. Planning process will be facilitated through the online platform MEL.

Flagship - **FP Leader**		FP2		
Clusters - **Cluster Co-Leader**	CL1	CL2	CL3	
Activity - **Activity Co-Leader**	P1 P2 P3 P4	P1 P2 P3 P4	P1 P2 P3 P4	
Outputs: **Output Leader**	Out 1 Out 2 Out 3	Out 1	Out 1 Out 2 Out 3	
Deliverables **Output Team**	Dev 1 Dev2 Dev3 Dev4	Dev 1 Dev 2 Dev 3	Dev 1 Dev 2 Dev 3	

Deliverables and Capacity Development

1. The list of deliverables/capacity development actions planned for the coming years may be updated by the members of each output team. Each output has a team of individuals that appear in MEL as output leader, co-leader and collaborating scientists. The members of these teams are the ones that may add new deliverables/CD actions or edit the existing ones.

2. Remember that: deliverables are a specific, tangible information and knowledge product that documents progress in the development of an output. It is a proof, in digital, electronic, physical or other kind of soft or hard copy of the completion of a set of activities. Examples of deliverables are: working paper, journal articles, datasets, training materials.

3. All staff is encouraged in creating deliverables for those results that may be shared publicly and limit the number of internal and intermediary documents to the minimum needed for the internal cluster management.

4. Deliverables planned under W3/Bilateral funds should be recorded under the project sections. When a project is not appearing please inform the PMU and your Center Focal Point in order to create a new project.

5. No validation is required on the deliverables planned but, output leaders may contact scientists responsible for specific deliverables to ask for additional information and ensure coherent planning.

6. Deliverables postponed during previous reporting cycles will automatically appear in the annual plan of work that has been indicated by the scientist.

7. Capacity Development Action are validated by Center CD Focal Points or in absence by Project and Activity Leaders.

8. It is recommended that activity leaders plan for at least one communication deliverable such as: blog, outcome story, news item, etc.

Learn how to plan deliverables in MEL with this 1 minute PowerPoint presentation

Outputs

1. Output leaders and co-leaders may update the information related to the outputs.
2. Remember that outputs are knowledge, technologies and other innovations, and services which result from your different activities. Examples of outputs are: varieties and breeds, natural resources management practices, innovative approaches to value chain or innovation platform development, advisory services provided on policy/regulatory framework. An output encompasses a sub-set of deliverables which completion is essential to the delivery of the output.
3. While revising the outputs, please check if the date of completion (end date) is correct. The end date indicates by when each output is expected to be available for other partners. It is important to verify which are the outputs that will be ready for use in 2020.
4. Complete the list of collaborating scientists that are contributing to the development of the outputs. When the members of the team are listed as collaborating scientists, they may plan and report their results under the output.
5. Verify and update the relevance of the output for Gender, Youth and Capacity Development.
6. Ensure that Capacity Development, Gender and Youth Focal Points are involved in the definition of expected outputs and deliverables.
7. Only cluster leaders and co-leaders and Activity leaders and co-leaders may create new outputs.

Learn how to update/create outputs in MEL with this 1 minute PowerPoint presentation

Activities

1. When designed, Activity leaders and co-leaders will help Cluster of Activities co-leaders in identifying the outputs that can be highlighted in the POWB narrative.
2. In case new activities are requested by the FP team these should be validated by GLDC Program Manager and approved by the Director. This approval process is done via email. After approval they should be included in MEL. Refer to the introductory note #3.
3. Cross-cutting themes (PMU allocation) should record activities and expected outputs as the Cluster activities.

Clusters of Activities

1. Cluster of Activities Co-leaders identify the outputs (1 or 2) and outcomes (1 or 2) that can be highlighted in the POWB narrative and Milestones table. You will find at this link the Milestone table submitted with the GLDC Phase II full proposal and updated last year. In case you wish to suggest new milestones for 2020 or adjustment on the existing ones please edit the file and share with Enrico Bonaiuti.
2. For the outputs, Cluster Activities Co-leaders will base their selection on the information provided by output leaders, on the expected end date of the output and on the set of planned deliverables (expected progress towards completion of the outputs in 2020).
3. For the outcomes, Cluster Activities Co-leaders will revise the list of milestones proposed in the GLDC full proposal to check if there are already outcomes listed that are relevant for the cluster. If so, they

will indicate which is/are these milestones. They may also propose to reformulate existing milestones (outcome level) or to include new ones.

4. <u>Cluster Activities Co-leaders</u> indicate what are the main collaborations with other CRPs and Platforms (for the complete list of CRPs and Platforms <u>see here</u>) or non-CGIAR partners that will be relevant for the implementation of the plan of work.

5. <u>Cluster Activities Co-leaders</u> complete the narrative template available <u>here</u> and share with their FP Leaders with PMU in Copy.

Flagships

1. Flagship leaders are responsible for consolidating and analysing information on key outputs, expected outcomes and milestones and cross-CRP/Platform partnerships.

2. Flagship leaders provide a short narrative 300 words on expected highlights for the coming years (e.g. innovations to be released, intermediate outcomes, new exciting partnerships, cross-cutting areas). The template is available <u>here</u>.

3. For each one of the 2022 outcomes defined in the full proposal, flagship leaders propose 1 or 2 expected milestones to be achieved in 2020. *Milestones can be for example the completion of a significant activity, such as completion of a major trial or set of trials, or a survey; the release of a particular technology onto the market; or the production of significant new evidence about the effects of a policy or variety.*

4. PMU will support the consolidation of these information in 2000 words for the entire CRP.

M&E and IA – Program participants

1. In collaboration with MEL Focal Point and COA 1.4, Center M&E officers and Impact Assessment specialists provide details on evaluations/reviews, impact assessments and learning exercises.

CRP

2. PMU is responsible for producing the annual Plan of Work and Budget following the template defined by the System Management Office (SMO).

3. PMU in consultation with key scientists will provide a narrative description on the changes occurred to the Theory of Change (TOC) if any and included in the SMO template.

4. Flagship leaders, Research Management Committee, Independent Advisory Committee and ICRISAT Governing Board members provide feedbacks for the improvement of the annual plan of work and budget (POWB) before submission to SMO.

Finance/ Grant Officers (Program participants)

1. Confirm the detailed distribution of W1&2.

2. Confirm the list of Mapped projects, related budget and split by flagship and cluster.

3. When projects are not registered in MEL (new ones), MEL Center Admins will support the recording and ensure proper mapping.

Deadlines – Planning cycle 2020

Main steps in the planning process	Responsible	Deadline
Communication for any new W3/Bilateral projects mapped to GLDC	Activity leaders/ Flagship leaders	30 October 2019
Financial information (W3/Bilateral projects)	PMU	6 December 2019
Deliverables planned, and outputs updated in MEL	All scientists	9 December 2019
Cluster Annual Plan of Work template sent to flagship leaders and PMU	Cluster/cross-cutting theme leaders	12 December 2019
Information consolidated at the Flagship level	Flagship leaders	16 December 2019
GLDC POWB consolidated	PMU	19 December 2019
Draft POWB shared with RMC, IAC	PMU	23 December 2019
Feedback from RMC, IAC shared with PMU	PMU and Flagships/Cross-Cutting focal points/MEL	27 December 2019
Feedback incorporated	PMU/MEL	30 December 2019
Draft POWB shared with GB, ICRISAT	PMU/ICRISAT	1 January 2020
Feedback from GB	ICRISAT/PMU	6 January 2020
Feedback incorporated	PMU/MEL	8 January 2020
Finalisation and review of PoWB	PMU/MEL	9 January 2020
Final formatting and designing of PoWB	PMU	13 January 2020
POWB 2020 submitted to SMO	PMU	15 January 2020

Annex 1 – Consolidated budget 2020 – Funding scenario TOTAL USD 9.2M

To be determined once the prioritization exercise is completed by FP leaders.

Budget by Flagship

	Planned budget 2020		
	W1/2*	W3/bilateral**	Total
FP1			
FP2			
FP3			
FP4			
FP5			
Capacity Development			
Gender&Youth			
Monitoring, Evalution, Learning, and Impact Assessment (MELIA)			
Markets and Partnerships in Agri-Business (MPAB)			
Innovation Fund			
PMU			
Overhead & Research Support			
CRP Total			

*Budget expressed at 100% spending levels. For operational purposes the GLDC is currently planning to spend 85% of this budget (equally distributed across line items) until further guidance is received from System Management Office.

** 2020 mapping to be confirmed by Center Focal Points