CPP INFO-PACK:

PRACTICAL ADMINISTRATIVE AND CONTRACTUAL GUIDELINES FOR CPP PROJECT LEADERS

(May 2002 version)

CPP INFO-PACK
PRACTICAL ADMINISTRATIVE AND CONTRACTUAL GUIDELINES FOR CPP PROJECT LEADERS

Dear CPP Project Leader,

What is this Info-pack?

This Info-pack describes key administrative and contractual procedures for CPP Project Leaders, provides practical tips, and hopes to answer common questions that Project Leaders have asked over the years.

It does not replace the project contract as the legal document which describes the terms and conditions under which the project operates, nor does it cover all the areas in the contract. The Info-pack is simply an attempt to tease out key practical points in the contract and explain them in plain terms.

This Info-pack is a working document, and will be modified if there is feedback or observations which points to the need for any revisions. We therefore warmly welcome any comments or suggestions on the info-pack, the systems and procedures it describes, or on any areas which you feel Project Leaders may require further guidance.

A pdf electronic version of this Info-pack is available upon request (please email the CPP Coordinator at i.carballal@nrint.co.uk)

Who is the CPP Coordinator?

The CPP Coordinator is the member of the CPP team who manages financial, contractual, reporting and administrative matters relating to CPP projects. Hence the Coordinator is your central point of contact for any matters relating to contracts, budgets, reports, invoices, equipment and applications for additional funding, extensions and dissemination-funded activities.

Please note that matters relating to project proposals (Concept Notes and Projects Memoranda) are not dealt with by the Coordinator. You should contact instead the CPP's Assistant Manager (see p.1)

Isabel Carballal
CPP Coordinator
May 2002

Contents

1. SUBMITTING APPLICATIONS AND DOCUMENTATION TO CPP

All applications, administrative documentation, and standard reports you submit to CPP should be sent in **electronic** format (email/diskette), in Microsoft Word (please contact us if you have any problems with this). This applies to:

- Applications for additional funds or extensions to projects
- Applications for dissemination-funding
- Project Progress Reports (PPRs)
- Annual reports
- Project Completion Summary Sheets (PCSSs)
- Final Technical Reports (FTRs)
- Workplan and Spending Forecast Form
- Equipment Inventory details

Please contact the Coordinator (address below) to request templates for the documents above when needed - you should normally receive them within one day of your request.

Please note that reminders for reports due (to which electronic templates of the relevant reports will be attached) will be sent to all Project Leaders 2-4 weeks before deadlines (depending on the report)

You must submit all the above to the CPP Co-ordinator (unless you have been otherwise directed by another member of CPP):

E-mail: i.carballal@nrint.co.uk
Tel: +44 - (0)1732 - 87 86 74 (direct line)
Fax: +44 - (0)1732 - 22 04 97 (direct fax)

When submitting Concept Notes and Project Memoranda, please submit these to the CPP's Assistant Manager, who will also be able to provide the relevant templates:

E-mail: a.f.ward@nrint.co.uk
Tel: +44 - (0)1732 - 87 86 79 (direct line)
Fax: +44 - (0)1732 - 22 04 97 (direct fax)

Please always quote the project's ZA number and/or the R number in all correspondence and reports (CN or PM number in the case of project proposals)

2. PROJECT REPORTING: ON-GOING REPORTING AND END OF PROJECT REPORTING

For the purposes of practical reporting guidelines, we must distinguish between two ‘types’ of project reporting (these are explained in Sections 3 and 4):

On-going reporting during the project’s life:

- Workplan and Spending Forecast Form
- Project Progress Reports (PPR)
- Annual Reports
- Reporting equipment and dissemination outputs

End of project reporting:

- Project Completion Summary Sheets (PCSS)
- Final Technical Report (FTR)
- Reporting on disposal/transfer of equipment

On-going reports are structured around the DFID financial years

E.g. A completed Workplan and Spending Forecast Form shows what activities are planned for a given financial year

E.g. On-going progress towards the Workplan each financial year is reported biannually (through two Project Progress Reports)

E.g. A one-page summary of all work throughout a given financial year is produced once a year (the annual report)

End-of-project reports cover work done by the project during its entire duration

Note: a DFID financial year runs from 1 April to 31 March

3. ON-GOING REPORTING

The table in section 3.1 describes the reporting cycle for every financial year while the project is active. Section 3.5 is a visual representation of this cycle, and summarises reporting <u>and</u> invoicing deadlines

3.1. The on-going reporting system described - the steps

Step 1:	<u>**Yearly technical Workplan and financial forecasts:**</u> On 15 March each year, or 2 weeks after your project's start date (whatever earliest), you should fill in the Workplan and Spending Forecast Form for the financial year ahead (see Appendix 1). This should be completed in discussion with the corresponding Programme Adviser (see p. 8). Please read the guidance notes in Appendix 1 on how to fill in this form.
Step 2:	You should then submit the Workplan and Spending Forecast Form electronically to the CPP Coordinator (i.carballal@nrint.co.uk). Please see sections 3.2 and 3.3 (p.4) for information on modifying the Workplan and Spending Forecast Form, and/or applying for additional project funds or extensions.
Step 3:	<u>**Project Progress Reports (PPR):**</u> Twice a year (on 15 September and 15 January), you must submit a PPR (see Appendix 2) referring back to the activities and outputs in your Workplan and Spending Forecast Form. If your project is ending soon, please see pp. 6-7 for information on PPR requirements when projects end.
Step 4:	<u>**Annual Reports:**</u> If your project is still active at the end of a financial year (31 March), you must submit an annual report on 15 March. But if your project ends at any point during the financial year, an annual report will not be due. You should submit instead a Project Completion Summary Sheet – see pp. 10-11 for more details.
Templates and reminders: You will be sent reminders and electronic templates for all the above closer to their due dates (2-4 weeks before, depending on the report).	

3.2. Modifying the Workplan and Spending Forecast form

- Throughout the year, you should NOT revise the activities/outputs in the Workplan and Spending Forecast form unilaterally. You should keep an on-going dialogue with your Programme Adviser (see p.8), and discuss with them any substantial changes to the Workplan activities and/or outputs.

- If in agreement with your Programme Adviser your Workplan activities/outputs are modified, you must re-submit the revised Workplan form straight away to the CPP Central Office (i.e. to the CPP Coordinator, i.carballal@nrint.co.uk), copied to your Programme Adviser.

- If the changes to your Workplan activities/outputs have budgetary implications, or amount to a contract amendment, your Programme Adviser should contact the Programme Coordinator and/or the Programme Manager to discuss. The specific steps which will follow will depend on the circumstances of each case.

3.3 Applications for additional funding or extensions

- If you wish to apply for additional project funding or for a project extension, you should firstly discuss this with your Programme Adviser, and <u>then</u> contact the CPP Coordinator (i.carballal@nrint.co.uk; tel: +44 (0)1732 87 86 74) to request an application form. Please fill this in and return to the Coordinator, copied to your Programme Adviser, <u>appending to the application the proposed revised Workplan and Spending Forecast Form</u> (i.e. incorporating the activities/outputs relating to the application).

- If changes to the overall annual budget, or the financial quarter budgets, are approved by CPP, CPP will contact your organisation with the revised figures. Your organisation will then raise any remaining invoices in accordance to the revised budgets.

- We will confirm to your Programme Adviser that your application is approved.

3.4. Reporting equipment and dissemination outputs

- The CPP has the obligation to provide information to DFID on equipment purchased, and dissemination outputs produced by CPP projects as DFID may require. In order to fulfil this obligation, CPP needs you to provide the relevant information. You will normally report to the CPP on these matters through your standard project reports (during both on-going and end-of-project reporting). But we may contact you at other times, e.g. to request clarifications on queries we may have on information you have provided.

- Sections 7 and 8 (pp. 16-18) provide further information on equipment and disseminations, including the contractual DFID statement/disclaimer to include in all publications.

3.5 Schedules of (on-going) reporting and invoicing

Report	Due Date
Workplan and Spending Forecast Form: Covers <u>any</u> work planned from 1 April - 31 March *(i.e., even if project only active during part of this period)*	**2 weeks after the project's start date or 15 March (whatever earliest)**
1st Project Progress Report (PPR-1)* Covers <u>any</u> work done from 1 April - 30 September *(i.e., even if project only active during part of this period)*	**15 September**
2nd Project Progress Report (PPR-2)* Covers <u>any</u> work done from 1 October - 31 December *(i.e., even if project only active during part of this period)*	**15 January**
Annual Report (AR) Covers <u>any</u> work done from 1 April - 31 March *(i.e., even if project only active during part of this period)*	**15 March**

**For administrative reasons, there is no PPR covering the last 3 months of the financial year.*

(ON-GOING) REPORTING PERIODS AND REPORTS												
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
		Q1			**Q2**			**Q3**			**Q4**	
Workplan												
PPR-1*												
PPR-2*												
AR												

Financial Quarters	Invoices Due Date
Financial Q1 – for costs from 1 Apr to 30 Jun	**20 June**
Financial Q2 – for costs from 1 Jul to 30 Sep	**20 September**
Financial Q3 – for costs from 1 Oct to 31 Dec	**15 December**
Financial Q4 – for costs from 1 Jan to 31 Mar	**6 March** (<u>CPP cannot guarantee payment of invoices for costs during the financial year submitted after this date</u>)

FINANCIAL QUARTERS												
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
		Q1			**Q2**			**Q3**			**Q4**	
Quarter 1												
Quarter 2												
Quarter 3												
Quarter 4												

Note: the invoicing system is described on pp. 13-15

3.6. What happens with Workplan and Spending Forecast Forms, Project Progress Reports and annual reports when your project ends?

Section 4 deals with the end-or-project reports which you will need to produce when your project ends. Such end-of-project reports cover work undertaken by the project over its entire duration.

Please note that the end-of-project reports do not replace the Workplan and Spending Forecast Form nor the PPRs. This is because:

- Both the Workplan and Spending Forecast Form and the PPRs, are part of CPP's standard monitoring procedures, and are linked to financial disbursements. I.e., for audit purposes, and to satisfy DFID's requirements, there needs to be an audit trail to justify payments, and both these documents form part of this.

- Although when your project ends you will be submitting end-of-project reports, these documents cover the project in its entirety, and as such they are too general to relate to quarterly expenditure and support payment of the last quarterly invoice.

Submitting Workplan and Spending Forecast Form and Project Progress Reports (PPRs) when your project ends:

When your project is due to end, the **Workplan and Spending Forecast Form** you complete for that last financial year will only cover work for the proportion of that financial year during which your project is still active.

Remember: a DFID financial year runs from 1 April to 31 March, but your project may end at any time between those dates

When your project is due to end, the proportion of the financial year when your project is active may, or may not, coincide with a full **Project Progress Report** Period

Remember: PPR-1 covers any work during Q1+Q2 (1 April – 30 September), and PPR-2 covers any work during Q3 (1 October – 31 December), but your project may end half way through these periods, or indeed, after the 31 December

- If your project ends between 1 April and 31 December (only), a Project Progress Report must be submitted for work from the end of the previous reporting period. This is due on the normal PPR deadline, or on the project's end date, whatever earliest.

- If your project ends between 1 January and 31 March (only) no Project Progress Report for that period will be due (as there is not PPR which covers the last quarter of the year)

Below please find some examples given to illustrate the above:

E.g. Project ending during Q2 (e.g. on 31 July):

- The Workplan and Spending Forecast Form should cover work from 1 April (beginning of the financial year) to 31 July (end of project).
- The PPR-1 should cover any work carried out from 1 April to 30 September; the PPR-1 *standard* due date is 15 September.
- But as the project ends on 31 July, it must submit a PPR-1 *on 31 July*, covering work from 1 April to 31 July.

E.g. Project ending during Q3 (e.g. on 30 November):

- The Workplan and Spending Forecast Form should cover work from 1 April (beginning of the financial year) to 30 November (end of project)
- The PPR-2 should cover any work carried out from 1 October 2001 to 31 December; the PPR-2 *standard* due date is 15 January.
- But as the project ends on 30 November, it must submit a PPR-2 *on 30 November*, covering work from 1 October to 30 November.

E.g. Project ending at the end of Q2 (i.e., on 30 September):

- The Workplan and Spending Forecast Form should cover work from 1 April (beginning of the financial year) to 30 September (end of project).
- The PPR-1 should cover any work carried out from 1 April to 30 September; the PPR-1 *standard* due date is 15 September.
- Therefore the project must submit a PPR-1 *on 15 September*, covering work from 1 April to 30 September.

Annual reports:

The CPP submits copies of all projects' annual reports to DFID's central office every year. However, when a project ends in a given financial year (i.e. at any point from 1 April *up to, and including*, the 31 March), DFID requires that a Project Completion Summary Sheet (PCSS) is submitted instead.

Hence NO annual report is due for the financial year when your project ends.

Section 'End of project reporting' (pp. 10-11), provides more information on PCSSs and their due dates.

3.7. Programme Advisers and their Project Monitoring Reports

The CPP has a team of Programme Advisers who ‘look after’ clusters of projects, and hence each CPP project will fall under the responsibility of a given Programme Adviser.

All projects currently active should have been informed by CPP of who their Programme Adviser is; and new projects will be given this information as they are commissioned.

A list of Programme Advisers and their addresses is included in this Info-pack (see Appendix 4).

If you have any doubts as to who your Programme Adviser is, please let the CPP Coordinator know (address below), and they will gladly confirm the relevant details.

E-mail: i.carballal@nrint.co.uk

Tel: +44 (0)1732 – 87 86 74 (direct line)

Fax: +44 (0)1732 – 22 04 97 (direct fax)

CPP requires Programme Advisers to complete a Project Monitoring Report for each of the projects under their responsibility. This report uses as a point of reference the Workplan and Spending Forecast Form which the Project Leader submits to CPP’s central office (to the Coordinator), and which has been jointly discussed by the Project Leader and the Programme Adviser.

Programme Advisers monitor progress towards the Workplan by checking Project Progress Reports and other sources of information (e.g. on-going personal communications, visits to the project, dissemination outputs, BTORs, etc.) against the Workplan and Spending Forecast agreed with the project leader for the financial year.

A copy of the Project Monitoring Report template is shown on the next page for your information only (i.e., this form is to be filled in by the Programme Adviser, NOT by the Project Leader).

CROP PROTECTION PROGRAMME
PROJECT MONITORING REPORT 1 – 1 Apr to 30 Sep 02 (FY 2002/03)
To be filled in by the Programme Advisor

NRIL Number ('ZA' No): **Project Title:** **PMR's signatory:** **Date this PMR submitted:**	**DFID Number ('R' No):**
Milestones revisions trail: please fill in Milestones version's date:	***Summarised details: e.g. "original version"; "revised for add-on in Sep 00", "revised due to slippage in June", etc.:***
Original dated _______	
1st revision dated_______ (only relevant if Milestones form has been revised once):	
2nd revision dated_______ (only relevant if Milestones form has been revised twice) ***etc… (add rows as needed)***	

1. Brief general assessment of the quality of the Project Leader's Project Progress Report
A few words on completeness, clarity, technical soundness, extent to which Outputs and not just activities addressed, etc.

2. Progress towards project's Outputs during reporting period (1 April – 30 September): summary and highlights
Brief summary of the main project achievements and progress towards the planned Outputs, indicating whether planned inputs (e.g. scheduled activities) have been made. Please stress results and conclusions, and highlight significant contributions to knowledge and expected impacts on poverty, and if applicable the environment.

3. Overall progress towards the achievement of the project's Purpose to date

4. Have any substantial changes been made to the Output, OVIs or Activities (in the Milestones Form) since the previous PMR?. Or to the logframe? If so, please briefly describe them, and highlight any budgetary implications they may have. If necessary, append a copy of the revised logframe.

If revisions have been made to the Milestones Form, please confirm you have received a copy of the revised form:_______________

5. Recommendations and Action Points (APs):
State any recommendations/APs resulting from changes made to the Milestones/logframe. Even if there have been no changes to the latter, please ensure you state any actions required in order for the project, or CPP, to take full advantage of opportunities that may have become apparent, or problems to tackle. Please ensure that you clearly state the person responsible for the action(s) recommended, and the target date(s) for the action(s).

6. Sources/Resources employed for this monitoring exercise:
List these, e.g. Project Progress Report 1, personal communications (with approximate dates or any other relevant references), dissemination outputs and BTOR (with titles or other identifying reference points); etc.

I recommend/ do not recommend that further funds are released to these project in accordance to the annual quarterly forecast stated in the ________________(version date) Milestones and Spending Forecast Form.

4. END OF PROJECT REPORTING: THE 'PCSS' AND THE 'FTR'

Six months before a project's end date, the Project Leader should provide:

- an outline of the main structure of the Final Technical Report of about 2 sides (see later in this section for an explanation of what the FTR is);
- identify where the records of fieldwork and datasets are;
- indication of preliminary findings; and
- a list of the write-up and dissemination promises (papers, pamphlets, etc.)

The idea is that, if attention to design, sampling, data collection and organisation has been paid during the life-span of the project, a Project Leader should be in a position to easily provide these. Further information on biometric issues of importance to CPP projects is given in section 5.

Please see section 3.6 (pp. 6-7) for guidelines on what to do with the Workplan and Spending Forecast Form, Project Progress Reports (PPRs) and annual reports when your project ends.

Project Completion Summary Sheet (PCSS)

When your project ends, you must submit a short document called the 'Project Completion Summary Sheet'. The PCSS summarises the project's purpose, outputs, contribution of the outputs to the project's goal, and any possible follow-up. It also provides a full list of the project's dissemination outputs.

We will email you an electronic template and a reminder with further details closer to the project's end date (normally at least one month in advance).

PCSS due date:

- If a project ends between April and February, the PCSS must be submitted on the date the project ends.
- If a project finishes in March, the PCSS must be submitted on 15 March. If a final version cannot be produced by that date, a draft PCSS must be submitted on the 15 March, and the final copy on the project's end date.

As mentioned in section 3.6, if a project ends at any point during the financial year (i.e. 1 April to 31 March), an **annual report** will NOT be due, as only the PCSS will be necessary in its place.

Final Technical Report (FTR)

Upon completion, all projects must also submit an FTR. This is a more substantial document than the PCSS, where the project's technical achievements, results and conclusions are reported. It should include an executive summary and cover: background, project purpose, research activities, outputs, contribution of outputs to developmental impact.

We will email you an electronic template and a reminder with further details closer to the project's end date (normally at least one month in advance).

All FTRs must be signed off by the named project biometrician(s) prior to submission to CPP. This can be done both through a short letter or through an email, to accompany the FTR submitted to CPP.

Payment of the last quarter invoice will be withheld until the FTR approved by the project's biometrician is received.

FTR due date:

- FTRs must be submitted on the date the project ends.

Please note that all FTRs must be produced within the project duration (i.e. by the end date). A relevant allowance for writing-up time is acceptable in the project proposal (project memorandum), but the duration of this period will vary from project to project and will be as negotiated with the CPP when the project proposal was submitted and discussed.

What happens if there are some delays towards the end of the project?

CPP expects that all results or findings obtained by projects, or to which projects contribute, will be fully analysed, written up and published within the agreed budget provided, and by the project's contractual end date.

On occasion, it may not be possible for a project to collect and analyse some of the data until after completion of the contract period. In such cases, you must contact the CPP Coordinator (i.carballal@gre.ac.uk, tel: +44 (0)1732 87 86 74) as soon as you envisage a possible delay. It is very rare that a project leader will not know in advance that delays might occur, so saving exceptional circumstances, it is not acceptable for project leaders to wait until their project's end date before flagging such possible problems. This is particularly important as DFID strongly insist in being informed in advance of possible delays with FTRs and PCSSs.

Please note that additional funding will not normally be made available to complete the preparation and publication of work which formed part of the agreed outputs of the project. Responsibility for completion of analysis and publication of such work lies with the contracted institution and contractors' track records of analysis and publication of work carried out under previous contracts may be taken into account in assessing capacity to undertake further contracts under the programme.

5. BIOMETRICS IN CPP PROJECTS

Until recently, Project Leaders preparing Project Memoranda have been asked to confirm that a biometrician had been consulted and had approved the research scheme, giving the name and position of this person. Project Leaders have also been requested to set out and justify the proposed methods of data collection an analysis in the Project Memorandum, making explicit the use of biometrics/statistics.

In the past, Programme Management has not been too prescriptive in ensuring that these conditions were addressed in great detail at the Project Memorandum stage, since we were aware that project design must accommodate local or seasonal conditions which are only apparent during field visits.

However, in January 2002 DFID undertook biometric reviews of a selection of CPP projects which indicated that biometric issues were not being adequately addressed in all cases. From the reviews it is clear that, once the project has been approved, a mechanism needs to be in place to ensure that biometric issues are being adequately addressed throughout all stages of a project's cycle.

Hence we have taken a series of actions, summarised below.

- All Project Leaders are reminded that they must consult with their biometrician(s) during the course of the project. The biometric reviewers suggested that both the number and quality of completed outputs from projects is increased by collecting less data rather than as much as possible, by looking carefully through the data and thinking about it before the end of the project, by organising the data well in relation to effective analysis, and by planning for dissemination and uptake. Adequate biometric inputs throughout the life of the project should facilitate these processes.

- Project Leaders must inform the programme immediately of any biometric staff changes and where necessary, provide a CV of the new biometric adviser(s).

- A question is now included in the standard Project Progress Reports and Annual Reports asking the Project Leader to indicate how biometric issues have been addressed during the period.

- Six months before a project's end date, the Project Leader should provide:
    1. An outline of the main structure of the FTR (~2 sides)
    2. Identify where the records of fieldwork and datasets are
    3. Indication of preliminary findings and
    4. Write-up and dissemination promises (papers, pamphlets, etc.)

  (If attention to design, sampling, data collection and organisation has been paid during the life-span of the project, a Project Leader should be in a position to provide these).

- The named biometrician must sign off the FTR before it is submitted to CPP.

Payment of the last quarter invoice will be withheld until the FTR approved by the project's biometrician is received.

6. THE INVOICING SYSTEM

Your organisation must submit invoices quarterly in arrears. Although in most cases you will not be directly involved in raising project invoices, we have included a section in this Info-pack highlighting some key points relating to invoicing and project financial matters for your information.

6.1. Setting up a schedule of invoicing

1. When a project starts, the Project Leader is asked to submit a Workplan and Spending Forecast Form for the corresponding financial year to the CPP (see Section 3 and Appendix 1).

Remember: a DFID financial year runs from 1 April to 31 March

2. As you can see from the **Workplan and Spending Forecast Form** in Appendix 1, part B of the form asks the Project Leader to forecast spend during each of the quarters of a given financial year.

3. Once the CPP has approved the Workplan and Spending Forecast Form submitted by the Project Leader, the CPP uses the figures provided by the Project Leader in Part B of the form to issue a one-page document called Financial Memorandum Form.

4. The **Financial Memorandum Form** shows the schedule of invoicing for the project for each quarter of a given financial year (see Appendix 3). This is, it shows the approved forecast figures provided by the project leader in Part B of the Workplan and Spending Forecast Form, with the corresponding invoicing deadlines.

5. CPP then sends the Financial Memorandum Form to the Project Leader's Finance Department in charge of raising invoices. The Finance Department should invoice for the amounts indicated for each quarter in the Financial Memorandum Form by the relevant deadlines. (Please see section 3.5 for details on the schedule of invoicing)

What if there is some deviation in practice from the activities originally planned in the Workplan and Spending Forecast Form?

As long as the project activities are generally on track, CPP will be happy to pay for invoices for the amounts shown in the Financial Memorandum Form. This is because we realise that no activity plan can be 'set in stone'. Hence, it is only in cases of serious slippage or some other major departure from the original Workplan that will CPP expect a revision of the schedule of invoicing.

However, it is <u>not</u> acceptable for Project Leaders to flag important slippage which might require an invoice adjustment just before an invoice deadline. Unless in exceptional circumstances (e.g. natural disaster), a project leader should be aware well in advance of an invoicing deadline of project activities being seriously out of course. Neither CPP nor DFID will view favourably a project leader waiting "till the last minute" before an invoice deadline before she or he contacts the CPP.

PLEASE NOTE

- DFID's financial year runs from 1 April to 31 March
- The last invoice of the financial year is due on 6 March.
- **CPP cannot guarantee payment of any invoices for costs from 1 April to 31 March which are submitted after the 6 March,** i.e., DFID does not allow project to carry over funds from one financial year to the next.
- Please note that as standard practice, CPP reserves the right to withhold payment of a project's last invoice until all the final reports are received and approved.

6.2. Financial limits and virements

Your contract shows what your project's overall and annual budgets are. No expenditure may be incurred in excess of these budgets.

Within a given financial year, no virements between budget lines in excess of 5% of the annual project budget are permitted without prior written authority of CPP. However, projects do <u>not</u> need to seek approval from CPP for virements of <u>less</u> than this percentage.

CPP reserves the right to audit all projects.

If you wish to apply for additional project funding or an extension, please see p. 4.

6.3. Details which invoices should include

Breakdown of costs in invoices:

Please note that while the quarter forecast spends *you* are requested to provide in Part B of the Workplan and Spending Forecast Form are an overall figure for each financial quarter (see Appendix 1), *your organisation* must provide a breakdown of the costs as per the budget lines in the contract *with each quarterly invoice*.

The budget lines are:
- Staff
- Overheads
- Travel and subsistence
- Equipment
- Other

Other details:

All invoices must be:

- addressed to NR International
- include the ZA No, R No and project title
- include the certificate below

    "We certify that the amounts claimed in this invoice are in accordance with the terms of the Sub-Contract and have not been claimed before".

No invoices can be accepted without the breakdown and these details

7. CAPITAL EQUIPMENT AND YOUR ASSETS REGISTER

You must inform the CPP of all capital equipment (i.e. items costing £500 or more) purchased by your project with CPP funds (by you or your collaborators) Please note that items of equipment with a purchase price of less than £500 are treated as consumables, and CPP does not need to receive information about them.

Newly purchased items:

Throughout the financial year, if you (or your collaborators) purchase any equipment, you will have the chance to provide the relevant details to the CPP on your next Project Progress Report (PPR-1 or PPR-2), annual report, or with your PCSS, if your project has ended (see below).

When preparing these reports you will be asked to provide a series of details for the equipment purchased (as per the bullet points under 'Rolling Assets Register' below). Please make sure that you provide <u>all</u> the details requested. This is essential to satisfy DFID's requirements, and if not provided when originally submitting the information, will have to be sought from the project at some later stage (and by then details might be harder to recollect…!).

Rolling Assets Register:

While your project is active, you must also maintain a <u>rolling</u> (i.e. since the beginning of the project) Assets Register of the items of equipment which have been purchased with project's funds, either by yourself or by your collaborators.

You must submit a copy of the complete Assets Register with the Project Progress Report 1 due on 1 November of each year

The rolling assets register must show:

- Item
- Make and Model
- Serial No (or in the case of vehicles, registration No <u>and</u> chassis No)*
- Date purchased
- Purchase price (in £)
- Location (where kept) and/or User
- Person responsible for safe keeping

*The serial No (or in the case of vehicles, the registration and chassis No) must always be completed. The number may be the manufacturers' serial number, or one generated by the inventory holder's own sequential number and system. In the case of the latter, the number must be clearly marked on the item itself

When your project ends:

If your project has ended, you will also be asked to provide recommendations for the disposal/transfer of the equipment (further information on this will be sent to you with the relevant reminder closer to the project's end date).

8. PUBLICATIONS AND OTHER DISSEMINATION OUTPUTS

8.1. CPP is interested in a wide breadth of dissemination outputs

In order to maintain current levels of research funding, it is also important to ensure that DFID are made aware of any project dissemination outputs which are produced, not just during the project's life but also after the project is completed.

Please note that DFID wishes to receive details not only of refereed publications (i.e. papers in peer-reviewed journals or formal edited proceedings, books or book chapters, etc.) but also of any other dissemination outputs such as:

- oral presentations and lectures
- workshops, seminars, open days, training courses, exchange visits, Farmer Field Schools and similar events
- radio and TV programmes, interviews and reports
- newspaper and magazine articles
- non-edited conference/workshop proceedings
- internal reports
- newsletters, factsheets, leaflets, fliers and popular posters
- booklets, handbooks and manuals
- PhD, Mphil and MSc theses
- Videos and DVD
- CD ROMs, websites
- maps and GIS
- datasets (= any collection of basic data of interest for international development).

8.2. Further opportunities for dissemination and uptake

Should you feel that there may be further opportunities to disseminate, make use of, or otherwise promote uptake of your project's work, please do not hesitate to raise this with programme management, as it may be possible for us to provide assistance.

The exact steps to take may vary from case to case. Generally speaking, it is always a good idea to discuss the issue with your Programme Adviser in the first place. You can also contact the Programme Manager, and if it appears relevant that you should apply for dissemination funding, you should request an application form from the Coordinator (please find the address list for contacts in Appendix 4).

8.3 Citation guidelines

You should have received the following two booklets with guidelines on dissemination outputs (please contact the Coordinator if you have not).

- An A5 yellow booklet entitled 'Renewable Natural Resources. Research Output Dissemination. Why and how...';

- An A4 green booklet 'Guidelines on citation of Dissemination Outputs from DFID-funded Research Projects, 2001'.

It is of utmost importance that you report all the dissemination outputs you have produced, and that these are reported in the formats indicated in the green booklet, as incomplete references cannot be presented to DFID.

We hope you will appreciate that it is in the best interests of both the Programme and a Project to ensure that all dissemination outputs produced are duly credited and presented to DFID.

8.4. Standard statement to be included in all publications

All publications must contain an express acknowledgement of the Contractor's copyright and the following statement:

> **"This publication is an output from a research project funded by the United Kingdom Department for International Development (DFID) for the benefit of developing countries. The views expressed are not necessarily those of DFID [insert at this point the DFID project code (R number) and the words "Crop Protection Research Programme"]"**

If an editor of a journal or other publication wishes to make any changes to the above wording, please refer the matter to the Coordinator. This is because DFID have specifically indicated that all such queries should be referred by the Programme to DFID for prior approval. Please note that a copy of the publication and communication(s) from the Editors would assist in receiving prompt response from DFID.

8.5. Seeking approval for publications

It must be mentioned that it remains a standard contractual obligation, required by DFID, for projects to seek prior approval for ALL publications; in the words of the project contract:

> "The Contractor shall not, without the prior written consent of NR International, publish any information related to the Services* or the results of the Services*"
> (*'Services' means 'the project' in the contract)

We are generally content to be notified of publications on a "no objections" basis, sent by email to the Programme Manager (f.kimmins@nrint.co.uk), copied to the relevant Programme Adviser.

8.6. Submitting hard and electronic copies of dissemination outputs to CPP

You must submit hard copies of any project publications (3 copies is the standard). Please also submit electronic or hard copies of dissemination outputs other than publications whenever possible (e.g. when there is a 'physical' output). We cannot give you general guidance on the number of copies for these, as what is appropriate will depend on each case. Please submit these to the CPP Coordinator (i.carballal@nrint.co.uk ; Tel:+44 (0)1732 – 87 86 74)

9. OVERSEAS (AND SOME UK) VISITS

Reports on visits

We would like to remind you that we generally need a brief report on all overseas visits, and also visits within the UK when these involve substantive discussion of progress or future development of a project (particularly where overseas partners are involved). We hope you will appreciate that it is in the best interests of a project to keep us informed of activities and progress, particularly where there may be a case to consider modifications or additional inputs to the project contract.

In most cases, timely submission of a visit report will be a specific contractual requirement, either as means of verification of a project activity or as a specific output of programme development or dissemination funding.

A brief (2-3 page) report will usually suffice, noting persons involved, objectives of the visit, major achievements, conclusions and action points, with an outline itinerary and reference to where any relevant additional documents can be obtained; this can of course be based on a standard internal back to office report.

Following completion of any internal approval procedures, the report should be submitted electronically to the CPP Coordinator (i.carballal@nrint.co.uk), copied to the Programme Adviser responsible for the project, normally within two weeks of completion of the visit.

Approval for overseas visits

Finally, it must be highlighted that it remains a standard contractual obligation, required by DFID, for projects to seek prior approval for ALL overseas visits. We are generally content to be notified of visits on a "no objections" basis, sent by email to the Programme Manager (f.kimmins@nrint.co.uk) and copied to the relevant Programme Adviser, preferably at least one month before the event.

APPENDIX 1

APPENDIX 1

CROP PROTECTION PROGRAMME
WORKPLAN AND SPENDING FORECAST FORM (FINANCIAL YEAR 2002/03)

(Please read the attached guidance notes before filling in this form.
Please note that when filling in this form you must refer to the project's logframe)

NRIL Code ('ZA' No):		**DFID Number ('R' No):**	
Project Title:			
Project Leader:			

You must complete this form in discussion with your Programme Adviser. Have you done so?
Yes / No *(please, delete as needed)*

If not, explain why (e.g. PA overseas until such date), and confirm when you will discuss:

You must complete this form in discussion with your Project Biometrician. Have you done so?
Yes / No *(please, delete as needed)*

If not, explain why, and confirm when you will discuss:

Is this a revised version of a Workplan and Spending Forecast form you had previously submitted? *(please delete as needed):*
Yes / No *(please, delete as needed)*

If yes, write below a short summary of why this revision was necessary:

SHADED AREA FOR CPP OFFICE USE ONLY

Version date	*Details*

PART A: Workplan for the 2002/03 financial year

PLANNED ACTIVITIES (from logframe) *See 'tips' 1, 2 & 3 in the guidance notes*	INDICATORS OF ACHIEVEMENT OF THE ACTIVITIES *See 'tip' 4 in the guidance notes*	PROJECT OUTPUTS that each activity or group of activities should contribute to (from logframe) *See 'tip' 5 in the guidance notes*
PERIOD 1 (to be reported against in the Project Progress Report 1 – PPR 1) List activities you plan for Quarter 1 (1 Apr - 30 Jun 2002) and Quarter 2 (1 Jul – 30 Sep 2002)		
(add rows as needed)		
PERIOD 2 (to be reported against in the Project Progress Report 2 – PPR 2) List activities you plan for Q3 (1 Oct – 31 Dec 2002)		
(add rows as needed)		
PERIOD 3 List activities you plan for Q4 (1 Jan – 31 Mar 2003)		
(add rows as needed)		

PART B: Forecast spend for the 2002/03 financial year

NRIL Code (‘ZA’ No):		**DFID Number (‘R’ No):**	
Project Title:			
Project Leader:			

SHADED AREA FOR CPP OFFICE USE ONLY	
Version date	*Details*

- *Forecast spend should be for each financial period (Quarter) as a whole.*
  (It should NOT be for each activity, budget line, or Project Progress Reporting periods).
- *Please note that once the figures below are approved by the CPP, they will be used as the basis for the invoicing schedule.*

FINANCIAL PERIOD	**Total forecast spend for the period (in £, excluding VAT)**
Quarter 1 (costs from 1 April to 30 June 2002):	
Quarter 2 (costs from 1 July to 30 September 2002):	
Quarter 3 (costs from 1 October to 31 December 2002):	
Quarter 4 (costs from 1 January to 31 March 2003):	
ANNUAL TOTAL:	(please check the figures above add up to this total, and that this total is the same as the annual figure shown in your contract)

GUIDANCE NOTES FOR CPP'S WORKPLAN AND SPENDING FORECAST FORM

What is this form?

The Workplan and Spending Forecast Form involves taking the project memorandum logframe to a more detailed level, so as to summarise your work plans for a given financial year. The form is designed to serve three functions. Firstly, to enable project leaders to plan activities and monitor progress towards the project's outputs; secondly, to facilitate the establishment of a schedule of invoicing for the project; and thirdly, to help CPP fulfil its obligation to DFID to monitor projects during the year.

As project leader, you will have a series of activities planned for the months ahead at any one point of the project. These will have been decided and designed to contribute to the Project's Outputs. In Part A of the Workplan form you are asked to list the activities that you are planning to undertake during a given financial year. You are asked to fill in your form in discussion with your Programme Adviser. A list of Prog. Advisers' address is provided at the end of these notes (if you are not sure who your Prog Adviser is, please contact the CPP Coordinator, i.carballal@nrint.co.uk).

A DFID financial year runs from April of one calendar year to March of the next

Tips to follow:

1. The activities you are planning to undertake during a given financial year should broadly be in keeping with those you outlined in the Project Memorandum Form (PMF). You must always make it clear in the Workplan form how the activities you are listing relate to the original logframe and/or activity charts in the PMF, as these after all, form the basis of your contract for this project.

2. Activities which will be either completed or worked towards in any given period should be listed under the corresponding period.

3. The activities cited in the Workplan form for the periods 1 and 2 should be referred to on the corresponding Project Progress Reports (i.e. PPR-1 and PPR-2). Please see your Info-Pack for details (p. 3) or contact the Programme Coordinator (i.carballal@nrint.co.uk).

4. At the beginning of each financial year you will have a better idea about the activities you need to carry out during the months ahead than when you prepared the PMF in the first place. Hence you are now asked to provide Indicators of Achievement for your Activities in your Workplan form.

5. Please do not forget that each of the activities you list in the Workplan form should be contributing in some way towards the project's Outputs. Hence you are asked to indicate what Output or Outputs each activity or group of activities listed in your Workplan form contribute to.

6. If you have any difficulties using the logframe as a source of information, please discuss with your Programme Adviser. E.g., on occasion it may be appropriate to revise some component of the original logframe to respond to changes occurring as the project progresses (see also 'revising the Workplan and Spending Forecast Form/logframe' below).

The Worplan and Spending Forecast form should be completed for the DFID financial year (1 April to 31 March) and should be prepared in discussion with the corresponding CPP Programme Adviser. You should have received a list informing you of which Programme Adviser is responsible for liaising with your project, but please request one from the CPP Coordinator (i.carballal@nrint.co.uk) if you have not.

Submission of the form: deadlines

For projects which are already on-going, the form should be submitted by the project leader by 15 March every year for the financial year ahead. New projects must submit the form within two weeks of their start date. Please send the completed form by email to the CPP Coordinator (i.carballal@nrint.co.uk).

Revising the Workplan and Spending Forecast Form (and/or the logframe):

- Throughout the year, the Project Leader should NOT revise the activities/outputs in the Workplan form unilaterally. Project leaders should keep an on-going dialogue with their Programme Adviser, and discuss with them any substantial changes to the activities and/or outputs (see point 6 above).

- If in agreement with their Programme Adviser the activities/outputs are modified, the Project Leader must re-submit the revised Workplan form straight away to the CPP Coordinator (i.carballal@nrint.co.uk), copied to their Programme Adviser (see point 6 above).

- If the changes to the activities/outputs have budgetary implications, or amount to a contract amendment, your Programme Adviser should contact the CPP Coordinator and/or the Programme Manager to discuss. The specific steps to follow will depend on the circumstances of each case.

Applications for additional funding/extensions:

- If a Project Leader wishes to apply for additional project funding or for a project extension, they should firstly discuss this with their Programme Adviser, and then contact the CPP Coordinator (i.carballal@nrint.co.uk) to request an application form. They should fill this in, and return it to the CPP Coordinator, copied to their Programme Adviser, appending to the application the proposed revised Workplan and Spending Forecast Form (i.e. incorporating the activities/outputs relating to the application).

- If changes to the overall annual budget, or the financial quarter budgets, are approved by CPP, CPP will contact the Project Leader's organisation with the revised figures. The organisation will then raise any remaining invoices in accordance to the revised budgets.

Forecast spend and schedule of invoicing:

The forecast expenditure in your Workplan and Spending Forecast form will be the basis for the schedule of invoicing for the project during the financial year. Once your Workplan and Spending Forecast has been approved by CPP, CPP will inform your institution of the approved forecast spends during the year. Your institution will then use this information to raise invoices on the contractual invoicing deadlines.

For your general information, please note that while the forecast spend you are requested to provide in this form is for each financial quarter as a whole, your organisation must provide a breakdown of the costs as per the budget lines in the contract (staff fees, overheads, travel and subsistence, equipment and miscellaneous) with each invoice.

For each financial year (i.e. 1 April to 31 March), the forecast spend for a given invoicing period must reflect the expenses of the activities to undertake during that period. As long as the technical work is on course, and invoices adhere to the forecast spend, it is acceptable that the actual spend may differ slightly from the forecast spend in that period. However the actual annual spend must coincide with the total amount the project has invoiced CPP for in a given year. Organisations are allowed to vire up to 5% of the annual budget between budget lines without prior permission from the CPP. But they must contact CPP to request approval of any virements larger than this. Please remember that CPP reserve the right to audit all projects.

Isabel Carballal
15 February 2002

Email: i.carballal@nrint.co.uk
Tel: +44 (0)1732 87 86 74 (direct)
Fax: +44 (0)1732 – 22 04 97 (direct)

APPENDIX 2

APPENDIX 2

CROP PROTECTION PROGRAMME - PROJECT PROGRESS REPORT **Period under report:** **From** **to**

Date report prepared:

DFID Project Reference (R Number):	R
NR International code (Z Number):	ZA
Project Title:	
Project Leader and Organisation:	
Project start and end dates	

1. WORK <u>DURING THE REPORTING PERIOD</u> (TO BE REPORTED AGAINST THE PLANNED ACTIVITIES IN THE WORKPLAN AND SPENDING FORECAST FORM):

IMPORTANT: PLEASE READ THE ACCOMPANYING GUIDELINES BEFORE FILLING IN THIS TABLE		
COLUMN 1: ACTIVITIES	**COLUMN 2: CHANGES IN ACTIVITIES**	**COLUMN 3: FINDINGS/ RESULTS/ACHIEVEMENTS - in brief**
[please expand rows and/or add rows as needed]		

Please send a copy to CPP of any reports or disseminations (e.g. stakeholder workshop, visit report, PRA report, posters, leaflets, etc). Please send electronically to i.carballal@nrint.co.uk (if possible); or by post to: I Carballal, NRIL, Park House, Bradbourne Lane, Aylesford, Kent ME20 6SN, UK

2. HAVE ANY SUBSTANTIAL CHANGES TO THE ACTIVITIES AND/OR OUTPUTS IN THE WORKPLAN AND SPENDING FORECAST FORM BEEN MADE DURING THE REPORTING PERIOD, AFFECTING EITHER PAST OR FUTURE WORK?

YES / NO (please delete as appropriate) **If there have been changes affecting past work, these should be reflected in table 1 of this form** **If there have been changes affecting future work, please briefly describe and justify**

3. IF ANY ASSUMPTIONS IN THE LOGFRAME ARE NO LONGER VALID, OR IF ANY OTHER CHANGES TO THE LOGFRAME MIGHT BE NEEDED, PLEASE CONFIRM THAT YOU HAVE DISCUSSED THIS, INCLUDING ANY NECESSARY ACTION POINTS, WITH YOUR PROGRAMME ADVISER:

Please confirm here:

4. DESCRIBE ANY MAJOR ACHIEVEMENTS/PROBLEMS DURING THE REPORTING PERIOD:

Note: In some cases, you may wish to report achievements/problems from activities/situations which did not completely coincide with the current reporting period being covered by this PPR. E.g., in your PPR1, you are supposed to report on work from 1 April – 30 September. However, you may feel it is necessary or pertinent to refer to some achievements/problems which related to work during previous months (especially given that there is no specific Project Progress Report covering the last Quarter of the year, i.e., January, February and March). *(please expand this space as needed)*

5. DISCUSS ANY POLICY AND DEVELOPMENTAL IMPLICATIONS OF WORK DURING THIS REPORTING PERIOD:

(please expand this space as needed)

6. PLEASE DESCRIBE HOW BIOMETRIC ISSUES HAVE BEEN ADDRESSED DURING THE REPORTING PERIOD

(please expand this space as needed)
Please provide the name, email address and/or telephone of the project's biometrician(s):

7. DISSEMINATION OUTPUTS

Including oral presentations/lectures; workshops/seminars/open days/training courses/farmer field schools; radio/TV/video; newspapers/magazines/newsletters; factsheets/leaflets/fliers/posters; booklets/handbooks/manuals; PhD/MPhil/MSc theses; CD ROMs; websites; maps/GIS; edited and non edited proceedings; datasets (defined as any collection of basic data of interest for international development); refereed papers/books/book chapters.

Reference Type (as per NRIL green citation guidelines)	Citation Details	Please state whether the output has previously been reported as "submitted", "in prep." or "in press"	Is a copy attached?
[Please add rows as needed]			

8. EQUIPMENT PURCHASED THIS QUARTER

Please list all equipment (i.e. items with a purchase value of >£500) purchased during the reporting period

	Item	Make and Model	Serial No. (or vehicle reg and chassis Nos.)**	Date purchased	Purchase price (in £)	Location (where kept) AND person responsible for item
1						
2						
3						
4	[Please add rows as needed]					

**The serial No (or in the case of a vehicle, its registration and chassis Nos) must always be completed. The number may be the manufacturer's serial number or one generated by the inventory holder's own sequential numbering system. In the case of the later, the number must be clearly marked on the item itself.

APPENDIX 2

GUIDELINES FOR THE COMPLETION OF THE PROJECT PROGRESS REPORT

(these guidelines refer to question 1 of the PPR form)

QUESTION 1: WORK DURING THE REPORTING PERIOD (TO BE REPORTED AGAINST THE PLANNED ACTIVITIES IN THE WORKPLAN AND SPENDING FORECAST FORM)

Please fill in the table in this question as follows:

COLUMN 1: ACTIVITIES	**COLUMN 2: CHANGES IN ACTIVITIES**
a) List activities which were planned in the Workplan and Spending Forecast Form for this reporting period, *even if they were not undertaken*. (Use one row per activity)	a) For planned activities: IF delayed or not undertaken, briefly explain why and state when the activity will be undertaken *(if relevant, you can address this through Point 3 of this form).*
b) List any other activities undertaken during the reporting period not originally planned in the Workplan form, or which were planned in the Workplan form for a different period. (use one row per activity)	b) For new activities or activities which were originally planned for a different period: briefly explain why undertaken.

COLUMN 3: FINDINGS/ RESULTS/ACHIEVEMENTS - in brief

- This column seeks information regarding what you have “achieved” through the activities undertaken during this reporting period. We are particularly interested in how these achievements contribute towards the project’s Outputs (remember the Outputs you listed in the logframe and the Workplan and Spending Forecast Fform). We understand that in many cases, you may be reporting interim results.

- You may also wish to report findings or results from activities which were undertaken prior to the reporting period, but that you have only been able to analyse or obtain during this reporting period

- Please provide detailed reports of major achievements under point 4.

Please note that you are also asked to send a copy of any reports or disseminations (e.g. stakeholder workshop, visit report, PRA report, posters, leaflets, etc.) to I Carballal by post or email (details in the PPR form)

APPENDIX 3

APPENDIX 3: FINANCIAL MEMORANDUM FORM - Schedule of Invoicing 2002/2003

(Issued on [date])

NRIL Contract No.: | DFID Project Code: | Research Programme: Crop Protection

Project Leader: | Institution:

Project Title:

Project Start Date: | Project End Date:

Schedule of Invoicing as prepared from Milestones Form (copy attached)

(All figures are exclusive of VAT)

Period of claim	Amount to be claimed	Closing date for claim
1 April - 30 June 2002		June 20, 2002
1 July - 30 September 2002		September 20, 2002
1 October - 31 December 2002		December 15, 2002
1 January 2002 - 31 March 2003		March 6, 2003
TOTAL	**£0.00**	

Budget Breakdown of costs for 2002/03

Staff costs	
Overheads	
T&S	
Capital Equipment	
Miscellaneous	
TOTAL	**£0.00**

[Any amendment to overall budget for 200_/0_ will be accompanied by an amendment to this Financial Memorandum Form]

Invoices received in accordance with the terms of the Contract and these instructions will normally be paid within 30 days of the closing date for the claim.

Please note that each invoice must be broken down by the sub-heads above and carry the following certification clause "We certify that the amounts claimed in this invoice are in accordance with the terms of the sub-contract and have not been claimed before"

Prepared by:
NR International Programme Co-ordinator
Signature:……………………………………….
Date:

Authorised by:
NR International Accounts Office
Signature:……………………………………….
Date:

Agreed by:
Project Leader
Signature:……………………………………….
Date:

Agreed by:
Contractor's Contracts Manager
Signature:……………………………………….
Date:

Agreed by:
Contractor's Financial Manager
Signature:……………………………………….
Date:

Any invoices for the first 3 quarters not presented in accordance with sections 10.1 to 10.4 of the contract may be liable to query and to delay in payment. Failure of the contractor to submit invoices to NRIL by the stated deadline will delay payment until the next invoice date. Any invoice for the 4th quarter not presented in accordance with sections 10.1 to 10.5 of the contract may not be paid. Payment for the 4th quarter cannot be delayed until the next invoice date (contract, clause 10.6).

The invoice for the 4th Quarter must be submitted by 6th March and must be the final invoice for that financial year. It must include all remaining expenditure to be incurred in that financial year. Any shortfall in expenditure compared with the scheduled budget cannot be recovered automatically in any subsequent financial year and may be lost (contract, clause 10.5)

To be returned to: ***NR International, Park Farm, Bradbourne Lane, Aylesford, Kent, ME20 6SN***

APPENDIX 4

APPENDIX 4: LIST OF CPP ADDRESSES

Programme Advisers:

Dr Frances Kimmins,
(also CPP Manager)
Natural Resources International,
Pembroke
Central Avenue, Chatham Maritime,
Kent, ME4 4NN

Tel: +44 – (0)1634 – 883306
Fax: +44 - (0)1634 – 883955
Email: f.m.kimmins@gre.ac.uk

Dr Simon Gowen,
University of Reading,
Department of Agriculture,
Earley Gate,
Reading, RG6 6AT

Tel: +44 - (0)118- 9318484
Fax: +44 - (0)118 – 9352421
Email: s.r.gowen@reading.ac.uk

Dr Richard Lamboll,
Natural Resources Institute,
Pest Management Department,
Central Avenue, Chatham Maritime,
Kent, ME4 4TB

Tel: +44 - (0) -1634 – 883762
Email: r.i.lamboll@gre.ac.uk

Dr Alistair Sutherland,
Natural Resources Institute,
Pest Management Department,
Central Avenue, Chatham Maritime,
Kent, ME4 4TB

Tel: +44 (0)1634 – 883884
Email: a.j.sutherland@gre.ac.uk

Mr James Legg
Postal address: PO Box 7878, Kampala, Uganda
Physical address: IITA-ESARC, 7 Bandali Rise, Bugolobi, Kampala, Uganda

Tel: +256 41 223460 (Kampala office); 256 41 268183 (Home); 256 75 787800 & 256 77 221205 (Namulonge Office); 256 77 221204 (personal mobile)
Fax (UK): +44 (0)7092 167675
Email: jlegg@infocom.co.ug

Mr John Terry,
IACR Long Ashton Research Station,
University of Bristol,
Log Ashton,
Bristol,
BS18 9AF

Tel: +44 – (0)1275 – 392181
Fax: +44 – (0)1275 394007
Email: john.terry@bbsrc.ac.uk

Dr Andrew Ward
Natural Resources International,
Pembroke
Central Avenue, Chatham Maritime,
Kent, ME4 4NN

Tel: +44- (001634 – 883125
Fax: +44 – (0)1634 – 883955/37
Email: a.f.ward@gre.ac.uk

Ms Morag Webb,
Gonzales Associates,
Glyndwr, Carrog,
Corwen, Denbighshire,
LL21 9AY

Tel/Fax: +44 – (0)1490 – 430615
Email: MoragWebb@compuserve.com

Dr Nicola Spence,
Horticulture Research International,
Dept. of Plant Pathology & Microbiology,
Wellesbourne,
Warwick,
CV35 9EF

Tel: +44 - (0)1789 – 470382
Fax: +44 – (0)1789 – 470552
Email: nicola.spence@hri.ac.uk

Other CPP addresses:

Dr Frances Kimmins
Acting CPP Manager (also Prog. Adviser)
Natural Resources International,
Pembroke
Central Avenue, Chatham Maritime,
Kent, ME4 4NN

Tel: +44 (0)1634 – 883306
Fax: +44 (0)1634 – 883955/37
Email: f.kimmins@nrint.co.uk

Ms Isabel Carballal
CPP Coordinator
Natural Resources International,
Pembroke
Central Avenue, Chatham Maritime,
Kent, ME4 4NN

Tel: +44 (0)1634 – 883630
Fax: +44 (0)1634 – 883955/37
Email: i.carballal@nrint.co.uk

Ms Sarah Robinson
CPP Assistant Coordinator
Natural Resources International,
Pembroke
Central Avenue, Chatham Maritime,
Kent, ME4 4NN

Tel: +44 (0)1634 – 883288
Fax: +44 (0)1634 – 883955/37
Email: s.robinson@nrint.co.uk

Dr Andrew Ward
CPP Assistant Manager (also Prog. Adviser)
Natural Resources International,
Pembroke
Central Avenue, Chatham Maritime,
Kent, ME4 4NN

Tel: +44- (001634 – 883125
Fax: +44 – (0)1634 – 883955/37
Email: a.ward@nrint.co.uk

Isabel Carballal
CPP Coordinator
i.carballal@nrint.co.uk
Tel: +44 - (0)1732 - 87 86 74
Fax: +44 - (0)1732 - 22 04 97