Minutes for BREEDTECH Kick Off Meeting

Building Capacity in Plant Breeding and Biotechnology Education and Research through a Partnership Programme in Africa, Middle East and Europe for Agricultural Transformation (BREEDTECH)

Minutes of the BREEDTECH Hybrid Kick-Off Meeting on Tuesday 7th and Wednesday 8th May 2024

BREEDTECH Project Kickoff Zoom Link

Date & Time   May 7, 2024 08:30 AM Nairobi; May 8, 2024 08:30 AM Nairobi
Meeting ID 966 8439 5136; Passcode   038942

Host: ARC hotel; Egerton University

Morning Session I: 830-850 HRS (Chair: Prof. P. Kimurto; Rapporteur: Dr. Mercy Wamalwa

PRESENT:

Physically

	Institution	Participant name	Contact
1.	Laikipia University	Prof. Joseph K. Rotich	vc@laikipia.ac.ke
2.	Egerton University	Prof. Bernard O. Aduda	dvcaa@egerton.ac.ke
3.	Egerton University	Prof. George Ogendi	director.research@egerton.ac.ke
4.	Egerton University	Prof Joshua Kibet	deanscience@egerton.ac.ke
5.	Egerton University	Prof. Joyce Ndemo	chs@egerton.ac.ke
6.	Egerton University	Prof. Paul Kimurto	Pkimurto@egerton.ac.ke
7.	Oda Bultum University (OBU)	Dr. Amin Mohammed Yones	aminmahammed@gmail.com
8.	Oda Bultum University (OBU)	Mr. Abdela Usmael Adem	abdelausmael@gmail.com
9.	An-Najah National University	Prof. Munqez Jamil Yacoub Shtaya	mshtaya@najah.edu
10.	An-Najah National University	Dr. Tawfiq A T Qubbaj	mshtaya@najah.edu
11.	Pixel	Mr. Lorenzo Martellini Nocentini	lorenzo@pixel-online.net
12.	Pixel	Ms. Elisabetta Delle Donne	eli@pixel-online.net
13.	Haramaya University	Dr. Abdi Mohammed	abdi.mohammed22@yahoo.com
14.	Haramaya University	Dr. Alok Kumar	alok.igib@gmail.com
15.	Haramaya University	Mr.Tullu Taddessa	hundaafmilkii@gmail.com
16.	QOU	Dr. Aziz Abdelkareem Salameh	azsalameh@qou.edu
17.	QOU	Ms. Saba Z.H. Farhana)	rabdelhay@qou.edu
18.	IFVCNS	Dr. Vuk Djordjevic	djordjevicvuk@gmail.com
19.	IFVCNS	Dr. Milan MIrosavljevic	djordjevicvuk@gmail.com
20.	Laikipia University	Mr. Benson Obwanga	bobwanga@laikipia.ac.ke
21.	Laikipia University	Dr. Barnabas Kurgat	bkurgat@laikipia.ac.ke
22.	Laikipia University	Dr. Daniel Pande	dpande@laikipia.ac.ke
23.	Egerton University	Dr. Maurice Oyoo	maurice.oyoo@egerton.ac.ke
24.	Egerton University	Dr. Mercy Wamalwa	mercy.wamalwa@egerton.ac.ke
25.	Egerton University	Dr. Miriam Charimbu	miriam.charimbu@egerton.ac.ke

Virtual participants

1.	St'Anna Pisa	Dr. Merci Wairimu Macharia	MercyWairimu.Macharia@santannapisa.it
2.	QOU	Ms. Randa Abdelhay	rabdelhay@qou.edu
3.	IFVCNS	Dr. Dragana Miladinovic	draganavas@yahoo.com

Secretariat

1.	Egerton University	Susan Mbanda	schieng@egerton.ac.ke
2.	Egerton University	Ayub Muliro	ayub.muliro@egerton.ac.ke
3.	Egerton University	Eunice Saiteau	eunicesaitieu@gmail.com
4.	Egerton University	Ogutu Omori	ogutuomori@gmail.com
5.	Egerton University	Alex Mugambi	mugambi@egerton.ac.ke
6.	Egerton University	Kurian Musa	musa.mauti@egerton.ac.ke
7.	Egerton University	James Kiplagat	jameskiplagat08@gmail.com

MIN.01/BREEDTECH KOM/07/05/2024: Introductions: Partner Institutions Team members and Participants

The session chair Prof. Kimurto called the meeting to order at 0830 HRS by welcoming all the participants in *Building Capacity in Plant Breeding and Biotechnology Education and Research through partnership programme in Africa, Middle East and Europe for Agricultural Transformation* (BREEDTECH) Kick off meeting. This was followed by introduction of all participants from partner institutions both physical and online. The chair presented the meeting agenda and the program of activities which was ratified by the participants.

MIN.02/BREEDTECH KOM/07/05/2024: Presentation 1: BREEDTECH Project Overview by Dr. Miriam Charimbu

The Project PI Dr. Charimbu presented the project overview on Building Capacity in Plant Breeding and Biotechnology Education and Research through partnership program in Africa, Middle East and Europe for Agricultural transformation (BREEDTECH). This is a three-year cross regional project which has brought together a consortium of HEIs and a firm from Kenya, Ethiopia, Palestine, Italy, Sweden, and Serbia.

The PI also mentioned that the project aims in building the capacity in plant breeding and biotechnology education and research in Africa, the Middle East, and Europe and to involve African and Palestinian higher education institutions in the research movement related to plant breeding and biotechnology in Europe and to encourage researchers and academics to take an interest in the concept, domains, tools, and digital technology of plant breeding and biotechnology.

She also mentioned about the 4 work packages in the project and the institutions responsible for leading the work packages. Dr. Charimbu also presented the work packages, activities, resources and timelines, the BREEDTECH Governance structure and the overall Budget.

MIN.03/BREEDTECH KOM /07/05/2024: Welcoming Remarks by Director Research Prof. George Ogendi

The acting director research Egerton University welcomed all the BREEDTECH project partners and congratulated the team for winning the research funds. He noted that the project is multidisciplinary in nature and was value to African continent and the participating regions in general. The Director research mentioned that BREEDTECH project is timely as research in biotechnology especially in food security is a good opportunity to solve the challenges to achieve sustainable development goals leading to food security and addressing global challenges. He noted that it also creates opportunities for young scholars as it supports and provides mentorship to young scholars. The director noted that he will be looking forward to the output of the project especially mobility where staff and students will attain knowledge and skills in biotechnology. He noted that research papers/ publications are key to communicate the outcome to the world and transform into policy papers that will contribute to food and environmental security. The director research the welcomed the Deputy Vice Chancellor Academics Research and Extension Egerton University to make his remarks.

MIN.04/BREEDTECH KOM/07/05/2024: Remarks by Deputy Vice Chancellor Academics Research and Extension Prof. Benard O. Aduda

The DCV AR&E welcomed the project partners to Egerton and Kenya at large. He mentioned that the BREEDTECH project aims resonates well with the activities at Egerton University and the institution will accord the necessary support to ensure the success of the project. He arecognized the presence and participation of Faculty of Agriculture by Prof. Joyce Ndemo and Faculty of Science by Prof. Joshua Kibet who are hosting the project. The two welcomed the partner institutions and emphasized on importance of networking and collaboration. The DVC AR&E then welcomed the Vice Chancellor Laikipia University to make his remarks.

MIN.05/BREEDTECH KOM/07/05/2024: Remarks by Vice Chancellor Laikipia University Prof. Joseph K. Rotich

The Vice Chancellor Laikipia University congratulated the BREEDTECH team and he noted that he was happy as Laikipia University is one of the partner institutions in the BREEDTECH project. Prof. Rotich noted that issues of hunger, food security, healthy diets food and nutrition security are a still a global challenge. Hence the timing of the project is spot on to diversify the research in plant breeding and biotechnology thereby contribute to development of resistance to plants and other products contributing to SDGs such zero hunger among others. He noted that curriculum/course development and review will immensely benefit the partner universities in order to deliver quality education to the students. He encouraged the team to collaborate and apply for more research funds. He noted that Laikipia University is open for more collaborations with all the partner institutions.

MIN.06/BREEDTECH KOM/07/05/2024: Presentation 2: Overview of Egerton University by Prof. Paul Kimurto

Prof. Kimurto gave a history of Egerton which was started in 1939 as a farm school by British colonialist Lord Maurice Egerton of Tatoon of UK and upgraded to Chartered as a public university in 1987. Egerton University is a leading Agricultural University in Kenya and also in Eastern Africa. He mentioned that Egerton has a student population about 17000 students, it consists of 10 faculties and 2 Directorates with 25 bachelors' programs, 89 master's program and 34 doctorates programs and over 550 Faculty members and 900 support staff on 1000 acre research and Teaching farm. Egerton University has research facilities in various fields such as molecular science and biotechnology, food science and dairy, food safety, social science, education and community development, engineering and technology, environment and natural resource, human and veterinary medicine, gender and development studies among others. He noted that the University is happy to hosst and lead the BREEDTECH Project under leadership of Dr Miriam Charimbu and Team members (Prof Paul Kimurto, Dr Maurice Oyoo, and Dr Mercy Wamalwa)

MIN.07/BREEDTECH KOM/07/05/2024: Presentation 3: WP1-Project Management and Evaluation by Prof. Paul Kimurto

The following was highlighted during the presentation:

➢ The responsible institutions for WP1 are Egerton University, Kenya and Pixel, Italy
➢ Aims of the project, monitoring activities according to the timescale in the proposal
➢ Quality assurance

- Two instruments to be used in WP1 on project management and coordination are Quality assurance for coordination and evaluation Tools for delivery of commitments with EU
- Responsibility of coordinator and partners consist of individual partner then coordinator compile for submission
- Pixel will manage and implement M&E and quality assessment
- Measurement of project effectiveness and efficiency (consist of project management plan (PM) and Quality Assurances plan (QP).
- Scoring of performance will be done using a scale of 1-10 whereby 7 is the average score
- WP1 responsibilities/ targets (discuss on contributions and responsibilities and resources)

MIN.08/BREEDTECH KOM/07/05/2024: Presentation 4: Project Management/ Implementation Plan by Dr. Maurice Oyoo

The following areas were covered during the presentation

- Objectives of Project Implementation Plan

i. Consolidate the activities and procedures into a single implementation handbook
ii. Provides an opportunity to identify gaps and clarify concepts into coherent processes required to operationalize the BREEDTECH project
iii. Provides timeliness and milestones for project implementation with regard to the resources and responsibilities of various actors in the project
- Objectives of PIP
- Project work plan
- The results framework
- BREEDTECH Implementation arrangement (consisted of project QA plan; internal M&E; and project coordination)
- The BREEDTECH Governance structure composed of project management board or committee and institution project teams (Project manager (PM); Project management committee (PMC)-to be appointed in the kick off meeting; Conflict resolution committee (CRC); Monitoring and evaluation lead and the secretariat)

Discussions and way forward

- Comment on dateline of reporting -overall is by EgU at what point do we agree as partner institutions for successful reporting according to the datelines
- Clarification on VAT is not uniform i.e which countries exempt the VAT for European funded project (respective team leads to check with the respective countries and then report to the project manager. The management board will agree whether to remove the clause from Project Implementation plan (PIP)
- How to assign specific responsibilities for partners to evaluate
- In the governance of the project, if any MoUs need to be signed a draft can be developed and shared to all partners to adopt the same. The administrative systems of different universities are different and hence will be adopted in the governance structure.
- Possibility to change the equipment to current needs hence need approval from CBHE for changes
- Equipment to be purchased in the first year of the project

- Revise the proposal in terms of responsibilities and timelines and approve it by project management team
- Changes should be from partner institutions through the coordinator (Agree on when each partner need to make changes timelines, partners agreed by end of June 2024 then coordinator will submit
- What is the status for funds for equipment; agree on the next tranche of fundings

MIN.09/BREEDTECH KOM/07/05/2024: Presentation 5: Budget Notes by Ms. Randa Abdellah

- Randa explained the meaning of the following formula in the budget sheet
  3*1*4 (3 people, 1 meeting, 2 travelling days, 2 meeting days)
  (2*3*4) + (3*1*5) means (2 people x 3 meetings x 4 days) + (3people x1 meeting ,3 travelling days, 2 meeting days)
- There are 4 management meetings in total (Kenya, Ethiopia, Italy, Sweden)
- The final project closeout meeting will be in Palestine.
- In case of underutilization of the accorded budget, the project can return the funds, or allocate the budget to another project activity.
- Keep voucher of accommodation, air-ticket, boarding pass, travel expenses proof of the meeting i.e per unit cost.
- For each work package one person to lead to avoid overlaps (i.e work-package leadership)
- Activities or tasks allocated to justify the responsibility of each institution, deliverables, institutions tasked and timelines

MIN.10/BREEDTECH KOM/07/05/2024: Presentation 6: Draft Project Quality Plan by Dr. Elisabetta Delle Donne

Dr. Elisabetta advised the team members that the commission does not like to receive many changes and presented the following areas in the draft project plan that had already been shared.

- Qualitative and quantitative indicators aspects in the quality plans
- Create the evaluation questionnaires to get to minimum thresholds (careful for CHBE not to affect the budget i.e self-assessment and end users (people involved in training, curriculum development)
- Role of pixel
- Role of project partners
- Role of end users – evaluate the project outcomes and deliverables
- Quality Assurance process
- Evaluation strategies
- Production and use of questionnaires for assessment
- Reporting activities: Quality assurance results and deliverables and Evaluation activities
- Project planning
- Project results
- Project management
- Dissemination

- o Quality assessment of the EACEA
- o Project evaluation
- o Project planning
- ➢ Compatible with the needs, ideas consistency with the skills, and activities
- ➢ Ensure correct time managements
- ➢ Assessment via questionnaires
- ➢ Check for quantitative and qualitative indicators
- ➢ For Impact and dissemination that the project – each partner explains how the results will be Integrated into the partner universities
- ➢ Ensure deliverables and results i.e curriculum and new courses is a tangible result
- ➢ Assess the communication strategies and the websites
    - o Tools
    - o Quality plan
    - o Meeting evaluation questionnaire https://pixel.online.net/survey_breedtech.php
    - o Project evaluation questionnaire
- ➢ Dissemination events i.e as far as this project is concerned, we have to develop dissemination events pictures and brochures. For example: when participating in a conference in Europe and you present the brochures it can be indicated in the news or dissemination section).

Discussions and way forward

- ✦ Strength and weaknesses (need analysis should be better developed/ described), recommendation ensure the outcome is clearly understood i.e training courses to send out requests to end users hence identifying the needs of the project
(Miriam and Randa to mention this recommendation)
- ✦ Project designs have strengths and weaknesses (budget concerns for WP2) therefore explain when interim and final report to the EACEA, rationale explain the why (Kenya, Palestine) write indirect on the project website why. When interim final report will be submitted, the rationale clearly explained on the partner agreement on the website
- ✦ Purchase of lab equip not clearly explained -justify the equipment – why and the purpose hence changes to be made indicate on interim
- ✦ Curriculum development explain the procedure for each partner country on the website where the new courses will be implemented
  - No clear indicators and in terms of disseminations the leader for WP4
  - How to implement the project websites (Miriam and Randa to discuss this)
  - More discussion on WP2 and WP3

MIN.11/BREEDTECH KOM/07/05/2024: Presentation 6: Draft Project Quality Plan Document by Dr. Lorenzo

Lorenzo presented the aspect of quality plan for work package 1 and 2 as follows

WP1- Project Management and Coordination
- ➢ Use unique coding for all the deliverables i.e he proposed that we stick on the Erasmus Continuous Monitoring Platform coding for consistency
- ➢ Each deliverable is assessed in terms of qualitative and quantitative indicators

➤ The indicators need to be agreed with the leader of the work package

➤ Kick off meeting is a deliverable (agenda list of participants)

➤ Each partner responsible for the work package then online meeting with the partners

➤ Once the calendar of activities is ready, it will be necessary to organize online meetings with the WP leaders to define the indicators used to assess the deliverables and have feedback on the quality of deliverables

WP2- Deliverable is training materials for staff

➤ Materials for students

➤ Report on the training materials

➤ Pictures, presentation reports

➤ Leaders of the different work packages and contact person

➤ In case of low mark i.e less than a score of 7, then elaborate the deliverables then go for second evaluation from the end user

➤ Need analysis gives the types of training materials to be produced

MIN.12/BREEDTECH KOM/07/05/2024: Presentation 7: WP2: Capacity Building and Equipment Upgrade by Dr. Mercy Macharia

She presented the overview of the Santa Annah research Institute in Italy which is involved in WP2 on capacity building. Santa Annah institute will be involved in student and staff training for 5 days

Discussions and way forward

+ The partners to be trained will Agree on the topics to offer

+ One deliverable is hosting staff and students from Africa

+ Clarification to avoid overlaps and redundancy

+ Partner institutions to agree on the topics not to repeat based on the needs of Kenya, Ethiopia and Palestine topics tailored to plant breeding and biotechnology

+ Suggestions on training (gene editing tools); faculty higher level of training

+ Miriam to organize need assessment from 6 universities and share with staff and students' materials for staff and students by 5th month which is August 2024, benchmarking for the both the trainers and the trainees

+ Plant breeding for climate change affecting food security

+ We need to include the type of equipment related with plant breeding (depreciation cost list)

+ WP2 bottom-up approach on training requirements was adopted by partners

+ Overhead is 7% for all the partner

+ Dragana:would be good to have a template for training reports, as to facilitate creation of the final report

+ Comments from Matteo: The document states that

+ WP2 is led by SSSA, IFVCNS and ANNU. There are many activities under this WP, but it is not very clear to me who is in charge of each of them. Having multiple leads on a WP may be challenging, as partners may or may not act expecting others to perform tasks. I think that the earlier we assign specific responsibilities, the easier it will be for the partners to gauge what is expected from them. I see that Table 1 shows different partners assigned to different deliverables but perhaps it would be best if we could

specify tasks within WPs (which correspond to deliverables). It would also be useful to specify which partners are involved in which tasks/WP. For example, the text in WP2 also notes that " SLU and SAA to implement an upgrade of African and Palestinian HEIs research and laboratory facilities" but again it is not very clear to me who leads the process, who is involved, and ultimately who takes responsibility for the activity. To clarify who-does-what in a WP/task scheme would also help WP leads to understand with whom they need to interact to run the activities.

- On a side note, the timing of the deliverables may need to be reconsidered (I am referring specifically to D2.1, D2.2).
- Table 1 reports that D2.5 and D2.6, which are related to lab equipment, are under the responsibility of ANNU, but ANNU is not appearing in the text; rather SLU is, although they are not clearly stated as part of WP2.
  WP2- capacity building
- 1ˢᵗ March – 1ˢᵗ August upload materials for training, needs assessment for target of staff to be trained, topics that fits the group, Santa'Annah to develop materials then adoption of the materials ready for uploading
- Deliverables include all the training materials,
- Training institutes for students and staff
- Student training in SLU and Serbia

MIN.13/BREEDTECH KOM/07/05/2024: Presentation 8: Formation of Project Management Board Dr. Miriam Charimbu

The proposal of the management board and its composition was presented. I was agreed that the management board will be composed of one representative from each institution and the board will be in charge of making all the necessary decisions in the project. The proposed board consists of the following people:

Name	Institution
Dr. Miriam Charimbu	Egerton University, Kenya
Mr. Benson Obwanga	Laikipia University, Kenya
Dr. Abdi Mohammed	Haramaya University, Ethiopia
Dr Amin Mohammed	OdaBaltum University, Ethiopia
Dr. Aziz Abdelkareem	Open University of Palestine
Prof. Munqez Shtaya	An-Najah National University, Palestine
Dr. Matteo Dell Acqua	Scuola Superiore Di Studi Universitari E Di Perfezionamento S Anna, Italy
Mr. Lorenzo Martellini	Pixel, Italy
Dr. Dragana Miladinovic	Institut za Ratarstvo i Povrtarstvo Institut od Nacionalnog Znacaja, Serbia

Since Swedish Agricultural university were not present in the meeting, the representative from SLU will provide the name of the person to be included in the management board later.

Discussions and way forward

- Management body members to review all documents to make the correct decisions timelines hence appoint the members of management board (1 representatives per institutions)

+ Request for amendments to European Union (Wp2 extension training define the gaps between training, equipment,) done within the end of June once the partners have provided the information

Day 1 ended at 5:30 with closing remarks from VC Laikipia

DAY TWO 8th MAY 2024

Day 2: Morning Session (Chair – Dr. Miriam Charimbu; Rappoteur- Dr. Mercy Wamalwa)

The session chair brought the meeting to order at 9:00HRS and gave a brief recap of day one followed by presentations.

MIN.14/BREEDTECH KOM/08/05/2024: Presentation 9: WP3 Curriculum Development Plant Breeding Transformation Through Student-Private Sector and HEIs Engagement by Dr. Abdi Mohammed

The presentation focused on work package 3 on the following areas

- ➢ Project objectives
- ➢ Methodology of implementation
- ➢ Structure of the curriculum
- ➢ Content of the proposed curriculum contains
- ➢ Specific objectives of the curriculum
- ➢ Desk review and need analysis collections
- ➢ Partner assignment (Pic)
- ➢ Time frame to be agreed by project team members
- ➢ Deliverables
- ➢ Proposed courses across the consortium HEIs
- ➢ Piloting phase
   Discussions and way forward
+ Proposed changes on curriculum what is the take of the European Union (Dr. Charimbu)
+ Can add a module related to BREEDTECH project
+ Prepare the document and submitted for accreditation to the government for approval
+ Create a task force groups with content experts to identify the contradictions and make amendments for implementation one representative per institution (exclude the European partners)
+ Curriculum must be approved and implemented
+ Course development/ curriculum development to be maintained but the means need to be discussed
+ Recommendation for task force QOU (Dr. Aziz Abdelkareem) ODA (Mesweret Elias) Haramaya (Alok kumer) Laikipia (Daniel Pandey) Egerton (Prof. Kimurto)
+ Incubator center will be established at QOU, Egerton and Haramaya - internships
+ Dr. Abdi to work on WP3 i.e organized and harmonize the documents and share with task force team by 18th May, 2024, the team will be given 5 days to review and have a meeting

MIN.15/BREEDTECH KOM/08/05/2024: Presentation 10: WP4 Impact and Dissemination by Dr. Aziz Abdelkareem and Ms. Saba Farhan

Work package 4 on Impact and Dissemination is led by Open University of Palestine and Laikipia University

This work package will entail the following:

➢ Project visibility and project outcome to ensure sustainability
➢ Prepare dissemination plan and exploitation plan
➢ Dissemination of the designed created and promoted materials
➢ Project website (project website and social media)
➢ The designed logo and project word document letter head below was presented to the participants

Logo and document header and footer

➢ Develop networking and collaboration among EU, Palestinian and Africa HEIs i.e joint publications
➢ Conducting final closing event and dissemination ceremony
➢ Knowledge transfer workshops
➢ Developing of plant breeding MOOC
➢ Virtual collaboration environment i.e. use Teams contain all documents members to sign in (BREEDTECH program)

Dr. Farhan introduced the Massive Open Learning (MOOC) and covered the following areas

➢ Different types of MOOCs for (scalability, interactive and diversity) i.e cMOOCs, xMOOCs, SPOCs (small groups i.e practicals, practical aspects, more personalized feedback)
➢ What is required to create a MOOC
➢ Aligning learning objectives and assessments
➢ Translation of the MOOC to different languages to accommodate all stakeholders
➢ Content Authoring and management Tools
➢ Video recording and editing tools (Screen capture, video editing, animation)
➢ Presentation and slide assessment tools (quizzes and tests,

➤ Collaboration and communication tools

➤ Challenges in MOOC based dissemination (low completion rate, language barrier)

Discussions and way forward

1. Suggestions to include the disclaimer for European Union, include the project number on the designed project logo and rearrange the images on the project logo template, change the color of the logo from blue to deep gr Dr. Abdi to work on WP3 i.e organized and harmonize the documents and share with task force team by 18th May, 2024, the team will be given 5 days to review and have a meeting

✦ een.

✦ Egerton University's logo to come first as it is the lead institution in the letter head

✦ Dr. Aziz to organize on how to use the virtual environment

✦ QOU to share the final version of the Logo and letter head with the project coordinator for circulation to all institutional leads

MIN.16 /BREEDTECH KOM/08/05/2024: Presentation 11: Project Deliverables by Dr. Vuc Djordjevic

The partner institutions to submit reports one month earlier so the project PI Dr. Charimbu can submit them to EU on time.

 The deliverables are categorized as public, private

WP1 – both public and sensitive

WP2- both public and others sensitive

WP3- both public and sensitive

WP4- both public and sensitive

Discussions and way forward

✦ Forming of subcommittee for each work package to be harmonized in relation to the budget

✦ Aziz, Randa, Miriam and Abdi to harmonize the document with the EU screens and submitted proposals within 10 days then share on google documents for other team members to review (given 4 days for review)

MIN.17/BREEDTECH KOM/08/05/2024: Presentation 12: Project Milestones by Dr. Amin Mohammed

Dr. Amin stated the project milestones, responsible partners and timelines for the following activities

➤ Conducting Kickoff meeting

➤ Management meeting

➤ Final evaluation

➤ Capacity building for African and Palestinian

➤ Student visit to EU HEIs

➤ Purchase of equipment

- ➢ Equipment deployment and installation
- ➢ Curriculum development
- ➢ Piloting phase
- ➢ Student engagement
- ➢ BREEDTECH Incubators
- ➢ Final conferences
- ➢ Knowledge sharing/ transfer workshops

MIN.18/BREEDTECH KOM/08/05/2024: Presentation 13: Project Timelines by Dr. Miriam Charimbu

- ➢ Timelines is when to upload on the system
- ➢ The leads for WP3 and WP4 to share document with Dr. Charimbu
- ➢ Confirm with EU commission for timeline sheet (read the agreement and expenditure)

Overall Agreed Action points in the KoM

i. Dr. Abdi to review the application/proposal and harmonize it with Erasmus Continuous Monitoring Platform and share with task force team by 18th May, 2024, the team will be given 5 days to review and have a meeting.

ii. Different institutions to prepare a list of equipment that they need to purchase and share with Prof. Munqez for compiling.

iii. Work Package leaders to relook at all the activities in their work package and suggest the changes (if any) that needs to be done mainly on the timelines to achieve the set deliverables with a justification. This proposal will be shared with the coordinator by end of May.

iv. A taskforce comprising of Prof. Kimurto (Egerton), Dr. Aziz Abdelkareem (QOU) Dr. Amin Mohammed (ODA), Dr. Alok Kumar (Haramaya), Dr. Daniel Pande (Laikipia) and Prof Munqez was formed to discuss the curriculum/courses to be developed and the respective country requirements to make clear when and how each deliverable will be met. Also, they will relook at each work package to ensure its harmonized in relation to the budget and remove any contradictions.

v. QOU to share the final version of the Logo and letter head with the project coordinator for circulation to all institutional leads

The kick off meeting ended at 1:00 HRS followed by execution at Lake Nakuru National Park. The participants were requested to evaluate the meeting via online evaluation form shared by Lorenzo.

Appendix 1: Kick Off Meeting Agenda and Program

KICKOFF MEETING FOR BREEDTECH PROJECT 7th and 8th May 2024

Building Capacity in Plant Breeding and Biotechnology Education and Research through partnership program in Africa, Middle East and Europe for Agricultural transformation

Project No. (101128862)

(BREEDTECH)

Organizing Institution

Egerton University, Kenya

Contact Information
(breedtech@Egerton.ac.ke miriam.charimbu@egerton.ac.ke)

Agenda of BREEDTECH kick-off meeting

a) Presentation, review and ratification of Draft Project management handbook/plan;
b) Presentation, review and ratification of Draft project Quality plan
c) Formation of the Project management Board (PMB)
d) Presentation, review and ratification of Draft project Dissemination plan and unveiling of the project logo
e) Presentation, review and ratification of Draft management meetings schedule

PROGRAMME
Monday, 6 May 2024 - Arrival at Egerton University – Njoro Campus
KICK OFF MEETING DAY ONE 7th MAY 2024
Venue: Agricultural Resource Centre (ARC) Hotel, Egerton University in Njoro-Nakuru,
Kenya

Project No. (101128862)

Minutes for BREEDTECH Kick Off Meeting

Time	Activity/Description	Institution
8:15 - 8:30 am	Registration: Physical/Zoom Link	Secretariat: Alex/Eunice
	Chair: Prof. P. Kimurto	Egerton University (Kenya)
	Rapporteur: Dr. M. Wamalwa	
8:30-9:00 am	Round Table Introductions: Partner Institutions, team members and participants Presentation of Meeting Agenda and Program *Prof. P. Kimurto*	
9:00 - 9:15am	BREEDTECH Project Overview: *Dr. Miriam Charimbu*	
9:15 – 10:45 am	Welcoming Remarks: Director Research *Prof. Nancy Mungai*	
	Remarks: Deputy Vice Chancellor Academics Research and Extension *Prof. Bernard O. Aduda*	
	Opening Remarks: Vice Chancellor *Prof. Isaac O. Kibwage*	
	Remarks: Vice Chancellor Laikipia University *Prof. Joseph K. Rotich*	
10:45 – 11:00 am	Group Photo: *Ayub/ Kurian*	
11:00 – 11:30 am	**Health Break**	
11: 30 – 11:45 pm	Presentation of WP1 *Prof. Paul Kimurto*	Egerton University (Kenya)
11:45 – 12:15 pm	Presentation of Project Management Plan *Dr. Maurice. Oyoo*	
12:15 – 12:30 pm	Discussions and Way forward *Dr. Mercy Wamalwa*	
12:30-1:00 pm	Presentation of Draft Project Quality Plan *Elisabetta Delle Donne*	Pixel Associazione Culturale
		(Italy)
1:00 – 2:00 pm	**Lunch Break**	
2:00 - 3: 00 pm	Discussions and way forward: *Lorenzo Martellini*	
3:00 - 3:30 pm	Presentation of WP2: Capacity Building and Equipment Upgrade *Dr. Matteo Dell Acqua/ Dr. Merci Macharia*	Santa Ann School of Advanced Studies (Italy)
3:30 - 4:00 pm	Discussion and Way forward on WP3 *Dr. Munqez Jamil Yacoub Shtaya*	An Najah National University (Palestine)
4:00 – 5: 15 pm	Formation of Project Management Board *Dr. Miriam Charimbu*	Egerton and all Partners
5: 45 – 6:45 pm	Group dinner *Mercy/Benson/Susan/Ayub/Ogutu/James*	Laikipia university

Project No. (101128862)

	End of Day One	

KICKOFF MEETING DAY TWO: 8TH MAY 2024

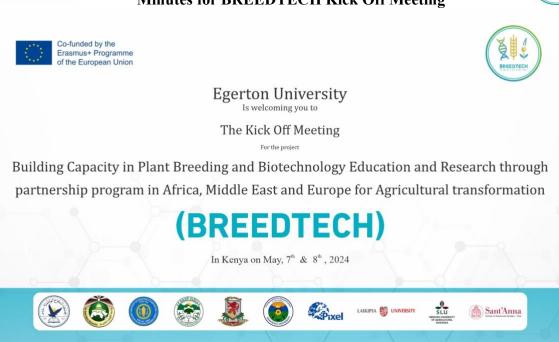|	Chair: Dr. Miriam Charimbu	Egerton University
	Rapporteur: Dr. Maurice Oyoo	
Time	**Activity/Description**	**Institution**
8:00 -8:30 am	Registration: Physical/Zoom Link	Eunice
8:30 – 9:00 am	Presentation of WP3: Curriculum Development *Dr. Abdi Mohammed*	Swedish Agricultural University (Sweden)
9:00 - 9:30 am	Discussion and Way forward on WP3	Haramaya University (Ethiopia)
9:30 - 10:00 am	Presentation of WP4: Impact and Dissemination *Dr. Aziz Abdelkareem*	QOU Open University (Palestine)
10:00 - 10:30 am	Discussion and Way forward on WP4 *Benson Obwanga*	Laikipia University (Kenya)
10:30 -11:00 am	**Health Break**	
11:00 -11:30 am	Presentation of Project Deliverables *Dr. Dragana Miladinovic/ Vuk Djordjevic*	Institute of field and vegetable crops (Serbia)
11:30 - 12:00 pm	Presentation of Project Milestones *Dr. Amin Mohammed Yones*	Oda Bultum University (Ethiopia)
12:00 -12:30 pm	Closing Remarks *Prof. Bernard O. Aduda*	Egerton University (Kenya)
12:30 – 1:30 pm	**Lunch**	
1:30 – 5:00 pm	Excursion to Lake Nakuru National Park *Benson/Susan/Ayub/Ogutu/James*	Laikipia University (Kenya)
End of Day two and Departure		

Appendix 2: Kick Off Meeting Hard Copy Banner

Appendix 3: Kick Off Meeting Virtual Banner

Co-funded by the
Erasmus+ Programme
of the European Union

Egerton University
Is welcoming you to

The Kick Off Meeting
For the project

Building Capacity in Plant Breeding and Biotechnology Education and Research through
partnership program in Africa, Middle East and Europe for Agricultural transformation

(BREEDTECH)

In Kenya on May, 7th & 8th, 2024

Appendix 4: Scanned hardcopy Attendance list for 7th and 8th May 2024

Funded by
the European Union

BREEDTECH KICKOFF MEETING REGISTRATION FORM

DAY ONE: TUESDAY 7TH MAY 2024

VENUE: Agricultural Resource Centre (ARC) Hotel, Egerton University, Kenya

S/NO	Name	Description	Male	Female	None Binary Attendee	Email/Contact	SIGNATURE
1.	JAMES KIPLAGAT	EGERTON STAFF	✓			egertonseedunit@gmail.com	
2.	Dr. Mercy Machana	SSSA		✓		mercy.wairimu.machana@santannapisa.it	Virtual
3.	Dr. Dragana Miladinovic	IFVCNS		✓		draganavas@yahoo.com	Virtual
4.	Dr. Randa Lufti	Ocu		✓		rabdelhay@gmail.edu	Virtual
5.	David Ongige	Egerton	✓			davidongige@gmail.com	

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Project No. (101128862)

BREEDTECH KICKOFF MEETING REGISTRATION FORM

DAY ONE: TUESDAY 7TH MAY 2024

VENUE: Agricultural Resource Centre (ARC) Hotel, Egerton University, Kenya

S/NO	Name	Description	Male	Female	None Binary Attendee	Email/Contact	SIGNATURE
1.	Munqez Shtaya	Prof	X			mshtaga@najah.edu	
2.	Saba Fashanell	lecturer	F	X		sfachanel@qou.edu	
3.	Tawfiq Qubbaj	Academic staff	X			tqubbaj@najah.edu	
4.	Dr. Barnabas Kurgat	Lecturer	X			bkurget@laikipia.ac.cu	
5.	Aziz SALAMEH	Ass. Professor	X			azsalameh@qov.edu	

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BREEDTECH KICKOFF MEETING REGISTRATION FORM

DAY ONE: TUESDAY 7TH MAY 2024

VENUE: Agricultural Resource Centre (ARC) Hotel, Egerton University, Kenya

S/NO	Name	Description	Male	Female	None Binary Attendee	Email/Contact	SIGNATURE
1.	SARAH NAMNIKOI WATAI	EGERTON		✓		wataisarah365@gmail.com	
2.	SAITIEU EUNICE	EGERTON		✓		eunicesaitieu@gmail.com	
3.	Oguti Oliver	Egerton	✓			ogutioliver@sma.l.ca	
4.	Kurian Musa	Egerton Uni.	✓			musamaufi@egerton.ac.ke	
5.	BRILL WANGAO	EGERTON	✓			B.WANGAO@collin.org	

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BREEDTECH KICKOFF MEETING REGISTRATION FORM

DAY ONE: TUESDAY 7ᵀᴴ MAY 2024

VENUE: Agricultural Resource Centre (ARC) Hotel, Egerton University, Kenya

S/NO	Name	Description	Male	Female	None Binary Attendee	Email/Contact	SIGNATURE
1.	PAUL KIMURTO	Egerton Team Member	✓			Pkimurto@egerton.ac.ke	
2.	DR MIRIAM K. CHARIMBU	EGU TEAM		✓		Miriam.charimba@egerton.ac.ke	
3.	Obwanga Ojani Benson	LAIKIPIA UNI	✓			bobwanga@laikipia.ac.ke	
4.	DR. PANDE D.O.	L.U.	✓			dpade@laikipia.ac.ke	
5.	DR. MERCY N. WAMALWA	EGU TEAM		✓		Mercy.Wamalwa@egerton.ac.ke	

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BREEDTECH KICKOFF MEETING REGISTRATION FORM

DAY ONE: TUESDAY 7ᵀᴴ MAY 2024

VENUE: Agricultural Resource Centre (ARC) Hotel, Egerton University, Kenya

S/NO	Name	Description	Male	Female	None Binary Attendee	Email/Contact	SIGNATURE
1.	Alex Mugambi	Egerton	✓			amugambi@gmail.com	
2.	Prof. Kibet	Egerton	✓			Jkibet@egerton.ac.ke	
3.	Prof. B.O. ADUDA	Egerton	✓			draa@egerton.ac.ke	
4.	MERCY KANYAGIA	EGERTON		✓		kanyagiamercy02@gmail.com	
5.	JOYCE LELEI	"		✓		jlelei@egerton.ac.ke	

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BREEDTECH KICKOFF MEETING REGISTRATION FORM

DAY ONE: TUESDAY 7TH MAY 2024

VENUE: Agricultural Resource Centre (ARC) Hotel, Egerton University, Kenya

S/NO	Name	Description	Male	Female	None Binary Attendee	Email/Contact	SIGNATURE
1.	Lorenz Middin	Pixel	V			lorenzo@pixel-online.net	
2.	Maurice & CYOO	Egelon P.m	V			maurice.gw@egerton.acke	
3.	UK Dordevic	IFUCNS	V			Dordjevicnao@gmailcon	
4.	MILAN MIROSAVJEVIC	-H-	V			milan.mrosavjei.Pussene.con	
5.	Amin Mohamed xones	OBU	M			aminmahamad@gma/cs	

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S/NO	Name	Description	Male	Female	None Binary Attendee	Email/Contact	SIGNATURE
1.	Abdela Ismael	OBU	M			abdalaismaelos@gmail.c	
2.	Abdi Mohammed	HU	M		Ethiopia	abdimohammed22@gadu.e	
3.	Alok Kumar	HU	M		Ethiopia	alok.igib@gmail.con	
4.	Ayub Milio	EU member	M		Kenya	ayub-milio@egerton.ac.ke	
5.	Turu Tadessa	HU, Ethio	M		Ethiopia	tuvu@haramaya-edu.et	

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BREEDTECH KICKOFF MEETING REGISTRATION FORM

DAY ONE: TUESDAY 7TH MAY 2024

VENUE: Agricultural Resource Centre (ARC) Hotel, Egerton University, Kenya

S/NO	Name	Description	Male	Female	None Binary Attendee	Email/Contact	SIGNATURE
1.	Susan Mbanda	Egerton Univ		F		schuengo egerton.a..	
2.	Prof George Ogendi	Egerton	M			gogendi@egot.mac..	
3.	Prof Joseph K. Rotich	Laikipia	M			vc@laikipia.ac.ke	
4.	Elisabetta Dell Femi	Pixel		F		eli.@pixel.online.net	
5.	Benson Ogaro	Egerton Li	M			ogarobenson5@gmail.com	

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BREEDTECH KICKOFF MEETING REGISTRATION FORM

DAY TWO: WEDNESDAY 8TH MAY 2024

VENUE: Agricultural Resource Centre (ARC) Hotel, Egerton University, Kenya

S/NO	Name	Description	Male	Female	None Binary Attendee	Email/Contact	SIGNATURE
1.	KITAGWA POWELL	STUDENT	✓			kitagwapshi@gmail.com	P.Kit
2.	Barnabas Kurgat	Lecturer	✓			b.kurgat@laikipia.ac.ru	
3.	Owanga Ojowi	lecturer	✓			bobwanga@laikipia-ac.ke	
4.	Alex mugambi	ict	✓			mugambi@egertonacke	
5.	Elisabetta Dell Femi	PIXEL		✓		eli@pixel.online.net	

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BREEDTECH KICKOFF MEETING REGISTRATION FORM

DAY TWO: WEDNESDAY 8TH MAY 2024

VENUE: Agricultural Resource Centre (ARC) Hotel, Egerton University, Kenya

S/NO	Name	Description	Male	Female	None Binary Attendee	Email/Contact	SIGNATURE
1.	Amin Mohammed	OBU	M			aminmahammed@gmail.	
2.	Munqez Shtaya	ANNU	M			mshtaya@najah.edu	
3.	Saba farhand	QOU	F	F		sfarhand@qou.edu	
4.	AZIZ SALAMEH	QOU	M			azsalameh@qou.edu	
5.	Tawfiq Qubbaj	ANNU	M			tqubbaj@najah.edu	Tawfiq

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BREEDTECH KICKOFF MEETING REGISTRATION FORM

DAY TWO: WEDNESDAY 8TH MAY 2024

VENUE: Agricultural Resource Centre (ARC) Hotel, Egerton University, Kenya

S/NO	Name	Description	Male	Female	None Binary Attendee	Email/Contact	SIGNATURE
1.	Abli Mohammed	Haramaya Un	✓			abdi.mohammed.ne@...	
2.	Tulu Tadessa	Haramaya Un	✓			tulu@haramaya.edu.et	
3.	Alok Kumer	", "	✓			alokigib@gmail.com	
4.	Juxan Nbanda	E-V		✓		schieng@egotamac	Andre
5.	Paul Kimulto	Eu	✓			Pkimit@egerton-ac.ke	

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BREEDTECH KICKOFF MEETING REGISTRATION FORM

DAY TWO: WEDNESDAY 8TH MAY 2024

VENUE: Agricultural Resource Centre (ARC) Hotel, Egerton University, Kenya

S/NO	Name	Description	Male	Female	None Binary Attendee	Email/Contact	SIGNATURE
1.	DR MIRIAM K. CHARIMBU	EGERTON TEAM		✓		miriam.charimbu @egerton.ac.ke	Mcharim
2.	EUNICE SAITIEU	EGERTON		✓		eunice saitie.ke@mail.com ogutuomur@gmail.com	
3.	OGUTU OMORI	EGERTON TEAM	✓				
4.	Lorenzo Martellini	Pixel	✓			lorenzo@pixel-online.it	
5.	Ayub Muliro	Egerton	✓			ayub.muliro@egerton-ac.ke	

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VENUE: Agricultural Resource Centre (ARC) Hotel, Egerton University, Kenya

S/NO	Name	Description	Male	Female	None Binary Attendee	Email/Contact	SIGNATURE
1.	Abdela Ismael	OBU	m			abdelaismael@gmail.com	
2.	Vuk Dordevic	IFVCNS	✓			Dordevic.vuk@gmail.com	
3.	MILAN Mirosavljević	IFVENS	✓			milan.m.mrsa@enile@uslu	
4.	BEHSON OGARO	EU	✓			ogarobenson5@gmail.com	
5.	Prof Joyce Lelei	EU		✓		jclele@egerton.ac.ke	

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DAY TWO: WEDNESDAY 8TH MAY 2024

VENUE: Agricultural Resource Centre (ARC) Hotel, Egerton University, Kenya

S/NO	Name	Description	Male	Female	None Binary Attendee	Email/Contact	SIGNATURE
1.	MERCY WAMALWA	Lecturer		✓		Mercy.wamalwa@gutmalu	
2.	Prof J.K. Rotich	Laikipia	✓		.	vce@laikipia.ac.ke	
3.	Peter Odmambo	ECT	✓			pgor@egerton.ac.ke	
4.	DANIEL PANDE	L.U.	✓			dpande@laikipia.ac	
5.							

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DAY TWO: WEDNESDAY 8TH MAY 2024

VENUE: Agricultural Resource Centre (ARC) Hotel, Egerton University, Kenya

S/NO	Name	Description	Male	Female	None Binary Attendee	Email/Contact	SIGNATURE
1.	DAVID ONGIGE	ELGERON TEAM	✓			davidongige@gmail.com	
2.	JAMES KIPLACAT	EGERTON	✓			egertonseckuntt@gmail.com	
3.	DR.MERCY MACHARIA	SSSA		✓		dragganawas@yahoo.com Mercywaurimu.macharia @Santannapss.It	Virtual
4.	DR. DRAGANA Miladinovic	IFVCNS		✓			Virtual
5.	DR. RANDA LUFTI	QOU		✓		rabdelhay@qou.edu	Virtual

(Virtual noted beside rows 3 and 4)

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