

**USAID HPAI Program Partners Meeting  
Bamako, Mali  
4-7 December 2007**

**3 January 2008  
Draft Summary Report**

**I. Introduction/Goal/Objectives**

The Avian Influenza (AI) Partners meeting was held to :

- To identify complementary strengths of AI partners in West Africa
- To identify lessons learned from current AI work to incorporate into 2008 activities.
- To further define (i) activities partners will implement, including expected outcomes and (ii) country and subregional activities in 2008.

Intended outcomes which were accomplished included:

1. Introduction of implementation partners and other key stakeholders working on prevention and control of AI in West Africa
2. Clarification of roles and responsibilities
3. Sharing country lessons learned with identification of priorities
4. Establishment of a network for communication and coordination mechanisms

**II. Meeting Logistics**

**A. Preparation**

FAO had agreed to provide essential on-site logistics support, partly for payment, partly in kind. The meeting team confirmed those details at the FAO/OIE/AU-IBAR training center venue the day before the meeting started. Among those details were these issues: copying, daily lunches/breaks, an LCD for presentations, meeting supplies, and a process for recording and copying meeting presentations and outcomes (to give to participants on the last day). It did not include a temporary secretary or administrative assistant or some sort to coordinate these issues, which led to facilitator and time taken by team members during meeting sessions.

Some meeting invitations raised questions regarding whether funding would be available for the mission/Embassy Point of Contact (POC) participants. Unfortunately there were not additional funds set aside for travel of USAID direct hires. We would have liked for all mission focal points to participate but were happy to have USAID AI focal point representation from West Africa, Nigeria, Burkina Faso, Mali, Senegal, Ghana, and Cote d' Ivoire.

Hotel reservations were made about two weeks or less before the meeting, but the FAO contact, Michael Ngongi, communicated choices effectively and no participants reported any significant difficulty with hotel reservations.

Mr. Ngongi also arranged bus or van pick-up and return for all participants needing it, both for daily travel and airport drop-off. This went smoothly without any problems.

## **B. Implementation**

By and large, logistics went smoothly once the meeting began, including the addition of confirmation of airline tickets. The only area of concern was the process of recording key comments manually for later transcription –with no assigned reporters, we were dependent on Karen, Baba and Peter who were busy running the meeting. A CD was produced with most, but not all, presentations and accompanying information.

It is recommended that in future meetings, a temporary logistics support person be assigned to the meeting with the skills and adaptability to cope with meeting needs effectively.

## **C. Lessons Learned**

1. Build in more time for logistical preparation. With the current schedule for the East Africa and Southern Africa meetings, that should not be a problem.
2. The above includes more time and support to organize and implement an electronic recording/copying/distribution system. Again, with more preparation time available, that should be easier as long as there is someone to assist the lead meeting facilitators.
3. Bring on a temporary administrative support person, starting far enough before the meeting to get tasks done and covering the entire meeting and a half-day afterwards.

## **III. Meeting Agenda and Activities**

### **A. Preparation**

A draft agenda was available one week prior to the meeting, shared with key USAID/W and mission staff and was developed into the agenda given to meeting participants. However, specific guidance was not provided to participants who had been asked to prepare certain presentations/documentation, other than to prepare 10-15 minute overviews of their existing AI program activities, lessons learned and future plans.

## **B. Implementation**

Given the realities of this multi-dimensional groups and its already demonstrated commitment to participating enthusiastically and with discipline, the original agenda for 6 December was refined as follows:

- assigning each POC and implanting partner the task of outlining expected 2008 activities, reflecting changes made as a result of this meeting; and
- assigning other partners the role of consultants to any points of contact (POCs) or partners that needed them.
- POCs and implementing partners were also allowed to consult with each other.

POC and implementing partner presentations took place late Thursday afternoon and Friday morning. Non-USAID funded partners such as GTZ, USDA, CDC, IBAR and CILS were invited to present on their AI related activities.

The meeting concluded with (i) small groups broken down by POC, implementing partners, and other partners—the former two covering USAID coordination topics and the latter final meeting reflections, and (ii) participant next-meeting recommendations plus final comments, thank-yous, and goodbyes.

## **C. Lessons Learned**

- Use the West Africa meeting final agenda and outcomes as the basis for the next two meetings.
- Include all key participants for the whole meeting.
- Allow one half day at beginning for AI focal points/advisors in the missions to meet with implementing partners.
- Give participants enough formal and informal discussion time to form working relationships and commit to concrete ideas for collaboration.
- As part of the logistics process, set up both electronic and manual reporting systems in advance.
- Include Open Space or other such time in the agenda to allow any time needed for topics decided at each meeting.
- Consider adding more refined analysis of gaps, overlaps, and key points for collaboration.
- Keep half-hour coffee breaks, to optimize interaction.

## **IV. Meeting Outcomes**

There was a high degree of participant interaction through the meeting. Ice-breakers were geared to meeting new peers, participants circulated widely during them and coffee breaks, and clusters formed around POCs, implementing partners, and other partners continuously during those formal and informal discussions.

#### A. Summary of Overall Outcomes

- First meeting for many AI partners.
- Formation of working relationships where they hadn't existed before.
- Consensus on the need & desire to work together.
- Commitment to collaborative & coordinating activities not planned before, as documented in the activity plans presented.
- Many trainings are planned however indicators and benchmarks should be in place to ensure that assistance is provided to trainers to train others, and have the capacity to implement activities such as surveillance, reporting, and emergency preparedness and response with continued training and application of skills learned during training.
- SRA will assist Africa Bureau in designing a website easy to access and to facilitate information sharing and knowledge management

#### B. AI.COMM Outcomes: COMMUNICATION TO COUNTRIES

- Review existing communication plans
- Support to strategic communication planning activities
- Orientation workshops for media editors
- Media orientation workshops
- Monitoring and Evaluation

#### C. SENEGAL Outcomes

- Facilitate linkage between CONAGA and other international organizations (GTZ, World Bank, AU-IBAR, AI.COMM, STOP AI, etc)
- CRS contributed to discussions demonstrating NGO-National Government partnership.

#### D. COTE D'IVOIRE Outcomes

- Conduct a joint DOD (NAMRU-3)/CDC mission in Burkina Faso to assess the preparedness and response capacities, both on the military and civilian sides (first quarter 2008)
- Welcome implementing partners not already present in CI (STOP AI, ILRI, CRA, SRA, AI.COMM, GTZ,..) to share their experience and set up in-country contacts and activities
- Strengthen the lab capacities of the IPCI with the goal for IPCI of being a National Influenza Center, with possibility of a regional support to other countries like Liberia, Guinea,.. (CDC, NAMRU-3, STOP AI, ..)
- Strengthen cross border surveillance of poultry with neighboring countries (CI, Ghana, BF, Mali, Liberia, Guinea-C,..)
- Work with UNICEF and AI.COMM to set up and improve the Communication strategy of CI against AHI
- CDC invited to take part to the OCHA-ROWA Avian Human Influenza platforms/regional meetings in Dakar
- Continue coordination with USAID, APHIS, DOD,..

#### E. BURKINA FASO Outcomes

- Arranged visits by UNICEF, STOP AI, & AI.COMM
- Will work with GOB to facilitate involvement in cross-border activities

#### F. PREPAREDNESS/RESPONSE Outcomes

- STOP AI will assist with SOPs & ICS to operationalize national plans
- UN OCHA will collaborate on ICS re preparedness
- Organizations will share training plans & schedules

This sample of outcomes indicates the potential for those outcomes that the facilitator and USAID counterparts will further document.

### **V. Recommendations for Next Meetings**

These are the lessons learned that would impact most for the next two meetings:

- Build in more time for logistical preparation. That covers agenda input/refinement and outcome reporting systems in particular.
- Bring on a temporary administrative support person, before and during the meeting as needed.
- Allow early meeting for AI mission and DC focal points and implementing partners
- Continue to optimize participant interaction.

### **VI. Appendices**

#### **A. Final Meeting Agenda**

#### **B. Final List of Participants**

#### **C. Meeting Presentations** (*attached to electronic report copy*)



	<b>IP Presentations/Identification of Gaps, Collaboration Points, &amp; Overlaps</b>	
13:00-14:00	<b>Lunch break</b>	
14:00-16:30	<p><b>Working Groups:</b> Gaps, Overlaps, &amp; Solutions</p> <ol style="list-style-type: none"> <li>1. Laboratory Testing: FAO, ILRI, STOP AI, USDA, OIE</li> <li>2. Surveillance: FAO, CRS, USDA, STOP AI, ILRI, WHO, HHS/CDC</li> <li>3. Preparedness/Response: FAO, STOP AI, UN-OCHA ROWA</li> <li>4. Communications/Info Management: AI.COMM, CRS, SRA, UNICEF</li> </ol> <p><b>Group presentations</b></p>	
16:30-17:00	<b>Next Steps:</b> Wednesday-Friday & beyond	

## West Africa AI Partners and POCs Meeting

### Wednesday 5 Dec

<b>Time</b>	<b>Topic</b>	<b>Presenter</b>
8 :30 – 9 :00	Registration of participants	
9 :00 –10:00	<p><b>Opening :</b>  <b>Welcome:</b> Introduction, Objectives, and Agenda  <b>Ice-breaker:</b> participant introductions and expectations</p>	
10:00-10:45	Overview of USAID AI FY07 funding and OPs for West Africa: Pillars, Major focus and Partners	
10:45-11:15	<b>Coffee Break</b>	
11:15-12:00	H5N1 Prevention and Control in West Africa: Challenges and Opportunities and Priorities	
12:00-13:00	<b>Partner Presentations (Cont'd)</b>	
13:00-14:00	<b>Lunch Break</b>	
14:00-15:00	<b>POC 'Fishbowl': Country-Level Activities</b>	

15:15-15:30	<b>Coffee/Tea Break</b>	
15:30-16:30	<b>Small Group Sharing (by country)</b>	
16:30-17:00	<b>World Bank Presentation</b>	
18:00-20:00	<b>Cocktail Party/ Buffet</b>	

**Thursday 6 Dec**

9:00-9:15	<b>Re-introduction: Yesterday's Results, Today's Agenda</b>
9:15-10:30	<b>Concurrent Planning Groups (POCs &amp; Implementing Partners, with Other Partner consultation)</b>
10:30-11:00	<b>Coffee/Tea Break</b>
11:00-13:00	<b>Planning (Cont'd)</b>
13:00-14:00	<b>Lunch break</b>
14:00-15:00	<b>Presentation by Dr Seck</b>
15:00-15:30	<b>Coffee/Tea Break</b>
15:30-17:00	<b>Final Presentations: POCs</b>

**Friday 7 Dec**

9:00-9:15	<b>Re-introduction: Today's Agenda</b>
9:15-10:15	<b>Final Presentations (Cont'd): Implementing Partners</b>
10:15-10:30	<b>Coffee/Tea Break</b>
10:30-11:00	<b>Final Presentations (Cont'd)</b>
11:00-12:15	<b>Networking and Information Sharing</b>
12:15-12:30	<b>Final Comments</b>

## B. Actual List of participants

Groups	Office/Country	Names	Dec 4	Dec 5-7
USAID AI Coordination staff	Africa Bureau	Karen Becker	1	1
	AI Unit Project CTOs	Megan Fotheringham	1	1
	West Africa	Baba Soumare, Paul Sossa	2	2
POCs from Missions, Non-presence Countries	Nigeria	Wayne Frank	0	1
	Ghana	David Bonnardeaux Richard Killian	0	2
	Burkina Faso	Paulina Julia	0	1
	Mali	Mamadou Dembele	0	1
	Cote d'Ivoire	Talla Nzussouo	1	1
	Senegal	Aminata Badiane	0	1
Implementing Partners	FAO	Frederic Poudevigne Michael Ngongi Boubabcar Seck William Amanfu Bruno Minjauw Sabrina Mayoufi	6	4
	STOP AI	Odis Gilben Kendrick Jarra Jagne Gary Mullins	3	3
	AI.COMM	Julien Denakpo Yaya Drabo	2	2
	ILRI	Christine Jost Roger Pelle	2	1
	SRA	Ralph Parkinson Jeff Street	2	2
	CRS	Joseph Curry Kisma Wague	0	2
Other Partners	UN-OCHA	Boly Aliou	1	1
	USDA	Cheryl French	1	1
	OIE	Nicolas De Normandie	1	1
	AU-IBAR	Dr. Zachary Compaore	1	1
	UNICEF	Misse Misse	1	1
	CILSS	Maty Ba Diao	0	1
	HHS, CDC	<a href="#">See Cote d'Ivoire</a>		
	DoD/NAMRU3	Diedre Shuck-Lee	1	1
	GTZ	Susanne Pritze	0	1
	World Bank	Francois Le Gall		1
Total participants			<b>26</b>	<b>34</b>

