Regional Conservation Agriculture Dialogue Meeting September 25 - 27, 2019
Sarova Hotel, Lusaka, Zambia

“Towards the Scaling Up of Conservation Agriculture in the SADC Region”
September 25 - 27, 2019, Sarova, Hotel,
Lusaka, Zambia

Facilitated by Milton Kamwendo.
Food and nutrition insecurity and the non-viability of smallholder agriculture affects many people in Southern Africa. Climate change is at the center of this evolving crisis. According to SADC, there were at least 42 million food and nutrition insecure people in 2019. This reflects the failure of conventional farming approaches to remain viable under the pressures of current climate change, environmental variability and growing populations coupled with rapid urbanization. The need to upscale food production while at the same time taking care of the environment and using climate-smart practices is urgent.

With this consideration and under the auspices of the Conservation Agriculture Regional Working Group (CARWG), FAO (Secretariat) in collaboration with the African Conservation Tillage Network (ACT) who are the Chair, organized a regional CA stakeholder dialogue meeting in Lusaka from 25-27 September 2019. The meeting aimed to create participatory dialogue that would develop a road map for increasing CA traction in the region through better communication, increased policy awareness and engagement as well as alignment of the approach to relevant regional/national development policies, frameworks and strategies.

Key participants to the meeting included Conservation Farming Unit (CFU), Norwegian Agency for Development Cooperation (Norad), FAO, ACT, and Representatives from governments, Regional Economic Commissions (SADC, COMESA, and CCARDESA), regional development partners, research organizations, farmers’ organizations and the private sector. The meeting was opened by the Minister of Agriculture Hon Michael Katambo, Mr. George Okech, FAO Representative (FAOR), Mr. Odd Arnesen, Senior Advisor, Norad, Mr. Saidi Mkomwa, CARWG Chair, and Mr. Collins Nkatiko, National Conservation Agriculture Taskforce Chair. Mr. Milton Kamwendo was engaged to facilitate the CA regional dialogue meeting in Lusaka.

Conservation Agriculture (CA) is a proven climate smart agriculture option that offers an alternative win-win production approach that increases productivity and sustainable production by creating an opportune growing environment for crops, making efficient use of production resources as well as mitigating the stress factors such as drought. CA has the potential of assuring food and nutrition security of smallholder farmers in the region.

Despite the evident potential of CA, uptake by farmers in the SADC region is rather slow. Lack of clear entry points into regional and national development frameworks and the isolated actions of key stakeholder institutions are among reasons for the slow uptake of CA by farmers. FAO and ACT have been supporting CA stakeholder coordination and knowledge platforms to bring transformation to CA through the Regional Conservation Agriculture Working Group (CARWG) and National Conservation Agriculture Taskforces or platforms (NCATF). Strengthening stakeholder-coordinated action can bring positive and transformative change that can increase farmer uptake of CA in the region.

The minister of agriculture Hon Micheal Katambo said the Zambian government was in the forefront of advocating for CA uptake. The FAOR Mr. George Okech emphasized the commitment of FAO to supporting Conservation Agriculture platforms. Mr. Odd Arnesen stressed the need to harness the political good will from the Malabo declaration and to set targets of contribution to that effect. He also noted that more investment can be expected through global climate change facilities.

**Expectations**

The participants expected the following from the meeting:
1. Understanding the status of CA uptake in SADC.
2. Garnering new strategies for accelerating CA uptake.
3. Clearly defined action plans and budgets.
4. Clear mapping - knowing who is doing what, which whom and where.
5. Are there success stories and are they scalable?
6. How to deal with dis-adoption and its prevalence.
7. How to influence decision makers in CA.
8. How to revive the CA task forces and understanding what killed them?
9. Are the task forces the best model for scaling CA?
10. How to make CA easily adaptable.
11. How to champion agricultural transformation driven by CA.
12. CA’s contribution to NDCs and Malabo Declaration.
13. How to find new partnerships for CA scaling and associated business cases.
14. How to share knowledge sustainably.
15. Having a clear vision for scaling CA: what is the roadmap at the national and regional scale?
16. Resource mobilization for CA.
17. How SADC contributes to 25 million farmers by 2025.
18. Understanding what is new and what is different?
19. Gender and Youth engagement in CA.
20. Nutrition components of CA.
21. Small, medium and large scale farmer balance.
22. Future partnerships, advances and scaling.
23. Use of ICT in scaling CA.
24. Engaging all value chain actors and stakeholders.

SETTING THE CONTEXT

TO set the context for the workshop, Mr. Saidi Mkomwa, CEO and Executive Secretary of African Conservation Tillage Network, who is the chairperson of CARWG\(^1\) gave a presentation entitled: “Conservation Agriculture Nexus in Climate Smart Agriculture.”

In the presentation he covered the following key issues:

- **OPPORTUNITY:** Massive Opportunities for African farmers, private sector, government & civil society in line with AU’s Agenda 2063.
- **HEADWINDS:** Challenges and threats to harnessing the opportunities.
- **SITUATING CA:** Conservation Agriculture (CA) and Climate Smart Agriculture Nexus, as a promising response.
- **SCOPING:** Opportunities of CA and CSA in contributing to Agenda 2063.

\(^1\) Conservation Agriculture Regional Working Group

- **CONVERSION:** Converting Africa’s semi-arids into Grain Baskets.
- **EMPOWERMENT:** Empowering smallholders to competitively produce a surplus, and become commercial producers.
- **VALUE CHAIN INFLUENCE:** Production of sufficient and quality raw materials for Africa’s Industrialization Agenda.
- **QOU VADIS:** The way forward and how this conversation could be taken further.
CLIMATE SMART AGRICULTURE (CSA):
Climate Smart Agriculture (CSA) is defined as agricultural practices that sustainably increase productivity and system resilience while reducing greenhouse gas emissions. CSA is sustainable agriculture, based on integrated management of water, land and ecosystems at landscape scale.
The objective of CSA is to enhance local and national food, nutrition and energy security and development through three key principles:
• LIVELIHOOD: Increasing productivity and income,
• ADAPTATION: Strengthening resilience of ecosystems,
• MITIGATION: Reducing or removing greenhouse gases,
CSA is widely viewed as the future of African agriculture and as a viable answer to climate change. Because agriculture remains key to development in Africa, CSA has the potential to increase productivity and resilience while reducing the vulnerability of hundreds of millions of smallholder farmers. CSA can benefit smallholder farmers directly by increasing efficiency of precious inputs such as labour, seeds and fertilizers, increasing food security, and opportunities for income generation. By protecting ecosystems and landscapes, CSA helps protect natural resources for future generations.
Climate Smart Technologies cover the following key areas:
• Soil management and natural resource usage.
• Crop management and use of well adapted seeds.
• Nutrient management.
• Water management.
• Livestock management.

CONSERVATION AGRICULTURE (CA):
Conservation Agriculture (CA) is an approach to managing agro-ecosystems for improved and sustained productivity, increased profits and food security while preserving and enhancing the resource base and the environment. CA is characterized by the application of three linked principles, namely:
• NO TILLAGE: Continuously avoiding mechanical soil disturbance.
• COVER: Permanent soil mulch cover: crop biomass, stubbles, and cover crops.
• DIVERSIFICATION: Diversification of crop species grown in sequences or associations or rotations.
The 3 CA principles must be complimented by enhancers namely:
1. Good agronomic practices, like Timely planting; Proper plant spacing; Effective weed control (with and without herbicides).
2. Use of improved external inputs: Improved seeds, Judicious use of fertilizers and pesticides; Could be organic CA. Being ready to develop packages
3. Livestock integration. Not a threat to CA.
4. Tree integration – fertilizer trees, fodder, fruit, live fences, etc.
5. Mechanization.

Saidi emphasized the need to empower farmers to differentiate the CA core practices from the enhancers to be integrated.
**THE CONSERVATION AGRICULTURE AND CLIMATE SMART AGRICULTURE NEXUS**

**How CA Makes Farming Smart:**
1. CA stops runoff & erosion, enhances infiltration and in situ water harvesting.
2. SOM increase 0.1-0.2% per year. More available water in soils (1% OM = 150 m^3/ha).
3. Less water needs (-30-40%).
4. Less fertilizer use (-50%), and less pesticides (-20→-50%). Organic systems possible.
5. Less machinery, energy, Time & labour cost (-50-70%).
6. Recharge of aquifers, improved water quality.
7. Less floods and droughts, less damage to rural infrastructure.

**Challenges of Harnessing Agriculture Opportunities in Africa**
- Farming related land resource degradation & loss of biodiversity.
- Shortage of farm-power and innovation.
- Inadequate capacity for change at all levels in public, private and civil sectors.
- Declining rural labour force, ageing farmers and increasing feminization of agriculture.
- Food crop production & farming are not profitable.
- Threatening climate change challenges.

**Consequences of Tillage on Resilience**
- Reduced resilience, reduced sustainability.
- Poor adaptability to climate variability, climate change and mitigation.
- Higher production costs, lower farm productivity and profit, degraded ecosystem services.
- Dysfunctional ecosystems, water cycle, suboptimal water provisioning and regulatory water services.

**Consequences of Tillage-based Agriculture**
- Loss of OM, porosity, aeration, biota (→ decline in soil health → collapse of soil structure → compaction & surface sealing → decrease in infiltration)
- Water loss as runoff & soil loss as sediment
- Loss of time, seeds, fertilizer, pesticide (erosion, leaching)
- Less capacity to capture and slow release water & nutrients and Less efficiency of mineral fertilizer
- Loss of biodiversity in the ecosystem, below & above soil surface
- More pest problems (breakdown of food-webs for micro-organisms and natural pest control)
- Falling input efficiency & factor productivities.

**CA Value Add towards CSA**
- CA is universally promoted as a strategy to:
  - Conserve soil moisture.
  - Reduce erosion and enhance soil fertility.
  - Increase soil organic C (SOC), and
  - Reduce greenhouse gas emissions.
  - Sustainably increase productivity.

Contributing towards:
- Adaptation to climate change
- Mitigating the effects of CC
- Enhancing sustainable productivity & income. Which are factors of CSA.
WHAT NEEDS TO BE DONE DIFFERENTLY?

Mr. Saidi Mkomwa advanced the following as the things that need to be done differently or as the possible next steps:

1. **MAINSTREAMING**: Mainstreaming CA/CSA in Governments’ and Private sectors policies and programmes:
   - CA in tertiary education
   - CA in research and extension
   - Systemic capacity development

2. **DEMONSTRATE VALUE**: Smallholder CA/CSA is yet to become fully commercial. Non-commercial interventions and incentives are needed to support adoption.
   - Ecosystem benefits are beyond the farm. A global good.
   - We still have rural dwellers

3. **SHARING**: Networking and information sharing – not to reinvent the wheel with costly mistakes.

4. **BENCHMARKING**: Voluntary Quality Assurance – what works best where, how can performance be improved?

CONSERVATION AGRICULTURE - WHY NOW?

FAO Regional Emergency Agronomist, Mr. Sina Luchen, gave a presentation that outlined the journey CA has taken to date and located the conference within that development trajectory.

In early 2000, CA was introduced into Southern Africa to address low productivity/production due to droughts and inappropriate production practices. Several CA promoters emerged across the region supported by various donors. At the time supporting CA was fashionable and it got lots of support. Great strides were made with several innovations being made and a body of knowledge was built and cascaded to farmers.

While the efforts and enthusiasm were positive, regrettably the CA promoters at times carried different messages that at times were conflicting. This impacted adoption and sustainability and in the course led to conflicted extension views.

In 2007, the Conservation Agriculture Regional Working Group (CARWG) and National Conservation Agriculture Taskforces (NCATFs) were born to facilitate stakeholder coordination and harmonization of messaging, as well as exchange knowledge.

The following achievements were made:

1. **STAKEHOLDER BUY-IN**: CA political buy-in and increased awareness by decision makers.

2. **TAILORED PACKAGES**: CA packages tailored to specific contexts and farmer profiles developed.

3. **EVIDENCE GATHERED**: Evidence on the multiple benefits of CA has been well documented - stories on how lives have been transformed.

4. **COORDINATION PLATFORM**: Some level of sustainability in CA Coordination through the CARWG and NCATFs.

5. **DELIVERY**: Important deliverables were made including two CA Congresses and various products by individual stakeholders at country level.

6. **GOAL-ORIENTATION**: Farmer outreach targets set.
Some challenges were encountered, among them:

1. CRITICAL FARMER MASS: CA farmer numbers are still too low to meet set targets and to mitigate the impact of climate change and variability.
2. CONFUSING BUZZ-WORDS: Confusion caused by new related buzz words reducing focus on CA.
3. CHALLENGE OF SCALING UP: Existing opportunities for scaling up CA have not been fully utilized.
4. CONSTRAINT OF SILOS: Silo mentality is still prevalent among CA stakeholders resulting in turf-wars, competition for resources and uncoordinated activities.
5. COMATOSE COORDINATION PLATFORMS: In the last couple of years, CARWG and NCATF have operated at a slowed down pace due to lack of adequate financial support. The positive thing is that the structures are still in place and the conference was an opportunity to now rekindle the flame and give CA new momentum.

This state of affairs has resulted in more smallholder farmers falling victim to climate change and variability in the region. At least 26 million people were food and nutrition insecure in the 2015/16 El Nino while in 2018/19 there are 41 million people-SADC. A substantial number of people are in Integrated Phased Food Security Classification (IPC).

Mr. Sina Luchen emphasized that access to food is a human right. Food and nutrition security is a delicate peace issue. With this state of affairs it cannot be business as usual and urgent action is needed. CA needs to be scaled up to reach the set targets, while coordination and partnerships are critical for collective impact to increase CA traction in the region. Hence the need to mobilize support for CARWG and the NCATF.

The Terms of Reference agreed in 2007 are given in Annex 1. These provide a good baseline and starting point. What is encouraging is that a number of colleagues that were involved in drawing up these are still actively involved in CA projects. This creates a positive pool of actors for fast take off.

The participants were requested to work in group and reflect on their experiences of CA at the country and field level. They were asked to reflect on three key dimensions names:

- **GAINS**: The CA Gains that have been made.
- **PAINS**: The CA Pains that have been witnesses.
- **WHAT NOW?**: What they perceive as the job to be done and the next steps to be taken/proposed.
- **MODEL**: They were also asked to reflect on what they would propose to be the ideal model and operational arrangements to ensure that CA works at the country and regional levels.

The participants then reflected on these issues in plenary and their responses are documented in the pages that follow.
CA COORDINATING ARRANGEMENT - REGIONAL/COUNTRY

Conservation Agriculture Regional Working Group (CARWG)
And National Conservation Agriculture Task Forces (NCATF)

2. Cultural Practices and resistance to change.
3. Short Term Pressure, Long Term Benefits.
5. Taking a Long Term Scalable View.

VISION:
The vision of CARWG and the NCATFs is that appropriate CA practices are adopted by farmers throughout Southern Africa leading to increased productivity, food security, farm profitability and sustainable farming systems.

MISSION:
CARWG MISSION: to coordinate stakeholders working at a regional level to promote the adoption of CA in order to achieve the Vision. The Group will provide strategic support to the NCATFs to promote CA and develop programmes to tackle issues that are regional in nature. The Mission of each NCATF is to coordinate stakeholders working within that country to promote the adoption of CA in order to achieve the Vision.

JOB TO BE DONE:
1. Coordinate CA Development Stakeholders.
2. Identify CA Entry Points, Project/programme Identification and Implementation.
3. Mutual Support, Alignment and Sustained Activities.
5. CA Guidelines | Frameworks | Supply Chain Linkages | CA Movement Building.

OPERATING MODEL:
- STRUCTURE: Boxes and Lines | Roles and Responsibilities Governance | Boundaries and Location.
- PEOPLE: Synergies, Skills, Networks.

Leaf 8
A panel discussion was held to explore CA within the development agenda. The panelists were drawn from Norad, SADC, CCARDESA, IITA and SACAU. Various issues were raised that included the needed paradigm shifts, the growing climate change threats. The need for increased support towards CA and initiatives that various bodies had taken to push forward the CA agenda. The need for a stronger partnership was underlined. So also was the need to enhance collaboration and communication. The key issues raised in the panel discussion are summarized in the figure below:
CONSERVATION AGRICULTURE | The Emerging Issues

- **TAKE RESPONSIBILITY**: Have a clear regional CA Goal owned by Country. Break the goal down and do the numbers that reflect serious commitment.
- **INTEGRATED APPROACH**: Integrated and holistic approach, value chains, cross cutting issues.
- **CHANGE MINDSETS**: Moving from Small Thinking, and Small Projects to Big Impact Programmes and Coordinated Action. Ingrain a CAN DO ATTITUDE!
- **PUT DATA AT THE CENTRE OF ACTION**: Put systems in place to Manage Data, Analyse, Consolidate, Store, Transform and Communicate it as Wisdom.
- **CAMOVEMENT BUILDING AND ADVOCACY**: Make CA a cause and inspire action, belief and motivate. Open Communication channels and Communities of Practice. Leave no one behind in the crusade.

**ENHANCE SUPPORT**: Taking Responsibility and work with Donors, NGOs, Private Sector and other partners for:
- **A: Agriculture Production**: and access to markets, clear huddles. Fully engage Women and Youth.
- **C: Natural Resource Management**: Resource management, and Sustainable Resilience Building.
- **D: Data Intelligence is KEY**: Stop playing start SELLING CA.

**CLIMATE CHANGE > CLIMATE ACTION**

- **Packaging of Value Proposition**: Think in Terms of impacts and not positions. Build CAFSS: More hearts and minds.
- **Opportunity Minded**: The funds exist. Going for them is a possible proposition. Unless we think big, no one will make a serious investment. Critical Consciousness.
- **The Seeds**: There is interest in providing seed funds, the proposal development skills exist, the data is available.
  - In demand: Scale Players
  - Nile: “Just Do It!”
  - Biko: “I write as I like!”
  - Tawisi: “In nature nothing is created, nothing is lost, everything changes.”

**ENHANCE COLLABORATION & COMMUNICATION**: Get the CAWG’s Alive and Working:
- **A: Coordinated Action**: Regional Priorities “Big Impacts”.
  - Coordinated Efforts and Organized Approaches.
- **B: Scaling of Best Practices**: Sharing Stories, Learning Exchanges
- **C: Models**: Refine Models and Scale Them. Valorise Knowledge-ware.
- **D: Building On**: Build on What Works, Leverage Platforms.
LEARNING EXCHANGE

In order to strengthen the learning and exchanges, the participants set up a Market Place to showcase and share key CA projects/experiences from their countries. Each country shared the progress of CA and flagship progress. The participants found this process insightful and useful.

Following the market place exercise the participants reflected in plenary. Some issues that were raised were the importance of data and evidence, the need to shift the mindset of both farmer and the collective towards seeing interactions as joint ventures and funding proposals as building business cases. The need for integrated thinking, extension support, and thinking big and creatively was underlined. Farmer livelihood systems were seen as being a critical factor.
# THE VIEW FROM THE FIELD

<table>
<thead>
<tr>
<th>GAINS MADE</th>
<th>PAINS FACED</th>
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<tbody>
<tr>
<td>1. POLICY BUY-IN: Most countries not have CA Policy in place.</td>
<td>1. DEPENDENCY: National Government investment is low (<em>Mainly Donor Funded</em>) and Competition over funding and attribution.</td>
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<td>2. COORDINATION of Stakeholders.</td>
<td>2. Low Adoption rates and inadequate scaling up.</td>
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<td>3. Strategies, guidelines and action plans have been drawn up.</td>
<td>3. Poor profiling &amp; positioning of CA as being “for the unsourced farmers.”</td>
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<td>4. KNOWLEDGE GENERATED: Success Stories - There is Evidence of Success.</td>
<td>4. Unavailability of User-Friendly equipment.</td>
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<td>5. Increased CA Awareness and Climate Change Awareness by Farmer and Stakeholders.</td>
<td>5. SCEPTICISM: Political Will for fund adoption of CA is low.</td>
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<td>7. INSTITUTIONALISATION: Establishment of Task-forces, Policy, Programmes.</td>
<td>7. Complex and Knowledge Intensive.</td>
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<td>8. Private Sector engagement and involvement.</td>
<td>8. Weak Link to Private Sector.</td>
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<td>9. Availability of National Budget for CA in some member countries.</td>
<td>9. MIXED and Conflicting MESSAGES and Conflicting Policies.</td>
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<td>10. Long term donor support.</td>
<td>10. MECHANISATION: Inadequate access to machinery.</td>
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<td>11. ADAPTATION and contextualization by Country.</td>
<td>11. Fragmentation if Project and Resources.</td>
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<td>14. Friction and Conflict amongst stakeholders/professionals.</td>
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**THE JOB TO BE DONE**
1. **PLATFORM STRENGTHENING AND ACTIVATION**: Strengthen CA Platforms and goal orientation towards the 25 | 25 target.
3. **PRIORITISE CA IN NATIONAL POLICY**: Mainstream CA into National Policy Agenda: Investment Plans, Programmes of Work and Budget.
4. **POLICY-MAKERS AS CA CHAMPIONS**: Advocacy for Policy Makers.
5. **PROVIDE MEANS TO MOBILISE RESOURCES**: Diversify and broaden funding for CA Platforms: Build Capacity in Proposal Development, Financial Management and Agri-business. Identify and develop funding mechanisms - convene meetings and build investment cases and incentives. Generate Mega-funds and big enough programmes.
6. **PROMOTE GENDER-INCLUSIVITY & NUTRITION-SENSITIVITY ON THE CA MENU**: Gender Transformation of CA Interventions.
7. **POSITION CA WITH ALL KEY STAKEHOLDERS**: Engaging the Youth and Marginalized Groups in CA. Formally engage SADC.
8. **PLAY FIELD EXPANSION**: Engage more partners, e.g. Energy, Private Sector and NGOs.
9. **PERSPICUOUS & CLEAR ROAD-MAP**: Develop a Clear Road Map at the Regional and National Levels AND develop a *Holistic Approach*.
11. **PORTALS OF CA INFORMATION**: Enhance information access and exchange through ICTs, CA Knowledge Data-base, and Interactive Information Database.
THE SUSTAINABLE CA ECOSYSTEM

**MINISTRY**
- Designated focal Point
- Allocation of Resources to CA
- Providing an Enabling Environment
- Information Dissemination

**NGOs**
- Advocacy and System Strengthening
- Capacity Building and Extension Support
- Fundraising
- Dissemination

**PRIVATE SECTOR**
- Input/Equipment Supply/Contracting
- Financing/Market Operations
- Markets
- Innovations/Platforms/Apps

**INTERNATIONAL RESEARCH**
- Produce evidence and Solutions
- Package Knowledge
- Capacity Building
- Driving Innovation/Thought Leadership.

**MARKET LINKAGES**
- Produce Buyers
- Value Addition/Processors
- Transporters
- International Markets
- Commodity Exchanges
- Contractors.

**INPUT SUPPORT**
- Livestock Feed
- ICT Support
- Fertilizer/Seed
- Equipment Suppliers
- FinTechs/Apps
- Infrastructure
- Value Chain Actors

**TECHNICAL SUPPORT**
- Research
- Extension
- Training
- ICT/Data
- Information Providers:
  - Weather
  - Markets

**ENABLING ENVIRONMENT**
- Policies and Bylaws
- Coordination
- Transparent Markets
- Predictability/Consistency
- Legal/Trade Frameworks

**FARMER ECOSSYSTEM**

**TASK FORCES**
- Define lifetime of TFs
- Provide Coordination where needed.
- Provide forum for data-sharing, Collate information.
- Sustaining mechanisms for the Collective

**FARMER ORGANISATIONS**
- Advocacy
- Support Farmers
- Information Sharing
- Lobbying and Advocacy - Policy Dialogue.

**FARMERS**
- Invest/Try out and Do
- Evaluation of Technologies/Mastery of Technologies
- Adjust, Adapt and Adopt.

*Leaf 15*
DEEP DIVE SESSIONS

VARIOUS experts gave some deep dive presentations that helped share knowledge and experiences and further enhance the appreciation of the factors affecting CA and CSA.

CCARDESA

Dr. Monica Murata, from the CCARDESA Secretariat, shared some insights into CCARDESA’s Regional work on Conservation Agriculture Research. CCARDESA is facilitating CSA work through various means that include:

• CSA prioritized in the CCARDESA 2019-2028 Strategy.
• Capacity building of AR4D institutions & agriculture value-chain actors to adapt to, and mitigate Climate Change.
• Information & knowledge sharing within Southern Africa.
• Coordinating CA R&D projects under APPSA.
• CSA projects under ACCRA

The APPSA Project Objective is to increase availability of improved agricultural technologies in participating countries through three means namely:

• Establishing Regional Centre of Leadership on commodities of regional importance;
• Supporting regional collaboration in agriculture research, technology dissemination & training; and
• Facilitating increased sharing of agriculture information, knowledge and technologies among participating countries.

The Research and Development approach has been such that:

• Research projects focus on problems that are common to at least two countries.
• Partnerships with a range of institutions, both public and private
• Significant potential for sub-regional spillovers
• Potential impact on long-term food security

1 Centre for Coordination of Agricultural Research and Development for Southern Africa. This is a SADC Agriculture Research Institution.
2 Agricultural Productivity Program for Southern Africa (APPSA) is a World Bank supported programme to develop research institutional capacity to support productivity improvement across SADC.

The CCARDESA CA Research Project scope has covered the following projects:

1. Understanding farmer circumstances on herbicide weed control & performance under conservation agriculture in Malawi, Mozambique and Zambia.
3. Lessons from Disease and Pest Challenges In Maize Production under Conservation Agriculture Cropping Systems.
5. Enhancing Drought Resilience in rainfed Maize using Silicon Based Fertilizer.
8. Improving & Sustaining Maize & Cowpea Productivity among Small Holder Farmers through use of CA in Mozambique and Malawi.

Dr. Murata underlined that effectiveness of CA technologies to mitigate climate change depends on coordinated action across countries. There is need for increased visibility of CA work in order to attract new partnerships & ownership by governments. Improve impact of CA through enhanced collaboration with support services (extension, input suppliers).

FALL ARMY WORM

Dr. Christian Thierfelder and Frédéric Baudron, of CIMMYT delivered a paper entitled: “Cultural Control of Fall Armyworm– Results of a New Research Approach.” FAW consumes over 80 different crop – cereals preferred. FAW has the potential to cause maize yield losses of 8.3 to 20.6 million metric tons per year. The potential Impact is US$2.48 billion and US$6.19...
billion.
FAW affects seed production, smallholder farmers and food security, making a bad situation even worse and potentially increasing vulnerability.

The challenges with the conventional FAW control strategies is that:

- Costly for smallholder farmers.
- Inaccessible – farmers live in remote areas.
- Knowledge intensive.
- May control FAW but also beneficial organisms.
- Need for solutions in reach of farmers.
- Solutions that are environmentally benign as well.

CA advocates for the use of cover crops. Experiments were conducted using various cover crops. The first results showed that:

- Inter-cropping with legumes seems to reduce FAW – not pumpkin.
- No-tillage and maybe mulching have an effect (spiders, ants have hiding space).
- Good agricultural practices e.g. fertilization (rate and timing), weeding and early planting reduce FAW.
- Push-pull definitely an option but needs to be adapted to southern Africa
- Carry-over of pest in weeds and in irrigated systems.

The effect of Push Pull technology on FAW indicated that ecosystem management approaches can control FAW while enhancing biodiversity. Further experiments were conducted using a new way of inter-cropping called Strip cropping. The emerging results pattern showed that:

- FAW damage was much lower in 2018/2019 as compared to previous years.
- Legume inter-cropping has an effect – velvet bean seems to be the strongest (repelling effect).
- Combination of CA and GMCCs our best bet!
- The process uses legume inter-cropping. CA enhance alternative prey, by feed for natural enemies, hence controlling FAW.

THE ZAMBIA CFU CASE:
The Zambia Conservation Farming Unit (CFU) is implementing a CA programme over a 5 year period, 2016 - 2021. The CFU mandate is to accelerate- ate and deepen the adoption of conservation and climate smart agricultural practices; with a view to balancing food security and livelihood needs with priorities for adaptation and mitigation. It also seeks to identify and promote innovative technologies and practices that can be applied to increase CA/CSA adoption. In the process it aims to better manage climate risks and impacts. Facilitating and contributing to the strengthening of agricultural market systems and enhancing the benefits of CA and CSA are also critical elements of the mandate.

TYPE OF CA PROMOTED IN ZAMBIA
Systems have been developed for Hoe, ADP and Mechanized farmers cultivating from 0.5 ha to 50ha and above. There is also considerable emphasis on private ADP and Mechanized MT service provision.

CFU conducts research to test technology and provide evidence on CA and CSA to guide their interventions. The research may be in-house or outsourced, scientific or socio-economic.

CFU has demonstrated some positive an encouraging results, training nearly 300,000 farmers in CA. It uses open days to showcase its technologies and increase awareness.

SUSTAINABLE INTENSIFICATION
Dr. Christian Thierfelder, gave a presentation on a CA research project that CYMMYT is conducting in Zambia entitled: “Sustainable Intensification of Smallholder Farming Systems in Zambia (SIFAZ).”

SI is defined as a process or system where agricultural yields are increased without adverse environmental impact and without the conversion of additional non-agricultural land3” The domains of SI are Productivity, Economic, Environment, Human, and Social.

In his presentations he demonstrated the three key strategies of SI namely:

- Planting systems,
- Mechanization and
- Cropping Systems.

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3 Pretty and Bharucha, 2014
The challenges to widespread adoption of SI are:

- Targeting of cropping systems
- Bio-physical challenges
- Residue retention
- Weed and pest control
- Fertility decline (inputs)
- Perception of farmers
- Knowledge systems
- Research and extension systems – outdated and mixed messages
- Policy environment

SIP can help farmers to:

- To adapt to climate change
- To reduce the frequency of crop failures to drought
- To improve productivity and profitability of their farming system
- To increase crop diversification and reduce pests
- To enhance food security and nutrition

Dr. Thierfelder pinioned that there are however a considerable number of knowledge gaps that need collective efforts and joint research.

The key results areas for SIFAZ are:

1. **Adaptive bio-physical and socio-economic research** on sustainable intensification practices (SIPs).
2. Promotion and scaling-up of SIPs and technical knowledge to smallholder farmers using novel tools, methods and approaches.
3. Enhancing an enabling environment for sustainable uptake of SIPs by smallholder farmers.

The intervention logic is shown in the figure below:

Research Areas under Adaptive Research in SIFAZ cover:

- Bio-physical Research on Sustainable Intensification Practices.
- Mechanization Research including profitability and viability of mechanization.
- Socio-economic research on farmers’ perception and adoption of SIPs
- Embedded Farming systems research to better target technologies and quantify benefits
Areas covered under Agronomic Research encompass:

1. **Diversification**: Evaluating novel maize-legume diversification and plant arrangement strategies:
   - Doubled-up legume systems under CA
   - Alley cropping
   - Strip cropping

2. **Increasing groundcover and fodder production** using:
   - Green manure cover crops
   - Grain legumes and
   - Agro-forestry species in sole and intercropping systems

3. **Improving the climate-smartness of agriculture** by optimizing combinations of farming practices: using no-tillage, rotation, residue management, drought-tolerant seed, targeted fertilizer application, liming.

4. **Agro-ecological management** of Fall armyworm using:
   - Climate adapted push-pull systems.
   - Diversification.

The effort being constant integration with:

1. **With Mechanization Research**: Using Mother and Baby trial communities to establish Service provider schemes; assessing profitability of mechanization services and Test Machinery at Research Station and On-farm.

2. **With Socio-economic Research**: Using Mother and Baby trials as research areas to study: Profitability, Farmer decision making, Adaptation and Adoption.

**CONCLUSIONS & NEXT STEPS**

Following the deliberations the following action steps should be taken to move the agenda forward:

1. **CARWG**: Strengthen this key coordinating platform. The first step being to convene a meeting of the Regional Office bearers. Review the Terms of Reference and draft any changes or improvements. Fill in any gaps and update the Terms of Reference: | FAO working with Chairman.

2. **Get SADC on Board**: Engage SADC to own the CARWG initiatives and dialogues and become fully involved. Ensure that there is alignment with the RAIP and the NAIPs: | FAO working with SADC Secretariat.
3. **PUT LIFE BACK INTO NCATF**: Each country to review and revive its National Task Force and the Country Plan of Action. Restore the regular cadence of CA Meetings and exchanges to move CA forward: | *National TF Chairperson.*

4. NCATF to agree on national contributions through CA to the Malabo CSA target of 25 million farmers by the year 2025

CONSERVATION AGRICULTURE: Enablement Model.

KEY PRIORITIES:
2. Data Management: Improve CA Data Management Collection, Synthesis, Consolidation, Evidence, Purposeful Data Communication.

- Scale & Stretch
- Synergising - Break Silos
- Sustaining Action
- Singular Focus: 25|25|X
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Speaker(s)</th>
<th>Who Will Do This</th>
</tr>
</thead>
<tbody>
<tr>
<td>08.30 - 09.00 hrs</td>
<td>Check-in and register</td>
<td></td>
<td>All Participants</td>
</tr>
<tr>
<td>09.00 - 10.15 hrs</td>
<td>Official Opening Ceremony: Setting the context - why are we here?</td>
<td>1. Mr Collins Nkatiko, Zambia National Conservation Agriculture Taskforce.</td>
<td>Ministry of Agriculture</td>
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<td></td>
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<td>2. Eng. Saidi Mkomwa, CARWG Chairperson.</td>
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<td>3. Mr. Odd Eirik Arnesen, Senior Advisor, Norad.</td>
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<td>4. Mr George Okech, Food and Agriculture Organization Representative</td>
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<td></td>
<td>5. Hon. Michael Katambo, Minister of Agriculture, Zambia, Key Note Speaker.</td>
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<tr>
<td>10.15 - 10.45 hrs</td>
<td>GROUP PHOTO and delegates proceed for morning refreshments.</td>
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<tr>
<td>10.45 - 11.30 hrs</td>
<td>Setting the context: Introductions and Participant Expectations.</td>
<td>Facilitator</td>
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<tr>
<td>11.30 - 12.40 hrs</td>
<td>Framing the context and giving a background understanding of Conservation Agriculture: Presentations of 30 minutes (maximum) delivered by technical experts.</td>
<td>Presentations</td>
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<td></td>
<td></td>
<td>1. Conservation Agriculture and Climate Smart Agriculture by Eng. Saidi Mkomwa, ACT</td>
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<td></td>
<td></td>
<td>2. Conservation Agriculture in Southern Africa - Why Now? by Mr. Sina Luchen, FAO.</td>
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<tr>
<td>12.45 - 14.00 hrs</td>
<td>LUNCH BREAK followed by Session III</td>
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<tr>
<td>14.00 - 15.15 hrs</td>
<td>PANEL DISCUSSION 1: CA in the agricultural development agenda- Institutional perspectives of Norad, SADC, COMESA and CCARDESA</td>
<td>Panel Discussion 1</td>
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<tr>
<td>15.15 - 15.30 hrs</td>
<td>LUNCH BREAK</td>
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<tr>
<td>15.30 - 16.15 hrs</td>
<td>PANEL DISCUSSION 2: CA in the agricultural development agenda- Institutional perspectives of IITA and SACAU</td>
<td>Panel Discussion 1</td>
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<tr>
<td>16.15 - 16.30 hrs</td>
<td>Day Wrap Up and Close</td>
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### WHAT WE WILL BE DOING TODAY? | Day 2: Thursday September 26, 2019

<table>
<thead>
<tr>
<th>What Time</th>
<th>What Activity</th>
<th>Who Will Do This</th>
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<tbody>
<tr>
<td>08.30 - 09.00 hrs</td>
<td>Day 1 Review and Setting the Context for the Day</td>
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</tr>
<tr>
<td>09.00 - 10.30 hrs</td>
<td><strong>SESSION III: STATUS OF NATIONAL CONSERVATION AGRICULTURE TASK FORCES/PLATFORMS</strong></td>
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<tr>
<td>09.00 - 10.30 hrs</td>
<td>MARKET PLACE CONVERSATIONS: All the represented countries participate in a Market Place conversations on the State of CA in their countries: What is happening? What are the success? What are the issues.</td>
<td>Time Limit per Station is 10min Maximum.</td>
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<tr>
<td>10.30 - 10.45 hrs</td>
<td>MORNING REFRESHMENT BREAK</td>
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</table>
| 10.45 - 12.45 hrs | Marathon Pitch of Most Significant Conservation Agriculture Story in each Member State:  
Round 1: Malawi, Zimbabwe, Zambia, Eswatini, Democratic Republic of Congo, Madagascar, and Lesotho  
Round 2: Angola, Botswana, Comoros, Mauritius, Mozambique, Namibia, Seychelles, South Africa and Tanzania | Pitch Presentations of MSS                                                                 |
<p>| 12.45 - 14.00 hrs | LUNCH BREAK                                                                  |                                                                                  |
| 14.00 - 15.00 hrs | Group Discussion: What is really happening? What are the lessons? What could be scaled up? | Group Work                                                                 |
| 15.00 - 16.30 hrs | Groups Report Back and Share Insights of Country/Regional Realities.         | Groups Report                                                                    |
| 16.30 - 17.00 hrs | Day Wrap Up and Close.                                                        | Facilitator                                                                      |</p>
<table>
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<tr>
<th>Time</th>
<th>Activity</th>
<th>Who Will Do This</th>
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<tr>
<td>**WHAT WE WILL BE DOING TODAY?</td>
<td>Day 3: Thursday September 26, 2019</td>
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<tr>
<td><strong>Day 3: Friday September 27, 2019</strong></td>
<td><strong>What Time</strong></td>
<td><strong>What Activity</strong></td>
</tr>
<tr>
<td>08.30 - 09.00 hrs</td>
<td>Day 2 Review and Setting the Context for the Day</td>
<td></td>
</tr>
<tr>
<td><strong>SESSION IV: CONSERVATION AGRICULTURE SCALE UP IN SOUTHERN AFRICA</strong></td>
<td><strong>09.00 - 10.30 hrs</strong></td>
<td>1. Climate Smart Agriculture In Zambia (Csaz) Programme by Mr Collins Nkatiko, CFU</td>
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<td>2. CCARDESA’s Regional Work On Conservation Agriculture Research by Dr Monica Murata.</td>
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<td></td>
<td>3. Conservation Agriculture And Fall Armyworm Management Nexus by Dr Christian Thierfelder</td>
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<tr>
<td>10.30 - 10.45 hrs</td>
<td>MORNING REFRESHMENT BREAK</td>
<td></td>
</tr>
<tr>
<td>10.45 - 12.00 hrs</td>
<td>DEEP DIVE CONVERSATION: Discussion on Sustainable Intensification of Smallholder Farming Systems in Zambia (SIFAZ):Discussants: Dr Christian Thierfelder (CIMMYT), Ministry of Agriculture and FAO.</td>
<td>Deep Dives</td>
</tr>
<tr>
<td><strong>SESSION V: EMERGING ISSUES AND CONVERGENCE</strong></td>
<td><strong>12.00 - 12.45 hrs</strong></td>
<td>What are the emerging issues and key messages?</td>
</tr>
<tr>
<td>12.45 - 13.15 hrs</td>
<td>Closing Remarks and Workshop Closure.</td>
<td>SADC Chairperson</td>
</tr>
<tr>
<td>13.15 - 14.30hrs</td>
<td>LUNCH BREAK</td>
<td></td>
</tr>
<tr>
<td>14.30 - 16.30hrs</td>
<td>Bilateral Meetings and Consultations.</td>
<td>All.</td>
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1. INTRODUCTION

Countries in Southern Africa have a recurrent problem of national and household food insecurity which is largely traceable to declining agricultural productivity set against a background of increasing population, insufficient technology including limited use of improved and inorganic fertilizer, poorly resourced agricultural research and extension services, poorly functioning input and output markets and climate shocks.

Conservation Agriculture (CA) is an approach to managing agro-ecosystems for improved and sustained productivity, increased profits and food security while preserving and enhancing the natural resource base in the soil. It can be a significant input in the promotion of climate smart agriculture. CA is anchored on three, mutually interlinked and re-enforcing principles:

1. Continuous minimum mechanical soil disturbance.
2. Permanent organic soil cover.
3. Diversification of crop species grown in rotations or associations.

Together these techniques improve soil moisture retention while requiring less labour or fuel for tillage. This leads to reduced costs with increased crop productivity and more resilience of crops to dry spells resulting in improved farm profitability and food security. In the longer term there can be a decline in weeds and pests and the deterioration in soil structure and fertility brought about by poor management may be stopped or reversed. This helps farmers adapt to droughts that are predicted to get more severe and intense with climate change. Reduced emissions and sequestering of carbon in the soil also helps to mitigate the effects of climate change.

The introduction of CA may facilitate the introduction of other good agronomic practices such as timely operations, proper crop spacing the use of quality seeds, integrated pest management and improved fertility which may bring additional benefits.

Despite the benefits, there are obstacles to the widespread adoption of CA. It is a knowledge intensive system, requiring training and extension support over a number of years to change practices that may have been practiced for millennia. Some of the benefits only become apparent in the longer term while in the short term there may be challenges including increased weed pressure and difficulties in retaining crop residues in fields where there is communal grazing.
The design of any CA intervention should consider the needs of communities and farming systems. The techniques may be adapted for use whether farming with hand tools, draft animal traction or machinery under rainfed conditions and with irrigation. CA should be regarded as a permanent undertaking, with an ideal minimum of a five years initial investment period. There are difficulties in applying some of the principles under certain conditions and CA practices may be applied incrementally as the benefits are recognized and accepted by farmers.

The Conservation Agriculture Regional Working Group (CARWG) was established in 2007 to coordinate the activities of organizations working to promote the introduction of CA in the Southern Africa Development Community (SADC) region. CARWG works with a network of National CA Task Forces (NCATF) which coordinate stakeholders in individual countries. These Terms of Reference describes structures and management systems for these organizations.

The ultimate aim is to support and promote the adoption by farmers of packages of CA techniques that are appropriate to their agro-ecological situation and farming practices.

2. VISION

The vision of CARWG and the NCATFs is that appropriate CA practices are adopted by farmers throughout southern Africa leading to increased productivity, food security, farm profitability and sustainable farming systems.

3. MISSION

The Mission of CARWG is to coordinate stakeholders working at a regional level promote the adoption of CA in order to achieve the Vision. The Group will provide strategic support to the NCATFs to promote CA and develop programmes to tackle issues that are regional in nature.

The Mission of each NCATF is to coordinate stakeholders working within that country to promote the adoption of CA in order to achieve the Vision.

4. ROLES OF CARWG AND NCATFS

The roles of the different groups are broadly the same but working at the relevant level as shown in Table 1. Each group should agree their own specific activities as they work to achieve the Vision and may add to or change this list as necessary.
Table 1 – Roles of CARWG and NCATFs

<table>
<thead>
<tr>
<th>ROLES OF CARWG</th>
<th>ROLES OF NCATFs</th>
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<tbody>
<tr>
<td>Coordinate the work of stakeholders with a regional perspective on CA development</td>
<td>Coordinate the work of stakeholders with a national perspective on CA development.</td>
</tr>
<tr>
<td>Develop and run regional projects related to CA promotion</td>
<td>Identify entry points for CA at community level and run national projects to promote CA</td>
</tr>
<tr>
<td>Support the development and activities of NCATFs</td>
<td>Provide support and input to CARWG for regional initiatives.</td>
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<tr>
<td>Resources mobilization for regional CA activities and in support of NCATFs.</td>
<td>Resource mobilization for national CA Activities.</td>
</tr>
<tr>
<td>Commission consultants to carry out regional studies and evaluations of CA work</td>
<td>Commission consultants to carry out studies and evaluations of CA work</td>
</tr>
<tr>
<td>Facilitate capacity building and training in CA at a regional level</td>
<td>Facilitate capacity building and training in CA at a national level</td>
</tr>
<tr>
<td>Identify and facilitate CA research of regional significance and applicability. Share research findings across the region.</td>
<td>Identify and facilitate national and farm based research on CA and the local adaptation of CA principles. Share research findings at a national level and through CARWG.</td>
</tr>
<tr>
<td>Advocate and support regional policy development to encourage CA adoption and advise on national policy development</td>
<td>Advocate and support national policy development to encourage CA adoption</td>
</tr>
<tr>
<td>Networking and sharing of information on CA at a regional level</td>
<td>Networking and sharing of information on CA at a national level</td>
</tr>
<tr>
<td>Advocate regionally and nationally for the adoption of CA</td>
<td>Advocate nationally and locally for the adoption of CA</td>
</tr>
<tr>
<td>Develop guidelines on CA principles and technical and other standards and strategies to roll out CA</td>
<td>Develop national standards on CA principles in line with regional recommendations and strategies to roll out CA</td>
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<tr>
<td>Make linkages with the supply chain at a regional level</td>
<td>Make linkages with the supply chain at a national level</td>
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5. MEMBERSHIP OF NCATFs

Members of the NCATF should be individuals and representatives of organizations which are active in the promotion of CA or have a major supporting role to play in carrying out the Mission.

The following are some suggestions but this is not exclusive of other groups, nor do they all have to be represented if they are not active in a particular country.

- Relevant Government Departments
- Farmer’s Unions or other farmers representatives (commercial and smallholder)
• Private Sector (input suppliers/equipment suppliers/marketers of produce)
• Donors, UN Agencies, NGOs, CBOs
• Universities and agricultural research and training institutions
• Private individuals including farmers with a strong track record in relation to CA

In order for a new individual or organization to be considered for membership they should apply in writing to the Secretariat. They should present their work at the next NCATF meeting and existing members will vote on whether they should be admitted. The applicant will be advised in writing of their acceptance or rejection within 3 months.

A balanced membership of all active stakeholders is important and if a key individual or organization is not represented an existing member may identify the gap. This proposal can also be discussed and voted on in a NCATF meeting and, if accepted, the new member will be invited in writing to join.

With organizations a specific person will be identified as the contact point. The contact point or his alternate if he is unable to attend will be the one that is able to vote on any matter. Additional representatives of the same organization that may be present at a meeting may not vote.

6. ORGANISATION OF NCATF

The name National CA Task Force is used throughout this document but it should be noted that this can be changed by individual countries to suit their needs. Similar stakeholder groups exist in some places and the intention is to develop and incorporate these where possible rather than to create parallel structures.

Meetings of the NCATF will be organized at a frequency to fulfill the coordination needs of the country and to suit the membership and the workload. As a minimum, however, the group should meet quarterly to monitor progress and agree on priorities for the way forward.

Membership of the NCATF is voluntary and no payment will be made for participation in meetings. Reasonable expenses may be reimbursed in accordance with an agreed system if budget is available. If such expenses are paid by a member’s employing organization this fact should be declared and payment by the NCATF will not be made. Organization may, however, employ staff with funds provided through the NCATF to fulfill their functions as secretariat or to carry out agreed project work.

All members will carry out activities in support of the promotion of CA as is appropriate to their position and organization. These activities will be reported back to the group periodically in an agreed format. Where appropriate, organizational activities will be adapted to fit in with priorities and methods agreed by the NCATF.
The organization of each NCATF is a matter to be agreed internally to most effectively promote the adoption of CA in a particular country. As a minimum there should be a Chair and a Secretariat. The Secretariat of the NCATF must be from a different organisation to the Chair. It is encouraged that either the Chair or the Secretariat be provided by Government but, if that is not the case, every effort must be made to gain the support and approval of Government. Other posts or sub-committees may be established if required. Non-members may be invited to meetings to present their work or to participate in discussions when required but only registered members may vote on any matter.

The holders of posts should be reviewed at an Annual Meeting and any changes will be made by voting among all members present at the meeting or by any other fair and transparent voting system that may be devised. Changes in post-holders will be made the following procedure:

- Define criteria for post holder
- Nominate potential candidates who are willing to stand
- The Group to review nominations to ensure that the person/organisation has the capacity and mandate to fulfill the role
- Hold the vote with the winner being decided by a simple majority but at least 50% of the registered members must vote.

There is no limit to how long a particular individual or organisation may hold a post but the post-holders should be reviewed annually and the membership should agree that they remain the best placed to carry out the Terms of Reference as outlined below. In normal circumstances the Chair and the Secretariat will be reviewed in alternate years so that there is not a change of both posts at the same time. Any member may call for a vote of no confidence in the Chair, Secretariat or any other post holder at any time. If this vote is carried, the election of a replacement should take place at the earliest convenient time.

6.1 Terms of Reference – NCATF Chair

The Chair should be someone of sufficient stature to advocate effectively for CA at a high level both within and outside government. This person will lead the group and carry out specific activities as follows:

- Convene and Chair meetings of the NCATF.
- Set the Agenda for meetings of the NCATF (in consultation with members)
- Take a lead on the development of NCATF work plans and budgets.
- Work with the NCATF to follow up activities to ensure that they are completed satisfactorily.
- Compile and deliver reports on NCATF activity as required
- Work with donors and others to mobilize funds for CA promotion at a national level
- Represent the country and the NCATF at meetings of the CARWG
6.2 Terms of Reference – NCATF Secretariat

The Secretariat role should be performed by an organisation that has the administrative capacity to organize meetings and drive progress on activities identified by the NCATF.

Funds both for the organisation of the NCATF itself and for distribution to member organizations and others to carry out activities may be passed through the Secretariat. The organisation holding this role should therefore have the systems in place to receive and distribute money in a transparent and accountable manner.

Some specific activities to be carried out by the Secretariat are as follows;

- Organize meetings of the group at least quarterly and prepare minutes
- Follow up actions identified in meetings to ensure that they are carried out
- Receive and manage funds for the promotion of CA
- Hire appropriate staff as required to carry out the duties of NCATF Secretariat
- Let and manage contracts with organizations performing work for the NCATF
- Collate reports on activities
- Disseminate information on CA related matters to the NCATF and other fora.
- Maintain a register of members.

7. MEMBERSHIP OF CARWG

Members of the CARWG should be individuals and representatives of organizations which fulfill the criteria of having a clear regional mandate in relation to CA and/or have active programmes and presence in at least 2 countries related to CA. In addition, the group includes the Chair of each NCATF and, where this is not a member of Government, a representative designated by an appropriate ministry.

In order for a new individual or organisation to be considered for membership they should apply in writing to the Secretariat. They should present their work at the next CARWG meeting and existing members will vote on whether they should be admitted. The applicant will be advised in writing of their acceptance or rejection within 3 months.

A balanced membership of all active stakeholders is important and if a key individual or organisation is not represented an existing member may identify the gap. This proposal can also be discussed and voted on in a CARWG meeting and, if accepted, the new member will be invited in writing to join.

With Organizational members a specific person will be identified as the contact point. The contact point or his alternate if he is unable to attend will be the one that is able to vote on any
matter. Additional representatives of the same organisation that may be present at a meeting may not vote.

The geographical area of coverage of the CARWG was originally defined as the SADC Region. As other programmes develop it may be appropriate to change the geographical coverage. This can only be done by majority agreement in a vote by existing members.

Where a country does not have a CATF they may identify another suitable Focal Point to participate in CARWG meetings. If there is sufficient interest the country CARWG will give support to the establishment of a NCATF.

8. ORGANISATION OF CARWG

Meetings of the CARWG will be organized at a frequency to fulfill the regional coordination needs and to suit the membership and the workload. As a minimum, however, the group should meet annually to monitor progress and agree on priorities for the way forward.

Membership of the CARWG is voluntary and no payment will be made for participation in meetings. Reasonable expenses may be reimbursed in accordance with an agreed system if budget is available. If such expenses are paid by a member’s employing organisation this fact should be declared and payment by the CARWG will not be made. Organisation may, however, employ staff with funds provided through the CARWG to fulfill their functions as secretariat or to carry out agreed project work.

All members will carry out activities in support of the promotion of CA as is appropriate to their organisation and country. These activities will be reported back to the group periodically. Where appropriate activities will be undertaken or adapted to fit in with priorities and methods agreed by the CARWG.

The organisation of the CARWG can be adapted to suit the developing needs in CA promotion but as a minimum there should be a Chair and a Secretariat. The secretariat of the CARWG must be from a different organisation to the Chair. Other posts or sub-committees may be established if it is deemed useful to do so. Non-members may be invited to meetings to present their work or to participate in discussions when required but only registered members may vote on any matter.

An Executive Committee will take the lead on overall management of the CARWG and resource mobilization. Sub-committees or Thematic Groups with Theme Leaders may be formed or closed in line with the changing needs of the organisation.
The holders of all posts may be reviewed at a full meeting and any changes will be made by the following procedure;

- Define criteria for post holder
- Nominate potential candidates who are willing to stand
- The group to review nominations to ensure that the person/organisation has the capacity and mandate to fulfill the role
- Hold the vote with the winner being decided by a simple majority but at least 50% of the registered members must vote.

There is no limit to how long a particular individual or organisation may hold a post but the membership should agree that they are the best placed to carry out the Terms of Reference as outlined below. In normal circumstances the Chair and the Secretariat will be reviewed in alternate years so that there is not a change of both posts at the same time. Any member may, however, call for a vote of no confidence in the Chair, Secretariat or any other post holder at any time. If this vote is carried, the election of a replacement should take place at the earliest convenient time.

Outline Terms of Reference for the Executive Committee and the thematic Groups are also given below.

8.1 **Terms of Reference – CARWG Chair**

The Chair should be someone of sufficient stature to advocate effectively for CA at a high level internationally. This person will lead the group and carry out specific activities as follows;

- Convene and Chair meetings of the CARWG.
- Set the Agenda for meetings of the CARWG (in consultation with members)
- Chair and coordinate the activities of the Executive Committee of CARWG
- Take a lead on the development of CARWG annual work plans and budgets.
- Work with the CARWG to identify and implement Regional CA activities including liaison with NCATF Chairs and Theme Leaders to develop annual work plans.
- Follow up work plans to ensure that they are completed satisfactorily.
- Work with donors and others to mobilize funds for CA promotion at regional and national levels
- Represent the CARWG at international meetings.
- Communicate as required with other stakeholders

8.2 **Terms of Reference – CARWG Secretariat**

The Secretariat role should be performed by an organisation that has the administrative capacity to organize meetings and drive progress on activities identified by the CARWG.
Funds both for the organisation of the CARWG itself and for distribution to NCATFs and other organizations to carry out activities may be passed through the Secretariat. The organisation holding this role should therefore have the systems in place to receive and distribute money in a transparent and accountable manner.

Some specific activities to be carried out by the Secretariat are as follows;

- Organize meetings of the CARWG at least annually and prepare minutes
- Follow up actions identified in meetings to ensure that they are carried out
- Participate in activities of the CARWG Executive Committee
- Receive and manage funds for the promotion of CA
- Distribute funds as required to NCATFs
- Let and manage contracts with organization performing work for the CARWG
- Collate reports on activities as required by donors or others
- Disseminate information on CA related matters to CARWG members and others
- Maintain a register of members
- Communicate as required with other stakeholders

8.3 Terms of Reference – CARWG Executive Committee

The role of the Executive Committee is to deal with matters relating to the overall management of the CARWG. This is needed as due to logistical constraints the full meetings are only held once a year and some activities require more frequent attention. The Membership of the Executive Committee is open to all CARWG members and shall comprise representatives of 5 organizations or countries. These people will be elected by majority voting of the entire membership.

The Executive Committee shall elect from within their members the Chair of CARWG and the organisation that will be the Secretariat.

The main roles of the Executive Committee are as follows;

- Maintain continuity and carry forward actions between annual meetings
- Mobilization of and manage resources for the operation of CARWG and CA promotion
- Represent CARWG as necessary at international fora
- Communicate as required with other stakeholders

8.4 Terms of Reference – CARWG Theme Leader

The CARWG will identify and periodically review the thematic areas where a lot of the activities in CA promotion can be clustered. Each Thematic Group will identify a Theme Leader. The
Theme Leader is to coordinate the activities of the various CARWG members who carry out work in that thematic area. Specific roles are as follows;

- Take a lead in the development of work plans of work related to their theme
- Ensure that work in the Thematic Area is moving forward and monitor progress
- Collate reports on activities in the thematic area as required for CARWG, donors or others
- Represent CARWG at international fora relating to work in their thematic area.
- Communicate as required with other stakeholders

8.5 Terms of Reference – Thematic Group

The Thematic Groups bring together all CARWG members who have a role to play or a particular interest in a particular area of CA activities.

Each CARWG member should select the Thematic Group in which they have the strongest interest. At meetings it is likely that there will be break-out sessions for the groups so it would be difficult for members and especially for Theme Leaders to participate in more than one group.

The main roles of the Thematic Groups are as follows;

- Identify the main needs in terms of activities and budget in relation to their theme for the promotion of CA
- Develop a realistic thematic work plan for CARWG activities in this area. This should include ongoing work by member organizations as well as any additional activities that are identified.
- Implement the thematic work plan. Other organizations, perhaps not represented in the Thematic Group, should be involved as appropriate.
- Provide written or verbal reports as required on work against the thematic work plan at CARWG meetings and elsewhere.
- Communicate as required with other stakeholders