

**FOR INFORMATION**

**Programme Report - Systems**

**Purpose**

To provide Members with an update on the systems being developed to aid implementation of the Trust Programme.

**Background**

With the initiation of the Global System Project and the recent tripling in staffing, the Trust has organized itself into functional groups (see [Annex A](#) in Item 11). These represent the key components of overall Trust operations and also include the administrative, fundraising and communications areas (Refer [Annex A](#)).

The Trust's Programme is comprised of a suite of grants or "investments" provided by funds from the Trust's endowment and a variety of donors. All grants – whether for the rescue of a collection or capacity building or long-term maintenance – advance the Trust's mission of promoting an efficient, effective and sustainable global system for conserving the world's unique crop diversity.

At EB1, the Trust's Programme, in particular the Global System project was described in some detail. The four papers comprising Item 7 provide an update on what has been achieved since then. The papers contain information as follows:

- Paper 7A – overview of the systems and management processes, including the monitoring and evaluation of projects, being developed to facilitate Trust Programme activities;
- Paper 7B – update on progress within the largest component of the Trust programme; the Global System Project;
- Paper 7C – presentation of 17 proposals for long-term, recurring funding, and finally;
- Paper 7D – an introduction and summary of the two smallest components of the Trust Programme; Conservation Strategies and Capacity Building/Emergency Support.

**Report**

Systems and processes

Work has progressed in establishing systems for the Trust to manage the greater influx of project work and contracts. The Trust has identified three major areas where software systems are required to facilitate sound management. They are project/contract management, client relationship management and financial management. While it would be nice to have all three in the one system, this is not currently feasible, and in the end may be constraining. Thus, the Trust is investing in a system that covers the project and financial management needs and another system that covers the client management needs (essentially an intelligent contacts database) and will develop a procedure to upload information from one to the other automatically and at regular intervals.

The project management system is a priority as none currently exists. The Trust has identified the software and, due to the complexity of our needs, is currently working with the developers on a prototype phase. Initial configuration and customization work is being undertaken by the developers in order for us to have the system in house and useable in September. This will provide an opportunity for selected staff from each functional area to become familiar with the software, identify further customization requirements and test its ability to run in a mixed operating system environment. In the interim, implementation of the Global System project is being tracked through spreadsheets and associated files housed on the Trust Extranet.

The financial management software requirements will also be tested during this phase. Work on identifying the client relationship specifications is completed and this is now a priority for development and implementation.

The Trust has established a suite of processes for project development, project implementation and project monitoring and evaluation. These have been developed in line with UN Foundation and Bill & Melinda Gates Foundation reporting requirements, as well as other reporting to which the Trust is committed. These are incorporated into a project lifecycle or Project Pipeline comprising three stages:

- 1) consultation,
- 2) project activity and monitoring, and
- 3) evaluation.

Each stage has associated processes and documents that are required in order to achieve progress towards successful project completion and outcomes. While these have been developed with the Global System Project primarily in mind, they should be robust and relevant enough for use by all Trust projects or grant agreements. The aim is to achieve a balance between consistency in Agreements and the necessary flexibility to accommodate a variety of projects and partner situations.

Annex B provides an overview of the Project Pipeline and where the primary responsibility for an activity resides. It illustrates a number of key steps in developing a project proposal and partnership agreement with the Grantee in the negotiation stage followed by 4 years of project activity. It also illustrates the two evaluations (mid-term and final) recommended in the original project proposal as well as a possible post-project evaluation where required.

The Project Pipeline has also been used as a framework in designing the project management system. The eleven steps provide the "gates" through which a project progresses and clearly illustrate its implementation status.

### Monitoring

The Trust and partners will use a variety of standard methods to monitor and evaluate the individual sub-projects of the Global System Project. Monitoring will be continuous throughout each project to assess progress, to ensure that it remains on course, and to ensure accountability (both financial and technical). The main vehicles for this will be the annual Technical and Financial Progress reports. In addition, the following interactions with partners and grant recipients will also provide useful input to the monitoring process:

- Trust representatives will have access to the work site to inspect the books and documents kept in connection with the project.
- On-site verification of milestones may be made by project staff of the Trust during visits. These visits are aimed at also providing assistance in overcoming technical and other problems.
- Trust representatives will have access to the relevant portions of grantees' program and budget review and annual audited financial statements.

- User surveys may be made in relation to a number of project outputs. The Trust regularly attends professional meetings where discussions and informal feedback will provide valuable input in the monitoring process.

### Evaluation

Evaluation will take place at the end of the individual projects to assess what happened and why. It will evaluate the relevance, performance, efficiency and impact of the project, in relation to stated objectives. It will also evaluate aspects such as the project's contribution to the higher-level Global System Project outcomes. It may highlight broader lessons learnt that might be applied elsewhere. Depending on the nature of the project, an evaluation may also be applied a number of years post project completion in order to assess longer-term impacts such as adoption of the recommendations/products of the project. The Trust will be conducting an external evaluation of the whole Global System Project mid term (April 2009) and at the end (April 2011).

With the arrival of new staff, work is now underway to develop an Evaluation Plan for the overall Global System Project. This work is still in the early stages and will utilize, where possible, the expertise in Bioversity, and in particular, the current work in the CGIAR System-wide Genetic Resources Programme in developing a small set of generic key performance indicators to monitor and evaluate activities in genebanks.

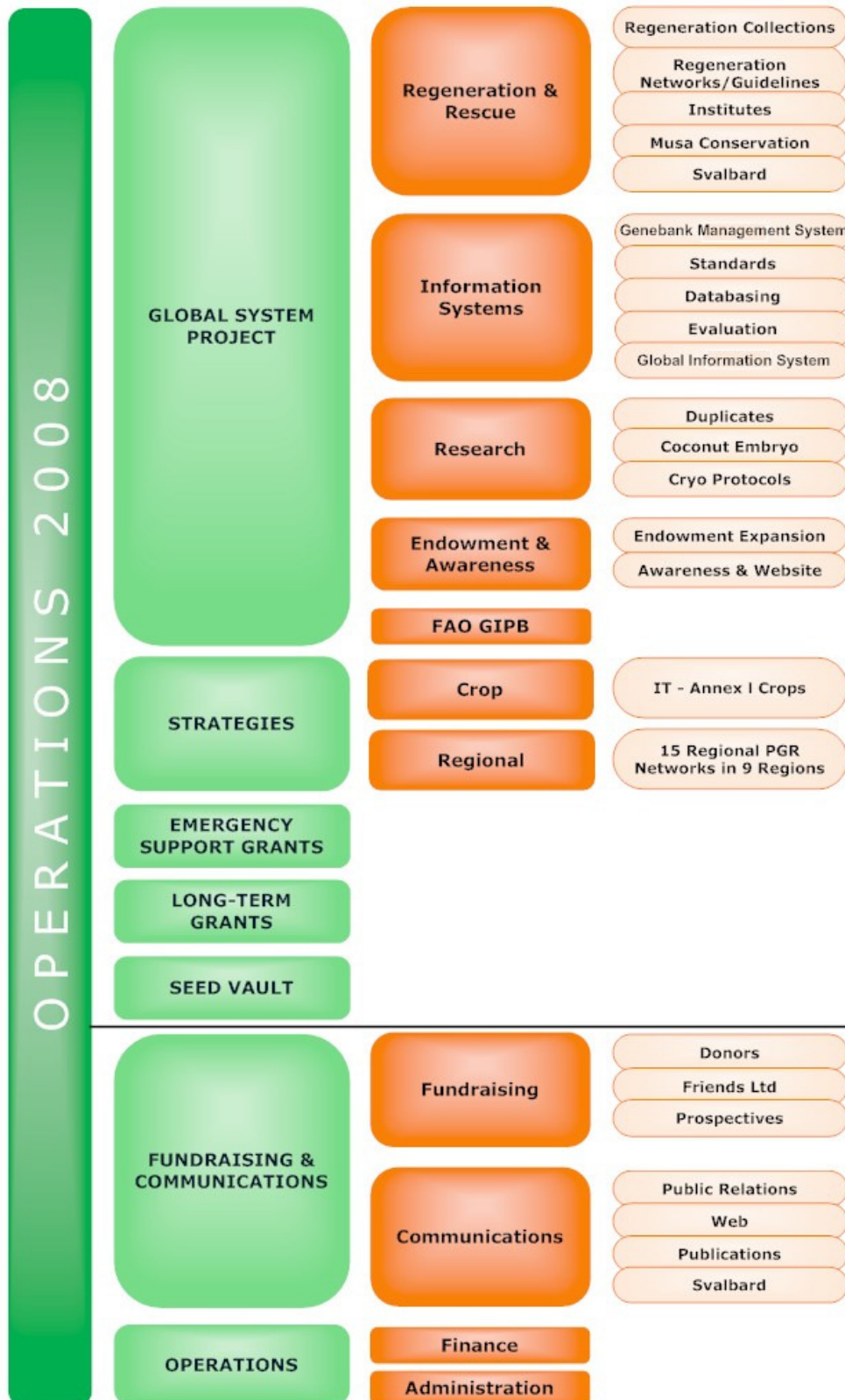
### **Action**

That Members note the progress made with this component of the Trust Programme.

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<u>Annex A</u>	Trust Operations Schema (1 page)
<u>Annex B</u>	Project Pipeline Schema (1 page)

Trust Operations Schema



Project Pipeline Schema

