



Rapport de mission

**en Allemagne pour mettre en
place le projet CFC/ICAC/33
(CSITC)**

Du 07 au 11 janvier 2008

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UPR 102, CIRAD
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1 - Objectif

- Préparation et lancement de toutes les activités listées en année 1 du projet CFC/ICAC/33
- Discussions sur les actions en cours sur le CSITC (*Commercial Standardized Instrument Testing of Cotton*) et les groupes de travail de l'ITMF (*International Textile Manufacturers Federation*).

2 - Personnes rencontrées

Axel Drieling, PEA, FIBRE

Daniel Djedouboum, Gestionnaire, FIBRE

Valérie Bordas, Comptable, FIBRE

3 - Calendrier

07/01/2008 : Montpellier – Paris CDG – Brême

11/01/2008 : Brême Paris CDG Montpellier

25 JAN. 2008

4 - Projet CFC/ICAC/33

Ce projet est co-financé par

- le CFC (*Common Fund for Commodities*) à hauteur de 2 millions d'USD ;
- l'Union Européenne à hauteur de 3 millions d'USD, cet argent transitant par le CFC
- les partenaires qui apportent environ 3 millions d'USD de contrepartie financière.

Pour rendre ce projet possible, plusieurs contrats sont nécessaires :

- un contrat bipartite entre EU et CFC
- un contrat bipartite entre CFC et l'agence d'exécution (Faserinstitut de Brême, FIBRE)
- un contrat entre FIBRE et chacun des partenaires à savoir un contrat tripartite FIBRE CERFITEX – SOFITEX en Afrique de l'Ouest, un contrat tripartite FIBRE TBS TCB en Afrique de l'Est, un contrat bipartite FIBRE CIRAD, deux contrats bipartites CERFITEX SOFITEX et TBS TCB.

Depuis le 01/12/2007, tous les contrats ont été signés (excepté entre CERFITEX et SOFITEX d'une part, et entre TBS et TCB d'autre part, ces documents étant en cours de préparation).

La liste des sujets abordés pendant cette semaine est donnée en Annexe 1.

Nous avons abordé la planification des activités pour tous les partenaires (extrait du ProjectPlanov6.xls en Annexe 2), exercice particulièrement difficile en année 1 du fait de la grande mobilité de tous les partenaires du projet pour l'initiation des formations planifiées à Brême (FIBRE), à Memphis (USDA), à Gdansk (Gdynia), à Lubbock (Texas Tech + USDA) et à Montpellier (CIRAD).

Par ailleurs, nous devons réaliser la tournée de tous les laboratoires dans les régions pour les impliquer dans la démarche CSITC. Le CIRAD a en plus des missions de mise en place des étude de variabilité intra-balle des caractéristiques technologiques des fibres afin de valider un

mode opératoire d'analyse permettant de garantir les analyses au niveau commercial (pas ou peu de réclamations attendues sur les évaluations des caractéristiques).

Le calendrier des activités des partenaires (exemple pour RTC East donné en Annexe 3) et le contenu des formations a été discuté mais doit être finalisé. Pour ce qui concerne l'implication du CIRAD, la formation des 4 futurs experts africains du projet et des centres techniques régionaux (CTR) créés par le projet aurait lieu en juin/juillet 2008.

Le format des rapports trimestriels et/ou semestriel a été décidé sur la base des documents requis pour le CFC. Les rapports seront accompagnés du *Statement of Expenditures* (SoE) qui seraient établis en Euro (Contrat dit que ce doit être en USD, Axel Drieling doit valider cette décision auprès du CFC). Hervé Gace doit appeler Valérie Bordas le 15/1/2008.

Le format des feuilles d'enregistrement des temps a été également mis en place pour tous les partenaires bien que ce ne soit pas un élément obligatoire. Nous avons décidé de défendre l'idée qu'un jour de travail au titre du budget correspond à 8 heures de travail. Ainsi, les missions sur place pourront être plus courtes que ce qui est prévu au budget quand les journées de travail sont allongées comme cela est souvent le cas en mission. Cette idée doit être validée par le CFC sur demande d'Axel Drieling.

Tous les documents seront mis en ligne sur une page internet : www.csitc.org déjà créée dans une page relative aux partenaires. Dans d'autres pages, nous pourrions retrouver tous les résultats des tests inter-laboratoires créés dans le cadre de ce projet (activité initiée dès janvier 2007) et les résultats du projet qui seront rendus publics.

Les CTR ont été contactés (sans réponse à ce jour) pour obtenir une liste d'universités afin de recruter un étudiant par région afin de réaliser les activités de la composante D (étude de variabilité intra-balle des caractéristiques mesurées, création d'instruments et de méthodologies).

Le Cirad doit maintenant rédiger son plan annuel d'action détaillé (AWP/B) et le soumettre à FIBRE.

5 - Autres sujets

5.1 - CSITC

Le groupe de travail s'est réuni en octobre à Izmir. Nous avons amendé le compte-rendu de cette réunion avant sa distribution à tous les membres et observateurs de ce groupe de travail de l'ICAC.

5.2 - ITMF

En mars 2006, le fonctionnement des groupes de travail de l'*International Textile Manufacturers Federation* (ITMF) a été amendé suite au désistement des équipes américaines (ITC, *Cotton Incorporated*), tant au niveau des coordinateurs qu'en tant que participant à ces groupes de travail. En conséquence, des « élections » ont permis de confirmer l'existence de certains groupes de travail (HVI, *Stickiness*, *Dust and trash*, *maturity*), d'en créer de nouveau (*colour*) ou d'en supprimer (*length*). Des « élections » ont permis de nommer des coordinateurs de ces groupes de travail.

Suite à mon « élection » comme coordinateur du groupe collage, nous avons discuté du contenu des présentations attendues dans les différents groupes afin de préparer la mission à Brême fin mars 2008.

Il nous a été proposé de répondre à un appel d'offre INCO pour financer le travail des groupes de travail de l'ITMF (avant février 2008). Etant donné le peu de temps restant pour monter ce

type de projet, ma position a été d'attendre les réunions de fin mars 2008 pour enregistrer les possibilités / volontés de travailler au sein du groupe collage sur des sujets particuliers, et pour estimer la viabilité à terme des groupes de travail de l'ITMF avant de soumettre une proposition.

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Annexe 1

Contenu des sujets abordés

Visit Jean-Paul Gourlot in Bremen

January 8 to 11, 2008

- CFC/ICAC project administration
 - Status of the project done
 - Sietse's requests
 - a) give an outline to the partners what to do: AWP/B see below
 - b) train partners for the project done
 - will be included in the Bremen training beginning of February
 - c) Awareness Workshop for introduction at the RTCs done
 - will be included in the first visit at the RTCs in April
 - RTC will plan the workshop
 - RTC will invite
 - JPG / AD will attend, give one presentation
 - RTC will prepare own presentations
 - **Additionally awareness will be given on the regional laboratory trip C.1.2.5 / C.1.3.5 (→ to the labs and to the ministries)**
 - → it will not be useful to do an additional trip / workshop besides these activities
 - contact Sietse:
 - handling of USD – EUR; USD or EUR in the AWP/B – and how / based on which file (OV3-USD or OV4- EUR) done
 - give information about all documentation files done
 - send AWP/B for comments – ok? done
 - answer questions from e-mail AD !!!
 - Documents for the project
 - Excel Project Plan – will be the main document for planning and controlling activities
 - include additional info Dje
 - We will use the Microsoft Project Plan only internally in FIBRE, not shared with the partners done
 - Budget – only for the planning / reference, not for current management done
 - Activity documentation – will be the main document for documenting the work in the activities and to prepare the report. Each partner will have to add the outputs and the status of each activity regularly. The PEA will combine the information at least semestrial. done
 - AWP/B done
 - do same for West later
 - do same for CIRAD and FIBRE later
 - SoE done
 - Time recording done
 - modify later
 - additional: no done
 - Training
 - fix Gdynia
 - contact done
 - contract done
 - fix Bremen
 - fix additional trainings and dates

- dates
 - contact Jimmy, Dean... done
- Training contents
 - general no
 - Gdynia done
 - FIBRE done
- Schedule / duty travels in 2008 done
- Uster training for whom and when later
- CFC/ICAC work for the project
 - activities A
 - A.3.1.1. Trade rules - done
 - activities B
 - Database development done
 - JPG: contact company in France according to quotation to database !!! (BIPEA) done
 - contact John Mulligan done
 - database: company / quotation
 - www.csitc.org
 - pages for public, pages for partners with login
 - upload, download – how
- CSITC meeting in Bremen
 - edit report done
 - new agenda done
 - include comparison Bremen RT / USDA HVI Checktest / CSITC RT for one specific lab (CIRAD) – only after discussion between JPG, AD, James Knowlton and Terry Townsend
- ITMF done
- EU proposal done
- Bremen Conference
 - sustainability of cotton production done
- Projects / co-operation no
- Send info to partners to do
- phone for trainings in February to do

Annexe 2

Extrait du planning des activités du projet CFC/ICAC/33

Number		content	Activities		Responsibility	Duty Travel		07/08	2007/08									2007/08										
								total	Q1	Q2	Q3	Q4	12	1	2	3	4	5	6	7	8	9	10	11	12			
A.3.2		filled	Provide information at the national political and regulation level		FIBRE/CIRAD/CSITC	X		x					S												x	x	x	
A.5.1.		filled	FIBRE and CIRAD Task Force activities		FIBRE/CIRAD	X		x			S		X				31-	-5								16-22		
C.1.1.3.1.	a	filled	Joint preparation for the routine tasks		FIBRE/CIRAD/TBS/CERFITEX	X		x					SE													10-11		
C.1.2.5.a		filled	Expertise for the cotton testing laboratories (Tour of labs in the region)		CIRAD	X		x			S		X					2-10								23-	-2	
C.1.2.6		filled	Periodical support / audit of the Regional Technical Centre (Support)		CIRAD/CERFITEX	X		x			S		X				27-	-2								12-16		
D.2.2		filled	Study of African cotton variability in the producing zones in order to choose the best operating methods		CIRAD/TBS/CERFITEX	X		x	S	X	X	X			x		x	x	x	x	x	x		Travel 7-20 East	Travel 5-18 West	x	x	
D.2.2.b		filled	Expertise and report		CIRAD	x		x			S	x											Travel 7-20 East	Travel 5-18 West				
F.		filled		Project Management and Financial Administration		FIBRE/CIRAD/TBS/CERFITEX	X		x	S	X	X	X	x		Travel 7-12	x	x	x	x	x	Travel 9-15	x	x	x		x	x

Annexe 3

Détail de planification par partenaire Exemple pour RTC East

Introduction

The project is divided up into 4 years of performance:

- Year 1 : 1 December 2007 to 31 December 2008 (13 months)
- Year 2 : 1 January to December 2009 (12 months)
- Year 3 : 1 January to December 2010 (12 months)
- Year 4 : 1 January to December 2011 (11 months)

This document contains the work plan and budget for the first 13 months of implementation of the project. The most important parts are to prepare the activities for the two Regional Technical Centres, the training of experts and the material support.

FIBRE will delegate the implementation and the responsibility of certain activities to its partners but will conserve the right as PEA to request any verification documents for the work done.

The comments and recommendations of CFCs, ICAC and CSITC Task Force will be taken into account by all third parties for the implementation of the project activities in order to achieve the goal set by the management board.

The relating basic documents of the project are:

- Excel project plan
- Budget plan
- Activity documentation

ANNUAL WORKPLAN – December 2007 to December 2008

The current work plan covers the period from 1 December 2007 to 31 December 2008. It is structurally separated for each collaborating institution in the implementation of activities in accordance with the basic document for the project.

RTC East

The RTC activities are mainly defined in the **components C, D, E and F**. These tasks are worked on either by the RTC itself or jointly with the partners.

Extract of important tasks for the first project year for Tanzania Bureau of Standards / Tanzania Cotton Board

(The full list of activities/tasks is given in the project document and the documentation of activities – see additionally below)

Number	Activity	Detailed Tasks / Requirements	Expected date of execution	Status / Done?
–	Preparation of the project			
–	Preparation of the project	Clear the administration and financial procedures → Read information (e.g. CFC Financial Procedures Manual) in January → Finally clear all open questions during the FIBRE training	January / February	
–	Preparation of the project	Clear the project implementation documents - Excel Project Plan - Documentation of Activities - Budget table complete - Annual Work Plan → Read in January → Understand the given Excel tools for extracting data → Finally clear all open questions during the FIBRE training	January / February	
–	Preparation of the project	Finalise the contract between TBS and TCB → Send a pre-version to FIBRE → Send a copy of the final contract to FIBRE	January February	
	Preparation of the project	Find the easiest way to communicate to all partners. Give the according information to all partners [way(s) of communication, address(es)]	January	
F	Project Management and Financial Administration			
F.	Project Management and Financial Administration	Care for the personnel that is involved in the project (Experts, management, technicians, accountant, secretary, daily worker) → Provide a list of the personnel to FIBRE	January	
F	Project Management and Financial Administration	Do all necessary tasks for a smooth execution of the project.	Whole year	
F	Project Management and Financial Administration	Store all information that is needed for the reporting. Combine all information and give it to the PEA at least every quarter.	March/April June/July Sept./Oct. Dec/Jan	
general	Duty Travels	Check and approve all duty travels For each duty travel prepare timely - prepare visa, tickets etc - hotel reservation - attendance	January	

general		Duty Travels	Execute all duty travels	during the year	
C		Support to African Cotton Producing Countries			
C1.1.1.		Detection/Listing of the interested cotton testing laboratories	<p>Listing of the cotton testing laboratories in the region.</p> <p>List of all cotton producing or cotton processing countries in the region (care at least for all countries named in the project document).</p> <p>Find out all laboratories in each country (with HVI or intending to do HVI testing)</p> <p>Inform the labs about the project and the opportunities for the labs based on the project</p> <p>Prepare a suitable database with the names and addresses / fill in the entire information.</p> <p>Ask laboratories if they want to cooperate according to the possibilities of the project</p>	January to February	
C1.1.1.		Detection/Listing of the interested cotton testing laboratories	<p>Listing of regional organisations / stakeholders to be informed</p> <p>List of all cotton producing or cotton processing countries in the region (care at least for all countries named in the project document).</p> <p>Find out all important or interested stakeholders in each country</p> <p>Prepare a suitable database with the names and addresses / fill in the entire information.</p>	January to February	
C1.1.1.		Detection/Listing of the interested cotton testing laboratories	Encourage labs to participate in the CSTIC RT. Give additionally information about possible participation in the Bremen Round Trial and the USDA HVI Checktests.	Starting from February with the list	
C.1.1.2		Preparation of the structural and legal organisation	<p>Preparation of the structural and legal organization (considering the contract between TBS and TCB, considering the PIA, considering the legal organization of TBS)</p> <p>→ Provide list of legal constraints</p> <p>→ Provide a possible organization chart of the cooperation between TBS and the RTC</p> <p>→ regard the situation during the project as well as the situation after the end of the project</p>	February to April	
C.1.1.2		Preparation of the structural and legal organisation	Preparation of all documents for a smooth implementation	April to October	
C.1.1.3.1	a	Joint preparation for the routine tasks	Experts from RTC East visit RTC West		
C.1.1.3.1.	a	Joint preparation for the routine tasks	<p>Prepare the visit from RTC West.</p> <p>Prepare your visit at RTC West.</p> <p>During the visits: Combine the information given by all partners for the preparation of the routine tasks during</p>	during the visits	

			the mutual visits.		
C.1.1.3.1. / F	b	Laboratory and RTC management	Preparation of the management of laboratory and RTC → Provide a list of the tasks to be covered by the lab/RTC management, including the necessary work amount → Regard the compilation of all necessary information for the semestrial reports Fix the specific topics of this activities during the international travels of Axel Drieling / Jean-Paul Gourlot	February / March	
C.1.1.3.1. / F	b +c +d	Laboratory and RTC management	Preparation of routine tasks: collect and compile information from trainings for RTC and lab management, for reg. RT, for re-tests	February to September	
C.1.1.3.1. / F	b +c +d	Laboratory and RTC management	Implementation of routine tasks: for RTC and lab management, for reg. RT, for re-tests	September to December	
C.1.1.3.1.	c	Regional round trial	Prepare. For this regard - bale selection and purchase - bale sampling - within bale variability tests - general schedule - sample dispatch - collection of data - evaluation of data - dispatch of results - follow up to the labs	up to October	
C.1.1.3.1.	d	Retest on laboratory samples	Prepare. For this regard - general schedule - sample choice (prodecure how to choose by RTC) - sample collection / transport - sample testing	up to October	
C.1.1.3.2.	d	Training for regional experts and staff (FIBRE)	Participation to training at FIBRE - prepare visa, tickets etc - hotel reservation - attendance	prepare in January; travel in February	
C.1.1.3.2.	b1	Training for regional experts and staff (Gdynia)	Participation to training at Gdynia - prepare visa, tickets etc - hotel reservation - attendance	prepare in January; travel in February	
C.1.1.3.2.	f	Training for regional experts and staff (classing USDA)	Participation to training at USDA - prepare visa, tickets etc - hotel reservation - attendance	look at duty travel plan	

C.1.1.3.2.	b2	Training for regional experts and staff (Lubbock)	Participation to training at Lubbock - prepare visa, tickets etc - hotel reservation - attendance	look at duty travel plan	
C.1.1.3.2.	e	Training for regional experts and staff (CIRAD)	Participation to training at CIRAD - prepare visa, tickets etc - hotel reservation - attendance	look at duty travel plan	
C.1.1.3.2.	c2	Training for regional experts and staff (USTER)	Participation to training at Uster - prepare visa, tickets etc - hotel reservation - attendance	look at duty travel plan	
C.1.1.3.2.	c1	Training for regional experts and staff (Premier)	Participation to training at Premier - prepare visa, tickets etc - hotel reservation - attendance	look at duty travel plan	
C.1.1.3.2.	g	Training for regional experts and staff (from Expert to Operator)	Prepare operator specific information Care for sufficient time for training and preliminary testing Include an adequate validation for the tests of the operator	during trainings; as soon as HVI is delivered	
C.1.3.0		daily worker (from C213)	- Prepare a list of duties to be done by a daily worker - Engage as soon as necessary		
C.1.3.1 / F		Project Management and Financial Administration	Organisation of lab surrounding to install the HVI Instrument	January	
C.1.3.1 / F		Project Management and Financial Administration	Organisation of purchase of HVI Instrument, additional material and car - FIBRE will clear, if a tender is necessary - care for quotations - care for purchasing procedures from CFC/EU - consider delivery time - consider tasks/time for installation - do not purchase before the final ok from FIBRE and CFC	February	
C.1.3.2.		Training for the laboratories	Prepare the support documents for the regional training - collect information during the trainings - combine the information - agree information/documents with other RTC / FIBRE/CIRAD	February to November	

C.1.3.3.		Training for the cotton stakeholders	see c.1.3.2	February to December	
C.1.3.3.	b	Awareness at national stakeholder meetings	<p>Collect information about national or regional stakeholder meetings in all countries in the region</p> <p>Prepare information to be presented and/or distributed</p> <p>Visit the meetings and report about the project / status of the project</p> <p>Prepare minutes of the meetings for being included in the project documentation</p>		
C.1.3.4.		Questionnaire for the evaluation of the laboratory operational ability	<p>Development of questionnaire for the evaluation of the laboratory</p> <ul style="list-style-type: none"> - include knowledge from trainings - collect information / combine - compare/discuss with other RTC - prepare a final questionnaire for the laboratory visits 	February to March	
C.1.3.5./ C.1.3.6/ E.3.2.1		Visit Axel Drieling in RTC	<p>Prepare the visit of Axel Drieling for April</p> <ul style="list-style-type: none"> - Provide general schedule in exchange with Axel Drieling - prepare all tasks that are to be covered during the visit 	January to April	
C.1.3.5./ C.1.3.6/ E.3.2.1		Visit Axel Drieling in RTC	<p>Realization of the visit of Axel Drieling in April</p> <p>plan all involved people to be present</p>	April	
C.1.3.5.		Expertise for the cotton testing laboratories	<ul style="list-style-type: none"> - Prepare objectives for the visits of the labs (general and lab specific) - Provide list of labs to be visited - Provide schedule for the visits - prepare the local transportation and accomodiation 	January to April	
C.1.3.5./ C.1.3.6/ E.3.2.1		Visit Axel Drieling in RTC	<p>Prepare the visit of Axel Drieling for September</p> <ul style="list-style-type: none"> - Provide general schedule in exchange with Axel Drieling - prepare all tasks that are to be covered during the visit 	June to August	
C.1.3.5./ C.1.3.6/ E.3.2.1		Visit Axel Drieling in RTC	<p>Realization of the visit of Axel Drieling in September</p> <p>plan all involved people to be present</p>	September	
C.1.3.5.		Expertise for the cotton testing laboratories	<ul style="list-style-type: none"> - Prepare objectives for the visits of the labs (general and lab specific) - Provide list of labs to be visited - Provide schedule for the visits - prepare the local transportation and accomodiation 	June to August	
C.1.3.6.		Periodical support/audit of the Regional Technical Centre	<ul style="list-style-type: none"> - Prepare questions to be cleared during the visit - prepare tasks to be done during the visit 	January to April	
C.1.3.6.		Periodical support/audit of	Prepare all information that is needed to be audited.	June to	

		the Regional Technical Centre		September	
C.1.3.7.		Collection and dissemination of technical information	<ul style="list-style-type: none"> - Preparation of a system to collect and distribute the technical information - Input of information from the trainings - Dissemination of information 	March from Feb on starting in September	
C.1.3.8.		Cooperate with other RTCs	Work is mentioned in C.1.1.3.1		
C.1.3.9.		Facilitate the cooperation between the cotton testing laboratories	<ul style="list-style-type: none"> - Collect specific information about the labs - Record the needs of the labs - Prepare a plan to feed the needs 	Starting in April (first visit of the labs)	
D		Technical Developments to Improve Instrument Testing Reliability			
D.2		Evaluation of Cotton Variability	<ul style="list-style-type: none"> - RTCs should provide a list of universities where students can be hired to conduct these studies - CIRAD should prepare a document describing a profile of person being able to apply for a position during the project to run this activity - RTCs should contact possible persons that could have the profile to run this activity - Make a first-pre-selection of persons being able to properly apply for running this activity (RTCs and CIRAD) - RTCs prepare the contract for hiring this person to run this activity - Realize the final selection of the person - Preparation of a schedule to run this activity - RTCs and person make the necessary actions to register the person in an university - RTCs, University and person sign the hiring contract and schedule - Person is informed about the project - Person + RTCs (+ university ?) meets CIRAD for defining protocole defined in D.2.1. 	as soon as possible	
D.2.2.		Study of African cotton variability in the producing zones in order to choose the best operating methods	<ul style="list-style-type: none"> - get from RTCs the following information <ul style="list-style-type: none"> o number of bales produced per gin and country (eventually per variety) on recent years in the whole region o a - hire a person to perform this activity - inform this person about the project - include a period of testing of the samples of this experiment in the planning of the laboratory - insure that the laboratory meet all preliminary requirements 	Starting as soon as possible; information completed by September	

D.2.2.		Study of African cotton variability in the producing zones in order to choose the best operating methods	Prepare everything for the visit of Jean-Paul Gourlot. Visit is scheduled for September 7 to 20	September	
E		Technical Evaluation and Dissemination			
E.3.2.1		Regional starting information seminar	Organisation of Regional Starting Information Seminar - list of people to invite - prepare a program/schedule - - care for room - care for facilities - care for catering - care for presentations / speakers - invite people	February to March	
E.3.2.1		Regional starting information seminar	Realization of the Regional Starting Information seminar	April	

Overall description of activities for the first project year

The tasks by component are divided up into the following:

(For the full information/documentation see: Budget plan, Excel Project Plan, activity documentation)

Component C Support to African Cotton Producing Countries

Activity C.1.1.1 Detection/ Listing of the interested cotton testing laboratories

The detailed analysis of all institutions involved in cotton quality is the first step of the preparation. This activity will be performed by the RTCs to achieve maximum support in all countries of the region during the project.

The Basic of this activity must be finish at latest in April 2008

- Inform all cotton testing laboratories
- Check up the capacity structural and the prerequisites of these laboratories
- Make a list of the interested laboratories by the project
- Sending the information to the PEA

Activity: C.1.1.2. Preparation of the structural and legal organisation

This activity will be performed by FIBRE and CIRAD in co-operation with the RTCs to fit the requirements of CSITC testing and to achieve sustainable performance of the system after the end of the project.

This activity must be finish in September 2008.

- Definition of the organisational structure
- Check its structural and technical capability
- Listing the important information for the partners
- Contribution to development of improvement measures
- Finalisation
- Installation of the structure

Activity C.1.1.3.1 Joint preparation for the routine tasks

This activity will be performed by FIBRE and CIRAD in co-operation with RTC. It includes all preparation of the work of the RTC, laboratory and RTC management preparation, the preparation for the regional round trials and the preparation for the retests on laboratory samples.

The basic of this activity must be closed in project year 1 and will be continue with other tasks in project year 2.

- Identification of the existing tools for work, compilation
- Preparation of the typical RTC tasks
- Documentation

Activity: C.1.1.3.2 Training for regional experts and staff.

This activity includes the training to cotton production and ginning, cotton sampling, traditional cotton classing, spinning and textile processes, use of SITC instruments, technical instructions for SITC instruments, use of SITC results, laboratory management, technical laboratory requirements, quality management for laboratories, visual classing of leaf grade and foreign matter, informatics for preparing documents, databases, spreadsheet analysis. Training will be executed at the USDA-AMS Memphis, FIBRE, CIRAD, Gdynia, Lubbock, Premier and Uster.

All trainings will be done in the first year for 2 experts from West Africa and 2 experts from East Africa.

The experts will prepare their support documents for the training of operators and laboratories gradually after training at the institutions mentioned.

Activity C.1.3.0 Daily worker

The daily worker will be used for the regular work in the laboratory, e.g. sample transportation, sample opening, driving of samples.

Activity C.1.3.1 Installations for the Regional Technical Centre (SITC)

To prepare the RTC for the future work, equipment has to be installed.

- Organise the place for the installation of the equipment
- Organise the purchase of materials
- Installation ready to use
- Maintenance of the equipment's
- Fill/ have a working condition

Activity C.1.3.2

Training for the laboratories

This activity will start in the first year of the project with the preparation of support document and will continue with the regular revision, the duplication of supports and the trainings sessions in the followings years.

Training will be done twice a year from year 2. The sessions schedule will be advised each year.

This activity includes the preparation of support, the regular revision of the support, the duplication of supports and the trainings sessions

Training will be done 2 times a year from year 2 on. The dates for the training sessions will have to be fixed later.

- Identification the requirements of training
- Preparation of documents
- Discussion with other RTC and FIBRE/CIRAD
- Accomplishment and documentation
- Punctual assistance

Activity C.1.3.3.

Training for the cotton stakeholders

This activity includes the trainings sessions with the according costs. The costs for the work for the training will at the beginning be covered by CFC, but beginning in year 3 be covered by the laboratories that are trained. Travel costs and salary compensation for the trainees are not considered. The preparation of the training material must be done in first project year, because it is covered by activity C.1.3.2. Training will be done 2 times a year from year 2 on.

Activity C.1.3.4.

Questionnaire for the evaluation of the laboratory operational ability

It is important to evaluate the operational ability of the laboratories. The preparation and analysis is included in this activity.

This activity must be finish in March 2008.

- Preparation of evaluation guideline
- Listing of questionnaire
- Discussion with FIBRE
- Evaluation and adaptation of the questionnaire
- Analyse and recommendation

Activity C.1.3.5

Expertise for the cotton testing laboratories

Two times a year, an international expert will, together with the RTC expert, visit the regional testing laboratories and will give advice and expertise. Travel is therefore included 2 times a year. Additional expertise of the RTC expert without international addition is included once a year. On demand, the RTC expert will visit laboratories on their costs.

- List to be made by RTCs of laboratories and their equipments, competences, skills for preparing CIRAD and FIBRE visits
- Visit labs:

- advertise for the project, RTC, retest and Check tests
- describe visited laboratories (equipment, staff, system of ambient conditions management, reference materials, number and type of samples tested/crop..., flow chart of sample path ...
- list the needs (training, equipment) decide about priority on equipment investment (on project, on lab's account,...)
- Make reports per lab:
 - check for positive and negative points
 - evaluate the personnel skills
 - check for missing / un-adapted / out of order equipment
 - advise on the ways/ solutions to meet the CSITC requirements
- Make sum up report for PEA to make decisions about "direct financial support to laboratories"

This activity starts with the following Tasks and will be organise each year:

- Definition of objective and structure of the expertise
- Organisation and realisation
- Prepare for arrival of the delegation and participation
- Rapport and suggestions
- Preparation and the further expertise

Activity C.1.3.6

Periodical support / audit of the Regional Technical Centre

One visit per year by the international experts will be used a) to support the RTCs in their work and b) to check/audit the work, so that the problems can be identified and the solutions can be found.

- Organisation
- Receipt of the delegation
- Travel to the laboratories for audit and help
- Documentation/ rapport

Activity C.1.3.7

Collection and dissemination of technical information

The RTC experts will be able to collect actual information and distribute the important information to the laboratories, so that the laboratories will be able to get the latest information without looking at every conference or magazine.

- Establish possible ways of communication
- Establish database for the collection of information
- Collection of technical information at the regional and international level
- Treatment and dissemination of information to laboratories

Activity C.1.3.9

Facilitate the cooperation between the cotton testing laboratories

Laboratories will more and more be able to help each other as soon as it will be sufficiently initiated. This will be done by the RTCs.

- Constitution a platform for information exchange between laboratories
- Technical and organisational support
- Supply information about the regional and international meetings

Component D Technical Developments to Improve Instrument Testing Reliability

- Activity D.2.2 Study of African cotton variability in the producing zones in order to choose the best operating methods*
- Definition of the study concept
 - Suggestions and recommendations
 - Expertise and report
 - Contribution and participation
 - Development of operating method

Component E Technical Evaluation and Dissemination

- Activity E.3.2.1 Regional starting information seminar*
- This activity must be done at latest in February 2008
- Planning and organisation of seminar
 - Preparation of technical and didactic material
 - Execution of the meeting

Component F Project management and financial administration

Project management in the RTCs will partly be done by a project manager from the hosting institution to assure a proper co-operation. The main part of project coordination will be done by the regional experts, as they will be the key partners for the project. The project manager is included with 1/3 of his working time, the regional experts from TBS with ½ of their working time, and accountancy/secretariat with in sum 130 days per year.

PERSONNEL (to be filled)

Description	Name	Organization	E-mail
East Africa Expert	Mr Dominic H. MWAKANGALE	TBS	dhmwakangale@yahoo.com
East Africa Management	Mr Dominic H. MWAKANGALE	TBS	dhmwakangale@yahoo.com
East Africa Expert	Mr Humphrey SHANGO	TCB	
Accountant			

RTC East

Number	content	Activities	Responsibility	Resp. TBS	2007/08												Outputs
					12	1	2	3	4	5	6	7	8	9	10	11	
C.	see below	Support to African Cotton Producing Countries		X													see below
C.1.	see below	Preparation, installation and running of the Regional Technical Centres	IBRE/CIRAD/ TBS/CERFITEU/ External	X													Trained future experts; 2 installed and properly working RTCs; RTC activity performance
C.1.1.	see below	General	IBRE/CIRAD/ TBS/CERFITEU/ External	X													see below
C.1.1.1.	filed	Detection/listing of the interested cotton testing laboratories	TBS/CERFITEU	EE	x	x	x	x	x								Specified list of laboratories and analysis of their prerequisites
C.1.1.2.	filed	Preparation of the structural and legal organisation	IBRE/CIRAD/ TBS/CERFITEU	EE Participation							x	x	x	x			Specified organisational structure
C.1.1.3.	see below	Preparation and performing of the routine tasks	IBRE/CIRAD/ TBS/CERFITEU/ External	X													see below
C.1.1.3.1.	a filed	Joint preparation for the routine tasks	IBRE/CIRAD/ TBS/CERFITEU	EE Participation		x	x	x								x	Prepared tools for the typical activities of the RTCs
C.1.1.3.1.	b filed	Laboratory and RTC management	IBRE/CIRAD/ TBS/CERFITEU	EE Participation					x				x	x	x		Specified procedures for the management
C.1.1.3.1.	c filed	Regional round trial	IBRE/CIRAD/ TBS/CERFITEU	EE Participation					x				x	x	x		Specified procedures for the round trials
C.1.1.3.1.	d filed	Re-test on laboratory samples	IBRE/CIRAD/ TBS/CERFITEU	EE Participation									x	x	x		Specified procedures for the re-tests
C.1.1.3.2.	b1 filed	Training for regional experts and staff (Gdynia)	TBS/CERFITEU/ Gdynia	Training free Per diem Travel costs		x	x										Successful completion of the training: overview about cotton business
C.1.1.3.2.	b2 filed	Training for regional experts and staff (Lubbock)	TBS/CERFITEU/ Lubbock	Training free Per diem Travel costs					x	x							Successful completion of the training: overview about cotton business
C.1.1.3.2.	c1 filed	Training for regional experts and staff (Premier)	TBS/CERFITEU/ Premier	Training free Per diem Travel costs									x				Successful completion of the training: specific knowledge in SITC instrument
	c2	Training for regional experts and staff (USTER)	TBS/CERFITEU/ Uster	Training free Per diem Travel costs									x				Successful completion of the training: specific knowledge in SITC instrument
C.1.1.3.2.	d filed	Training for regional experts and staff (Fibre)	TBS/CERFITEU	Training free Per diem Travel costs		x	x										Successful completion of the training: specific knowledge about classing, testing and quality management
C.1.1.3.2.	e filed	Training for regional experts and staff (CIRAD)	TBS/CERFITEU	Training free Per diem Travel costs						x							Successful completion of the training: specific knowledge about testing and classing
C.1.1.3.2.	f filed	Training for regional experts and staff (classing USDA)	TBS/CERFITEU/ USDA	Training free Per diem Travel costs					x								Successful completion of the training: knowledge about classing in the US and the achievement of test reliability
C.1.1.3.2.	g filed	Training for regional experts and staff (from Expert to Operator)	TBS/CERFITEU	EE											x	x	Intense briefing of the technician/operator in SITC instrument and testing
C.1.3.	see below	Tasks in East Africa	IBRE/TBS	X													see below
C.1.3.0.	filed	daily worker (from C213)	TBS	ED		x	x	x	x	x	x	x	x	x	x	x	e.g. sample preparation, basic laboratory works
C.1.3.1.	filed	Installations for the Regional Technical Centre	TBS	TBS		x	x	x	x	x	x	x	x	x	x	x	Installed and properly working instruments/equipment for the work of the RTC
C.1.3.2.	filed	Training for the laboratories	TBS	EE Preparation of support				x				x	x	x	x		Support material and training sessions (2 per year)
C.1.3.3.	filed	Training for the cotton stakeholders	TBS	EE Preparation of support								x	x				Training sessions (2 per year)
C.1.3.3.	b filed	Awareness at national stakeholder meetings	TBS	TBS					x								Info meeting about project
C.1.3.4.	filed	Questionnaire for the evaluation of the laboratory operational ability	TBS	EE		x	x	x									Specified questionnaire and reported analysis of labs' operational ability
C.1.3.5.	filed	Expertise for the cotton testing laboratories	IBRE/TBS	EE Expertise with					x								Report of the laboratories' ability, specific problems and suggestions for solutions
C.1.3.6.	included in C.1.3.4.	Periodical support/audit of the Regional Technical Centre	IBRE/TBS	EE					x					x			Support: audit result report

C.1.3.7.	filed	Collection and dissemination of technical information	TBS	EE		x	x	x	x	x	x	x	x	x	x	x	x	x	Database or comparable solution for information transfer
C.1.3.9.	filed	Facilitate the cooperation between the cotton testing laboratories	TBS	EE		x	x	x	x	x	x	x	x	x	x	x	x	x	Initiation of co-operation e.g. by e-mails
D.	see below	Technical Developments to Improve Instrument Testing Reliability	FBRE/CIRAD/TBSCERRTEX	X															see below
D.2.	see below	Evaluation of cotton variability	CIRAD/TBS/CERRTEX	X															see below
D.2.2.	filed	Study of African cotton variability in the producing zones in order to choose the best operating methods	CIRAD/TBS/CERRTEX	ET (Samples collection)		x	x	x	x	x	x	x	x	x	x	x	x	x	Development and duplication of 3 mixing/homogenizing machines; quantification of resources of cotton result variability; optimised number of SITC tests per sample and samples per bale
E.	see below	Technical Evaluation and Dissemination	FBRE/CIRAD/TBSCERRTEX	X															see below
E.3.	see below	Dissemination	FBRE/CIRAD/TBSCERRTEX	X															see below
E.3.2.	see below	Realisation of the dissemination	FBRE/TBS/CERRTEX	X															see below
E.3.2.1.	filed	Regional starting information seminar	TBSCERRTEX	TBS (Basic organisation costs)			x												Seminar for regional cotton stakeholders/administration for awareness
F.		Project Management and Financial Administration	FBRE/CIRAD/TBSCERRTEX	EE, EM, EA	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Effective, smooth project implementation

Budget for the first project year (1st Dec. 2007 to 31st Dec. 2008)

The overall budget for the first project year is 2,373,310 EUR. This is all included but not the contingency. If FIBRE made the payment for the partners, this amount will be made by FIBRE, shall subtract from actual total.

RTC East budget

Table: Summary Project Cost by Component for the first project year (EUR)

Component	Year 1
C Joint preparation for the routine tasks	529.162 EUR
D Study of African cotton variability in the producing zones in order to choose the best operating methods	28.240 EUR
E Regional starting information seminar	1.600 EUR
F Project Management and Financial Administration	44.792 EUR
Grand Total (without contingencies)	603.794 EUR

Table: Summary Project Cost by Category of Expenditure for the first project year (EUR)

Category	Total Cost	CFC Contribution	EC Contribution	Counterpart
I Vehicles, Machinery and Equipment	385.200 EUR	0 EUR	377.200 EUR	8.000 EUR
IV Personnel	85.352 EUR	0 EUR	60.236 EUR	25.116 EUR
V Technical Assistance and Consultancy	800 EUR	0 EUR	800 EUR	0 EUR
VI Duty Travel	59.680 EUR	0 EUR	59.680 EUR	0 EUR
VII Dissemination and Training	40.762 EUR	1.600 EUR	17.162 EUR	22.000 EUR
VIII Operational Costs	32.000 EUR	0 EUR	16.000 EUR	16.000 EUR
PEA Sub-total	603.794 EUR	1.600 EUR	531.078 EUR	71.116 EUR

X Contingencies	without	without	without	without
Grant Total	603.794 EUR	1.600 EUR	531.078 EUR	71.116 EUR

Table: Manpower for the first project year

		Days
East Africa Expert	EE	401
East Africa Management	EM	80
East Africa Administration incl. Accountant and Secretary	EA	130
East Africa Technician/Operator	ET	35
East Africa Daily Worker	ED	375

Additional duty travel plan