

Concept Note
The Project Closing Workshop - GCP/RAS/286/ROK
Busan City, Korea, January 11-12, 2017

1. Background

Taking into consideration that all the planned project activities have now been completed and the project has reached its final stage of the implementation, following the Project Document, we note that one of the project outputs is the appraisal of the project progress and the achievements made within the participating countries during the project implementation. In view of the above, we need to convene a meeting before closing the project in order not only to illustrate past activities and achievements but also to analyze and assess the project work-plan as well as the outcome and outputs attained, inviting relevant Institutions such as the Ministry of Agriculture and Quarantine Inspection Agency (QIA) as well as the participating countries to take stock of Project's achievements and lessons learnt.

This meeting will be held in Busan City, Korea on 11-12 January 2017 and about 22 participants including National Project Coordinators (NPCs) and executive staff from the participating countries, some experts who worked as the resource persons and some officials from Donor are invited to take part in this important meeting.

2. Objectives

The main objectives of the meeting are to:

2.1. Review and sharing the activities and achievements in pest surveillance as well as pest information management made by the NPPOs through various projects (not only this project but also other projects) and country programs . It includes post training activity in capacity development, surveillance actions, updating list of pests (either regulated pest list or crop based pest lists), amendments of polices, regulations and budget allocations in recent 3-4 years. In addition, the follow-up action plan relating to pest surveillance as well as capacity development will be shared and discussed.

2.2. Discuss the progress made by the project and assess its outcome and outputs based on the Project Document as well as summarized list of country follow up action plans (based on submitted country reports). This will also include discussion on the draft terminal report (main context of this terminal report would be highlighted in above presentation and draft report will be distributed to participants for review and discussion in brief)

2.3. Share the experience and lessons learnt during the implementation of the project s as an executive staff and as training experts

2.4. Discuss the draft terminal report of the project

3. Meeting venue and date

The workshop will be held in Busan City, Korea on 11-12 January 2017. Meeting venue will be finalized soon.

4. Participants

Approximately, 22 participants are invited to attend the meeting as follows;

- 4.1. 6 National Project Coordinators (NPCs) from participating countries
- 4.2. 4-6 executive staff from participating countries (optional)
- 4.3. 2-3 experts who worked as resource persons in the training
- 4.4. Donor country: 6-7 people
 - Ministry of Agriculture
 - NPPO-Korea: Director-General and related staff
- 4.5. FAO-RAP (Budget Holder, Lead Technical Officer and Project Coordinator)

5. Main program of the meeting

Meeting will be conducted in English and tentative agenda will be as follows.

- 5.1. Presentation and discussion on country reports from the participating countries.
- 5.2. Presentation and discussion on the overall project progress as well as on the assessment of the achievements and project outcome and outputs.
- 5.3. Discussion on the draft terminal report.
- 5.4. Introduction of experience acquired during the implementation of the training as an expert.
- 5.5. Introduction on newly developed Pest Information System as a main output of the project.
- 5.6. Introduction of the international activities of QIA-Korea in the plant protection area.
- 5.7. Field visit (half-day)

Draft Agenda for the Project Closing Workshop

<Day-1: Jan. 11>

13:00 - 13:30	Registration	
Opening Session		
13:30 - 14:00	Welcome remarks Group photo and refreshment	FAO/RAP Donor
Session 1: Presentation Session (1)		
14:00- 16:00	Presentation and discussion on country reports from the NPPO of the participating countries.	NPPOs
16:00- 16:20	Coffee break	
16:20- 17:00	Introduction of newly developed Pest Information System as a main output of the project	Project Coordinator
18:00- 20:00	Welcome dinner	

<Day-2: Jan. 12>

Session 2: Presentation session (2)		
09:00- 09:40	Introduction of experience acquired during the implementation of the training as an expert	Facilitator
09:40-10:10	Introduction of the international activities of QIA-Korea in the plant protection area	Dr. Yim
10:10-10:30	Coffee break	
10:30-11:40	- Presentation and discussion on the overall project progress, the assessment of the achievements and project outcome and outputs, as well as summarized list of country follow up action plans (based on submitted country reports). - Discussion on the terminal report - Suggestions from the participating countries.	Project Coordinator
Closing session		
11:40- 12:00	Closing remark	FAO/RAP
Field visit		
13:00- 17:00	(Place will be confirmed)	