

**Minutes<sup>1</sup>**  
**First RELPA<sup>2</sup> Technical Steering and Coordination Group Meeting**  
**Friday, September 28, 2007, 9 a.m. - 1 p.m.**  
**Room 200, USAID/EA, Nairobi**

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See the attached agenda, re-aligned to accommodate the FEG team, which had to leave early. **Actions** are embedded in *bold italics*, and summarized at the end. PACAPS’ August 1, 2007 launch notes and other resources are available on <http://eastafrcia.usaid.gov>.

**1. RELPA big picture: Famine Prevention Fund**

Walter gave an overview of RELPA (see attached powerpoint in PDF). He emphasized the need to:

- Consider the **intent of the Famine Prevention Fund’s short two-year time horizon**, is to challenge us to:
  - o think differently, be innovative and catalytic, while flexible;
  - o leverage resources of other partners;
  - o promote institutional and policy reform to stimulate growth;
  - o validate promising potential solutions to chronic vulnerability.
- Validate the assertion that **pastoral systems can be economically and socially viable**, and are often the best use for those landscapes;
- Focus on evidence-based best practices – what works, applied to scale;

<sup>1</sup> Notes taken and written up by Vanessa Tilstone, with Walter Knausenberger.

<sup>2</sup> Regional Enhanced Livelihoods in Pastoral Areas program, COMESA & USAID/East Africa .

- Take account of the conflict dynamic, the **opportunities to work on conflict resolution and peace** through well-chosen interventions;
- Concentrate on the **cross border dynamics and value-added potential from cross-fertilization in the program**, e.g., PACAPS may want to analyze the lessons from the Ethiopian and Kenyan responses to the last drought;
- Consider the **sustainable livelihoods pentagon** as the “frame” for the RELPA program and the need to look at assets when monitoring the program, in other words, to consider both the **landscape and the lifescape** of the program;
- Be conscious about the **opportunities for inter- and intra-consortium learning** and “cross-pollination,”
- Take advantage of the **COMESA CAADP dynamic, and opportunities for policy leverage and trade facilitation** through COMESA.
- Keep in mind, synchronize, collaborate and **coordinate with other USAID programs in the region**, e.g., USAID Ethiopia’s Pastoral Livelihoods Initiative (PLI) and USAID/Kenya’s NEPD, and USAID/EA’s PEACE II, inter alia; and
- Identify **opportunities for scaling up and out**, and bringing to the table the experience of other programs, working with other donors, etc.

## **2. Need for comprehensive baselines vs Participatory Impact Assessments (PIA) being used effectively in related programmes**

There was agreement that there was a lot of baseline information already in existence and that PIA approaches were appropriate for assessing impact, particularly given the learning emphasis of the program. However, there is also a need for independently verifiable information. Walter mentioned that USAID would also like to use information collected for future programming.

*Walter asked PACAPS to consider how experiences of PLI, etc., regarding evidence based best practices, could be adapted to, and applied by, RELPA.*

In addition to various other sources of information, John mentioned that LIU will be collecting baseline information for Oromiya region, Ethiopia.

*Walter mentioned that RELPA partners need to consider, develop standard ways of sharing information (e.g. collaborative workspace, listservs), and use of visualisation tools and geospatial information management tools.*

Walter said that the Humanitarian Information Unit (U.S. Dept. of State) have information on conflict incidents in the region and use a WebVISTA georeferenced system. VISTA stands for “Visualized Information Synthesized Temporal Analysis” which is the concept of combining and displaying geo-spatial, quantitative, temporal data and textual information to provide situational awareness and analysis. *Walter will circulate information about the system (done, and see attached).*

It was noted that there were various organisations in the region with capacity to carry out GIS mapping. E.g., IRC does maps for USAID in Ethiopia, SWALIM has done numerous maps for Somalia and Kenya is well mapped. The **Regional Centre for Mapping of Resources for Development (RCMRD)** (Kasarani, Nairobi) is a regional resource. ELMT also has a certain amount of in house capacity for GIS and they will be employing a GIS/data management person once they have define their role.

Alexandra mentioned that **one area of missing information was on cross border trade**. However, a concern was expressed that such information is very sensitive as most of the trade is informal. Also, we should get a better handle on the data which does exist, which is not inconsiderable, although perhaps not “real time.”

It was envisaged that the EWER team not just focus on drought, rather consider the cross-sectoral and cross-border linkages, e.g., regarding conflict, and emerging diseases. Alexandra commented that most EW data also included conflict information and the IPC process is able to incorporate conflict and food security. John mentioned that the IGAD’s CEWARN conflict and early warning information is important but not very useful for “early action” as it is up to 3 months late. *It was recommended that in Ethiopia FEG link with LIU as they are very much on top of what’s going on.*

Alexandra mentioned that on Oct. 4, 2007 she would be giving a presentation on PACAPS to the FAO-hosted **Regional Food Security Nutrition Working Group**, with an early warning focus. She welcomed any information on other components of the program. *The minutes from that meeting will be shared.*

Alexandra also mentioned that after the ELMT launch there would be a two day workshop, 5-6 November 2007, with the main stakeholders, to identify gaps in information. It was suggested that ICRC be included. *Alexandra said that she would send round the invitation list to the group so that they could suggest other people.*

USAID mentioned that are interested to know where ELMT activities take place. *Vanessa will forward the map that was in the annex of the ELMT application to Walter and Makeda.*

Angel mentioned that COMESA was trying to compile EW information every 2 weeks. *Alexandra said that she would feed in information to COMESA, but most organisations were providing information monthly.* Angel said he would re-consider, that perhaps monthly is more sensible.

### **3. Further discussions on responsibility and approach to Monitoring and Evaluation for RELPA**

Although PACAPS has responsibility for overall technical advice on M and E, it will not be carrying out M and E for partners.

PACAPS (incl. COMESA) and ELMT will develop PMPs respectively in line with their grant agreements and the USAID Operational Plan and mutually agreed indicators of performance. These PMPs and the respective work plans will need to be well coordinated. PACAPS and ELMT will work to harmonize their PMPs as much as possible.

Certain standard USAID Operational Plan indicators have been identified by REGI and will be discussed on 24<sup>th</sup> October with partners at a Partners’ Retreat Oct. 23-25 (in Arusha). Walter mentioned that there needs to be coherence of the regional indicators with those from the country missions.

It was agreed, however, that there was a need to focus on the monitoring of what change partners expect to achieve through RELPA, and then work out how we can fulfil some of the other information requirements of USAID. John pointed out that the two main aspects of the program that need to be monitored were **strengthening pastoral livelihoods** and **livelihoods diversification**. Walter mentioned that it was important to include process indicators on trends, e.g., have mindsets (paradigms, conventional wisdom) begun to change?, (how would that be measured?), an aspect which is not well incorporated into the USAID indicators. Likewise, outcome/impact indicators (customized) will need to be selected. He also noted that there was a need to think about whether the monitoring systems can be useful after the program ends.

*Action: It was agreed that ELMT work with PACAPS to produce indicators that are then circulated for comment. Walter mentioned that he would like to be involved in the meeting to discuss this.*

Walter distributed Annexes IX and X from the USAID Guidelines for Operational Plans and Performance Reports on Indicators and Targets.

#### **4. Review proposed and existing coordination groups and consultative platforms for RELPA, PACAPS, ELMT, COMESA**

The coordination mechanisms for the RELPA program were reviewed (see attached handout).

It was suggested that the **COMESA Livestock and Pastoralism group** meet every 3-6 months.

Upon discussion of the purpose of the Group, the **RELPA Technical Management and Co-ordination Group** was renamed the **RELPA Technical Steering and Co-ordination Group**, as it will have no management function, as such. This group is to deal specifically with the RELPA program. Walter emphasized that decisions of this group would not imply approvals for modifications in partner agreements and the normal USAID processes should be followed.

Membership of the group shall include:

- The Chiefs of Party and other key personnel from the PACAPS, ELMT and RCPM (Regional Conflict Prevention and Mitigation) components of RELPA,
- a representative of COMESA CAADP,
- the USAID RELPA CTO, and representatives from USAID country missions and sectoral offices (Ethiopia, Kenya, Somalia).

#### *Specific TOR*

- Coordination and information sharing between and among RELPA implementing partners and the more pertinent bilateral USAID programs.
- Advising RELPA partners on implementation strategies at both field level and policy level
- Regular reviews of RELPA progress and proposing real-time adjustment of implementation as required
- Advising RELPA on potential partners, synergies and opportunities for leverage

The meetings would be quarterly as convened by FIC/Tufts or USAID. RELPA partners have received resources to program as agreed, which this group will coordinate and synchronize. Though the TSCG will meet at least quarterly, as Walter is going on home leave in mid December, the **next meeting would take place on 3<sup>rd</sup> December**. It was mentioned that Gilles Stockton will be covering for him, but will only arrive in early January 2008.

It was agreed that the RELPA Technical Steering and Coordination meetings would as near as possible be on the **first Monday of each quarter in the afternoon**. Once a year they would be held in Addis. The meetings were planned for:

- 3<sup>rd</sup> December 2007
- 3<sup>rd</sup> March 2008 (in Addis)
- 2<sup>nd</sup> June 2008
- 1<sup>st</sup> September 2008

Walter stated that the among the **core values** of this group shall be:

1. All concerns and divergent views can be raised and openly discussed, albeit constructively.
2. No micromanagement.

It was noted that OFDA as the “fourth pillar” should also attend these meetings. Georgianna Platt is responsible for Kenya and Somalia and Al Dwyer is responsible for Kenya. However they travel a great deal, and may not be able to be much involved.

**Action: OFDA and RELPA should discuss coordination, in anticipation of emergencies arising in RELPA zones**, to have a better sense what is happening, and sort out respective roles in contingency situations. John noted that the OFDA Director is increasing the budget for mitigation and preparedness.

**The COMESA Regional Livestock and Pastoral Forum** could be take the higher-level advisory and consultative role envisaged for the Core Regional Committee as defined in the RFAs, but this is not yet decided. The Forum would entail a broader consultative & information role than the COMESA Livestock and Pastoralism Group and would include other stakeholders outside COMESA. It would also take place on a needs basis and would be issue specific and output oriented. It was also suggested that it should feed into Ministerial meetings. It was suggested that the first topic for discussion should be cross border livestock trade including sanitary standards and marketing.

**Action: It was suggested that PACAPS should get on and co-organize this first Forum meeting, and then see what other topics come up for future meetings. This should involve USAID/Ethiopia’s livestock sector partners as well.**

It was raised that there would also be an internal USAID co-ordination forum. Walter will be the overall CTO, John is the USAID/Ethiopia activity manager for PACAPS. In USAID/Ethiopia, Joe Hirsch is the activity manager for ELMT. There is also a senior pastoralist advisor (Leulseged Belay) and field monitor (Reta Assegid) in Ethiopia as well as a Democratic Governance and Conflict team member. The RELPA activity manager for Kenya is Makeda Tsegaye, and a new person is being hired for Somalia (Ismail Shaiye, joined USAID/EA LPC on 15 October 2007, as Somalia Program Management Specialist). It was noted that Reta and Joe will attend the ELMT launch for Ethiopia.

## **5. Brainstorm on our working arrangements**

The RELPA partners need to define other communication fora. It was also necessary to define broader communication strategy. Walter emphasised that RELPA should not be portrayed as a USAID-only initiative, and it is necessary to work out how to do this given branding implications.

It was noted that PACAPS still have not submitted their branding strategy and COMESA have a joint co-branding agreement. It was noted that is important not to imply that COMESA has an office in Kenya as the Government of Kenya is the official representative in Kenya.

Walter stated that PACAPS has an overall role for regional co-ordination, analysis and information management for RELPA. Walter mentioned that there was a USAID pastoral livelihood working group list serve which should be included when circulating information.

No specific plan had been made for information dissemination on the project so far. ***It was agreed that PACAPS will look at alternatives for communications and report back to the group.***

***Walter asked ELMT to provide a summary of how co-ordination within ELMT will work.***

PACT have been contracted to provide conflict sensitisation training and have several suggestions on how to take this forward. ***It was agreed that ELMT and PACT would meet on Friday 5<sup>th</sup> October to discuss options on how to take this forward and to define responsibilities.*** Flexibility on all sides is called for. MSI/Pact may need to negotiate an adjustment to their Task Order with USAID once an accommodation has been worked out with the other partners in RELPA and associated programs.

Although resources are limited on the conflict component, there are other programs that RELPA can link into. The so-called “**1207 funds**” will provide resources around a peace dividend for Mandera triangle both bilaterally and regionally. **PACT is likely to be a lead agency for this in EA, Ethiopia and Kenya**, at least..

John noted that for PLI there was a clear division of responsibilities between USAID and OFDA for emergencies. USAID funded livestock interventions and OFDA funded others. They have done the same for the emerging Ogaden crisis. It was necessary for this kind of pre-planning for emergencies and ***it was suggested that there is discussion between RELPA partners and USAID’s RAAO on modalities as to how to respond to the next emergency.***

## **6. Exchange key milestones in our work plans**

***Walter asked the RELPA partners to share their work plans, when they are ready.*** These will be discussed in summary form at the next TCMG meeting, Dec. 3, 2007.

## **7. Status of COMESA, CAADP and RELPA practical working relationship**

It was noted that to enhance co-ordination between RELPA and COMESA, PACAPs will have a pastoralist person sitting in COMESA (Lusaka) and COMESA will have a livestock person in PACAPS (Nairobi). COMESA would like to have fewer, more substantial meetings, but recognized the need for start-up coordination meetings. It was also noted that there was a need to ensure that the political angle is brought in when dealing with COMESA in order to ensure buy in.

Here is a tally of the livestock and pastoralism sector staffing of RELPA [added subsequent to meeting of Sept. 28, 2007, for clarification]:

|                  |  |
|------------------|--|
| Abdiweli Mohamed | <b>COMESA Livestock and Pastoralism Advisor</b> , based at PACAPS offices, Nairobi;  |
| Yakob Akliku     | <b>PACAPS Sr. Regional Livestock Trade Specialist</b> , FIC/Tufts, PACAPS, Addis (50% time);   |
| Dawit Abebe      | <b>Senior Pastoralism and Policy Specialist</b> , FIC/Tufts, PACAPS based at COMESA, Lusaka; and   |
| Andrew Catley    | <b>PACAPS P.I.</b> , lead on specific activities around veterinary issues, e.g., community-based animal healthcare and contingency plans for Rift Valley Fever. Coordination with FAO regionally, AU/IBAR, and/or ILRI, etc. |

*PACAPS/COMESA need to finalize their relationship through the Aide Memoire. Francis will follow this up.*

*The minutes of the COMESA African Livestock & Meat Trade Presentation, and the COMESA - USAID RELPA - PACAPS Meeting of 18 September 2007 in Lusaka will be circulated.*

## **8. Scaling up RELPA approaches**

It was also noted that the conflict, livestock and early warning components of RELPA were wider than the Mandera triangle focal area. It was noted that the RELPA baseline on conflict sensitivity would help to define the area for ELMT.

It was noted that ELMT may want to work on conflict issues within their implementation areas to create 'cells of peace'. The Pact/Practical Action Regional Conflict Prevention and Mitigation (RCPM) activity is to assist with this.

There was also a need to link into other fora active in the area, for example:

- FAO Regional Emergency Office for Africa (REOA) has an emergency livestock forum, Regional Emergency Livestock Forum (RELF);
- ECHO have a €20 million drought preparedness program Phase 2 starting up, which will cover the three RELPA countries. ECHO has asked that applicants need to link to existing initiatives where possible. *Walter strongly suggested that RELPA and PLI try to link and co-ordinate with consortia and NGOs who are applying and encourage a regional perspective.*

*Walter said he would follow up with ECHO to encourage consideration of cross border proposals.*

Josphat will attend IGAD's conflict and early warning unit meeting in Khartoum from 29-31 October. *It was suggested that Josphat could make an announcement if it is appropriate on the launch of RELPA. Walter to give Josphat information on the program.*

Makeda mentioned that USAID/Kenya is considering piloting a recovery program in north-eastern province (Wajir and Mandera) in collaboration with the World Food Program. This initiative is aimed at taking advantage of the fairly improved acute emergency situation in the country to support livelihoods recovery and rehabilitation efforts. Maximum efforts are being exerted to forge collaboration with other donors' complementary programs such as the DFID- supported **Hunger Safety Net and Social Protection Program in Kenya**. Makeda also emphasized the need for synergy with ELMT. There is a DFID organised social protection workshop on 8-9<sup>th</sup> October.

Similarly, USAID is supporting a pastoralist safety net program in Ethiopia, which will be done through CARE, SCF-UK and SC-US, therefore their should be good co-ordination. There is a major emphasis in this program on graduation, an area which relates directly to RELPA programming. However the cross border dimension needs exploring. It was suggested that a regional conference on social protection should be organised.

## **9. Preparations for ELMT launch**

Cary explained that the ELMT launch and planning workshop will be from 29<sup>th</sup> October – 2<sup>nd</sup> November.

- Monday:       **ELMT Consortium Review and Planning Meeting-I (Internal with ELMT partners):** Visioning, Coordination and management, Detailed Implementation Plan presentations by country
- Tuesday:       **ELMT partners: Six Technical Working Groups discussion & coordination**
- Wednesday:   a.m.:   **ELMT partners: Detailed presentation and plans** for PACAPS (Tufts), RCPM (Pact/PA), environmental management.  
                  p.m.:   **Official ELMT Launch with USAID and RELPA Partners' key personnel.** COMESA, PACAPS, ELMT overview, Save UK, Save US and VSF-Swiss overviews
- Thursday:      a.m.    **SCALE** introduction  
                  p.m.    **Communications strategy** development.
- Friday:         a.m.    ELMT (internal) Consortium Review and Planning Meeting-II  
                  p.m.    ELMT, USAID, RELPA Partners. ELMT operational issues, Country level launches, Coordination, Next Steps

The meeting venue for the first 3 days will be: PanAfric Hotel, and for the last 2 days: Conference Hall at Nairobi National Park.

Following this the main consortium partners will organise country launches, which will include a broader number of stakeholders including Governments.

#### **10. Summary of action points:**

##### **USAID**

- Walter to circulate information on the Humanitarian Information Unit's Webvista georeferenced system. Done Oct. 11, 2007.
- Walter to follow up with ECHO to encourage consideration of cross border proposals for phase 2 of the Drought Preparedness Program.
- Walter to give Josphat information on the RELPA so that he can feed it into IGAD's conflict and early warning unit meeting in Khartoum from 29-31 October
- OFDA and RELPA should discuss coordination, in anticipation of emergencies arising in RELPA zones.
- OFDA and RELPA, originated by Walter, to meet to discuss coordination, in anticipation of emergencies arising in RELPA zones.
- USAID internal coordination structures to be worked out.
- Preparing to operationalize the "Crisis Modifier." There needs to be a discussion between RELPA partners and USAID's RAAO on modalities as to how to respond to the next emergency.

##### **PACAPS/COMESA**

- PACAPS to share experiences PIA in PLI, etc., to see how they could be adapted to RELPA.
- PACAPS to compile experience-based, proven best practices for ELMT consideration and promotion and advocacy through RELPA.
- Alexandra will send round the invitation list for the first EWER workshop to the group so that they could suggest other people.
- Alexandra will feed EW information to COMESA, which most organisations are producing monthly.
- In Ethiopia, FEG should link with LIU, very much on top of what's going on.
- The RFSNWG minutes (produced by FAO) of 4 October will be shared with RELPA partners interested.

- Francis to explore the possibility of co-organizing (with COMESA) the first COMESA Regional Livestock and Pastoralism Forum meeting (Core Regional Committee?) meeting on cross border livestock trade including sanitary standards and marketing.
- Francis to follow up on the Aide Memoire on the relationship between COMESA/PACAPS.
- PACAPS to look at alternatives for communications and information management (including websites, collaborative workspace tools, etc.) for RELPA, and report back to the group.
- COMESA and PACAPS will jointly develop and circulate the minutes on the Coordination meeting between COMESA and PACAPS on 18 September 2007.

#### **ELMT**

- Vanessa to forward the map on ELMT implementation areas to Walter and Makeda. Done 1 October, 2007.
- **ELMT to work with PACAPS** to produce indicators that are then circulated for comment, and include Walter in the meeting.
- ELMT to provide a summary of how co-ordination within ELMT will work.

#### **PACT**

- ELMT and PACT would meet on Friday 5<sup>th</sup> October to discuss options on how to take this forward and to define responsibilities.
- More discussion needed to harmonize Pact RCPM workplan with ELMT's and make necessary adjustments via T.O. amendment.

#### **All partners**

- RELPA partners need to develop, standardize and share information management platforms(e.g. web-based collaborative workspace, listservs), and use of visualization tools and geospatial information management tools.
- RELPA partners to coordinate on and share their work plans.
- There is a need for USAID and partners to agree on how RELPA and other offices will coordinate responses in case of an emergency in the region.
- Walter strongly suggests that RELPA and PLI try to link and co-ordinate with consortia and NGOs who are planning on applying for the ECHO Phase 2 Drought Management Program, and encourage a regional perspective.

Annex 1.

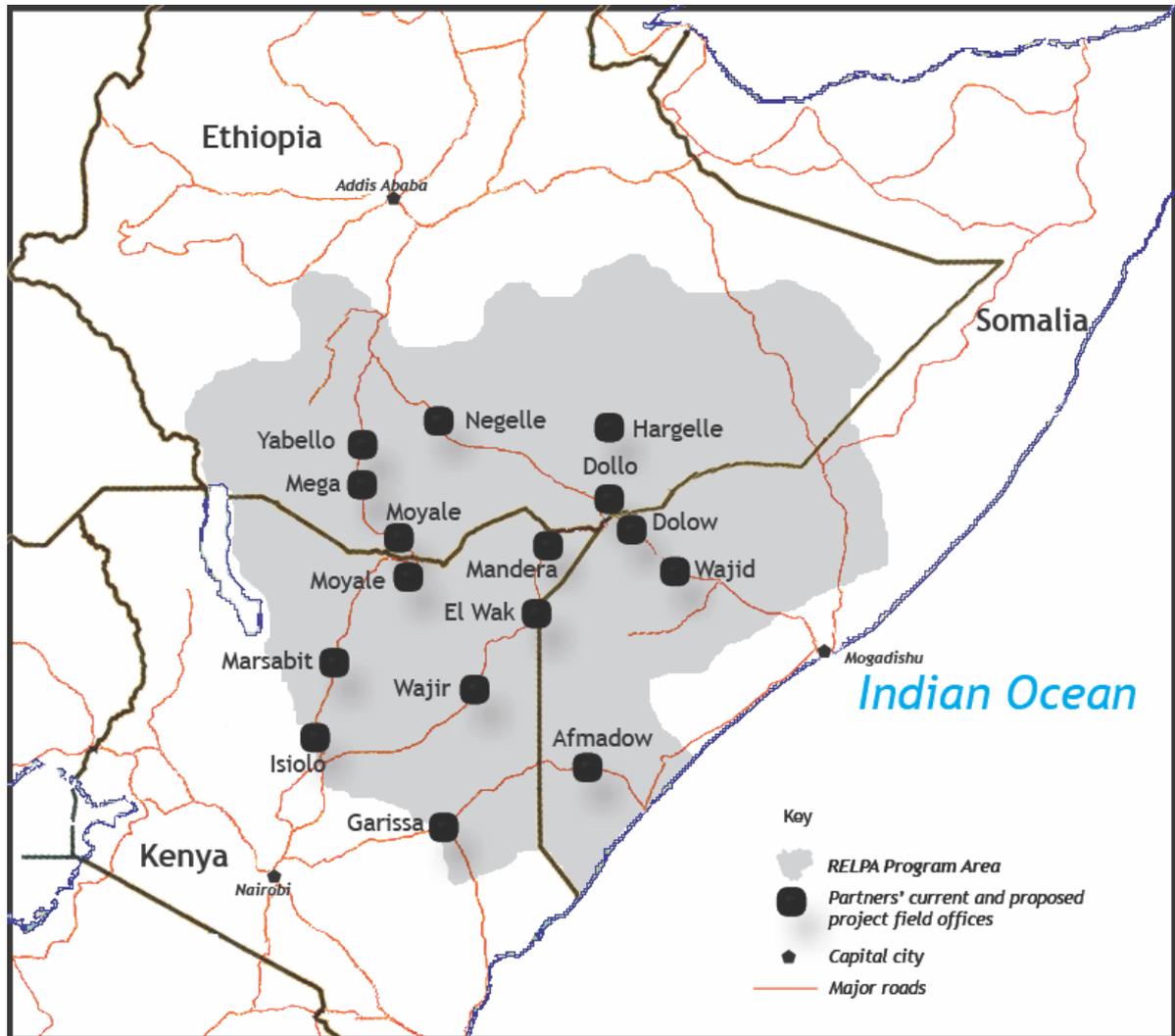
**Participants at  
First RELPA Technical Steering and Coordination Meeting,  
28 September 2007**

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## **Annex 2. TSCG Meeting Agenda**

**Annex 3. REPLA presentation (\*.pdf)**  
**[4-6 slides per page]**

**Annex 4. CARE's Consortium's ELMT General Operational Area map, submitted with the Application May 2007.**



**Annex 5. WebVISTA materials**  
[see <http://eastafrcia.usaid.gov/...>]