

PROJECT MANAGEMENT

On-Campus

The Director of the Management Entity (ME) of the Soil Management Collaborative Support Program is Dr. Goro Uehara. He will serve as Project Leader and be responsible for implementation of the field support project to the Mission as well as coordinating and leading the development of the annual budgets and work plans. In addition, he will be responsible for the project and accountable to the Mission and AID Washington for all expenditures. The ME, under the guidance of the Director establishes a system to facilitate and manage travel. The ME, through its subagreements with collaborating partners, holds them responsible for programs and accountable for use of funds. The communication linkage between the project and USAID is through the respective CTO's designated by the Mission and Washington, DC offices.

The Deputy Director of the ME is Dr. Gordon Tsuji. He will assist the Director and Project Leader, and serve in the Director and Project Leader's capacity in his absence.

An interdisciplinary team of scientists from the University of Hawaii and other participating US universities, USDA and international research centers will conduct training workshops and work with MAFF personnel to perform the necessary tasks to achieve the project objectives. The Project is responsible to ensure that individual scientists do not operate in isolation of other team members and that the team operates as an integrated unit.

Off-campus

Two ex-patriot team members are envisioned to carry out the planned activities of the Action Plan.

The Country Coordinator is Dr. Leon Watson. He is responsible for the timely and cost-effective conduct of project operation in Timor-Leste and reports to the Project Leader. He is also responsible for keeping the Mission and the MAFF updated on project accomplishments and progress. The country coordinator will provide USAID with timely schedules of UH team member's plans to travel to Timor-Leste and their respective purpose of travel. The country coordinator will be the contact person for the USAID/Dili mission and will be present at bi-weekly meetings and other events at the mission. He is expected to provide oral reports of project accomplishments and progress at these meetings.

An agronomist/agriculturalist will be recruited to oversee field research activities. The incumbent would be responsible to the Project Leader and UH team members, for implementing the agricultural research agenda of the action plan. The incumbent will work with MAFF staff and be responsible for keeping the Mission and MAFF updated on field research accomplishments and progress.

The agronomist/agriculturalist will be responsible for the agricultural research component of the action plan and the country coordinator will be responsible for facilitating project activities in Timor-Leste in accordance with the Schedule.

Reporting

Both the country coordinator and agronomist/agriculturalist will jointly prepare quarterly reports to the Project Leader and Deputy Director of the Soil Management CRSP two weeks before it is due at USAID/Dili mission. The country coordinator will

then receive the final version of the quarterly report from the Project Leader and will submit that report to the USAID/Dili mission contact person.

The quarterly report will contain the following elements and are due at 4, 8, 12, 16 months and a final report after 18 months (June 30, 2005).

1. One page accrual report and financial narrative. .
2. Narrative reports on status of activities relative to the Schedule and Performance Indicators
3. Written reports, news articles or other materials.
4. Implementation issues/constraints.
5. Success stories.

The project leader and country coordinator will consult with the UH project team members and with MAFF staff before modifying dates of proposed workshops. Date changes may be due to events external to Timor-Leste or to take advantage of opportunities that may arise during the course of the project.

Agreements

The University of Hawaii will consult with MAFF staff to develop a memorandum of agreement (MOU) with the Ministry of Agriculture, Forestry and Fisheries to execute the action plan in partnership with one another. The University of Hawaii will explore establishing a separate memorandum of agreement (MOU) with the National University of Timor-Leste to cover any joint activities proposed in the action plan.

CRSP Guidelines

For clarification of management rules not covered above, the Guidelines for the Collaborative Research Support Programs published in June, 1985 by the Board for International Food and Agricultural Development for USAID will be followed.