**Participant Action Plan Approach (PAPA) TOOL:**

**Name of Participant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Organization**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title of Training:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Training Dates:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As part of individual and institutional capacity building, participants will design action plans i.e. lists of activities, practice behaviours or organizational changes they plan to carry out as a result of the training / fellowship. **PLEASE NOTE THAT ACTIVITY A1 IS FIXED FOR ALL TRAINING WORKSHOP PARTICIPANTS AND ABCF FELLOWS.**

Participants are given a time period of 3-4 months to have completed all actions, and reported to BecA-ILRI Hub.

These actions form an agreement between BecA-ILRI Hub, the participant of any course and / or fellowship and their home institution.

**PLEASE RETURN COMPLETED FORM TO:** [**w.ekaya@cgiar.org**](mailto:w.ekaya@cgiar.org) **AND COPY TO THE FOLLOWING:** [**v.aloo@cgiar.org**](mailto:v.aloo@cgiar.org) **AND your INSTITUTIONAL SUPERVISOS / YOUR RECOMMENDER TO THIS TRAINING COURSE**

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| --- | --- | --- | --- |
| **Activity** | **Timeframe** | **Output(s)** | **Expected Outcome(s)** |
| **A1:** Report back Presentation to your home institution::  **Seminar 1:** To colleagues in your home institution research / thematic group including your recommender on the training course.  **Seminar 2** (must be institutional) on the BecA-ILRI Hub. This would be full presentation of BecA Hub with a focus on the opportunities for your institution to work and / or partner with BecA-ILRI Hub for relevant initiatives. | Within **30 days** of completing the training workshop | *Activity report including:* *A description of the activity – how you planned, what was done, who was involved in the planning, who were the participants and their positions in the institution, how you evaluated the activity, what worked well, what challenges you experienced, what recommendations you propose for such an activity to work better. Provide a list of participants and annexes in your report.* | * Increased awareness about the BecA-ILRI hub and potential opportunities for ECA NARS * Appreciation by home institution of the value of the training workshops and fellowship * Increased awareness about the role of the BecA-ASARECA partnership and the opportunities that come out of it * Strengthened partnership between BecA Hub and the NARS for capacity building and research * BecA-ILRI Hub’s pathway to impact strengthened |
| **A2**: *Describe/specify one activity you will conduct (either individually or jointly)\* so that the knowledge and skills you have acquired can be passed on to more staff / researchers in your home institution.* | Within **60 days** of completing the training workshop | ***Activity report including****: A description of the activity – how you planned, what was done, who was involved in the planning, who were the participants and their positions in the institution, how you evaluated the activity, what worked well, what challenges you experienced, what recommendations you propose for such an activity to work better. Provide a list of participants and annexes in your report.* | * Research scientists in home institution / NARI improve their knowledge and skills in ……… * *Suggest more please if necessary* |
| **A3**: *Describe/specify one activity you will conduct (either individually or jointly)\* to strengthen/improve partnership between your home institution and BecA-Hub i.e. re-engagement with BecA, or with other institutions in your country* | Within **90-120 days** of completing the training workshop | ***Activity report including****: A description of the activity, how you planned, what was done, who was involved in the planning, who were the participants and their positions, how you evaluated the activity, what worked well, what challenges you experienced, what recommendations you propose for such an activity to work better. Provide a list of participants and annexes in your report.* | * Strengthened partnership between BecA Hub and the NARS for capacity building and research * BecA-ILRI Hub’s pathway to impact strengthened * ***Please fill here*** *– at least two other realistic outcomes* |

**\*If two or more people from the same institution attended the same course and / or fellowship at same time**