

## Project Completion Report

### I. Basic Information of the Project

#### 1. Country

Independence State of Papua New Guinea (referred to as “PNG”)

#### 2. Title of the Project

Project on Promotion of Smallholder Rice Production (phase II)

#### 3. Duration of the Project (Planned and Actual)

From 1<sup>st</sup> December 2011 to 31<sup>st</sup> May 2015 (both planned and actual)

#### 4. Background (from Application for Technical Cooperation by PNG)

Agriculture sector is the mainstay of Papua New Guinea’s economy. It sustains the livelihood of more than 80% of the population and produces all the food for subsistence use and also provides the base for income generation. The driving force for the subsistence production is the smallholder farm units consisting of some 820,000 households.

The food crop sector is predominantly based on substance production by smallholders either for consumption or for sale for small cash income.

Traditionally Papua New Guineans produce their own food but this has changed rapidly with migration of people, urbanisation, development of other industries and dietary habits. Lack of managerial skills, poor infrastructure, poor access to market and high losses of many crops has resulted in importation of many food items of which and wheat make up the bulk.

Apart from traditional food crops, rice is becoming an important staple in Papua New Guinea. The consumption per capita is averaging at around 30kg. Almost all the rice required is imported at the cost of more than 300 million kina annually which is a burden on the economy.

#### 5. Overall Goal and Project Purpose (from Record of Discussions(R/D))

##### Overall Goal

Rice farmers and rice production are expanded sustainably in the target provinces.

##### Project Purpose

Sustainable smallholder rice farming is expected by applying and improving

the Model Farmer (MF) Approach and its support system in the target provinces

**6. Implementing Agency**

Department of Agriculture and Livestock (DAL)

## II. Results of the Project

### 1. Results of the Project

#### 1-1 Input by the Japanese side (Planned and Actual)

##### (1) Assignment of Experts

The Japanese side has assigned a total of 12 experts to the Project (three long-term experts and nine short-term experts). Experts are almost assigned as planned except for a little delay to dispatch for some experts (see Annex 1-1 (1) & (2) for the details).

##### (2) Provision of Machinery, Equipment and Materials

The Japanese side has provided vehicles, office equipment and agricultural equipment that are necessary for the implementation of the Project. The total amount of equipment provided is approximately USD 211,440. These allocations have been made as scheduled (see Annex 1-1 (3) for the details).

##### (3) Operation Expenses

The Japanese side has spent a total amount of approximately 1,169,000 Kina for the Project's operation expenses. This includes MFs training expenses, equipment maintenance costs, publicity and consumables etc. allocated as scheduled (see Annex 1-1 (4) for the details).

#### 1-2 Input by the PNG side (Planned and Actual)

##### (1) Assignment of Counterpart Personnel

PNG side has assigned: a) the Secretary of NDAL as the Chairperson of the Project's Joint Coordinating Committee (JCC), b) the Deputy Secretary of NDAL as the Project Director, c) the Director of FSB of NDAL as Project Manager, d) Coordinator of REU of NDAL as the Project Coordinator, four REU staff, two Madang Provincial Department of Agriculture and Livestock (PDAL) staff, two East Sepik PDAL staff, two Manus PDAL staff, and two Milne Bay PDAL staff as the Counterpart personnel as scheduled (see Annex 1-2 (1) for the details).

##### (2) Offices and Training Facilities

The major facilities provided by PNG side for the Project implementation are summarized in the following table. Preparation for milling station was delayed in some provinces.

Facilities	Functions
a) Project Office in Port Moresby	Administration and Management of the Project in Port Moresby
b) Offices for Provincial Coordinator and Maprik District Rice Officer in East Sepik Province	Administration and Management of the Project in East Sepik Province
c) Space for Rice Milling Station in East Sepik	Mechanical Rice Milling Services in East Sepik Province
d) Office for Provincial Rice Project Coordinator in Madang Province	Administration and Management of the Project in Madang Province
e) Space for Rice Milling Station at Madang No.2 Station	Mechanical Rice Milling Services in Madang Province
f) Office for Provincial Rice Project Coordinator in Milne Bay Province	Administration and Management of the Project in Milne Bay Province
g) Space for Rice Milling Station at Bubuleta in Milne Bay Province	Mechanical Rice Milling Services in Milne Bay Province
h) Office for Provincial Rice Project Coordinator in Manus Province	Administration and Management of the Project in Manus Province
i) Space for Rice Milling Station at Tamata, Lorengau Town	Mechanical Rice Milling Services in Manus Province

### (3) Operation Expenses

The PNG side has budgeted approximately 11,303,000 Kina as Public Investment Program Grant and recurrent budget for the Project's operation expenses from 2011 to 2015 spent almost as scheduled (see Annex 1-2 (2) for the details).

### 1-3 Activities (Planned and Actual)

The Project Activities have been carried out according to the PDM and PO. A number of achievements have been materialized as a result of the Project planned activities. The Project activities have been conducted mostly as planned without significant delay, and all activities are already completed.

#### (1) Supplemental Training

In the beginning of the Project, "The Taskforce Team on Supplemental Training for Model Farmers (MFs)" was set up with 6 members from REU, Provincial DALs (PDALs), National Agriculture Research Institute (NARI) and Organization for Industrial, Spiritual and Cultural Advancement (OISCA). The Team has held series of meetings to discuss for the trainee selection, contents of training modules, and training method.

The Project has conducted a number of supplementary trainings in the provinces as the means of transferring of skills and knowledge on rice cultivation through the MFs approach by several supplementary trainings for MFs and provincial staff. The details of supplementary trainings for MFs and

provincial staff are given in Annex1-3.

The supplemental training participants are classified into Government officers, Model farmers and Mill operators. Total participants count 142 Government officer, 257 MFs and 46 Mill operators. When taking the duplicate counting participant off, 68 Government officers, 185 MFs and 40 Mill operators were counted as listed in the following tables.

### Government Officers

Province	Number of participants in each training							Total number of participants for all training
	Pest Control 2013	Soil Management	Post-Harvest & milling service	Rice Cultivation Cycle 2014	Pest Control 2014	Rice Cultivation Cycle 2015	Total person x times	
East Sepik	11	6	9	8	6	4	44	20
Madang	11	10	12	6	6	4	43	20
Manus	2	-	6	4	2	-	11	6
Milne Bay	4	13	16	9	2	-	44	22
Total	28	29	43	27	16	8	142	68

### Model Farmers

Province	Number of participants in each training							Total number of participants for all training
	Pest Control 2013	Soil Management	Post-Harvest & milling service	Rice Cultivation Cycle 2014	Pest Control 2014	Rice Cultivation Cycle 2015	Total person x times	
East Sepik	27	11	10	44	5	20	117	81
Madang	17	15	8	14	14	10	58	39
Manus	3	14	11	20	2	-	50	32
Milne Bay	4	10	5	10	3	-	32	33
Total	41	40	34	88	24	30	257	185

### Mill Operators

Province	Number of participants in each training							Total number of participants for all training
	Pest Control 2013	Soil Management	Post-Harvest & milling service	Rice Cultivation Cycle 2014	Pest Control 2014	Rice Cultivation Cycle 2015	Total person x times	
East Sepik	-	-	19	3	-	1	23	19
Madang	-	-	12	-	-	-	12	12
Manus	-	-	2	1	-	-	3	2
Milne Bay	-	-	7	1	-	-	8	7
Total	-	-	40	5	-	1	46	40

## (2) Review of mechanical milling service and post-harvest technology

The Project formed “The Taskforce Team on Post-harvest Technology” with 6 personnel from REU, PDALs and OISCA at initial stage. The Team reviewed the existing mechanical mill and milling service in province, and identified 2 kinds of milling machine for the milling centre.

Later, the Team reformed to “The Taskforce Team for the Mechanical Milling Service Guidelines” with 8 active members to finalizing the Guidelines.

## (3) Provision of information and data

“The Taskforce Team on Baseline Survey” was formed at the initial stage of the Project, however, it did not function well including cooperation with National Statistics Office (NSO). Within a Project capacity, data about rice cultivation, consumption and marketing in 17 districts in the target 4 provinces have been collected and summarized in the report.

“The Taskforce Team for the Extension Service Guidelines” was also formed to discuss for the guidelines with 9 members from REU and PDALs. The team has discussed to formulate the Guideline which attached a series of document to monitor rice activities in rural area, and to report to NDAL thorough districts and provinces.

For the information sharing and publicity of project activity, the stories relating to rice cultivation have been collected and worked up articles of newsletters, and promoted the interview articles to appear on newspaper and radio broadcasting.

## 2. Achievements of the Project

### 2-1 Outputs and indicators

(Target values and actual values achieved at completion)

#### (1) Output 1

All the indicators to verify Output 1 have been achieved as shown in the following table.

Output 1:	By conducting supplementary trainings for MFs and Provincial Staff, and improving the monitoring system, the implementation structure of rice extension services of MF approach and its support system is improved.	
	Objectively Verifiable Indicators	Achievement Level and Progress
	1-1 Applicability and improved monitoring feasibility of the plan(s) in terms of locality of the district administration and others	<ul style="list-style-type: none"> <li>Monitoring Plan is improved and is applicable in terms of locality of the district administration.</li> <li><b>100% Achieved.</b></li> </ul>
	1-2 Number of the districts that adopt the improved monitoring plan with or without necessary funding: 11 Districts	<ul style="list-style-type: none"> <li>15 out of 17 districts in the targeted four provinces have adopted improved monitoring plan.</li> <li><b>More than 100% Achieved.</b></li> </ul>
	1-3 Number of the MFs who received the supplementary training: 170	<ul style="list-style-type: none"> <li>185 MFs received the supplementary training.</li> <li><b>More than 100% Achieved.</b></li> </ul>
	1-4 Number of the supplementary training that is conducted with local resource persons of the provinces: 12	<ul style="list-style-type: none"> <li>19 supplementary trainings for MFs and provincial staff were conducted with local resource persons of the provinces.</li> <li><b>More than 100% Achieved.</b></li> </ul>

1-5 Number of supplementary training modules (units) for MF: 10	<ul style="list-style-type: none"> <li>16 modules for the supplementary training for MFs and provincial staff have been developed.</li> <li><b>More than 100% Achieved.</b></li> </ul>
1-6 Number of provincial staff who received the supplementary training: 20	<ul style="list-style-type: none"> <li>68 provincial staff received the supplementary training for MFs and provincial staff.</li> <li><b>More than 100% Achieved.</b></li> </ul>

## (2) Output 2

All the indicators to verify Output 2 have been achieved as shown in the following table except for 2-5; which corresponding data has been missing before the new rice mill introduction to the milling stations.

Output 2:	The existing mechanical rice milling service of public and private milling service stations is improved.	
	Objectively Verifiable Indicators	Achievement Level and Progress
2-1	Number of the mechanical rice milling machines that are reviewed: 80% or more of functioning ones in the public stations	<ul style="list-style-type: none"> <li>100% of accessible mechanical rice milling machines have been reviewed at the public stations.</li> <li><b>More than 100% Achieved.</b></li> </ul>
2-2	At least two kinds of the mechanical rice milling machines are identified for recommendation	<ul style="list-style-type: none"> <li>Two kinds of mechanical rice milling machines (Yanmar YMM20 and Hosokawa MR1900E &amp; R1900EN) have been recommended.</li> <li><b>100% Achieved.</b></li> </ul>
2-3	Applicability of the improvement plan(s) for mechanical rice milling services to locally different volumes of milling needs	<ul style="list-style-type: none"> <li>Improvement plan for mechanical rice milling services has been tested in all targeted four provinces.</li> <li><b>100% Achieved.</b></li> </ul>
2-4	Number of mechanical rice milling machines for model milling stations that are delivered and go in service: 4 Sets	<ul style="list-style-type: none"> <li>Four sets of mechanical rice milling machines for model milling stations in the targeted four provinces were delivered.</li> <li><b>100% Achieved.</b></li> </ul>
2-5	Volume of paddy rice received, recovery rates and improved milled rice quality (percentage of complete grains in total milled grains, measured by sampling surveys) in milling service at selected public milling stations: Madang No. 2 in Madang, Hayfield in East Sepik, Tamat in Manus, Bubuleta in Milne Bay	<ul style="list-style-type: none"> <li>Through the milling recovery test (which can be used as comparison data for loss) during the period of May to June 2014, the project team obtained an average recovery rate of 59.2% at the public/private milling stations in the relevant areas, and this data can be later used as a reference.</li> </ul>

## (3) Output 3

All the indicators for verifying Output 3 have been achieved as shown in the following table.

Output 3:	Implementation of the rice policies by REU and FSB in NDAL is strengthened.	
	Objectively Verifiable Indicators	Achievement Level and Progress
3-1	Number of the districts that provide information collected to REU of NDAL	<ul style="list-style-type: none"> <li>All 17 districts in the targeted four provinces have been providing</li> </ul>

in accordance with the format to be developed: 17 Districts	information to REU of NDAL in the designed format. <ul style="list-style-type: none"> <li>• <b>100% Achieved.</b></li> </ul>
3-2 Accumulated number of the newsletters published: 11	<ul style="list-style-type: none"> <li>• Eleven newsletters are published.</li> <li>• <b>100% Achieved.</b></li> </ul>
3-3 Number of active members of the taskforce for the preparation of the Guidelines on Smallholder Rice Extension services: 6	<ul style="list-style-type: none"> <li>• Nine members have been actively involved in the taskforce for the preparation of the Guidelines on Smallholder Rice Extension service.</li> <li>• <b>More than 100% Achieved.</b></li> </ul>
3-4 Number of active members of the taskforce for the preparation of guidelines on mechanical rice milling services: 6	<ul style="list-style-type: none"> <li>• Eight members have been actively involved in the taskforce for the preparation of the guidelines on mechanical rice milling services.</li> <li>• <b>More than 100% Achieved.</b></li> </ul>

## 2-2 Project Purpose and indicators

(Target values and actual values achieved at completion)

All the indicators and achievement level to verify the achievement of Project Purpose are shown in the following table.

Achievement for the number of the MFs who pass the exit exam was found difficult to verify for the Purpose indicator 4. 72.9% MFs showed 80% understanding in the supplementary training conducted on October 2014, but the participant and training topics have not been consistent in other trainings.

Project Purpose:	Smallholder rice farming is extended by applying and improving the MF approach and its support system in the targeted four Provinces.	
	Objectively Verifiable Indicators	Achievement Level and Progress
1	Number of smallholders (agricultural households) growing rice becomes over 5,000 in the four targeted provinces in 2014/15 season	<ul style="list-style-type: none"> <li>• As of November 2014, 11,948 smallholders (agricultural households) are growing rice in the targeted four provinces. (ESP9,280, MAG1,946, MLB488, MAS234)</li> <li>• <b>More than 100% Achieved.</b></li> </ul>
2	Number of the districts or LLGs that implement the improved monitoring plan: 80% or more of all the districts involved	<ul style="list-style-type: none"> <li>• As of September 2014, 100% districts and LLGs in the targeted four provinces implemented the improved monitoring plan.</li> <li>• <b>100% Achieved.</b></li> </ul>
3	Number of the REU and provincial trainers capable of conducting the MF supplementary training: 10 Persons or more	<ul style="list-style-type: none"> <li>• As of February 2015, ten (10) REU and provincial trainers became capable of conducting the supplementary training for MFs and provincial staff (REU3, ESP2, MAG2, MLB2, MAS1)</li> <li>• <b>100% Achieved.</b></li> </ul>
4	Number of the MFs who can pass the exit exam of the supplementary training: 80% or more of all the trainees	<ul style="list-style-type: none"> <li>• As of October 2014, 72.9% MFs shown 80% understanding for the supplementary trainings for MFs and provincial staff.</li> </ul>



	<ul style="list-style-type: none"> <li>• <b>91% Achieved.</b></li> </ul>
5 Number of the districts or LLGs that implement the improvement plan(s) for mechanical rice milling service: 80% or more of all the districts involved	<ul style="list-style-type: none"> <li>• 83.3% districts implemented the improvement plan(s) for mechanical rice milling services.</li> <li>• <b>More than 100% Achieved.</b></li> </ul>
6 Over 10,000 smallholders (agricultural households) receive guidance from MFs trained by the Project	<ul style="list-style-type: none"> <li>• According the yearly report on November 2014, 18,558 smallholders (agricultural households) received guidance from MFs trained by the Project. (ESP8,576, MAG4,391, MLB5,040, MAS551)</li> <li>• <b>More than 100% Achieved.</b></li> </ul>

### 2-3 Products developed by the Project

Through the Project activities, various report and materials were produced by NDAL and PDALs as listed on ANNEX 2.

## 4. History of PDM Modification

The Project Design Matrix (PDM) was regarded as the essential tool for the efficient and effective project management and evaluation throughout the Project period. The PDM was revised twice in 3.5 years duration of the Project. The history of PDM modified in the Project management is summarized below.

### 1-1 PDM ver. 0 (see Annex 3-1)

The PDM ver. 0 was agreed as a result of preliminary study among NDAL, PDALs and JICA Preparatory Study Team. All the numerical target of Verifiable Indicator in Overall Goal, Project Purpose and Output were not clearly mentioned on this version.

### 1-2 PDM ver.1.0 (see Annex 3-2)

After the Project starts, numerical targets of the indicator were elaborated through collecting information about basic rice cultivation from the provinces. The revised PDM ver. 1.0 was endorsed by the JCC members at 1<sup>st</sup> JCC meeting on 13<sup>th</sup> June 2012.

### 1-3 PDM ver.1.1 (see Annex 3-3)

In course of supplemental training preparation, it was proposed to involve the Provincial staff for the target of the training. Additional verifiable indicator “(6) Number of Provincial staff who received the supplemental training: 20” was included in Output 1. The revision was supported by 2<sup>nd</sup> JCC on 6<sup>th</sup> December 2012.

#### 1-4 PDM ver.2.0 (see Annex 3-4)

As overestimate of smallholder rice farmer numbers was found as result of baseline survey in 2012, the target of smallholder growing rice has been reduced to the realistic numbers; from 20,000 to 7,500 for the indicator in the target provinces in 2020 <Overall Goal>, from 15,590 to 5,000 for the indicator in 2014/15 season <Project Purpose>. With other minor amendment, new PDM was revalidated in 3<sup>rd</sup> JCC on 6<sup>th</sup> September 2013. Minutes of JCC

## 4. Others

### 4-1 The Project formulation

The technical cooperation project was officially requested by Papua New Guinea government on 26<sup>th</sup> August 2009 to Japanese government. JICA, then, After receiving JICA Preparatory Study Team, Record of Discussion (see Annex 4-1) and Minutes of Meeting (see Annex 4-2) were exchanged in 4<sup>th</sup> October 2011.

### 4-2 Joint Coordinating Committee (JCC)

JCC meetings have conducted on the date below, the details of meeting need to be referred each Annex;

- 1st JCC on 13<sup>th</sup> June 2012 (see Minutes on Annex 4-3)
- 2nd JCC on 6<sup>th</sup> December 2012 (see Minutes on Annex 4-4)
- 3rd JCC on 6<sup>th</sup> September 2013 (see Minutes on Annex 4-5)
- 4th JCC on 5<sup>th</sup> December 2013 (see Minutes on Annex 4-6)
- 5th JCC on 4<sup>th</sup> December 2014 (see Minutes on Annex 4-7)
- 6th JCC on 15<sup>th</sup> May 2015 (see Draft Minutes on Annex 4-8)

### 4-3 Results of Environmental and Social Considerations (if applicable)

The Project has recommended smallholder rice growers not to continue the slash-and-burn practice of cultivating land which causes soil-plant nutrients and organic and humic materials to get leached or is eroded away with the thin layer of surface-soils on sloping land. The easily erodible soils can be protected from erosion and degradation and managed to ensure soil nutrients are maintained and amassed with organic and humic materials to sustain soil fertility by adding and applying organic materials through garden

and kitchen refuse, growing and incorporating green manure materials into the permanent plot for rice cultivation.

When slash-and-burn practices of subsistence gardening is eliminated or reduced significantly by all forest-based rice growers, the agro-ecosystems in which the farmers live and operate out of can offer climate smart agriculture by offering climatic change preparedness and reducing the climate change impact and help reducing atmospheric carbon into organic carbon incorporated into the soil systems or above ground carbon materials like lignin and wood. Through reducing slash-and-burn farming, it can expect to reduce the abandoned bare land where easily cause landslide, nutrient loss of soil.

#### 4-4 Results of Considerations on Gender/Peace Building/Poverty Reduction (if applicable)

Rice can grow faster than other tuber crops, which can be harvest in 5 month after sowing. The Project should promote rice cropping with women group or schools to promote rice cultivation with participation of women and children.

Rice can store for long time if stored in good condition. Stored rice can be utilized for the emergency provision or next sowing seed.

### **III. Results of Joint Review**

#### **1. Results of Review based on DAC Evaluation Criteria**

##### 1-1 Relevance: Excellent

The Project is still in consistency with the National Agriculture Sector Policies and Development Policies of the Government of PNG, the Japan's ODA Policy for PNG, and with the needs of the target groups.

The selection of target groups is appropriate, project approach is adequate, and cooperation by Japan is relevant.

##### 1-2 Effectiveness: Good

The Project purpose is likely to be achieved at the completion of the Project in May 2015.

##### 1-3 Efficiency: Good

Quality, quantity, and timing of inputs are appropriate and all inputs are fully utilized to generate intended Outputs.

##### 1-4 Impact: Positive

So far the impact on the Overall Goal of the Project is positive. No negative/indirect/unexpected impact has been reported.

##### 1-5 Sustainability: Expected to Some Extent

The sustainability of the Project is expected to be assured in terms of policy, organizational, financial, and technical aspects. Appropriate financial and human resources from the Counterparts will be necessary to continue the Project effects after the completion of the Project in May 2015.

##### 1-6 Overall Project Performance: Satisfactory

Based on review of relevant documents of the project, such as Minutes of Meetings (M/M), Detailed Planning Survey Report, R/D, PDM, Plan of Operation (PO), MTR Report, Project Progress Reports, etc.); questionnaire to relevant stakeholders; a series of meetings and discussions with Counterparts, other development partners, and Japanese Experts; site visits as well as results of discussion by the Terminal Evaluation Team, the Terminal Evaluation Team concluded that the so far Project performance is satisfactory.

#### **2. Key Factors Affecting Implementation and Outcomes**

(1) Low interest of the district and LLG staff in rice production, which is less

marketable crop as compared with other cash crops, such as rubber, copra, cocoa, and coffee. However, the demand for rice is continuously increasing in PNG and it is expected that the district and LLG staff will be more effectively and efficiently involved in rice promotion in the future.

- (2) Lack of human resource of Counterparts. Organizational reforms were taken place in 1998 in the agriculture sector and the research sections and promotion sections were merged into different organizations. The research sections were included in the National Agricultural Research Institute (NARI) and the promotion sections were included in the Provincial Agricultural Bureaus (PABs). As a result of these reforms, the NDAL further lacked human resources. For example, at present, some sections in NDAL have no human resources at all. After the reforms, only five persons were allocated to the REU of FSB in NDAL those are involved in the implementation of the Project. Furthermore, the assigned persons of REU are more interested in other marketable cash crops, such as rubber, copra, cocoa, and coffee than in rice production.
- (3) Limited financial, physical, and materials resources of Counterparts.
- (4) Weak relationship between MFs and government officers.

### **3. Evaluation on the results of the Project Risk Management**

#### **(1) Selection of model milling machine**

After the field research by the short-term expert on post-harvest technology, the task force team has chosen 2 kinds of model milling machine. The machines were selected by the result of performance test without the sense cost consciousness for their running in each rice production yield.

The project instruct each provincial milling centre to operate the machine periodically to keep the engine operational for longer, and to be conscious about cost benefit to run the milling center sustainably.

#### **(2) Allocation of counterpart personnel**

In 3.5 years project cooperation period, two counterparts in REU and one provincial advisor in East Sepik have passed away for their sickness. The vacant positions were promptly filled, and it was no influence to the project management.

#### 4. Lessons Learnt

##### (1) Selection of the Target Provinces and Identification of Farmers' Needs

In order to appropriately select the target areas of the technical cooperation projects, the executing agencies of the technical cooperation projects must give full attention to the following points during the project formulation process and the detailed designing study for the effective implementation of the Project:

- 1) Smallholder farmers' agricultural productive activities and their livelihood,
- 2) Farmers' motivation for rice farming,
- 3) Current farming techniques of smallholder farmers and their farming experience, and
- 4) Geographical conditions of the potential target provinces.

Furthermore, in the promotion of self-sufficient rice production, the introduction of appropriate rice farming techniques to smallholder farmers taking into consideration their entire farming practice is needed to reduce a risk of the bankruptcy of the smallholder farmers. In this sense, the integrated farming system with rice should be introduced to smallholder farmers.

##### (2) Agricultural Extension and Monitoring System

The Project has faced difficulties in collecting accurate data on smallholder rice farming during the implementation process of the Project due to a weak monitoring and reporting system.

Therefore, in order to design the activities of the technical cooperation project, it will be crucial for the detailed designing study to confirm the farming guidance systems of both central and provincial governments including the extension staff placement, the budgetary allocation and technical level of the extension officers, as well as the monitoring and reporting system.

##### (3) Synergy by MF Approach and the Training of Extension Officers

The training activities for local governments' extension officers who provide technical guidance for MFs regularly are being conducted by the Project. In order to avoid the deterioration of rice production techniques of MFs and prevent the propagation of the wrong techniques, the above mentioned training activities for the extension officers are needed.

Therefore, in order to supplement the farmer to farmer extension methods,

the technical and instructional improvement of extension officers and the reinforcement of the agricultural administration in parallel should be conducted by the technical cooperation project.

## IV. For the Achievement of Overall Goals after the Project Completion

### 1. Prospects to achieve Overall Goal

In order to sustain and strengthen the achievements and progress made to date, the domestic rice development in Papua New Guinea can be further given impetus to the next level of programme interventions by aligning with the National Rice Development Policy 2015-2030. The Rice Extension Unit within the Department of Agriculture & Livestock will continue to support and promote smallholder rice development with willing provinces and their districts through the Public Investment Programme funding; and wherever possible, assisting provinces and districts in their annual work planning and budget formulation processes to secure development funding under the Province or District Service Improvement Programme (PSIP/DSIP) funding for rice developments .

Under the smallholder rice extension, the Rice Extension Unit will continue to support the provinces in implementing the Model Farmer Approach of rice extension for development, an approach where willing and committed rice grower farmers is selected, trained and supported by local government to act as agent for promoting smallholder rice skills and knowledge, and model farmers becomes central to the support system.

The following will be strengthened and sustained to meet the overall goal for the DAL/JICA Project that coming to an end:

- 1) Increase in the number of rural villagers and farming households cultivating rice for subsistence and storing and keeping rice as emergency food reserves;
- 2) Increase the level of rice production per grower by improving the yield per unit area through provisioning of training and enabling the local level governments to include their budget process a support system for the model farmer approach for rice extension in the provinces;
- 3) Enable rice growers and model farmers to mobilise their resources and efforts into farm business groups and models for transitioning into climate-change smart agriculture and commercialized rice production system.
- 4) REU and Provinces to include rice extension officers into the



organizational structures for new recruitments in all districts and LLGs in the future and develop programme in response to and aligning with the National Rice Development Policy 2015 – 2030;

## **2. Plan of Operation and Implementation Structure of PNG side to achieve Overall Goal**

Given the National Rice Development Policy – 2015 to 2030, DAL will continue to drive domestic rice production and the Rice Extension Unit will continue play national role of providing policy guidance and coordination of development and technical cooperation between both the provinces and local –level governments, state-owned enterprises and organizations, international partners and community-based development organizations:

- 1) The Rice Extension Unit within the Food Security Branch of DAL is maintained and strengthened to oversee and manage domestic rice development, including promotion of smallholder household rice production for food security and transitioning toward climate smart agriculture;
- 2) Review the structure of REU and develop a new structure, based on consultations and consensus, to incorporate new initiatives for domestic rice development and commercialization as espoused in the new Papua New Guinea Rice Development Policy 2015 – 2030 by the Government of Papua New Guinea;
- 3) Coordinate with the Project’s collaborating provinces of East Sepik, Madang, Milne Bay and Manus to continue cooperation into the post-project period of 2015 to 2018;
- 4) Officially launch the Guidelines on Smallholder Rice Extension based on Model Farmer Approach; and the Guidelines on Establishing Rice Milling Service, together with the two Handbooks on Rice Cultivation and Post-Harvest Techniques;
- 5) Develop annual work plans and development budget submissions for the development and continued support of smallholder rice development in the four province of East Sepik, Madang, Manus and Milne Bay;

- 6) Investigate and explore opportunities to transfer and diffuse the recommendation domains developed under the Model-Farmer Approach of rice extension to other provinces and districts in Papua New Guinea besides those mentioned above in (4), over the next three years of post-project period;

East Sepik Province will continue to promote smallholder rice farming system within its six districts, man-power and budget processing in implementing the following activities towards achieving the overall goal (see Annex 5-1: 2015-2020 Work Plan Matrix of East Sepik Province):

- 1) Conduct new trainings and a number of supplementary trainings as required to increase and maintain the number of active model farmers to 120 each year and each model farmer engaging with 20 active rice growers each year to maintain a threshold level of a total 2400 rice growers per year for sustainable domestic rice production in the province;
- 2) Increase the rice paddy production area by smallholder rice grower households to a level of 1600 m<sup>2</sup> and equivalent yield of 190Kg at yield level of 1,200Kg/ha by December of Year 2016;
- 3) Strengthen and improve monitoring and reporting system by all six districts in the province by 100 percent by December 2015 and biannually in the next three years based on the Guidelines on Smallholder Rice Extension in PNG;
- 4) Review all the rice milling units and station based on the Guidelines for Establishing Rice Milling Services in PNG and the Handbook on Rice Milling Techniques and make recommendation for improvement by June, 2016;
- 5) Conduct feasibility studies for farmer-groups or into organisational structures suitable for farmer groups graduating into and for venturing into commercial rice project and make recommendations by June, 2017;
- 6) Conduct feasibility study in year 2017 on broad-acre rice production system on selected sites and make recommendation by December, 2017.
- 7) Smallholder rice growers households producing 16,000 metre tonnes of paddy by December, 2018; and

- 8) Produce 1,500 metric tonnes of paddy from an irrigated, broad-acre field crop of rice by the province by December, 2018 or equivalent of the 900 metric tonnes of milled rice.

Madang Province will continue to promote smallholder rice farming system within its six districts, man-power and budget processing in implementing the following activities towards achieving the overall goal (see Annex 5-2: 2015-2020 Work Plan Matrix of Madang Province):

- 1) Conduct a week-long planning workshop on strengthening the MFA concept in Madang Province in second-half of the year 2015 based on the Guidelines on Smallholder Rice Extension in PNG; and Guidelines on Rice Milling Service in PNG with 6 District Program Officers and Rural Development Officers within the Provincial Division of Agriculture and produce recommendation(s) including the framework for improve support system to MF and rice growers before the end of December, 2015;
- 2) Conduct new trainings and a number of supplementary trainings as required to increase and maintain the number of active model farmers to 120 each year and each model farmer engaging with 20 active rice growers each year to maintain a threshold level of a total 2400 rice growers per year for sustainable domestic rice production in the province;
- 3) Increase the rice paddy production area by smallholder rice grower households to a level of 1600 m<sup>2</sup> and equivalent yield of 190Kg at yield level of 1,200Kg/ha by December of Year 2016;
- 4) Develop and strengthen Support System by districts and LLG to model farmers to produce 1,500 Kg of very good quality of rice seeds for redistribution by June, 2016;
- 5) Strengthen and improve monitoring and reporting system by all six districts in the province by 100 percent by December 2015 and biannually in the next three years based on the Guidelines on Smallholder Rice Extension in PNG;
- 6) Improve and strengthen data management system for all six districts and all rice milling stations by 100 per cent by December, 2015 and biannually in the next three years based on the Guidelines on Smallholder Rice Extension in PNG;

- 7) Conduct review and make recommendations on how communication can be improved by 100% between districts and province; and province with REU by December, 2015;
- 8) Conduct feasibility study in year 2017 on broad-acre rice production system on selected sites and make recommendation by December, 2017.

Milne Bay Province will continue to promote smallholder rice farming system within its four districts, man-power and budget processing in implementing the following activities towards achieving the overall goal (see Annex 5-3: 2015-2020 Work Plan Matrix of Milne Bay Province):

- 1) Strengthen and improve monitoring and reporting system by all four districts in the province by 100 percent by December 2015 and biannually in the next three years based on the Guidelines on Smallholder Rice Extension in PNG;
- 2) Improve and strengthen data management system for all four districts and all rice milling stations by 100 per cent by December, 2015 and biannually in the next three years based on the Guidelines on Smallholder Rice Extension in PNG;
- 3) Re-visit and conduct survey on performance on all rice milling units and restore operations of all rice milling units by 100 per cent in all four districts by June of 2016;
- 4) Conduct feasibility studies for broad-acre (mechanized) rice production project for three areas of Salakadi Basin in Goodenough Island of Kiriwina Goodenough District; Woodlark Island in Samarai Murua District; and Wamira rolling plains in the Weraura area of Alotau district and make recommendations by June, 2016;
- 5) Conduct new trainings and a number of supplementary trainings as required to increase and maintain the number of active model farmers to 80 each year and each model farmer engaging with 20 active rice growers each year to maintain a threshold level of a total 1600 rice growers per year for sustainable domestic rice production in the province;
- 6) Increase the rice paddy production area by smallholder rice grower households to a level of 1600 m<sup>2</sup> and equivalent yield of 190Kg at yield level of 1,200Kg/ha by December of Year 2016;

- 7) Conduct a study and develop a plan for budget submissions by each district through the District Service Improvement Programme (DSIP) for establishing and developing district rice milling service centres based on Guidelines for Establish Rice Milling Service with particular emphasis on use of the Hosokawa milling units by April, 2016;
- 8) Develop and strengthen Support System by districts and LLG to model farmers to produce 1,000 Kg of very good quality of rice seeds for redistribution by June, 2016;
- 9) Conduct agronomic and varietal cultural trials to produce recommendations for the Province December, 2016;

Manus Province will continue to promote smallholder rice farming system within its four out of 12 LLGs area with man-power and budget processing in implementing the following activities towards achieving the overall goal (see Annex 5-4: 2015-2020 Work Plan Matrix of Manus Province):

- 1) Conduct a week-long planning workshop on strengthening the MFA concept in Manus in second-half of the year 2015 based on the Guidelines on Smallholder Rice Extension in PNG; and Guidelines on Rice Milling Service in PNG with 8 Rural Development Officers within the Provincial Division of Agriculture before the end of December, 2015.
- 2) Conduct new trainings and a number of supplementary trainings as required to increase and maintain the number of active model farmers to 20 each year and each model farmer engaging with 20 active rice growers each year to maintain a threshold level of a total 200 rice growers per year from year 2016 to 2018 for sustainable domestic rice production in the province;
- 3) Strengthen the MFA and Support System to all 20 active model farmers and their rice growers to produce 40,000 Kg of paddy or equivalent of 24,000 Kg of milled rice per season/year by December, 2016;
- 4) Strengthen and increase the provincial rice milling service centre capacity and management by operationalising the service with trained operator and manager by September, 2015;
- 5) Run and operate the Yanmar YMM20 rice milling unit for 40 hours in each quarter of year 2016, giving a total of 160 hours by December, 2016 or an

equivalent of milling 80,000 Kg of paddy;

- 6) Improve and strengthen monitoring and reporting system by the provincial coordinating unit and the RDOs of the four target LLGs area by September, 2015;
- 7) Develop and strengthen a Support System by the province and LLGs to 20 model farmers to produce 200 Kg of very good quality of rice seeds for redistribution by December, 2016;
- 8) Conduct the agronomic survey and feasibility studies for larger land area, greater than 20 hectare of rice production in various sites, in the province and produce recommendations by end of year 2016;

### **3. Recommendations for the PNG side**

- (1) Assignment of Counterpart Personnel for Further Promotion of Smallholder Rice Production in the Targeted Four Provinces
- (2) Dissemination of Good Practices on Smallholder Rice Farming in East Sepik Province to Other Provinces
- (3) Improvement of Products Prepared by the Project
- (4) Monitoring of the Project Activities after the Completion of the Project
- (5) Promotion of Project Concept and Promotion of Smallholder Rice Farming
- (6) Prevention of the Deterioration of Rice Cultivation Techniques
- (7) Institutional Strengthening and Networking of the Relevant Stakeholders
- (8) Partnership with JICA Volunteers and Coordination with Other Relevant Stakeholders

### **4. Monitoring Plan from the end of the Project to Ex-post Evaluation**

The Rice Extension Unit will continue to coordinate and cooperate with the provinces of East Sepik, Madang, Milne Bay and Manus with their rice development programme such as smallholder rice monitoring, review and reporting and annual work planning visits and workshop, organized by each province and held within the provinces from time to time.

The provinces of East Sepik, Madang, Milne Bay and Manus have maintain their stand that provincial monitoring and reporting workshops conducted in

May and November of each year will become a routine role and responsibilities of their to ensure the sustainable of domestic rice production development for the unforeseeable future.

Provincial monitoring and reporting workshops will be held in May and November of each year and this will become integral part of annual work plans for sustaining and maintaining contact and corporation with the provinces. Interested bilateral technical cooperators and partners can always utilize this avenue to conduct ex-post DAL/JICA technical cooperation Project evaluations.

Provincial visits for ex-post evaluation can be made twice year each to the respective province from June 2015.

(If the Project will be continuously monitored by JICA after the completion of the Project, mention the plan of post-monitoring here.)

**ANNEX 1: Results of the Project**

(List of Dispatched Experts, List of Counterparts, List of Trainings, etc.)

**ANNEX 2: List of Products (Report, Manuals, Handbooks, etc.) Produced by the Project**

**ANNEX 3: PDM (All versions of PDM)**

**ANNEX 4: R/D, M/M, Minutes of JCC (copy) (\*)**

**ANNEX 5: Work Plan 2015-2020 by provinces**

(Remarks: ANNEX 4 is internal reference only.)

**Separate Volume: Copy of Products Produced by the Project**

**ANNEX 1 : Result of the Project****Annex 1-1: Input by Japanese side****(1) Long-Term Japanese Experts**

No.	Name	Field of Expertise	Period
1	Tatsuo FUJITA	Chief Advisor/Extension of Planning Control	10/12/2011 – 07/07/2012 18/08/2012 – 12/02/2013
2	Masakazu KANAMOTO	Chief Advisor/Extension of Planning Control	07/05/2013 - 03/10/2013 02/11/2013 - 23/12/2013 25/01/2014 - 12/07/2014 09/08/2014 - 20/12/2014 17/01/2015 - 14/03/2015
3	Shigeo WATANABE	Project Coordinator/Reinforcing Administration	22/01/2012 - 31/05/2015

**(2) Short-Term Japanese Expert**

No.	Name	Expertise Field	Period
1	Noboru IWANO	Postharvest Technology	05/06/2012 - 22/11/2012
2	Kazunari TSUCHIYA	Soil Science and Plant Nutrition	17/11/2012 - 01/12/2012
3	Masaya MATSUMURA	Insect Pest Control	16/02/2013 - 09/03/2013
4	Noboru IWANO	Postharvest Technology	20/04/2013 - 21/07/2013
5	Masaya MATSUMURA	Insect Pest Control	07/12/2013 - 22/12/2013
6	Mizuhiko NISHIDA	Soil Nutrition	16/02/2014 - 15/03/2014
7	Mari ONO	Development of Educational and Promotional Materials	26/04/2014 - 05/07/2014
8	Tateo AJIKA	Mechanical Milling Service	03/05/2014 - 05/07/2014
9	Masaya MATSUMURA	Insect Pest Control	06/12/2014 - 21/12/2014



**(3) Provision of Machinery, Equipment, and Materials by the Project**

No.	Date of Arrival	Description of Equipment			Qty	Unit Price		Sub Total		Place of Storage	Frequency of Use**	Condition	Maintenance Mechanism	Remarks
		Item	Manufacture & Model Number	R/P		Currency	Amount	Currency	Amount					
2011 L01	01/03/12	Laptop Computer	Acer Aspire 3830T	L	1	PGK	3,289.00	PGK	3,289.00	P	A	a	Internal maintenance	JICA PNG No.: 11-1-001835
2011 L02	09/03/12	Laptop Computer	Acer TM5760T	L	1	PGK	2,690.00	PGK	2,690.00	-	E	d	-	stolen on Feb '13
2011 L03	01/03/12	Projector	Acer P3251	L	1	PGK	4,895.00	PGK	4,895.00	P	C	a	internal maintenance	JICA PNG No.: 11-1-001836
2011 L04	01/03/12	Laser Printer	HP LaserJet CP2015	L	1	PGK	4,543.00	PGK	4,543.00	P	A	a	internal maintenance	JICA PNG No.: 11-1-001837
2011 L05	14/03/12	Photocopy Machine	Toshiba e-Studio 182	L	1	PGK	10,931.67	PGK	10,931.67	P	A	a	internal maintenance	JICA PNG No.: 11-1-001838
2012 E01	13/07/12	4WD Double cab Pick-up Truck	Mazda BT 50 4WD	L	1	PGK	66,837.20	PGK	66,837.20	Mi	A	a	periodical service	
2012 E02	25/07/12	4WD Double-cab Pick-up Truck	Mazda BT 50 4WD	L	1	PGK	66,837.20	PGK	66,837.20	E	A	a	periodical service	
2012 E03	26/07/12	4WD Double-cab Pick-up Truck	Mazda BT 50 4WD	L	1	PGK	66,837.20	PGK	66,837.20	Mg	A	a	periodical service	
2012 EX01	03/11/12	Compact pH Meter	HORIBA B-712	E	1	JPY	23,500.00	JPY	23,500.00	P	C	a	calibration on use	use on the specific case
2012 EX02	25/02/13	Stereoscopic Microscope	NIKON SMX745	E	1	JPY	170,000.00	JPY	170,000.00	NARI	B	a	internal maintenance	exchange MOU with NARI
2012 EX03	25/02/13	Photo micrographic camera set	SONY NY1S-NEX5NY	E	1	JPY	230,000.00	JPY	230,000.00	NARI	B	a	internal maintenance	exchange MOU with NARI

2012 E01-04	11/03/13	Rice Milling Machine w/spare parts	Yanmar YMM20	L	4	PGK	40,644.75	PGK	162,579.00	E, Mg, Ms, Mi	C	a	internal maintenance	under initial test run	
2012 E05-06	11/03/13	Rice Milling Machine w/spare parts	Hosokawa MR1900E (w/transformer)	L	2	PGK	21,454.50	PGK	42,909.00	E, Mi	C	a	internal maintenance	under initial test run	
2012 E07-08	11/03/13	Rice Milling Machine w/spare parts	Hosokawa R1900EN (w/transformer)	L	2	PGK	16,174.50	PGK	32,349.00	Ms, Mg	C	a	internal maintenance	under initial test run	
2012 L01	23/03/13	Portable Video camera	Panasonic HDC-HS80	L	1	PGK	1,996.00	PGK	1,996.00	POM	C	a	internal maintenance	JICA PNG No.: 11-1-000724	
2013 EX01	09/05/13	Rice Milling Machine	Hosokawa RC-301 (engine driven)	E	1	JPY	225,750.00	JPY	225,750.00	OISCA	B	a	internal maintenance	exchange MOU with OISCA JICA PNG No.: 13-1-000934	
2013 EX02	28/02/14	Soil Nutrient Tester "Dr. Soil"	Fujihira Industry UN3316/CLASS 9/PGII, UN2790/CLASS 8/PGIII	E	1	JPY	61,582.00	JPY	61,582.00	ESP	C	a	internal maintenance	JICA PNG No.: 13-1-000506	
2013 EX03	28/02/14	Soil Nutrient Tester "Dr. Soil"	Fujihira Industry UN3316/CLASS 9/PGII, UN2790/CLASS 8/PGIII	E	1	JPY	61,582.00	JPY	61,582.00	Mg	C	a	internal maintenance	JICA PNG No.: 13-1-000525	
2013 EX04	28/02/14	Soil Nutrient Tester "Dr. Soil"	Fujihira Industry UN3316/CLASS 9/PGII, UN2790/CLASS 8/PGIII	E	1	JPY	61,582.00	JPY	61,582.00	Mi	C	a	internal maintenance	JICA PNG No.: 13-1-000505	
2013 EX05	28/02/14	Soil Nutrient Tester "Dr. Soil"	Fujihira Industry UN3316/CLASS 9/PGII, UN2790/CLASS 8/PGIII	E	1	JPY	61,582.00	JPY	61,582.00	Ms	C	a	internal maintenance	JICA PNG No.: 13-1-000524	
Total									PGK 466,693.27 + JPY 895,578 = USD 211,439.34 (Exchange rate: 1USD = 2.3PGK = JPY 105)						

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Note: The listed equipment should be the unit price of 50,000 yen or more and be usable for one year or more, according to manual for JICA coordinator.

R/P: Route of Procurement (J: From Japan, L: Local, E: With Expert)

Place of Storage (P: NDAL at POM, Mg: Madang, E: East Sepik, Ms: Manus, Mi: Milne Bay)

\* Condition of Equipment

Rank	Status
a	Good condition
b	In moderate condition
c	For Repair
d	Unable to use

\*\* Classification of the frequency of use of the equipment

(According to the manual for JICA coordinators)

Rank	Status	Frequency	Others
<b>A</b>	used frequently	almost daily	
<b>B</b>	used well	1-3 times per week	
<b>C</b>	used in specific season(s) only		needs reasons
<b>D</b>	not so much used	3-11 times per year	needs reasons
<b>E</b>	not used by specific reason		needs reasons

**(4) Operational Expenses by the Japanese Side**

JICA Contribution on Expenditure

Unit: Kina

<b>Budget Item</b>	<b>JFY* 2011 (Jan.-Mar.'12)</b>	<b>JFY2012</b>	<b>JFY2013</b>	<b>JFY2014</b>	<b>JFY2015</b>	<b>Total Amount</b>
Local activity cost in general	95,997.76	376,099.51	292,380.40	350,000.00	55,000.00	1,169,477.67
Total	95,997.76	376,099.51	292,380.40	350,000.00	55,000.00	1,169,477.67

\* JFY: Japanese Fiscal Year is from April - March

**Annex 1-2: Input by PNG side****(1) Assignment of the Project Counterpart Personnel**

No	Name	Position/Organization/ Position in the Project	Field of Expertise	Duration of Assignment	
				From	To
1	Francis DAINK	Deputy Secretary, DAL Project Director	Administration	12/2011 03/2013	01/2013 05/2013
2	Mawe GONAPA	Deputy Secretary, DAL Project Director	Administration	01/2013 05/2013	03/2013 12/2013
3	Potaisa HOMBUNAKA	Deputy Secretary, DAL Project Director	Administration	01/2014	To-Date
4	Brown KONABE	Director, FSB, DAL Project Manager	Food Security	12/2011	To-Date
5	Verave GAVALI	National Rice Coordinator, REU	Coordination of Implementation	12/2011	08/2013
6	Heai Steven HOKO	National Rice Coordinator, REU Currently, Agricultural National Rice Coordinator from August 2013	Irrigation, Soil, Training. Farming Systems.	12/2011	To-Date
7	Miriam JOHN	Staff, REU	Grain Agronomy, Monitoring	12/2011	To-Date
8	Boni JULES	Staff, REU	Rice Agronomy, Training	09/2013	To-Date
9	Brian NIME	Staff, REU	Rice Milling Mechanic	12/2011	11/2012
10	Patrick OA	Staff, REU	Rice Milling Mechanic	11/2013	To-Date
11	Godfried SAVI	Advisor, PDAL, Madang Province	Administration and Management in Madang Province	12/2011	08/2013
12	Peter SAGEROM	Advisor, PDAL, Madang Province	Administration and Management in Madang Province	09/2013	To-Date
13	Edward LIRU	Advisor, PDAL, East Sepik Province	Administration and Management in East Sepik Province	12/2011	07/2012
14	Kevin HAWAN	Advisor, PDAL, East Sepik Province	Administration and Management in East Sepik Province	07/2012	To-Date

15	Benedict BULUNGOL	Advisor, PDAL, Manus Province	Administration and Management in Manus Province	12/2011	08/2012
16	John LALE	Advisor, PDAL, Manus Province	Administration and Management in Manus Province	08/2012	To-Date
17	James DUKS	Advisor, PDAL, Milne Bay Province	Administration and Management in Milne Bay Province	12/2011	To-Date
18	Mary LILIH	Provincial Food Security Coordinator, Madang Province	Coordination of Implementation and Technical Matters in Madang Province	12/2011	To-Date
19	Pius NUMBATAI	Provincial Rice Officer, East Sepik Province	Coordination of Implementation and Technical Matters in East Sepik Province	12/2011	To-Date
20	John MALEMALU	Provincial Food Security Coordinator, Manus Province	Coordination of Implementation and Technical Matters in Manus Province	12/2011	10/2012
21	Paul BULEI	Provincial Rice Officer Manus Province	Coordination of Implementation and Technical Matters in Manus Province	10/2012	To-Date
22	Jonathan KAPOILA	Provincial Food Security Coordinator, Milne Bay Province	Coordination of Implementation and Technical Matters in Milne Bay Province	12/2011	03/2014
23	Ropsy TAUDILI	Provincial Food Security Coordinator, Milne Bay Province	Coordination of Implementation and Technical Matters in Milne Bay Province	03/2014	To-Date

**(2) Operational Expenses by the PNG Side**

NDAL

Unit: Kina

<b>Budget Item</b>	<b>FY2011</b>	<b>FY2012</b>	<b>FY2013</b>	<b>FY2014</b>	<b>FY2015</b>	<b>Total Amount</b>
Public Investment Program Grant	299,944.00	500,000.00	1,000,000.00	1,000,000.00	2,990,000.00	5,789,944.00
First Quarter of Year			0.00	300,000.00		300,000.00
Second Quarter of Year			0.00	300,000.00		300,000.00
Third Quarter of Year			0.00			0.00
Four Quarter of Year			1,000,000.00			1,000,000.00
Fund Released to-date for Rice work				600,000.00		
<b>Total Grant Released</b>	<b>299,944.00</b>	<b>500,000.00</b>	<b>1,000,000.00</b>	<b>1,000,000.00</b>	<b>2,990,000.00</b>	<b>5,090,000.00</b>

East Sepik Province

Unit: Kina

<b>Budget Item</b>	<b>FY2011</b>	<b>FY2012</b>	<b>FY2013</b>	<b>FY2014</b>	<b>FY2015</b>	<b>Total Amount</b>
Recurrent Budget - Operational Costs (Goods & Service)	90,000.00	97,000.00	115,000.00	178,000.00	200,000.00	680,000.00
Fund Released todate for Rice work				130,000.00		

Madang Province

Unit: Kina

<b>Budget Item</b>	<b>FY2011</b>	<b>FY2012</b>	<b>FY2013</b>	<b>FY2014</b>	<b>FY2015</b>	<b>Total Amount</b>
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Recurrent Budget - Operational Costs (Goods & Service)	60,000.00	50,000.00	60,000.00	350,000.00	300,000.00	820,000.00
Fund Released to-date for Rice work			3,000.00	30,000.00		

## Manus Province

Unit: Kina

Budget Item	FY2011	FY2012	FY2013	FY2014	FY2015	Total Amount
Recurrent Budget - Operational Costs (Goods & Service)	125,000.00	125,000.00	450,000.00	682,000.00	682,000.00	2,064,000.00
Fund Released to-date for Rice work				55,000.00 (8% for rice)	45,000.00 (6.6% for rice)	

## Milne Bay Province

Unit: Kina

Budget Item	FY2011	FY2012	FY2013	FY2014	FY2015	Total Amount
Recurrent Budget - Operational Costs (Goods & Service)	70,000.00	220,000.00	359,000.00	750,000.00	550,000.00	1,949,000.00
Fund Released todate for Rice work				300,000.00		



**Annex 1-3: Supplemental Training Record**

<b>Supplementary Trainings for MFs and Provincial Staff in 2012</b>				
No.	Name of Trainings	Period	Number of Participants	Objectives and Goals
1	Advanced (Supplementary) model farmer training	2012.10.19 – 2012.11.02	24	To train the participants to practically apply the skill and knowledge on: 1) Sharing experience 2) Area profile and action plan 3) Rice variety selection 4) Quality seed production 5) Soil & water management 6) Pest control 7) Disease control 8) Postharvest processing 9) Extension method 10) Evaluation.
<b>Supplementary Trainings for MFs and Provincial Staff in 2013</b>				
2	Supplemental training on Pest Control in East Sepik Province	2013.12.12 – 2013.12.13	43	To train the farmers and extension officer from East Sepik and Manus Province on: 1) Insect pest lecture on identification, ecology, and control method for rice stem borer, rice bug and rice plant hopper 2) Practical training to observe actual insect pests and practice to remove pests.
3	Supplemental training on Pest Control in Madang Province	2013.12.16 – 2013.12.17	24	To train the farmers and extension officer from Madang and Milne Bay Province on: 1) Insect pest lecture on identification, ecology, and control method for rice stem borer, rice bug and rice plant hopper, 2) Practical training to observe actual insect pests and practice to remove pests.
<b>Supplementary Trainings for MFs and Provincial Staff in 2014</b>				
4	Supplemental training on Soil Preparation in Manus Province	2014.02.19 – 2014.02.21	18	Lecture on sustainable rice production through soil management including organic material application, tillage and crop rotation, and practical training to the value of soil were made to farmers and extension officers in Manus.
5	Supplemental training on Soil Preparation in Madang Province	2014.02.24 – 2014.02.26	15	Lecture on sustainable rice production through soil management including organic material application, tillage and crop rotation, and practical training to the value of soil were made to farmers and extension officers in Madang.
6	Supplemental training on Soil Preparation in East Sepik Province	2014.03.01 – 2014.03.04	17	Lecture on sustainable rice production through soil management including organic material application, tillage and crop rotation, and practical training to the value of soil were made to farmers and extension officers in East Sepik.

7	Supplemental training on Soil Preparation in Milne Bay Province	2014.03.08 – 2014.03.11	25	Lecture on sustainable rice production through soil management including organic material application, tillage and crop rotation, and practical training to the value of soil were made to farmers and extension officers in Milne Bay.
8	Supplemental training on Post-harvest Technology and Milling Service in Milne Bay Province	2014.05.13 – 2014.05.16	31	Lecture and practical training on rice milling service and post-harvest were made to rice farmers, mill operator and extension offices in Milne Bay.
9	Supplemental training on Post-harvest Technology and Milling Service in East Sepik Province	2014.05.30 – 2014.06.03	37	Lecture and practical training on rice milling service and post-harvest were made to rice farmers, mill operators and extension offices in East Sepik.
10	Supplemental training on Post-harvest Technology and Milling Service in Madang Province	2014.06.10 – 2014.06.13	25	Lecture and practical training on rice milling service and post-harvest were made to rice farmers, mill operator and extension offices in Madang.
11	Supplemental training on Post-harvest Technology and Milling Service in Manus Province	2014.06.20 and 2014.06.23 – 2014.06.25	14	Lecture and practical training on rice milling service and post-harvest were made to rice farmers, mill operator and extension offices in Manus.
12	Supplemental training on Rice Cultivation Cycle and in Madang Province	2014.09.01 – 2014.09.05	20	To train rice farmers and extension offices through lecture and practical training with the finalizing Rice Extension Handbook on rice cultivation cycle in Madang.
13	Supplemental training on Rice Cultivation Cycle and in East Sepik Province	2014.09.08 – 2014.09.12	54	To train rice farmers and extension offices through lecture and practical training with the finalizing Rice Extension Handbook on rice cultivation cycle in East Sepik.
14	Supplemental training on Rice Cultivation Cycle and in Milne Bay Province	2014.09.22 – 2014.09.26	24	To train rice farmers and extension offices through lecture and practical training with the finalizing Rice Extension Handbook on rice cultivation cycle in Mile Bay.
15	Supplemental training on Rice Cultivation Cycle and in Manus Province	2014.09.29 – 2014.10.03	26	To train rice farmers and extension offices through lecture and practical training with the finalizing Rice Extension Handbook on rice cultivation cycle in Manus.
16	Supplemental training on Pest Control in Madang Province	2014.12.10 – 2014.12.11	25	To train the farmers and extension officer from Madang and Manus Province on: 1) Insect pest lecture on understanding ecological characteristics of insect pest, how to cut the pest life cycle, community-wide adoption, wood/ bamboo vinegar spray for root aphid. 2) Practical training to observe actual

				insect pests and practice to remove.
17	Supplemental training on Pest Control in East Sepik Province	2014.12.15 – 2014.12.16	20	To train the farmers and extension officer from East Sepik and Milne Bay Province on: 1) Insect pest lecture on understanding ecological characteristics of insect pest, how to cut the pest life cycle, community-wide adoption, wood/ bamboo vinegar spray for root aphid. 2) Practical training to observe actual insect pests and practice to remove.
<b>Supplementary Trainings for MFs and Provincial Staff in 2015</b>				
18	Supplemental training on Rice Cultivation Cycle and in Madang Province	2015.02.24 – 2015.02.27	25	To train rice farmers and extension offices through lecture and practical training with Rice Extension Handbook on rice cultivation cycle in East Sepik.
19	Supplemental training on Rice Cultivation Cycle and in Madang Province	2015.03.09 – 2015.03.13	14	To train rice farmers and extension offices through lecture and practical training with Rice Extension Handbook on rice cultivation cycle in Madang..

## ANNEX 2: List of Products

No.	Item	Date	Contents	Language	Distributed to
Y2012					
1	Performance test report for commonly used brand of rice milling machines in PNG	August 2012	10 different models of rice milling machine was determined the practical milling capacity.	English	East Sepik, Madang, Milne Bay, Manus Province
2	Terminal report on activities of the short term expert on rice post harvest	September 2012	Activity report of Mr. Noboru Iwano; short-term expert on Rice Post-harvest Technology 6 June - 21 Nov. '12	English	East Sepik, Madang, Milne Bay, Manus Province
3	Report of advanced model farmer training in OISCA	November 2012	Summary report of advanced (supplementary) training conducted from 29 Oct. to 2 Nov. '12	English	
4	Monitoring & Review_2011 & 2012_East Sepik Province	December 2012	Achievement report from Nov. 2011 to Nov. 2012 was provided for ESP.	English	JCC members
5	Monitoring & Review_2012_Madang Province	December 2012	Achievement report on 2012 and further action plan were reported on MAG.	English	JCC members
6	Monitoring & Review_2012_Milne Bay Province	December 2012	Achievement report on 2012 and further action plan were reported on MLB.	English	JCC members
7	Monitoring & Review_2012_Manus Province	December 2012	Achievement report on 2012 and further action plan were reported on MAS.	English	JCC members
8	Newsletter_PLES RICE NIUS_No. 1, 2, 3, 4	Sep. Nov. Dec. (x2) 2012	Project activity report was compiled and distributed for public relations purpose.	English	Relevant authorities for the Project
Y2013					
9	Tentative report as a short term expert of JICA on Insect Pest Control	8 March 2013	On-the-spot investigation and counter measure were reported for Brown Plant Hopper by Dr. Masaya Matsumura; 16 Feb. - 9 Mar. '13	English	Relevant authorities for the activities
10	Flyer for farmers on Brown Plant Hopper (BPH)	March 2013	Attention for Hopper burn damage by BPH was raised with a flyer	English	East Sepik, Madang, Milne Bay, Manus & other Province
11	Technical manual for post-harvest machines	June 2013	Manual for operator and technician was compiled to used Yanmar YMM20 & Hosokawa MR1900E, R1900EN	English	East Sepik, Madang, Milne Bay, Manus Province
12	Terminal report of rice milling machines for installation and newly developed experiment test for rice mill machines	July 2013	Report of STEx on post-harvest, Mr. N. Iwano for installation of the newly allocated rice milling machine in target Province; 20 Apr. - 21 Jul. '13.	English	East Sepik, Madang, Milne Bay, Manus Province
13	Final monitoring & review_Annual rice report 2012 & 2013_East Sepik Province	November, 2013	Annual achievement from 2012 to 2013 and further action plan were reported on ESP.	English	JCC members
14	Monitoring report on smallholder rice production_May-Nov 2013_Madang Province	November, 2013	Achievement report of May to Nov. 2013 and further action plan were reported on MAG.	English	JCC members
15	Monitoring report on sustainable rice production by smallholder_2013_Milne Bay Province	November, 2013	Annual achievement on 2013 and further action plan were reported on MLB.	English	JCC members
16	2013 Report and 2014 annual action plan_Manus Province	November, 2013	Annual achievement on 2013 and further action plan were reported on MAS.	English	JCC members
17	Summary report on the baseline survey on domestic rice consumption and production	December, 2013	Baseline survey conducted on 2012 was compiled.	English	East Sepik, Madang, Milne Bay, Manus Province
18	Tentative report as a short term expert of JICA on Insect Pest Control	20 December 2013	Survey and training were reported mainly focus on rice stem borer, rice bug and rice planthopper; 7 - 22 Dec. '12.	English	East Sepik, Madang, Milne Bay, Manus Province, JOCV Volunteers
19	Newsletter_PLES RICE NIUS_No. 5, 6	Mar., Sep. 2013	Project activity report was compiled and distributed for public relations purpose.	English	Relevant authorities for the Project
Y2014					
20	Report on the dispatch to the Project on Soil and Fertilizers	14 March 2014	On-siteresearch and education to farmers and officers was reported on soil management and analysis in 4 target Provinces by Dr. M. Nishida; 15 Feb - 16 Mar. '14	English	East Sepik, Madang, Milne Bay, Manus Province, JOCV Volunteers
21	Newsletter_PLES RICE NIUS_No. 7, 8, 9	Feb., June, November 2014	Project activity report was compiled and distributed for public relations purpose.	English	Relevant authorities for the Project
22	Summary report on the dispatch to the Project for JICA short-term expert for Development of Educational and Promotional Materials	July 2014	Activity report was made to support to develop training materials, extension guideline etc. by Ms. Mari Ono; 26 Apr. - 5 Jul. '14	English	Relevant authorities for the activities
23	Summary report on the dispatch to the Project for JICA short-term expert for Mechanical Milling Service	July 2014	Activity report was made for survey, training, text and guideline preparation on mechanical milling service by Mr. T. Ajika; 3 May. - 5 Jul. '14	English	Relevant authorities for the activities
24	Provincial Annual Report on the Project Nov.2013 - Oct.2014_East Sepik Province	November 2014	Annual achievement from Nov. 2012 to Oct. 2014 report on ESP.	English	JCC members
25	Provincial Half Year / Annual Report on Rice Production by Smallholder farmers_May-Oct 2014_Madang Province	November 2014	Achievement of May to Oct. 2014 and Annual report 2014 were reported on MAG.	English	JCC members
26	Monitoring report on sustainable rice production by smallholder_2014_Milne Bay Province	November 2014	Annual achievement on 2014 and further action plan were reported on MLB.	English	JCC members
27	2013 Report and 2014 annual action plan_Manus Province	November 2014	Annual achievement on 2014 and further action plan were reported on MAS.	English	JCC members
Y2015					
28	Handbook for Upland Rice Farming in Papua New Guinea	February 2015	Book to enrich rice farmer's basic knowledge and skills in rice farming in line with realistic on-site condition.	English	Relevant authorities for the activities
29	Leaflets about basic skill of rice cultivation cycle for smallholder rice growers (5 kinds, draft)	February 2015	5 leaflets were produced for rice farmers; 1) Soil Preparation, 2) Sowing and Transplantation, 3) Weed, Water and Pest Control, 4) Harvesting and Post-harvesting, 5) Rice Cycle	English and Pijin	Relevant authorities for the activities
30	Handbook on Rice Post-harvest Techniques	February 2015	Textbook for rice extension officer, rice mill manager and rice farmers to understand well about post-harvest technology in rice cycle.	English	Relevant authorities for the activities
31	Guideline for Mechanical Rice Milling Service in Papua New Guinea	February 2015	Guideline to make profitable use of Rice Milling Service Centre for local government and rice farmers.	English	Relevant authorities for the activities
32	Guideline for Establishing Smallholder Rice Extension in Papua New Guinea	April 2015	Guideline for officers in REU, PDAL and other rice extension officers and model farmers to effectively promote smallholder rice production.	English	Relevant authorities for the activities
33	Newsletter_PLES RICE NIUS_No. 10, 11	Feb., May 2015	Project activity report was compiled and distributed for public relations purpose.	English	Relevant authorities for the Project



Activities:	Inputs		
1-1. <b>Improvement of the monitoring system:</b> The current FTFE by MF in the target provinces/districts is reviewed in terms of supporting system for MF, MF's report format, language, ways to submit report, and others.	JICA	Government of Papua New Guinea	Security situation does not worsen.
1-2. The improved monitoring plan(s) is developed and finalized through workshops participated by local government officers involved. The improved monitoring plan(s) is implemented in the target provinces/districts.	1) Assignment of Japanese and third country experts:	1) Assignment of officers and staff at NDAL, Provincial DAL, District DAL and LLGs	
1-3. <b>Supplementary training for MF:</b> In areas of soil management, pest/diseases and others, curriculum is developed for conducting supplementary training for MF.	long-term experts : Chief Advisor/Extension Planning and Management, Coordinator/Reinforcing Administration	2) Budget for operation of the project by NDAL, Provinces, Districts and LLGs	
1-4. A plan for supplementary training for MF is developed that includes way to select candidate trainees, exit exam for certifying trainees, outsourcing of trainers, way of training of REU/provincial trainers, etc. and is implemented.	short-term experts : of necessary expertise areas in rice production		
2-1. <b>Mechanical milling service:</b> Specifications, capacities and performance of the milling machines and the capacity of staff in the public and private milling stations in the sample target provinces/districts are reviewed and the results are released to all the local governments involved and other stakeholders.	2) Provision of equipment: Model rice milling machine and other equipment necessary for training and monitoring		
2-2. Based on results of the above review, improvement plan(s) for mechanical milling service is drafted that includes recommendations on technical specifications of the milling machine, cost and profit analysis of their operation, recommendations on improving installation of existing machines, and others.			
2-3. The improvement plan(s) is tried in the target provinces.			<b>Pre-conditions</b>
2-4. The model milling services are demonstrated in selected public milling facilities in at least 4 provinces.			1) The current Expansion Phase is continued by NDAL
2-5. The training on operation of milling machines and management of mechanical milling service center is conducted.			2) NDAL receives the development budget for rice programs.
3-1. <b>Baseline survey:</b> Baseline survey on nationwide domestic rice production and consumption is conducted in aspect of food security.			
3-2. <b>Information sharing:</b> By utilizing various chances including the management meeting and issue oriented meeting in provincial level, all relevant information on rice production in the target provinces/districts is collected that includes local governments' facilities to extend rice production, technical challenges in cultivation and postharvest, market prices of imported and local rice, assistance by donors, and others.			
3-3. The outcomes from the above 3-1 and 3-2 are compiled in a form of periodical newsletters and released to the other provinces, as well as to relevant government organizations and other stakeholders.			
3-4. The other province are facilitated to develop smallholder rice production through the MF approach.			
3-5. <b>Guideline on extension services for smallholder rice production:</b> Role of national and local governments for the extension service that include province, district, LLG and ward council are clarified and a proposal for setting up appropriate extension system (single or plural) are prepared.			
3-6. <b>Guideline on mechanical milling services:</b> The improvement plan for mechanical milling service that is prepared through the activity 2-2 is reviewed for formulating a guideline, and finalized after consultation workshop for the relevant government organizations and/or other process as required.			

Annex 3-2: PDM ver.1.0

PROJECT DESIGN MATRIX (PDM)				
Project title: The Project on Promotion of Smallholder Rice Production (Phase-2)				
Target Provinces : Madang, East Sepik, Manus, Milne Bay Provinces		Version 1.0		
Project Duration: 3.5 years		Date: 13th June 2012		
Overall Goal:	Project Narrative Summary	Verifiable Indicators	Means of Verification	
			Important Assumpt	
	Rice farmers and rice production are expanded sustainably in the target provinces.	(1) Number of smallholder (agricultural households) growing rice becomes over 20,000 in the target provinces by 2020. (2) More than 10% of randomly-selected smallholder farmers (agricultural households) in the target provinces produce rice for their home consumption for the last three years, and more than 80% of them have received guidance from the Model Farmers (MF) trained by this Project in 2020. (3) More than 5% of randomly-selected smallholder farmers (more than 50% of rice growers) in the target provinces produce more than 50 kg of paddy rice in 2020. (4) More than 80% of the districts holding the MF adopt and implement the guideline on the extension services for smallholder rice production and on the milling services in 2020.	1) Results of the survey organized by NDAL 2) Results of the survey organized by NDAL	
<b>Project Purpose:</b>	Smallholder rice farming is extended by applying and improving the Model Farmer (MF) Approach and its support system in the target provinces.	(1) Number of farmers growing rice becomes over 15,590 in the four target provinces in 2014/15 season. (2) Number of the districts or LLG that implement the improved monitoring plan: 80% or more of all the districts involved. (3) Number of the REU and provincial trainers capable of conducting the MF supplementary training: 10 persons or more (4) Number of the MF who can pass the exit exam of the supplementary training: 80% or more of all the trainees (5) Number of the districts or LLG that implement the improvement plan(s) for mechanical milling service: 80% or more of all the districts involved (6) Over 16,000 farmers receive guidance from MF trained by the Project.	Newsletter, other project documents and record, interviews with the government officers involved, and others	The national and local governments continue present food security policy, particularly "pr small holders rice production" as one of the
<b>Outputs:</b>				
1	By conducting supplementary training for MF and improving the monitoring system, the implementation structure of rice extension services of MF approach and its support system is improved.	(1) Applicability and feasibility of the improved monitoring plan(s) in terms of locality of the district administration and others (2) Number of the districts that adopt the improved monitoring plan with or without necessary funding: 11 Districts (3) Number of the MF who received the supplementary training: 170 (4) Number of the MF supplementary training that is conducted without outsourcing instructors: 12 (5) Number of supplemented training modules (units) for MF: 18	Newsletter, other project documents and record, interviews with the government officers and farmers involved, and others	Severe outbreak of pest and disease does not occur. Severe climatic change does not occur. The C/P staff of NDAL and target provinces other offices during the Project period.
2	The existing mechanical milling service of public and private milling service stations is improved.	(1) Number of the machines that are reviewed: 80% or more of functioning ones in the public stations (2) At least two kinds of the milling machines are identified for recommendation. (3) Applicability of the improvement plan(s) for mechanical milling service to locally different volumes of milling needs (4) Number of the model milling machines that are delivered and go in service: 8 units (5) Volume of paddy rice received, recovery rates and improved milled rice quality (percentage of complete grains in total milled grains, measured by sampling surveys) in milling service at selected public milling stations: Madang No.2 in Madang, Hayfield in East Sepik, Tamat Station in Manus, Bubuleta in Milne Bay	Newsletter, other project documents and record, interviews with the government officers involved, and others	
3	Implementation of the rice policies by Rice Extension Unit (REU) and Food Security Branch in NDAL is strengthened.	(1) Accumulated number of the districts that provide information collected: 33 Districts from 2012 to 2014 (2) Accumulated number of the newsletters published: 11 (3) Number of active members of the taskforce for the extension service guideline: 6 (4) Number of active members of the taskforce for the mechanical milling service guideline: 6	Newsletter, other project documents and record	

Activities:	Inputs		
1-1. <b>Improvement of the monitoring system:</b> The current FTFE by MF in the target provinces/districts is reviewed in terms of supporting system for MF, MF's report format, language, ways to submit report, and others.	JICA	Government of Papua New Guinea	Security situation does not worsen.
1-2. The improved monitoring plan(s) is developed and finalized through workshops participated by local government officers involved. The improved monitoring plan(s) is implemented in the target provinces/districts.	1) Assignment of Japanese and third country experts:	1) Assignment of officers and staff at NDAL, Provincial DAL, District DAL and LLGs	
1-3. <b>Supplementary training for MF:</b> In areas of soil management, pest/diseases and others, curriculum is developed for conducting supplementary training for MF.	long-term experts : Chief Advisor/Extension Planning and Management, Coordinator/Reinforcing Administration	2) Budget for operation of the project by NDAL, Provinces, Districts and LLGs	
1-4. A plan for supplementary training for MF is developed that includes way to select candidate trainees, exit exam for certifying trainees, outsourcing of trainers, way of training of REU/provincial trainers, etc. and is implemented.	short-term experts : of necessary expertise areas in rice production		
2-1. <b>Mechanical milling service:</b> Specifications, capacities and performance of the milling machines and the capacity of staff in the public and private milling stations in the sample target provinces/districts are reviewed and the results are released to all the local governments involved and other stakeholders.	2) Provision of equipment: Model rice milling machine and other equipment necessary for training and monitoring		
2-2. Based on results of the above review, improvement plan(s) for mechanical milling service is drafted that includes recommendations on technical specifications of the milling machine, cost and profit analysis of their operation, recommendations on improving installation of existing machines, and others.			
2-3. The improvement plan(s) is tried in the target provinces.			<b>Pre-conditions</b>
2-4. The model milling services are demonstrated in selected public milling facilities in at least 4 provinces.			1) The current Expansion Phase is continued
2-5. The training on operation of milling machines and management of mechanical milling service center is conducted.			2) NDAL receives the development budget
3-1. <b>Baseline survey:</b> Baseline survey on nationwide domestic rice production and consumption is conducted in aspect of food security.			
3-2. <b>Information sharing:</b> By utilizing various chances including the management meeting and issue oriented meeting, relevant information on rice production is collected including local governments' facilities to extend rice production, technical challenges in cultivation and postharvest, market prices of imported and local rice, assistance by donors, and others.			
3-3. The outcomes from the above 3-1 and 3-2 are compiled in a form of periodical newsletters and released to the other provinces, as well as to relevant government organizations and other stakeholders.			
3-4. The other province are facilitated to develop smallholder rice production through the MF approach.			
3-5. <b>Guideline on extension services for smallholder rice production:</b> Role of national and local governments for the extension service that include province, district, LLG and ward council are clarified and a proposal for setting up appropriate extension system (single or plural) are prepared.			
3-6. <b>Guideline on mechanical milling services:</b> The improvement plan for mechanical milling service that is prepared through the activity 2-2 is reviewed for formulating a guideline, and finalized after consultation workshop for the relevant government organizations and/or other process as required.			



Annex 3-3: PDM ver.1.1

PROJECT DESIGN MATRIX (PDM)			
Project title: The Project on Promotion of Smallholder Rice Production (Phase-2)			
Target Provinces : Madang, East Sepik, Manus, Milne Bay Provinces		Version 1.1	
Project Duration: 3.5 years		Date: 6th Dec. 2012	
Project Narrative Summary	Verifiable Indicators	Means of Verification	Important Assumpt
<b>Overall Goal:</b> Rice farmers and rice production are expanded sustainably in the target provinces.	(1) Number of smallholder (agricultural households) growing rice becomes over 20,000 in the target provinces by 2020. (2) More than 10% of randomly-selected smallholder farmers (agricultural households) in the target provinces produce rice for their home consumption for the last three years, and more than 80% of them have received guidance from the Model Farmers (MF) trained by this Project in 2020. (3) More than 5% of randomly-selected smallholder farmers (more than 50% of rice growers) in the target provinces produce more than 50 kg of paddy rice in 2020. (4) More than 80% of the districts holding the MF adopt and implement the guideline on the extension services for smallholder rice production and on the milling services in 2020.	1) Results of the survey organized by NDAL  2) Results of the survey organized by NDAL	
<b>Project Purpose:</b> Smallholder rice farming is extended by applying and improving the Model Farmer (MF) Approach and its support system in the target provinces.	(1) Number of farmers growing rice becomes over 15,590 in the four target provinces in 2014/15 season. (2) Number of the districts or LLG that implement the improved monitoring plan: 80% or more of all the districts involved. (3) Number of the REU and provincial trainers capable of conducting the MF supplementary training: 10 persons or more (4) Number of the MF who can pass the exit exam of the supplementary training: 80% or more of all the trainees (5) Number of the districts or LLG that implement the improvement plan(s) for mechanical milling service: 80% or more of all the districts involved (6) Over 16,000 farmers receive guidance from MF trained by the Project.	Newsletter, other project documents and record, interviews with the government officers involved, and others	The national and local governments continue present food security policy, particularly "pr small holders rice production" as one of the
<b>Outputs:</b>			
1 By conducting supplementary training for MF and Provincial staff, and improving the monitoring system, the implementation structure of rice extension services of MF approach and its support system is improved.	(1) Applicability and feasibility of the improved monitoring plan(s) in terms of locality of the district administration and others (2) Number of the districts that adopt the improved monitoring plan with or without necessary funding: 11 Districts (3) Number of the MF who received the supplementary training: 170 (4) Number of the MF supplementary training that is conducted with local resources persons of the Provinces: 12 (5) Number of supplemented training modules (units) for MF: 18 (6) Number of Provincial staff who received the supplementary training: 20	Newsletter, other project documents and record, interviews with the government officers and farmers involved, and others	Severe outbreak of pest and disease does not occur. Severe climatic change does not occur. The C/P staff of NDAL and target provinces other offices during the Project period.
2 The existing mechanical milling service of public and private milling service stations is improved.	(1) Number of the machines that are reviewed: 80% or more of functioning ones in the public stations (2) At least two kinds of the milling machines are identified for recommendation. (3) Applicability of the improvement plan(s) for mechanical milling service to locally different volumes of milling needs (4) Number of the model milling machines that are delivered and go in service: 8 units (5) Volume of paddy rice received, recovery rates and improved milled rice quality (percentage of complete grains in total milled grains, measured by sampling surveys) in milling service at selected public milling stations: Madang No.2 in Madang, Hayfield in East Sepik, Tamat Station in Manus, Bubuleta in Milne Bay	Newsletter, other project documents and record, interviews with the government officers involved, and others	
3 Implementation of the rice policies by Rice Extension Unit (REU) and Food Security Branch in NDAL is strengthened.	(1) Accumulated number of the districts that provide information collected: 33 Districts from 2012 to 2014 (2) Accumulated number of the newsletters published: 11 (3) Number of active members of the taskforce for the extension service guideline: 6 (4) Number of active members of the taskforce for the mechanical milling service guideline: 6	Newsletter, other project documents and record	

Activities:	Inputs		
1-1. <b>Improvement of the monitoring system:</b> The current FTFE by MF in the target provinces/districts is reviewed in terms of supporting system for MF, MF's report format, language, ways to submit report, and others.	JICA	Government of Papua New Guinea	Security situation does not worsen.
1-2. The improved monitoring plan(s) is developed and finalized through workshops participated by local government officers involved. The improved monitoring plan(s) is implemented in the target provinces/districts.	1) Assignment of Japanese and third country experts:	1) Assignment of officers and staff at NDAL, Provincial DAL, District DAL and LLGs	
1-3. <b>Supplementary training for MF and Provincial Staff:</b> In areas of soil management, pest/diseases and others, curriculum is developed for conducting supplementary training for MF and Provincial staff.	long-term experts : Chief Advisor/Extension Planning and Management, Coordinator/Reinforcing Administration	2) Budget for operation of the project by NDAL, Provinces, Districts and LLGs	
1-4. A plan for supplementary training for MF is developed that includes way to select candidate trainees, exit exam for certifying trainees, outsourcing of trainers, way of training of REU/provincial trainers, etc. and is implemented.	short-term experts : of necessary expertise areas in rice production		
2-1. <b>Mechanical milling service:</b> Specifications, capacities and performance of the milling machines and the capacity of staff in the public and private milling stations in the sample target provinces/districts are reviewed and the results are released to all the local governments involved and other stakeholders.	2) Provision of equipment: Model rice milling machine and other equipment necessary for training and monitoring		
2-2. Based on results of the above review, improvement plan(s) for mechanical milling service is drafted that includes recommendations on technical specifications of the milling machine, cost and profit analysis of their operation, recommendations on improving installation of existing machines, and others.			
2-3. The improvement plan(s) is tried in the target provinces.			<b>Pre-conditions</b>
2-4. The model milling services are demonstrated in selected public milling facilities in at least 4 provinces.			1) The current Expansion Phase is continued
2-5. The training on operation of milling machines and management of mechanical milling service center is conducted.			2) NDAL receives the development budget
3-1. <b>Baseline survey:</b> Baseline survey on nationwide domestic rice production and consumption is conducted in aspect of food security.			
3-2. <b>Information sharing:</b> By utilizing various chances including the management meeting and issue oriented meeting, relevant information on rice production is collected including local governments' facilities to extend rice production, technical challenges in cultivation and postharvest, market prices of imported and local rice, assistance by donors, and others.			
3-3. The outcomes from the above 3-1 and 3-2 are compiled in a form of periodical newsletters and released to the other provinces, as well as to relevant government organizations and other stakeholders.			
3-4. The other province are facilitated to develop smallholder rice production through the MF approach.			
3-5. <b>Guideline on extension services for smallholder rice production:</b> Role of national and local governments for the extension service that include province, district, LLG and ward council are clarified and a proposal for setting up appropriate extension system (single or plural) are prepared.			
3-6. <b>Guideline on mechanical milling services:</b> The improvement plan for mechanical milling service that is prepared through the activity 2-2 is reviewed for formulating a guideline, and finalized after consultation workshop for the relevant government organizations and/or other process as required.			

Annex 3-4: PDM ver.2.0

PROJECT DESIGN MATRIX (PDM)			
Project title: The Project on Promotion of Smallholder Rice Production (Phase-2)			
Target Provinces : Madang, East Sepik, Manus, Milne Bay Provinces			Version 2.0
Project Duration: 3.5 years			Date: 25th September 2013
Project Narrative Summary	Verifiable Indicators	Means of Verification	Important Assumptions
<p><b>Overall Goal:</b></p> <p>Rice farmers and rice production are expanded sustainably in the target provinces.</p>	<p>(1) Number of smallholder (agricultural households) growing rice becomes over <u>7,500</u> in the target provinces by 2020.</p> <p>(2) More than 10% of randomly-selected smallholder farmers (agricultural households) in the target provinces produce rice for their home consumption for the last three years, and more than 80% of them have received guidance from the Model Farmers (MF) trained by this Project in 2020.</p> <p>(3) More than 5% of randomly-selected smallholder farmers (more than 50% of rice growers) in the target provinces produce more than 50 kg of paddy rice in 2020.</p> <p>(4) More than 80% of the districts holding the MF adopt and implement the guideline on the extension services for smallholder rice production and on the milling services in 2020.</p>	<p>1) Results of the survey organized by NDAL</p> <p>2) Results of the survey organized by NDAL</p>	
<p><b>Project Purpose:</b></p> <p>Smallholder rice farming is extended by applying and improving the Model Farmer (MF) Approach and its support system in the target provinces.</p>	<p>(1) Number of <u>smallholders (agricultural households)</u> growing rice becomes over <u>5,000</u> in the four target provinces in 2014/15 season.</p> <p>(2) Number of the districts or LLG that implement the improved monitoring plan: 80% or more of all the districts involved.</p> <p>(3) Number of the REU and provincial trainers capable of conducting the MF supplementary training: 10 persons or more</p> <p>(4) Number of the MF who can pass the exit exam of the supplementary training: 80% or more of all the trainees</p> <p>(5) Number of the districts or LLG that implement the improvement plan(s) for mechanical milling service: 80% or more of all the districts involved</p> <p>(6) Over <u>10,000 smallholders (agricultural households)</u> receive guidance from MF trained by the Project.</p>	<p>Newsletter, other project documents and record, interviews with the government officers involved, and others</p>	<p>The national and local governments continue to prioritize and fund the present food security policy, particularly "promotion of subsistence small holders rice production" as one of the core policies.</p>
<p><b>Outputs:</b></p> <p>1 By conducting supplementary training for MF and Provincial staff, and improving the monitoring system, the implementation structure of rice extension services of MF approach and its support system is improved.</p>	<p>(1) Applicability and feasibility of the improved monitoring plan(s) in terms of locality of the district administration and others</p> <p>(2) Number of the districts that adopt the improved monitoring plan with or without necessary funding: 11 Districts</p> <p>(3) Number of the MF who received the supplementary training: 170</p> <p>(4) Number of the MF supplementary training that is conducted with local resource persons of the Provinces : 12</p> <p>(5) Number of supplemented training modules (units) for MF: 10</p> <p>(6) Number of Provincial staff who received the supplementary training: 20</p>	<p>Newsletter, other project documents and record, interviews with the government officers and farmers involved, and others</p>	<p>Severe outbreak of pest and disease does not occur.</p> <p>Severe climatic change does not occur.</p> <p>The C/P staff of NDAL and target provinces are not transferred to other offices during the Project period.</p>
<p>2 The existing mechanical milling service of public and private milling service stations is improved.</p>	<p>(1) Number of the machines that are reviewed: 80% or more of functioning ones in the public stations</p> <p>(2) At least two kinds of the milling machines are identified for recommendation.</p> <p>(3) Applicability of the improvement plan(s) for mechanical milling service to locally different volumes of milling needs</p> <p>(4) <u>Number of milling machines for model milling station that are delivered and go in service: 4 sets</u></p> <p>(5) Volume of paddy rice received, recovery rates and improved milled rice quality (percentage of complete grains in total milled grains, measured by sampling surveys) in milling service at selected public milling stations: Madang No.2 in Madang, Hayfield in East Sepik, Tamat Station in Manus, Bubuleta in Milne Bay</p>	<p>Newsletter, other project documents and record, interviews with the government officers involved, and others</p>	
<p>3 Implementation of the rice policies by Rice Extension Unit (REU) and Food Security Branch in NDAL is strengthened.</p>	<p>(1) <u>Number of the districts that provide information collected to NDAL (REU) in accordance with the format to be developed: 17 districts</u></p> <p>(2) Accumulated number of the newsletters published: 11</p> <p>(3) Number of active members of the taskforce for the extension service guideline: 6</p> <p>(4) Number of active members of the taskforce for the mechanical milling service guideline: 6</p>	<p>Newsletter, other project documents and record</p>	

Activities:	Inputs		
1-1. <b>Improvement of the monitoring system:</b> The current Farmer to Farmer Extension (FTFE) by Model Farmer (MF) in the target provinces/districts is reviewed in terms of supporting system.	JICA	Government of Papua New Guinea	Security situation does not worsen.
1-2. The improved monitoring plan(s) is developed and finalized through workshops participated by local government officers involved. The improved monitoring plan(s) is implemented in the target provinces/districts.	1) Assignment of Japanese and third country experts:	1) Assignment of officers and staff at NDAL, Provincial DAL, District DAL and LLGs	
1-3. <b>Supplementary training for MF</b> In areas of soil management, pest/diseases and others, curriculum is developed for conducting supplementary training for MF and Provincial staff (including District and LLG staff).	Long-term experts : Chief Advisor/Extension Planning and Management, Coordinator/Reinforcing Administration	2) Budget for operation of the project by NDAL, Provinces, Districts and LLGs	
1-4. A plan for supplementary training for MF is developed that includes way to select candidate trainees, exit exam for certifying trainees, outsourcing of trainers, way of training of REU/provincial trainers, etc. and is implemented.	Short-term experts : of necessary expertise areas in rice production		
2-1. <b>Mechanical milling service:</b> Specifications, capacities and performance of the milling machines and the capacity of staff in the public and private milling stations in the sample target provinces/districts are reviewed and the results are released to all the local governments involved and other stakeholders.	2) Provision of equipment: Model rice milling machine and other equipment necessary for training and monitoring		
2-2. Based on results of the above review, improvement plan(s) for mechanical milling service is drafted that includes recommendations on technical specifications of the milling machine, cost and profit analysis of their operation, recommendations on improving installation of existing machines, and others.			
2-3. The improvement plan(s) is tried in the target provinces.			<b>Pre-conditions</b>
2-4. The model milling services are demonstrated in selected public milling facilities in at least 4 provinces.			1) The current Expansion Phase is continued by NDAL
2-5. The training on operation of milling machines and management of mechanical milling service center is conducted.			2) NDAL receives the development budget for rice programs.
3-1. <b>Baseline survey:</b> Baseline survey on domestic rice production and consumption in the target provinces is conducted in aspect of food security.			
3-2. <b>Information sharing:</b> By utilizing various chances including the management meeting and issue oriented meeting, relevant information on rice production is collected including local governments' facilities to extend rice production, technical challenges in cultivation and postharvest, market prices of imported and local rice, assistance by donors, and others.			
3-3. The outcomes from the above 3-1 and 3-2 are compiled in a form of periodical newsletters and released to the other provinces, as well as to relevant government organizations and other stakeholders.			
3-4. The other province are facilitated to develop smallholder rice production through the MF approach.			
3-5. <b>Guideline on extension services for smallholder rice production:</b> Role of national and local governments for the extension service that include province, district, LLG and ward council are clarified and a proposal for setting up appropriate extension system (single or plural) are prepared.			
3-6. <b>Guideline on mechanical milling services:</b> The improvement plan for mechanical milling service that is prepared through the activity 2-2 is reviewed for formulating a guideline, and finalized after consultation workshop for the relevant government organizations and/or other process as required.			

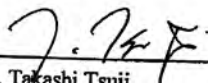
Annex 4-1 Record of Discussion (R/D) <15pages>


RECORD OF DISCUSSIONS BETWEEN  
JAPAN INTERNATIONAL COOPERATION AGENCY  
AND  
THE AUTHORITIES CONCERNED OF THE GOVERNMENT OF  
THE INDEPENDENT STATE OF PAPUA NEW GUINEA  
ON  
JAPANESE TECHNICAL COOPERATION FOR  
THE PROJECT ON  
PROMOTION OF SMALLHOLDER RICE PRODUCTION (PHASE 2)


The Japan International Cooperation Agency (hereinafter referred to as "JICA") and the authorities concerned of the Independent State of Papua New Guinea (hereinafter referred to as "PNG") had a series of discussions with respect to desirable measures to be taken by JICA and the Government of PNG for the successful implementation of the above-mentioned Project.

As a result of the discussions, JICA and the PNG's authorities concerned agreed on the matters referred to in the document attached hereto.

Port Moresby, 4<sup>th</sup> October, 2011

  
Mr. Takashi Tsuji  
Resident Representative  
Papua New Guinea Office,  
Japan International Cooperation Agency  
Japan

  
Mr. Anton Benjamin  
Acting Secretary  
Department of Agriculture and Livestock  
The Independent State of Papua New  
Guinea

  
Mr. Kosey Samuel  
Acting First Assistant Secretary - FAD  
Department of National Planning and  
Monitoring  
The Independent State of Papua New  
Guinea

THE ATTACHED DOCUMENT

**I. COOPERATION BETWEEN JICA AND THE GOVERNMENT OF PNG**

1. The Government of PNG will implement the Project on Promotion of Smallholder Rice Production (Phase 2) (hereinafter referred to as "the Project") in cooperation with JICA.
2. The Project will be implemented in accordance with the Master Plan which is given in Annex I.

**II. MEASURES TO BE TAKEN BY JICA**

In accordance with the laws and regulations in force in Japan, JICA will take, at its own expense, the following measures according to the normal procedures under the Colombo Plan Technical Cooperation Scheme.

**1. DISPATCH OF JAPANESE EXPERTS**

JICA will provide the services of the Japanese experts as listed in Annex II.

**2. PROVISION OF MACHINERY AND EQUIPMENT**

JICA will provide such machinery, equipment and other materials (hereinafter referred to as "the Equipment") necessary for the implementation of the Project as listed in Annex III. The Equipment will become the property of the Government of PNG upon being delivered C.I.F (cost, insurance and freight) to the Government of PNG at the ports and/or airports of disembarkation.

**III. MEASURES TO BE TAKEN BY THE GOVERNMENT OF PNG**

1. The Government of PNG will take necessary measures to ensure that the self-reliant operation of the Project will be sustained during and after the period of Japanese technical cooperation, through full and active involvement in the Project by all related authorities, beneficiary groups and institutions.
2. The Government of PNG will ensure that the technologies and knowledge acquired by the people of PNG as a result of the Japanese technical cooperation

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will contribute to the economic and social development of PNG.

3. The Government of PNG will grant in PNG privileges, exemptions and benefits as listed in ANNEX IV to the Japanese experts referred to in II-1 above and their families, which are no less favorable than those accorded to experts of third countries working in PNG under the Colombo Plan Technical Cooperation Scheme.
4. The Government of PNG will ensure that the Equipment referred to in II-2 above will be utilized effectively for the implementation of the Project in consultation with the Japanese experts referred to in Annex II.
5. The Government of PNG will take necessary measures to ensure that the knowledge and experience acquired by the PNG personnel from technical training in Japan will be utilized effectively in the implementation of the Project.
6. In accordance with the laws and regulations in force in PNG, the Government of PNG will take necessary measures to provide at its own expense :
  - (1) Services of the PNG counterpart personnel and administrative personnel as listed in Annex V ;
  - (2) Land, buildings and facilities as listed in Annex VI ;
  - (3) Supply or replacement of machinery, equipment, instruments, vehicles, tools, spare parts and any other materials necessary for the implementation of the Project other than the Equipment provided by JICA under II-2 above ;
  - (4) Means of transport and travel allowances for the Japanese experts for official travel within PNG ; and
  - (5) Suitably furnished accommodation for the Japanese experts and their families.

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7. In accordance with the laws and regulations in force in PNG, the Government of PNG will take necessary measures to meet :

- (1) Expenses necessary for transportation within PNG of the Equipment referred to in II-2 above as well as for the installation, operation and maintenance thereof ;
- (2) Customs duties, internal taxes and any other charges, imposed in PNG on the Equipment referred to in II-2 above ; and
- (3) Running expenses necessary for the implementation of the Project.

#### IV. ADMINISTRATION OF THE PROJECT

1. The Deputy Secretary of Provincial Agriculture & Technical Services, Department of Agriculture and Livestock (hereafter referred to as "NDAL"), as the Project Director, will bear overall responsibility for the administration and implementation of the Project.
2. The Director of the Food Security Branch, NDAL, as the Project Manager, will be responsible for the managerial and technical matters of the Project.
3. The Japanese Chief Advisor will provide necessary recommendations and advice to the Project Director and the Project Manager on any matters pertaining to the implementation of the Project.
4. The Japanese experts will give necessary technical guidance and advice to PNG's counterpart personnel on technical matters pertaining to the implementation of the Project.
5. For the effective and successful implementation of technical cooperation for the Project, a Joint Coordinating Committee will be established whose functions and composition are described in Annex VI.

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**V. JOINT EVALUATION**

Evaluation of the Project will be conducted jointly by JICA and the PNG's authorities concerned, at the middle and during the last six months of the cooperation term in order to examine the level of achievement.

**VI. CLAIMS AGAINST JAPANESE EXPERTS**

The Government of PNG undertakes to bear claims, if any arises, against the Japanese experts engaged in technical cooperation for the Project resulting from, occurring in the course of, or otherwise connected with the discharge of their official functions in PNG except for those arising from the willful misconduct or gross negligence of the Japanese experts.

**VII. MUTUAL CONSULTATION**

There will be mutual consultation between JICA and the Government of PNG on any major issues arising from, or in connection with this Attached Document.

**VIII. MEASURES TO PROMOTE UNDERSTANDING OF AND SUPPORT FOR THE PROJECT**

For the purpose of promoting support for the Project among the people of PNG, the Government of PNG will take appropriate measures to make the Project widely known to the people of PNG.

**IX. TERM OF COOPERATION**

The duration of the technical cooperation for the Project under this Attached Document will be three and a half (3.5) years from the date of the first dispatch of the Japanese expert(s).

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ANNEX I	MASTER PLAN
ANNEX II	LIST OF JAPANESE EXPERTS
ANNEX III	LIST OF MACHINERY AND EQUIPMENT
ANNEX IV	PRIVILEGES, EXEMPTION AND BENEFITS FOR JAPANESE EXPERTS
ANNEX V	LIST OF PAPUA NEW GUINEA COUNTERPART AND ADMINISTRATIVE PERSONNEL
ANNEX VI	LIST OF BUILDINGS AND FACILITIES
ANNEX VII	JOINT COORDINATING COMMITTEE

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**ANNEX I MASTER PLAN**

**1. Overall Goal**

Ricer farmers and rice production are expanded sustainably in the target provinces..

**2. Project Purpose**

Sustainable smallholder rice farming is extended by applying and improving the Model Farmer (MF) Approach and its support system in the target provinces.

**3. Outputs**

- (1) By conducting supplementary training for MF and improving the monitoring system, the implementation structure of rice extension services of MF approach and its support system is improved.
- (2) The existing mechanical milling service of public and private milling service stations is improved.
- (3) Implementation of the rice policies by Rice Extension Unit (REU) and Food Security Branch in NDAL is strengthened.

**4. Activities**

Improvement of the monitoring system:

- (1)-1 The current Farmer To Farmer Extension (FTFE) by Model Farmer (MF) in the target provinces/districts is reviewed in terms of supporting system for MF, MF's report format, language, ways to submit report, and others.
- (1)-2 The improved monitoring plan(s) is developed and finalized through workshops participated by local government officers involved. The improved monitoring plan(s) is implemented in the target provinces/districts.

Supplementary training for MF:

- (1)-3 In areas of soil management, pest/diseases and others, curriculum is developed for conducting supplementary training for MF.
- (1)-4 A plan for supplementary training for MF is developed that includes way to select candidate trainees, exit exam for certifying trainees, outsourcing of trainers, way of training of REU/provincial trainers, etc. and is implemented.

Milling service:

- (2)-1 Specifications, capacities and performance of the milling machines and the capacity of staff in the public and private milling stations in the sample target provinces/districts are reviewed and the results are released to all the local governments involved and other stakeholders.

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(2)-2 Based on results of the above review, improvement plan(s) for mechanical milling service is drafted that includes recommendations on technical specifications of the milling machine, cost and profit analysis of their operation, recommendations on improving installation of existing machines, and others.

(2)-3 The improvement plan(s) is tried in the target provinces.

(2)-4 The model milling services are demonstrated in selected public milling facilities in at least 4 provinces.

(2)-5 The training on operation of milling machines and management of mechanical milling service center is conducted.

Baseline survey:

(3)-1 Baseline survey on nationwide domestic rice production and consumption is conducted in aspect of food security

Information sharing:

(3)-2 By utilizing various chances including the management meeting and issue oriented meeting in provincial level, all relevant information on rice production in the target provinces/districts is collected that includes local governments' facilities to extend rice production, technical challenges in cultivation and postharvest, market prices of imported and local rice, assistance by donors, and others.

(3)-3 The outcomes from the above (3)-1 and (3)-2 are compiled in a form of periodical newsletters and released to the other provinces, as well as to relevant government organizations and other stakeholders.

(3)-4 The other province are facilitated to develop smallholder rice production through the MF approach.

Guideline on extension services for smallholder rice production:

(3)-5 Role of national and local governments for the extension service that include province, district, LLG and ward council are clarified and a proposal for setting up appropriate extension system (single or plural) are prepared.

Guideline on mechanical milling services:

(3)-6 The improvement plan for mechanical milling service that is prepared through the activity (2)-2 is reviewed for formulating a guideline, and finalized after consultation workshop for the relevant government organizations and/or other process as required.

**5. Target Areas**

- (1) East Sepik Province
- (2) Madang Province
- (3) Manus Province

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(4) Milne Bay Province

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**ANNEX II LIST OF JAPANESE EXPERTS**

1. Chief Advisor/Extension of Planning and Management

2. Project Coordinator/Reinforcing Administration

3. Other experts

Relevant experts in specific subjects, when necessity arises, for the smooth implementation of the Project within the framework of the Project.

The Detailed composition of experts in specific fields except 1 and 2 will be decided upon mutual agreement within budget limitations.

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**ANNEX III LIST OF MACHINERY AND EQUIPMENT**

1. Office equipment
2. Milling Machines (for demonstration purpose)
3. Other machineries, equipment, vehicles mutually agreed upon as necessary.

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**ANNEX IV PRIVILEGES, EXEMPTIONS AND BENEFITS FOR JAPANESE EXPERTS**

1. To exempt from income tax and the other charges of any kind imposed on or in connection with the living allowances remitted for the Japanese experts.
2. To exempt from internal tax, custom duties and any other charges imposed on personal household effects of the Japanese experts and their families, including one motor vehicle per expert.
3. To use all its available means to provide medical and other necessary assistance to the Japanese experts and their families.
4. To issue identification cards to the Japanese experts and their families to secure the cooperation of all governmental organizations necessary for the performance of the duties of the experts.
5. To exempt from customs duties for import and export and internal tax of machinery and equipment purchased by the Japanese experts in connection with the Project activities.

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**ANNEX V LIST OF COUNTERPART AND ADMINISTRATIVE PERSONNEL OF PNG**

1. The Deputy Secretary of Provincial Agriculture & Technical Services, National Department of Agriculture and Livestock (herein after referred to as "NDAL"), as the Project Director at national level, will bear overall responsibility for the Project.
2. The Director of the Food Security Branch (hereinafter referred to as "FSB") of NDAL, as the Project Manager at national level, will be responsible for managerial and technical matters of the Project.
3. The Coordinator of Rice Extension Unit (herein after referred to as "REU"), as Project Coordinator and Counterpart (1) at the national level, will be responsible for coordination of implementation & technical matters in target Provinces.
4. One staff member of REU, as Counterpart (2) at the national level, will be responsible for technical matters and coordination with target provinces on activities of the Project (training and field consultation).
5. One staff member of REU, as Counterpart (3) at the national level, will be responsible for technical matters and coordination with target provinces on activities of the Project (farmer-to-farmer extension activity and monitoring).
6. One staff member of REU, as Counterpart (4) at the national level, will be responsible for technical matters and coordination with target provinces on activities of the Project (post-harvest technology and milling services)
7. Advisors in Divisions of Agriculture and Livestock at Madang Province, East Sepik Province, Manus Province, and Milne Bay Province (hereinafter referred to as "PDAL"), as the Project Managers at the provincial level, will be responsible for the administration and management of the Project in their respective provinces.
8. The Project Managers at the provincial level will appoint one staff member, as Project Coordinator at the provincial level, to be responsible for the coordination of implementation and technical matters of the Project in each Province.

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**ANNEX VI LIST OF LAND, BUILDINGS AND FACILITIES**

1. Project office, parking space and other facilities necessary for the Japanese expert and Papua New Guinea personnel to implement the Project.
2. Facilities and services such as electricity, water supply, telephone and furniture necessary for the Project.
3. Other facilities mutually agreed when necessity arises.

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## **ANNEX VII JOINT COORDINATING COMMITTEE**

### **1. Function**

A Joint Coordinating Committee (JCC) will be held once a year and whenever necessity arises, in order to:

- (1) authorize the annual work plan of the Project;
  - (2) review the progress of the annual work plan;
  - (3) exchange views on major issues that arise during the implementation of the Project;
- and
- (4) discuss any other issues for smoother implementation of the Project.

### **2. Composition**

#### **(1) Chair:**

Secretary, Department of Agriculture and Livestock (NDAL)

#### **(2) PNG members:**

- Project Director
- Project Manager
- Counterparts
- Representative from Department of National Planning and Monitoring
- Representative from Target Provinces
- Other personnel concerned with the Project

#### **(3) Japanese members:**

- Resident Representative, JICA Papua New Guinea Office
- Japanese Experts assigned to the Project

#### **(4) Observers:**

- Official(s) of Embassy of Japan
- Other personnel appointed by the Chair of the JCC

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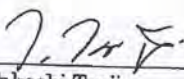
Annex 4-2 Minutes of Meeting (M/M) <7 pages>


MINUTES OF MEETING  
BETWEEN  
JAPAN INTERNATIONAL COOPERATION AGENCY  
AND  
THE AUTHORITIES CONCERNED OF THE GOVERNMENT OF  
THE INDEPENDENT STATE OF PAPUA NEW GUINEA  
ON  
JAPANESE TECHNICAL COOPERATION  
FOR  
THE PROJECT ON PROMOTION OF  
SMALLHOLDER RICE PRODUCTION (PHASE 2)

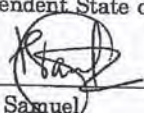
With regard to the Project on Promotion of Smallholder Rice Production (Phase 2) (hereinafter referred to as "the Project"), based on the Record of Discussions (hereinafter referred to as "R/D") signed on 4th October, 2011, the Resident Representative of the Japan International Cooperation Agency (hereinafter referred to as "JICA") in the Independent State of Papua New Guinea had further discussions with the authorities concerned of the Government of Independent State of Papua New Guinea for the successful implementation of the Project.

As a result of the discussions, both sides agreed on the document attached hereto. The attached document is subject to change within the framework of the R/D when the necessity arises in the course of implementation of the Project.

Port Moresby, 4th October, 2011

  
Mr. Takashi Tsuji  
Resident Representative  
Papua New Guinea Office,  
Japan International Cooperation  
Agency  
Japan

  
Mr. Anton Benjamin  
Acting Secretary  
Department of Agriculture and  
Livestock  
The Independent State of Papua New  
Guinea

  
Mr. Koney Samuel  
Acting First Assistant Secretary - FAD  
Department of National Planning and  
Monitoring  
The Independent of Papua New  
Guinea

THE ATTACHED DOCUMENT

1. Project Design Matrix (PDM) and Plan of Operation (PO)

(1) Both sides agreed on the first version of PDM and PO of the Project as ANNEX I and II. PDM and PO will be utilized for monitoring and evaluation of the Project.

(2) Any modifications on PDM and/or PO, if necessary in the course of Project implementation, shall be discussed by both sides and agreed by a written document signed by both sides.

(3) The Objectively Verifiable Indicators of Project purpose and Outputs will be determined after the commencement of the Project.

2. Project Implementation Structure

Implementation Structure of the Project is given in ANNEX III.

3. Official assignment of counterpart personnel

The Papua New Guinea side confirmed that the project counterpart personnel who mainly work for the Project shall be assigned. Changes in the assignment of counterpart personnel should be avoided during the Project period for smooth implementation.

4. Priority Input of implementation organizations

4-1. National Department of Agriculture and Livestock (NDAL)

NDAL confirmed that the following priority inputs shall be provided during the Project.

(1) Project headquarters office with necessary furniture and facilities at NDAL, Port Moresby;

(2) Budget for operation and maintenance of the Project headquarters;

(3) Budget for field work of counterpart personnel for their coordination and monitoring of the Project;

4-2. Target Provincial Governments

Department of National Planning and Monitoring and NDAL ensure that four target provinces will provide the following priority inputs for smooth implementation of the Project.

(1) Provincial Project office with necessary furniture and facilities;

(2) Budget for operation and maintenance of the Provincial Project office;

(3) Budget for field work of counterpart personnel for their coordination and monitoring of the Project;

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**5. Continuation of Expansion Program of Smallholder Rice Production**

The Papua New Guinea side confirmed its intention to continue the program for smallholder rice production of NDAL for further expansion of target regions, using the outcome of the Project.

- ANNEX I Project Design Matrix (PDM)
- ANNEX II Plan of Operation (PO)
- ANNEX III Project Implementation Structure

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ANNEX 1

Version 0  
Date: September 2011

Project Narrative Summary	Verifiable Indicators	Means of Verification	Important Achievements
<p><b>Overall Goal:</b> Rice farmers and rice production are expanded sustainably in the target provinces.</p>	<p>(1) Number of smallholder growing rice becomes XXX in the target provinces by 2011 (2) 70% of XXX randomly selected smallholder farmers in the target provinces produce rice for their home consumption for the last three years, and more than 20% of them have received guidance from the model farmers trained by this project (MF) (3) More than 20% of randomly selected smallholder farmers in the target provinces produce more than X kg of rice. (4) More than 20% of the districts holding the MF adopt and implement the guidelines for extension services for smallholder rice production and on the milling services.</p>	<p>1) Results of the survey organized by NDAL  2) Results of the survey organized by NDAL</p>	<p>The national and local governments continue to prioritize and fund the present food security policy, particularly "promotion of subsistence small holder rice production" as one of the core policies.</p>
<p><b>Project Purpose:</b> Smallholder rice farming is extended by applying and improving the Model Farmer (MF) Approach and its support system in the target provinces.</p>	<p>(1) Number of farmers growing rice becomes XXXX (2) Number of the districts or LLO that implement the improved monitoring plan: 20% or more of all the districts involved (3) Number of the REU and provincial extension capability of conducting extension services for MF (4) Number of the MF who can meet the exit status of the supplementary training: 20% or more of all the trainees (5) Number of the districts or LLO that implement the improvement plan(s) for mechanical milling service: 20% or more of all the districts involved (6) XXXX farmers receive guidance from MF trained by this project</p>	<p>Newsletter, other project documents and record, interviews with the government officers involved, and others</p>	<p>Severe outbreak of pest and disease does not occur. Severe climatic change does not occur. The CP staffs of NDAL and target provinces are not transferred to other office during the Project period.</p>
<p><b>Objective:</b> 1 By conducting supplementary training for MF and improving the monitoring system, the implementation structure of rice extension services of MF approach and its support system is improved.</p>	<p>(1) Applicability and feasibility of the improved monitoring plan(s) in terms of locality of the district administration and others (2) Number of the districts that adopt the improved monitoring plan with or without necessary funding (3) Number of the MF who received the supplementary training without additional training (4) Number of the MF who received the supplementary training without additional training (5) Number of supplemented training modules for MF</p>	<p>Newsletter, other project documents and record, interviews with the government officers and farmers involved, and others</p>	<p>Severe outbreak of pest and disease does not occur. Severe climatic change does not occur. The CP staffs of NDAL and target provinces are not transferred to other office during the Project period.</p>
<p>2 The existing mechanical milling service of public and private milling service stations is improved.</p>	<p>(1) Number of the machines that are repaired: 20% or more of functioning ones in the public stations (2) At least two kinds of the milling machines are identified for improvement (3) Applicability of the improvement plan(s) for mechanical milling service to locally different volumes of milling needs (4) Number of the model milling machines that are delivered and go in service (5) Volume of milled rice and reduction of loss at milling service (6) Accumulated number of the districts that provide information collected (7) Accumulated number of the newsletter published (8) Number of active members of the taskforce for the extension service guideline (9) Number of active members of the taskforce for the mechanical milling service guideline</p>	<p>Newsletter, other project documents and record, interviews with the government officers involved, and others</p>	<p>Severe outbreak of pest and disease does not occur. Severe climatic change does not occur. The CP staffs of NDAL and target provinces are not transferred to other office during the Project period.</p>
<p>3 Implementation of the rice policies by REU and Food Security Branch in NDAL is strengthened.</p>	<p>(1) Number of the machines that are repaired: 20% or more of functioning ones in the public stations (2) At least two kinds of the milling machines are identified for improvement (3) Applicability of the improvement plan(s) for mechanical milling service to locally different volumes of milling needs (4) Number of the model milling machines that are delivered and go in service (5) Volume of milled rice and reduction of loss at milling service (6) Accumulated number of the districts that provide information collected (7) Accumulated number of the newsletter published (8) Number of active members of the taskforce for the extension service guideline (9) Number of active members of the taskforce for the mechanical milling service guideline</p>	<p>Newsletter, other project documents and record</p>	<p>Severe outbreak of pest and disease does not occur. Severe climatic change does not occur. The CP staffs of NDAL and target provinces are not transferred to other office during the Project period.</p>

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Activities	JICA	Inputs	Security situation since not worsen.
<p>1-1) Improvement of the monitoring system: The current MF in the target provinces/districts is reviewed, in terms of supporting system for MF. MF's report format, language, ways to submit report, and others.</p> <p>1-2) The improved monitoring plan(s) is developed and finalized through workshops participated by local government officers involved. The improved monitoring plan(s) is implemented in the target provinces/districts.</p> <p>1-3) Supplementary training for MF: In areas of local management, pediatrics and others, curriculum is developed for conducting supplementary training for MF.</p> <p>1-4) A plan for supplementary training for MF is developed that includes way to select candidate trainees, exit exam for certifying trainees, outsourcing of trainers, way of training of REU/provincial trainers, etc. and is implemented.</p> <p>2-1) Mechanical milling service: Specifications, capacities and performance of the milling machines and the capacity of staff in the public and private milling stations in the sample target provinces/districts are reviewed and the results are released to all the local governments involved and other stakeholders.</p> <p>2-2) Based on results of the above review, improvement plan(s) for mechanical milling service is drafted that includes recommendations on technical specifications of the milling machine, cost and profit analysis of their operation, recommendations on improving installation of existing machines, and others.</p> <p>2-3) The improvement plan(s) is tried in the target provinces.</p> <p>2-4) The model milling services are demonstrated in selected public milling facilities in at least 4 provinces.</p> <p>2-5) The training on operation of milling machines and management of mechanical milling service center is conducted.</p> <p>3-1) Baseline survey: Baseline survey on nationwide domestic rice production and consumption is conducted in respect of food security.</p> <p>3-2) Information sharing: By utilizing various channels including the management meeting and issue oriented meeting in provincial level, all relevant information on rice production in the target provinces/districts is collected that includes local government's facilities to extend rice production, technical challenges in cultivation and postharvest, market prices of imported and local rice, assistance by donors, and others.</p> <p>3-3) The outcomes from the above 3-1 and 3-2 are compiled in a form of periodical newsletters and released to the other provinces, as well as to relevant government organizations and other stakeholders.</p> <p>3-4) The other provinces are facilitated to develop smallholder rice production through the MF approach.</p> <p>3-5) Guideline on extension services for smallholder rice production: Role of national and local governments for the extension service that include province, district, LLG and ward level are identified and a proposal for setting up appropriate extension system (single or plural) are prepared.</p> <p>3-6) Guideline on mechanical milling service: The improvement plan for mechanical milling service that is prepared through the activity 2-2 is reviewed for formulating a guideline, and finalized after consultation working for the relevant government organizations and/or other process as required.</p>	<p>Government of Papua New Guinea</p> <p>1) Assignment of officers and staff as NDAL, Provincial DAL, District DAL and LLGs</p> <p>2) Budget for operation of the project by NDAL, Provinces, Districts and LLGs</p>	<p>1) Assignment of Japanese and third country experts</p> <p>long-term experts : Chief Advisor/Extension Planning and Management, Coordinator/Refinancing Administration</p> <p>short-term experts : of necessary expertise areas in rice production</p> <p>2) Provision of equipment: Model rice milling machines and other equipment necessary for training and monitoring</p>	<p>1) The current Expansion Phase is continued by NDAL.</p> <p>2) NDAL receives the development budget for rice programs.</p>
<p>Pre-conditions</p>			



ANNEX II

Project Title: The Project on Promotion of Smallholder Rice Production (Phase 2)

Phase of Operation

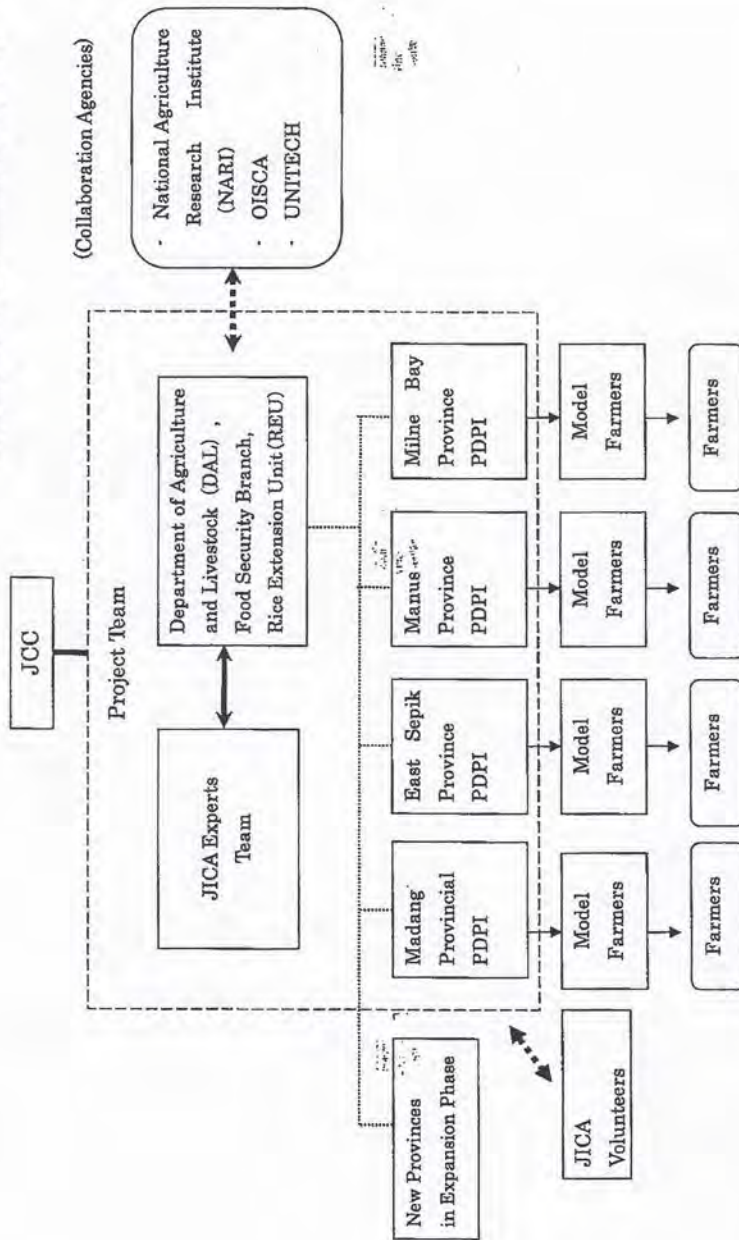
Date: September 2011

Code	Activities	2011				2012				2013				2014							
		I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV				
1-1	Improvement of the monitoring system. The current FTE by MF in the target provinces/districts is reviewed in terms of supporting system for MF. MF's report format, language, ways to submit report, and others.																				
1-2	The improved monitoring plan(s) is developed and finalized through workshops participated by local government officers involved. The improved monitoring plan(s) is implemented in the target provinces/districts.																				
1-3	Supplementary training for MF: In areas of soil management, pest/diseases and others, curriculum is developed for conducting supplementary training for MF.																				
1-4	A plan for supplementary training for MF is developed that includes way to select candidate trainees, exit exam for certifying trainees, outsourcing of trainers, way of training of REU/provincial trainers, etc. and is implemented.																				
2-1	Mechanical milling services: Specifications, capacities and performance of the milling machines in the public and private milling stations in the sample target provinces/districts are reviewed and the results are related to all the local governments involved and other stakeholders.																				
2-2	Based on results of the above review, improvement plan(s) for mechanical milling service is drafted that includes recommendations on technical specifications of the milling machine, cost and profit analysis of their operation, recommendations on improving installation of existing mechanical, and others.																				
2-3	The improvement plan(s) is tried in the target provinces.																				
2-4	The model mechanical milling services are demonstrated in selected public milling facilities in at least 4 provinces.																				
2-5	The training on operation of milling machines and management of mechanical milling service center is conducted.																				
3-1	Baseline survey: Baseline survey on nationwide domestic rice production and consumption is conducted in aspect of food security.																				
3-2	Information sharing: By utilizing various channels including the management meeting and issue oriented meeting in provincial level, all relevant information on rice production in the target provinces/districts is collected that includes local government's facilities to extend rice production, technical challenges in cultivation and postharvest, market price of imported and local rice, assistance by donors, and others.																				
3-3	The outcomes from the above 3-1 and 3-2 are compiled in a form of periodical newsletters and related to the other provinces, as well as to relevant government organizations and other stakeholders.																				
3-4	The other provinces are facilitated to develop smallholder rice production through the MF approach.																				
3-5	Guideline on extension services for smallholder rice production: Role of national and local governments for the extension services (that include province, district, LLO and ward council) are clarified and a proposal for setting up appropriate extension system (single or plural) is prepared.																				
3-6	Guideline on mechanical milling services: The improvement plan for mechanical milling service that is prepared through the activity 2-2 is reviewed for formulating a guideline, and finalized after consultation workshop for the relevant government organizations and/or other process as required.																				
	Project evaluation by Japanese Mission Team and PNG Government																				

■ Implemented by the project, REU and local governments involved  
 ■ Implemented by REU and local governments involved

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ANNEX III: Implementation Structure



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Annex 4-3 Minute of Meeting, 1<sup>st</sup> JCC <3 pages>

**SMALLHOLDER RICE PRODUCTION PROJECT PHASE II**

Date *13<sup>th</sup> June* 2012

Agreement

We, the undersigned who are members of the 1<sup>st</sup> Joint Coordination Committee for the Project on Smallholder Rice Production Phase II, hereby Confirm and Agree to the attached Minutes of Meeting.

<p><i>[Signature]</i> ..... Dr. Vele Pat Ila'ava Secretary Department of Agriculture and Livestock</p>	<p><i>[Signature]</i> ..... Mr. Joseph Monguai Assistant Secretary Bilateral Branch DNPM</p>
<p><i>[Signature]</i> ..... Mr. Takashi Tsuji Resident Representative JICA Papua New Guinea Office</p>	<p><i>[Signature]</i> ..... Mr. James Duks Provincial Agriculture Advisor Milne Bay Province</p>
<p><i>[Signature]</i> ..... Mr. Godfried Savi Provincial Agriculture Advisor Madang Province</p>	<p><i>[Signature]</i> ..... Mr. Edward Liru Provincial Agriculture Advisor East Sepik Province</p>
<p><i>[Signature]</i> ..... Mr. Benedict Bulungol Provincial Agriculture Advisor Manus Province</p>	



13<sup>th</sup> June, 2012

**Minutes of Meeting**  
**1<sup>st</sup> Joint Coordination Committee meeting for the**  
**PHASE II PROJECT ON PROMOTION OF SMALLHOLDER RICE**  
**PRODUCTION**

1. Members of JCC agree that effort by East Sepik, Madang, Milne Bay and Manus Provinces to establish the Phase II project on Promotion of Smallholder Rice Production is in progress.
2. Members of JCC agree and confirm the indicators on the Project Design Matrix (PDM) referred to in Annex 1
3. Members of JCC agree and confirm to implement the Plan of Operation (PO) from 2012 to 2015
4. Members of JCC agree that adequate and consistent budget allocation must be made at all levels of the Papua New Guinean government to implement project activities as scheduled.
5. Members of JCC agree that Madang, East Sepik and Milne Bay will soon take delivery of a 4WD vehicle for the implementation of the project. These provinces will abide by the MOA governing the use of the vehicles. The MOA will be delivered by the Rice Extension Unit at the time of the delivery of the vehicles.
6. Members of JCC agree that communication especially telephone (landline) is an ongoing problem in DAL. The telephone line must be secured at the project office by DAL as indicated and agreed to in the Record of Discussion (RD) as soon as possible.

7. Outstanding issues/matters

The Members of JCC note that the following issues/matters are still outstanding and must be completed by the following dates

- (1) The MOA between the Department of National Planning and Monitoring, Department of Agriculture and Livestock and the four target provinces to implement the Phase II Project on Promotion of Smallholder Rice Production over the next three years (2012 – 2015) must be completed and submitted to REU by 27<sup>th</sup> June, 2012.
- (2) The detailed Annual Plans of Operations for the four project target provinces for 2012 are yet to be completed. The provinces must complete the APOs and submit them to REU by 27<sup>th</sup> June, 2012



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PROJECT DESIGN MAKING (PDM) Project Title: The Promotion Extension of Smallholder Rice Production (Phase-2) Target Provinces: Madang, East Sepik, Manus, Milne Bay Provinces Project Duration: 3.5 years		Version 1 Date: 15th June 2012	Important Assumptions
Overall Goal:	Project Narrative Summary	Verifiable Indicators	Means of Verification
Rice farmers and rice production are expanded sustainably in the target provinces.	Smallholder rice farming is extended by applying and improving the Model Farmer (MF) Approach and its support system in the target provinces.	(1) Number of smallholder (agricultural households) growing rice becomes over 20 000 in the target provinces by 2020. (2) More than 10% of randomly selected smallholder farmers (agricultural households) in the target provinces provide rice for their home consumption for the last three years and more than 80% of them have received guidance from the Model Farmers (MF) trained by this Project in 2020. (3) More than 5% of randomly selected smallholder farmers produce more than 30% of rice growers in the target provinces more than 4g of paddy rice in 2020. (4) More than 80% of the farmers applying the MF adopt and implement the guideline on the extension services for smallholder rice production and on the milling services in 2020.	1) Results of the survey organized by NDAL.  2) Results of the survey organized by NDAL.
The national and local governments continue to prioritize and fund the present food security policy, particularly "promotion of rice for small holders rice production" as one of the core policies.	Severe outbreak of pest and disease does not occur. Severe climatic change and other natural disasters do not occur. The CP staff of NDAL and target provinces are not transferred to other offices during the Project period.	(1) Number of farmers growing rice becomes over 15,500 in the four target provinces in 2014/15 season. (2) No. of farmers or LIG that implement the improved monitoring plan: 80%. (3) Number of the REU and provincial extension staff capable of conducting the MF supplementary training: 10 persons or more. (4) Number of the MF who can pass the exit exam of the supplementary training: 80% or more of all the trainees. (5) Number of the district or LIG that implement the improvement plan(s) for mechanical milling service: 80% or more of all the districts. (6) Over 16,000 farmers receive guidance from MF trained by the PDMES.	Newsletter, other project documents and record, interviews with the government officers involved, and others.
By conducting supplementary training for MF and improving the monitoring system, the implementation structure of rice extension services of MF approach and its support system is improved.	The existing mechanical milling service of public and private milling service stations is improved.	(1) Applicability and feasibility of the improved monitoring plan(s) in the target provinces. (2) No. of localities of the district administration and others that receive the improved funding: 11. (3) Number of the MF who received the supplementary training: 170. (4) Number of the MF supplementary training that is conducted without outsourcing instructors: 12. (5) Number of supplemented training modules (units) for MF: 18.	Newsletter, other project documents and record, interviews with the government officers and farmers involved, and others.
Implementation of the rice policies by Rice Extension Unit (REU) and Food Security Branch in NDAL is strengthened.	(1) Number of the machines that are reviewed: 80% or more of functioning ones in the public stations. (2) At least two kinds of the milling machines are identified for each district. (3) Applicability of the improvement plan(s) for mechanical milling service to locally different volumes of milling needs. (4) Number of the model milling machines that are delivered and go in service: 3 units. (5) Rice quality (percentage of recoverable rice grain) improved (measured by sampling surveys) in milling service units in public milling stations: Madang No.2 in Madang, Hayfield in East Sepik, Tannu Station in Manus, Bubulets in Milne Bay. (6) Accumulated number of the districts that provide information collected: 33 Districts from 2012 to 2014. (7) No. of active members of the taskforce for the extension service guideline: 6. (8) Number of active members of the taskforce for the mechanical milling service guideline: 6.	Newsletter, other project documents and record.	Newsletter, other project documents and record, interviews with the government officers involved, and others.



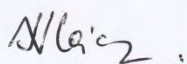
Annex 4-4 Minute of Meeting, 2<sup>nd</sup> JCC <3 pages>

SMALLHOLDER RICE PRODUCTION PROJECT PHASE II

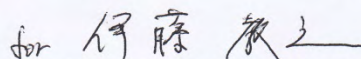
Date: 6<sup>th</sup> December 2012

Agreement

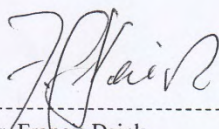
We, the undersigned who are members of the 2<sup>nd</sup> Joint Coordination Committee for the Project on Smallholder Rice Production Phase II, hereby Confirm and Agree to the attached Minutes of Meeting.



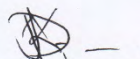
Dr. Vele Pat Ila'ava  
Secretary  
Department of Agriculture and Livestock



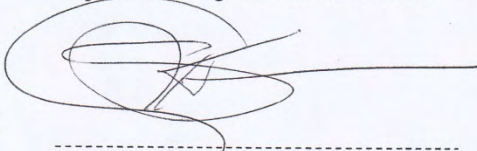
Mr. Takashi Tsuji  
Resident Representative  
JICA Papua New Guinea Office



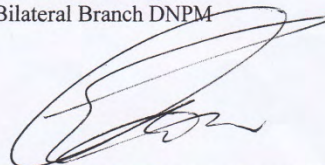
Mr. Francis Daink  
Deputy Secretary  
Department of Agriculture and Livestock



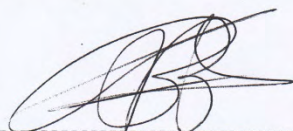
Mr. Joseph Monguai  
Assistant Secretary  
Bilateral Branch DNPM



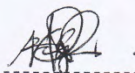
Mr. Godfried Savi  
Provincial Agriculture Advisor  
Madang Province



Mr. Edward Liru  
Provincial Agriculture Advisor  
East Sepik Province



Mr. Benedict Bulungol  
Provincial Agriculture Advisor  
Manus Province



Mr. James Duks  
Provincial Agriculture Advisor  
Milne Bay Province

6<sup>th</sup> December, 2012

**Minutes of Meeting  
2<sup>nd</sup> Joint Coordination Committee meeting for the  
PHASE II PROJECT ON PROMOTION OF SMALLHOLDER RICE  
PRODUCTION**

1. Members of JCC agree and confirm the amendments on the Project Design Matrix (PDM) referred to in Annex 1. The need for supplementary training for Provincial staff, including District and LLG staff was recognized and added to current supplementary training for Model Farmers. The number of supplementary training modules (units) for Model Farmers was changed to 10 from 18 as a result of merger of some units.
2. Members of JCC agree and confirm the achievements in the Plan of Operation (PO) 2012 and endorse the PO for 2013. Uncompleted activities for 2012 will be completed in the first half of 2013, not to affect the overall performance of the Project.
3. Members of JCC agree that provinces will include report activities of phase I and phase II reports.
4. Members of JCC agree that effort must be made at all levels of government to secure adequate and consistent budget allocation to implement project activities. The budget allocation for the Project for National DAL and Provinces is shown in the table below.

	2012		2013
	Planned Amount	Actual Amount	Planned Amount
NDAL	500,000	350,000	1,000,000
Madang	60,000	10,000	60,000
East Sepik	176,700	134,000	176,700
Manus	50,000	50,000	50,000
Milne Bay	100,000	100,000	100,000

Table: Project Budget for 2012 and 2013 (Unit: kina)

5. Members of JCC note that Madang, East Sepik, Manus and Milne Bay will take delivery of two rice milling machines which were recommended by Task Force for Postharvest Technology with technical advice from a JICA Short-term Expert on Postharvest Technology. These provinces will abide by the MOA governing the use of the rice mills. The MOA will be signed by the Rice Extension Unit by the time of the delivery of the milling machines. Expected delivery date would be approximately March 2013.
6. Members of JCC agree that Monitoring and Reporting Formats developed in the Phase I project will be revised accordingly based on the needs of the provinces by the end of first half of 2013.
7. Members of JCC agree that the Baseline Survey on rice production, consumption and marketing will be completed in December 2012 for the four target Provinces and the survey for non-target provinces of the project will be completed by the end of first half of 2013 the latest.

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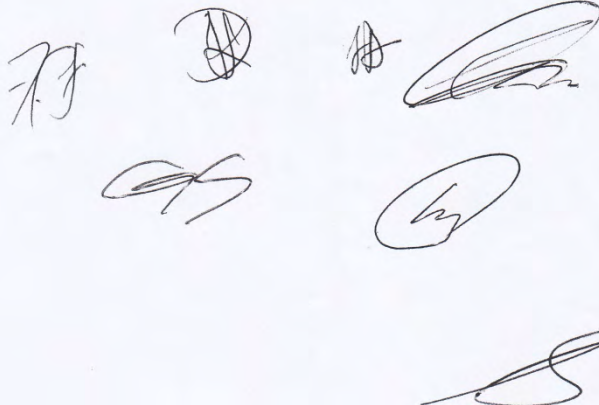
8. Members of JCC note that the counterpart position on post harvest technology and milling machines has become vacant after the passing of the incumbent in early October, 2012. DAL must ensure that this post is filled as soon as possible before arrival of a short-term expert on postharvest technology in April 2013.
9. Members of JCC agree that provinces will provide counterpart funding to the 2KR Trust Account where DAL will provide funding assistance on a kina to kina basis. DAL will issue a letter of advice to the Provincial and District Administrations.
10. Outstanding issues/matters

The Members of JCC note that the following issues/matters are still outstanding and must be completed by the following dates;

- (1) The MOA between the Department of National Planning and Monitoring, Department of Agriculture and Livestock and the four target provinces to implement the Phase II Project on Promotion of Smallholder Rice Production over the next three years (2012 – 2015) should have been signed in June 2012, according to the Minutes of Meeting of the 1<sup>st</sup> JCC. However, it is yet to be signed.

JCC agrees MOA will be signed before the 31<sup>st</sup> of January 2013.

- (2) JICA understands current difficult situation of communication, especially telephone (landline), in DAL. DAL promised that at least, access to existing landline for FAX was secured for the Project at any time.





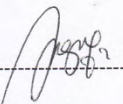
Annex 4-5 Minute of Meeting, 3<sup>rd</sup> JCC <3 pages>

**SMALLHOLDER RICE PRODUCTION PROJECT PHASE II**

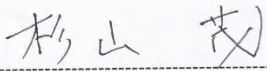
Date: 25<sup>th</sup> September 2013

Agreement

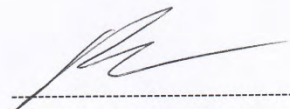
We, the undersigned who are members of the 3rd Joint Coordination Committee for the Project on Smallholder Rice Production Phase II, hereby Confirm and Agree to the attached Minutes of Meeting.



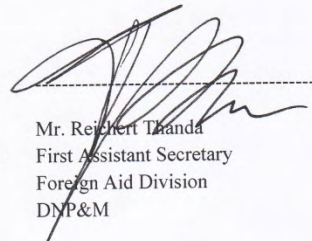
Mr. Mawe Gonapa  
Acting Deputy Secretary/ Project Director  
Department of Agriculture and Livestock



Mr. Shigeru Sugiyama  
Chief Representative  
JICA Papua New Guinea Office



Mr. Brown Konabe  
Project Manager – Director of Food Security Branch  
Department of Agriculture and Livestock



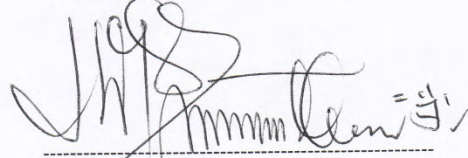
Mr. Reihert Tkanda  
First Assistant Secretary  
Foreign Aid Division  
DNP&M



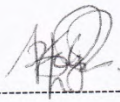
Mr. Ganei Agodop  
Deputy Administrator  
Corporate & Technical Services  
Madang Provincial Administration  
Madang Province



Mr. Kevin Hawan  
Acting Provincial Agriculture Advisor  
PDAL, East Sepik Province



Mr. John Lale Helepet  
Acting Executive Manager  
PDAL, Manus Province



Mr. James Duks  
Provincial Agriculture Advisor  
PDAL, Milne Bay Province


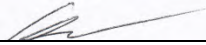
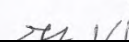

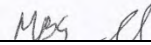


### Promotion of Smallholder Rice Production Project – Phase Two

Date: 25<sup>th</sup> day of September, 2013

We, the undersigned who are members of the Third (3<sup>rd</sup>) Joint Coordination Committee for the Promotion of Smallholder Rice Production Project Phase II, hereby CONFIRM and AGREE to the attached Minutes of the Meeting:

1. Members of the JCC agreed to accept the report of the Joint Mid-Term Review on the Project on Promotion of the Smallholder Rice Production in The Independent State of Papua New Guinea conducted between 7<sup>th</sup> to the 28<sup>th</sup> day of September, 2013 that contains *inter alia* the following as shown in Annex 1:
  - (1) Achievements and Implementation Process of the Project;
  - (2) Results of the Mid-Term Review by Five Criteria of 'Relevance', 'Effectiveness', 'Efficiency', 'Impact', and 'Sustainability'; and the
  - (3) Recommendations.
2. Members of the JCC agreed and confirmed that the Project Design Matrix (PDM), which was revised as a result of the Mid-Term Review to change the:
  - (1) Verifiable Indication (1) of the Overall Goal of the Project: Number of Smallholder (agricultural households) growing rice become over '7,500', a reduction from 20,000, in the target province by 2020 as shown in Annex 2.
  - (2) Project Purpose Verifiable Indicator (1) Number of 'farmers' changed to 'smallholders (agricultural household)' growing rice becomes over '5,000', a reduction from '15,000', in the target provinces in 2014/2015 season.
  - (3) Project Purpose Verifiable Indicator (6) Over the '10,000 smallholder (agricultural households)', changed from 'over 16,000 farmers', receive guidance from MF trained by the Project.
  - (4) Output 2 Verifiable Indicator (4) from 'Number of model milling machines' that are delivered and go in service: 8 units' is changed to 'Number of milling machines for model milling station that are delivered and go into service: 4 sets'.
  - (5) Output 3 Verifiable Indicator (1) that the changes be: Number of districts that provide information collected to NDAL/REU in accordance with the format to be developed: 17 districts', from 33 districts from 2012 to 2014.
  - (6) Change the Activities 3-1 that become: 'Baseline Survey on domestic rice production and consumption in the target provinces is conducted in aspect of food security.
  - (7) Improve the monitoring system through active involvement of the provincial staff, including the districts and LLGs of each target provinces East Sepik, Madang, Manus and Milne Bay.
  - (8) Following actions for securing the sustainability of the monitoring system and as well as maintaining its institutional capacity:

- i. Ample or adequate funding from Provincial and districts for the monitoring activities including the support system for Model Farmers through workshops and the adequate and timely disbursement of fund;
  - ii. Simplification and modification of the monitoring format developed under the project as recommended by each target province; and
  - iii. Improve communication between official between the NDAL, particularly the REU and provincial offices and districts and LLGs with the aim to have greater initiatives for monitoring.
- (9) The Project will support MFs in promoting and expanding rice production activities through smallholder extension in the target provinces by provisioning of :
- i. Extension manuals and leaflets on rice production, with particular emphasis on extension notes on how to control and avoid rice pests (stem-borers, rice bugs and weeding); and
  - ii. PDAL to offer means and ways to encourage MFs to promote rice production through the extension activities in appreciation for their efforts.
- (10) The Project, through DAL, PDAL, Districts and LLGs, provide support to smallholder rice farmers through improved and smooth flow of technological information that will enhance their ability to enhanced rice production in their respective communities.
- (11) That East Sepik is becoming a model province that other provinces can draw lessons from due to its successes in existing good practices and accumulated know-how, particularly in Maprik district. Therefore, members of the JCC agreed that through the Project, good practices and experiences from Maprik district be transferred to other provinces in the remaining period of the project term in 2014 to 2015. This includes technical exchanges between officer of district and farmers with that of other provinces and districts.
- (12) NDAL and Provincial DAL will address the manpower issues as outlined in the MTR report Recommendations;
- (13) REU will consult with the Target Provinces to sign the MOA as recommended by MTR Report;
- (14) PNG side to respond to with an Action Plan to the address by MTR Recommendation by before the next JCC Meeting.

RT

JJD

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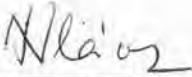
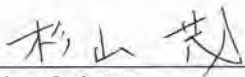




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Annex 4-6 Minute of Meeting, 4<sup>th</sup> JCC <4 pages>

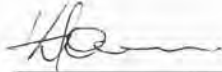
	
<b>Promotion of Smallholder Rice Production Project – Phase II</b>	
Date: 5 <sup>th</sup> day of December, 2013	
<b>Agreement</b>	
We, the undersigned who are members of the 4 <sup>th</sup> Joint Coordination Committee for the Promotion of Smallholder Rice Production Project Phase II, hereby confirm and agree to the attached Minutes of Meeting.	
 _____	 _____
Dr. Vele Pat Ilaáva. Secretary Department of Agriculture and Livestock KONEDOBU.	Mr. Shigeru Sugiyama Chief Representative Japan International Cooperation Agency PORT MORESBY.
 _____	 _____
Ms. Juliana Kubak Secretary Department of National Planning & Monitoring WAIGANI	Mr. Masakazu Kanamoto Chief Advisor to the Project DAL/JICA Promotion of Smallholder Rice Production Project – Phase II PORT MORESBY.
 _____	 _____
Mr. Brown Konabe Project Manager – PSRPP2 Director – Food Security Branch Department of Agriculture & Livestock PORT MORESBY	Mr. Heai Steven Hoko National Coordinator – PSRPP2 Rice Extension Unit Department of Agriculture & Livestock PORT MORESBY
1	



Mr. Ganei Agodop  
Deputy Administrator  
Corporate & Technical Services Division  
Madang Provincial Administration  
MADANG



Mr. James Duks  
Advisor  
Division of Agriculture & Livestock  
Milne Bay Provincial Administration  
ALOTAU



Mr. Kevin Hawan  
Advisor  
Division of Agriculture, Livestock & Wildlife  
East Sepik Provincial Administration  
WEWAK



Mr. John Lale Helepet  
Advisor / Executive Management  
Division of Agriculture and Livestock  
Manus Provincial Administration  
LORENGAU.



**Draft Agenda Items: (Minutes of Meeting)**

Of

**4<sup>th</sup> Joint Coordination Committee (JCC) Meeting for the  
Promotion of Smallholder Rice Production Project – Phase II**

1. Provincial Reports on the achievements of the project indicators by the target and beneficiary provinces, in the order as follows: Milne Bay by Mr. James Duks, Manus by Mr. John Lale Helepet, Madang by Mr. Ganei Agodop, and East Sepik by Mr. Kevin Hawan. Summary of rice cultivation data of each province in 2014 as follows:

Province	Area (ha)	Paddy Production(Kg)	Milled Rice (Kg)
East Sepik	107.6 ha	247,765 Kg	159,661 Kg
Madang	14 ha	28,000 kg	18,000 Kg
Manus	11.37 ha	1,365 Kg	26 kg
Milne Bay	21.4 ha	25,000 Kg	14,000 Kg

2. Presentation of Plan of Operation for the year 2014 by the provinces including proposed budget, area to cover (i.e., districts or LLG areas), and targets.

Collaborator	Total Budget by Province
National DAL	3,000,000 PGK
East Sepik	186,700 PGK
Madang	300,000 PGK
Manus	410,000 PGK
Milne Bay	417,500 PGK

3. Model Rice Milling Centres and their operation and management status by the provinces. East Sepik, Madang, and Milne Bay have completed the construction of their centres whilst Manus is yet. Progressive report and strategies to improve services thus increase rice production in the respective provinces in 2014.

Province	Name of Station	Status	Total Mill output (Kg)
East Sepik	Maprik	Complete	1,482 (996 Kg milled)
Madang	Madang No.2	Complete	28,000 kg (18,000 Kg)
Manus	Tamat Station	Incomplete	0
Milne Bay	Bubuleta Stataion	Complete	2,680 milled Kg

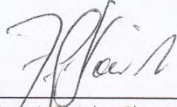
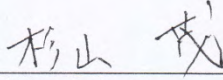



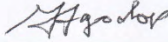

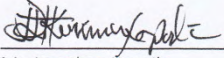
4. Number of provincial counterparts involved in the implementation of the Promotion of Smallholder Rice Production Project – Phase II in the provinces as of 5<sup>th</sup> December, 2013:

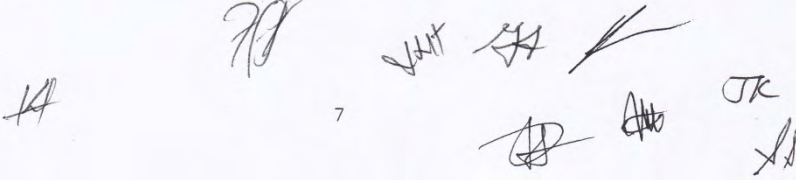
Province	No. of District	No. Target District	No. of Rice Officer	Total Manpower
East Sepik	6	3	10	10
Madang	6	3	3	9
Manus	12 LLGs	8 LLGs	1	1
Milne Bay	4	4	0	3

5. Indicative Training in the provinces – conducted, missed; and planned.
  - a. New model farmers training for new areas, i.e., districts or LLGs area by province due to delay and to be implemented in 2014;
  - b. Model rice milling centre operators and manager training by province due to delay caused by financial constraints and late release to be continued in 2014;
  - c. Advance training of model farmers on issues like monitoring, reporting, soils making and sustainable rice production including insect pest control and soils improvement.
  - d. JICA short-term expert (JICA STE) on rice crop pest control and manager – 10 to 20<sup>th</sup> day of December 2013.
  - e. JICA STE on Soil Science and plant nutrient for rice cropping system in PNG – month of February – March, 2014.
  
6. Use of revised monitoring sheets for the provincial monitoring and reporting system under the Project. The new revised monitoring can be used, however, East Sepik and Madang has identified the old monitoring formats as developed in the Phase II still very useful and applicable.
  
7. Outstanding issues like;
  - a. Memorandum of Understanding between the Provinces and DAL and Department of National Planning and Monitoring, targeted to be completed in January of 2014; and
  - b. Improvement to the communication between provinces and DAL for effective management and improvement of project implementation.
  
8. Consolidation method of with demonstration plots; soil preparation, organic manure making, transplantation, and crop rotation.
  
9. Plan of Operation for year 2014 of all targeted provinces to be considered and finalised for the implementation and submitted to NDAL by 10<sup>th</sup> December, 2013.

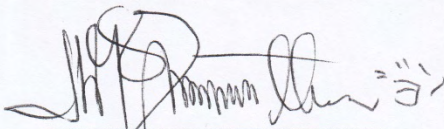
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Annex 4-7 Minute of Meeting, 5<sup>th</sup> JCC <8 pages>

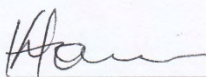
 <hr/> <p>Mr Francis Daink – Chairperson.  <b>Deputy Secretary – Policy &amp; Planning</b>        Department of Agriculture &amp; Livestock        P.O. Box 2033,        PORT MORESBY.        NCD.</p>	 <hr/> <p>Mr. Shigeru Sugiyama  <b>Chief Resident Representative</b>        Japan International Cooperation Agency        Papua New Guinea Office        Port Moresby        Port Moresby        NCD</p>
 <hr/> <p>Mr. Brown Konabe  <b>Project Manager</b>        Promotion of Smallholder Rice Project Phase II        Department of Agriculture &amp; Livestock        P.O. Box 2033,        PORT MORESBY.        NCD.</p>	 <hr/> <p>Mr. Masakazu Karamoto  <b>JICA Chief Advisor to the Project</b>        DAL/JICA Promotion of Smallholder Rice        Production Project – Phase II        Level 8 Monian Tower Bldg, Douglas Street.        Port Moresby        NCD</p>
 <hr/> <p>Mrs. Linda Taman-Eko  <b>Acting First Assistant Secretary</b>        Foreign Aid Division        Department of National Planning &amp; Monitoring        P.O. Box 631,        WAIGANI        National Capital District</p>	 <hr/> <p>Mr. Ganei Agodop  <b>Acting Deputy Administrator – Corporate &amp; Technical Services.</b>        Madang Provincial Administration        Madang Province</p>
 <hr/> <p>Mr. Heai Steven Hoko  <b>The National Project Coordination</b>        Rice Extension Unit of NDAL        Level 8 Monian Tower Bldg, Douglas St.        Port Moresby        NCD</p>	 <hr/> <p>Mr. Jonathan Kapoila  <b>Provincial Food Security Coordinator</b>        Division of Agriculture &amp; Livestock        Milne Bay Provincial Administration        Milne Bay Province</p>







Mr. John Dale Helepet  
**Executive Manager**  
Division of Agriculture & Livestock  
Manus Provincial Administration  
Manus Province



Mr. Kevin Hawan  
**Senior Advisor**  
Division of Agriculture, Livestock and Wildlife  
East Sepik Provincial Administration  
Wewak  
East Sepik Province





**RICE EXTENSION UNIT**

**PROMOTION OF SMALLHOLDER RICE PRODUCTION PROJECT  
(PHASE II)**

DEPARTMENT OF AGRICULTURE & LIVESTOCK & JAPAN INTERNATIONAL COOPERATION AGENCY

We, the undersigned who are members of the 5<sup>th</sup> Joint Coordinating Committee for the Promotion of Smallholder Rice Production Project – Phase Two, on this fourth (4<sup>th</sup>) day of December, year 2014, hereby confirmed and agreed to the attached/following Minutes of Meeting that:

1. The members of this JCC have accepted and endorsed the Joint Project Terminal Evaluation Report conducted in the month of November, 2014 and as presented in its entirety, including the Achievements and the Implementation processes, the Evaluation by the five criteria of Relevance, Effectiveness, Efficiency, Impact, and Sustainability; and the Recommendations and Lessons Learnt.
2. The members of this JCC have noted the progressive Provincial Reports as presented by each province to the JCC and summarized as follows in table following part (a), part (b), part (c) and part (d).
  - a) Provincial Monitoring Reports on the achievements of the project outputs through the indicators and their targets are shown as follows:
    - i. East Sepik Province - Mr. Pius Numbatai (Provincial Project Coordinator).
    - ii. Madang Province - Mr. Ganei Agodop (Provincial Project Manager); and
    - iii. Milne Bay Province - Mr. Jonathan Kapoila - (Provincial Project Coordinator (acting);
    - iv. Manus Province - Mr. John Lale Helepet (Provincial Project Manager);

Summary of rice cultivation data of each province as follows:

November 2013

Province	Area (ha)	Paddy Production (Kg)	Milled Rice (Kg)
East Sepik	107.6 ha	247,765 kg	159,661 kg
Madang	14 ha	28,000 kg	18,000 kg
Manus	11.37 ha	1,365 kg	26 kg
Milne Bay	21.4 ha	25,000 kg	14,000 kg
TOTAL	154.37	302,130	191,687.00

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November 2014

Province	Area (ha)	Paddy Production (Kg)	Milled Rice (Kg)
East Sepik	58.11	376,864	244,961.60
Madang	42	58,635	54,757
Manus	12.74	2,385.5	388
Milne Bay	16	36,460.3	19,323.96
TOTAL	128.85	474,344.80	319,430.56

b) Presentation of Plan of Operation for the year 2015 by the provinces including proposed budget, area to cover (i.e., districts or LLG areas), and targets.

Collaborator	Total disbursement by Province for 2014	Collaborator	Total Appropriation for Province for 2015
National DAL	3,000,000 PGK	National DAL	1,500,000 PGK
East Sepik	186,700 PGK	East Sepik	1,800,000 PGK
Madang	162,000 PGK	Madang	300,000 PGK
Manus	410,000 PGK	Manus	97,000 PGK
Milne Bay	417,500 PGK	Milne Bay	1,687,500 PGK
TOTAL	4,176,200	TOTAL	5,384,500 PGK

c) Model Rice Milling Centres and their operation and management status by the province.

East Sepik, Madang and Milne Bay have completed the construction of their centres whilst Manus is yet to complete. The operation and maintenance of the rice milling centres are is one strategy for increasing rice production in the respective provinces in 2014.

November 2013

Province	Name of Station	Status	Total Mill Output (Kg)
East Sepik	Maprik	Complete	1,482 (996 Kg milled)
Madang	Madang No.2	Complete	28,000 Kg (18,000 Kg)
Manus	Tamat Station	Incomplete	26 Kg
Milne Bay	Bubuleta Station	Complete	2,680 milled Kg
TOTAL			21,676 Kg

d) Model Rice Milling Centres and their operation and management status by the province.

East Sepik, Madang and Milne Bay have completed the construction of their centres whilst Manus is yet to complete. The operation and maintenance of the rice milling centres are is one strategy for increasing rice production in the respective provinces in 2014.

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November 2013

Province	Name of Station	Status	Total Mill Output (Kg)
East Sepik	Maprik	Complete	1,482 (996 Kg milled)
Madang	Madang No.2	Complete	28,000 Kg (18,000 Kg)
Manus	Tamat Station	Incomplete	26 Kg
Milne Bay	Bubuleta Station	Complete	2,680 milled Kg
<b>TOTAL</b>			<b>21,676 Kg</b>

November 2014

Province	Name of Station	Status	Total Mill Output (Kg)
East Sepik	Maprik	Complete	19,000
Madang	Madang No.2	Complete	6,839 Kg/10,613 Kg
Manus	Tamat Station	Incomplete	388
Milne Bay	Bubuleta Station	Complete	5,677
<b>TOTAL</b>	=====	=====	<b>31,904</b>

- d) Number of provincial counterparts involved in the implementation of the Promotion of Smallholder Rice Production Project – Phase II in the provinces.

November 2013

Province	No. of District	No. of Target District	No. of Rice Officer	Total Manpower
East Sepik	6	3	10	10
Madang	6	3	3	9
Manus	1	8 LLG's	1	1
Milne Bay	4	4	0	3
<b>TOTAL</b>	<b>17</b>	<b>11</b>	<b>14</b>	<b>23</b>

November 2014

Province	No. of District	No. of Target District	No. of Rice Officer	Total Manpower
East Sepik	6	6	10	10
Madang	6	6	9	9
Manus (LLGs)	1	8	1	1
Milne Bay	4	4	0	11
<b>TOTAL</b>	<b>17</b>	<b>24</b>	<b>20</b>	<b>31</b>

3. The members of the JCC recognized that a new rice policy from Year 2015 – 2030 has been approved and endorsed and needs to be worked at to include the strategies and implementation plans produced, included and formally released for Papua New Guinea, including the following steps to be undertaken:

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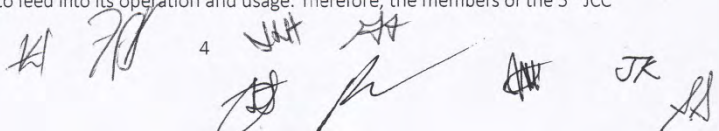
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- a) All stakeholders must be included and consulted in the working of the strategies and implementation plans for the new rice policy 2015 -2030 involving the major stakeholders REU and JICA, including the Provinces, NARI, ROC on Taiwan, Peoples Republic of China and others who are stakeholder s in domestic rice development through a consultative process;
  - b) The new PNG rice development policy should give impetus to consolidating rice development efforts by all stakeholders through a rigorous consultative processing and documentation for propagating rice cultivations into the fabric of PNG farming system;
  - c) A complete Action Plan for the next three years beginning in June of the fiscal year 2015 to year 2018; and
  - d) NDAL formally launches the PNG Rice Development Policy 2015 -2030 in the start of the New Year.
4. The members of the JCC are notified of the progresses made in the provinces and the districts that promote smallholder rice development a pre-requisite to sustainable rice development is for each province or district to recruit and/or allocate to the district or LLG a full-time rural development officers to become rice development officers. The following have been acknowledged by the members of the JCC efforts by the provinces in appointing or recruiting rice officers:
- a. East Sepik Province – Three (3) District Rice Officers at Maprik, Angoram and Wewak, respectively;
  - b. Madang Province – One (1) rice officer at Provincial level; District Officers will spend 50% or more of their time and effort into rice as rice is a major food crop for development under its provincial food security program;
  - c. Milne Bay Province – one rice officer has been recruited at Esa’ala District; and
  - d. Manus – recently recruited a new rice officer from outside its pool of officers.
5. The Hosokawa Rice Milling units distributed by the Project to East Sepik, Milne Bay and Manus have not been installed and operationalized since there delivery, therefore, the members of the 5<sup>th</sup> JCC have agreed that the Project Management Unit at REU will recall the units to Port Moresby for re-distribution to rice growing areas as deems necessary for their utilization. Unless each of the three provinces undertake the following, the Hosokawa will be recall in February/March of year 2015:
- a. Install and operationalize the Hosokawa rice milling units immediately before Februry 2015;
  - b. Mill at least 500 Kg of paddy in the first three months of its operationalization, verifiable with mill records; and
  - c. Own and operate the unit under its direct supervision and not given away to a third party by March of year 2015.
6. The YMM20 Rice Milling Unit at Tamat, Manus Province, despite it been installed and operationalized, the members of JCC have acknowledged its under-utilization due to lack of rice paddy to feed into its operation and usage. Therefore, the members of the 5<sup>th</sup> JCC

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accepted the motion by Manus, after careful consideration and advices, to have YMM20 rice milling unit, relocated by the Project and REU to a province or district where rice production growth is progressing and there are sufficient paddy being produced to fully utilized the unit.

7. The Guidelines on Smallholder Rice Extension document based on the Model Farmer Approach will be finalized in the February of year 2015 and prepared for its publication with the following requirement:
  - a. Provinces make copies of the draft and conduct one-day consultative workshop in February 2015 of all its stakeholders within the province to make inputs into the final draft;
  - b. All stakeholders in smallholder rice needs to be consulted in the final draft; and
  - c. The finalized document on Guidelines on Smallholder Rice Extension in PNG is produced and printed for distribution in March of year 2015; and
  - d. The Project will refer to experiences and guidelines developed elsewhere in the world through literature for guiding in finalizing the guidelines.
  
8. The Guidelines on Rice Milling Services document based on the Project Intervention will be finalized in the February of year 2015 and prepared for its publication with the following requirement:
  - a. Provinces make copies of the draft and conduct one day workshop in February 2015 of all stakeholder within the province to make inputs into the final draft;
  - b. All stakeholders in smallholder rice development needs to be consulted in the final draft;
  - c. The finalized document on Guidelines on Rice Milling Services in PNG is produced and printed for distribution in March of year 2015;
  - d. The Project will refer to experiences and guidelines developed elsewhere in the world through literature for guiding in finalizing the guidelines.
  
9. Next Joint Coordinating Committee (JCC) will be held in the month of May, 2015 and as advised during the period leading the end of the month of May, 2015, to verify all the above as motioned by the 5<sup>th</sup> JCC to be implemented by the Project;
  
10. The ex-post Project Evaluation will be conducted three and half (3 ½) years after the termination of this Project after 31<sup>st</sup> day of May, 2015 when the final JCC will be conducted;
  
11. Any other Business.
  - a. JICA is now offering a short -term training for FY2015 on rice cultivation and extension systems and PNG needs to consider sending officers to the training. This is a group-based training and the all rice growing LLGs, districts and provinces needs to consider nominating a candidate for this training opportunity for its rice development officers;

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- b. Rice Farming is for all farmers therefore, recommendation that smallholder rice production development must and will be the basis for future development of small-medium size enterprises and any commercial ventures in the future; and
- c. Provinces and REU should be prepared to reply to JICA office for the requirement for audit purposes of all the Project inputs expended over the past decades for accountability and transparency of the PNG/JICA technical cooperation on rice development.

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Annex 4-8 Draft Minute of Meeting, 6<sup>th</sup> JCC <8 pages>

RICE EXTENSION UNIT

PROMOTION OF SMALLHOLDER RICE PRODUCTION PROJECT  
(PHASE II)



DEPARTMENT OF AGRICULTURE &amp; LIVESTOCK &amp; JAPAN INTERNATIONAL COOPERATION AGENCY

We, the undersigned who are members of the 6<sup>th</sup> Joint Coordinating Committee for the Promotion of Smallholder Rice Production Project – Phase Two (II), on this 15<sup>th</sup> day of May, year 2015, hereby confirmed and agreed to the attached and following Minutes of the Meeting (MoM) that:

1. Members of 6<sup>th</sup> JCC present:
  - a. Mr. Sugiyama – Representing JICA PNG Office;
  - b. Mr. Kenji Kaneko – Representing JICA Tokyo HQ Office;
  - c. Mr. Heai Steven Hoko – National Project Coordinator /REU Programme Manager – DAL;
  - d. Mr. Kevin Hawan – Programme Advisor – PDAL, East Sepik Province
  - e. Mr. Godfred Savi – Programme Advisor – PDAL, Madang Province
  - f. Mr. James Duks – Programme Advisor – PDAL, Milne Bay Province
  - g. Mr. John Lale Helepet – Programme Advisor – PDAL, Manus Province
2. Apologies from Chairman – DAL (Secretary/Deputy Secretaries /Director Food Security can not attend due to international forum in Port Moresby);
3. Apologies from Department of National Planning and Monitoring – Secretary or First Assistant Secretaries did not have representations;
4. Observers:
  - a. Provincial Project Coordinators: Messr Numbatai, Lilih, and Kapoila;
  - b. Dr Hiromitsu Iwamoto – Deputy JICA representative – PNG Office
  - c. Mr Yoshihiko CHUjo- JICA Representative – PNG Office
  - d. Mr. Hideo Kobayashi – JICA Development Advisor to DNP&M
  - e. Mr. Shigeo Watanabe – JICA Expert to the DAL/JICA Project
5. The 6<sup>th</sup> JCC meeting was chaired by the National Project Coordinator and the meeting started at 10:31 am after a delay of one-and-half hours for the chairman proper from DAL;
6. The members of the 6<sup>th</sup> JCC have accepted and endorsed the Final Project Report by the JICA in the implementation and completion of the Project in its Phase II, will its associated list of improvements, training, and equipment and tools supplied to the target provinces of East Sepik, Madang, Milne Bay and Manus; and to the Department of Agriculture & Livestock's Rice Extension Unit as its collaborating bilateral technical cooperation partners;
7. The members of the 6<sup>th</sup> JCC have noted and accepted the progressive Provincial Reports on the Implementation of the Project activities in the target provinces to date as presented by the provinces including East Sepik, Madang, Milne Bay and Manus'. These reports cover the period from November 2014 to May of 2015.
  - a. Provincial Reports on the achievements of the Project outputs through the indicators identified in the Project Design Matrix Version 2 of January, 2014 and as presented by the following and as attached to this MoM:
    - i. East Sepik – Mr. Kevin Hawan – Advisor East Sepik PDAL;
    - ii. Madang – Mr. Godfried Savi – Director – Madang PDAL and Economic Services;



- iii. Milne Bay – Mr. James Duks – Advisor Milne Bay PDAL; and
- iv. Manus – Mr. John Lale Helepet – Executive Manager PDAL.
- b. Summary of Provincial Smallholder Rice Extension
  - i. East Sepik Province
    - 1) Rice is now being grown and promoted in all six (6) districts in the province;
    - 2) Cash savings made for local rice production made this reporting period: K547,233.00 at the selling price of K3.00 per Kg;
    - 3) This savings is made from the total number of recorded rice growers at 13,446 persons;
    - 4) 105.71 Ha of land cultivated with rice in the province;
    - 5) 429.8 metric tons of rice paddy was produced in the reporting period ending April, 2015.
    - 6) In general, there was an increase in number of growers, number of villages covered and the mill recovery rate; and there was a slight reduction in the paddy produced and hence the milled rice and the cash savings from the previous reporting (December, 2014)
- c. Summary of Provincial Data on Rice Production and Processing.
  - i. Progressive Status Report on number of Model Farmers and Rice Growers active in the Province;
  - ii. Half-term Report on the Model Farmers' Activities;
    - 1) FTFEA (Awareness, Consultation, Demonstration, Field-day, Seed Distributed);
    - 2) Number of Demonstration plots created (for FTFEA and Seed);
    - 3) List of Tools and Equipment shared or given to MFs.
  - iii. Half-term Report on Rice Production Area, Yield and Production, includes Rice Milling outputs.

Table 1. East Sepik Province

District	Number of rice growers	Area under Rice (Ha)	Paddy Produced (Kg)	Milled rice recover (Kg)	Monetary Value of milled Rice (Kina)†
Maprik	9005	31.45 ha	321.8 m.t	n/a	n/a
Wosera Gawi	136	3.3 Ha	10.9 m.t	n/a	n/a
Ambunti Drekkir	671	1.4 Ha	30.7 m.t	n/a	n/a
Yangoru Sausso	34	0.4 Ha	1.2 m.t	n/a	n/a
Angoram	250	65.34 Ha	27.7 m.t	n/a	n/a
Wewak	602	3.82 Ha	37.5 m.t	n/a	n/a
Total ESP	9,280	105.71 Ha	429.8 m.t	n/a	n/a

†Selling price of milling rice sold locally multiplied by the quantity of milled rice.

Table 2 Madang Province

District	Number of rice growers	Area under Rice (m <sup>2</sup> )	Paddy Produced (Kg)	Milled rice recover (Kg)	Monetary Value of milled Rice (Kina)†
Madang	263	1.21 Ha	3.533 m.t	n/a	n/a
Sumkar	99	1.82 Ha	10.014 m.t	n/a	n/a
Rai Coast	111	4.45 Ha	3.343 m.t	n/a	n/a
Bogia	64	2.3 Ha	2.070 m.t	n/a	n/a
Usino Bundi	n/a	na/a	n/a	n/a	n/a

Middle Ramu	n/a	n/a	n/a	n/a	n/a
Total Madang	537	9.78 Ha	18.960 m.t	n/a	n/a

†Selling price of milling rice sold locally multiplied by the quantity of milled rice.

Table 3 Milne Bay Province

District	Number of rice growers	Area under Rice (m <sup>2</sup> )	Paddy Produced (Kg)	Milled rice recover (Kg)	Monetary Value of milled Rice (Kina)†
Alotau	124	8.764 ha	11.53 m.t	n/a	n/a
Esa'ala	71	7.617 ha	9.14 m.t	n/a	n/a
Kiriwina	38	5.211 ha	6.25 m.t	n/a	n/a
Goodenough					
Samarai	119	5.261 ha	6.05 m.t	n/a	n/a
Murua					
Total ESP	352	26.85 ha	32.97 m.t	n/a	n/a

†Selling price of milling rice sold locally multiplied by the quantity of milled rice.

Table 4 Manus Province

LLG	No. of Rice Growers	Area under Rice (m <sup>2</sup> )	Paddy Produced (Kg)	Milled rice recover (Kg)	Monetary Value of milled Rice (Kina)†
Balopa	43	2300	199	n/a	n/a
NPKA	3	250	204	n/a	n/a
Lele/Bupi	23	625	n/a	n/a	n/a
Penabu/Nali	3	n/a	398.5	n/a	n/a
Total Manus	72	3175	801.5	n/a	n/a

†Selling price of milling rice sold locally multiplied by the quantity of milled rice.

8. The members of the JCC agreed that the updated versions of the provincial action plan or work plan for the post-project period from 2015 to 2018 and ex-post evaluation plan be forwarded to the REU by next Friday 22<sup>nd</sup> of May, 2015;
9. The next Joint Coordinating Committee for the promotion of the smallholder rice will be held in November, 2015 to the date to be advised by REU;
10. The 6<sup>th</sup> JCC meeting time was extended at 12:00 noon after a motion was past to 12:30 pm.
11. The 6<sup>th</sup> JCC meeting was concluded with the pledge and closing remarks that JICA is keen to ensure the development efforts and resources expanded in the DAL/JICA is not wasted and that the collaboration is a continuing one and, in spite of the Project coming to its natural end, the collaboration and joint effort to develop and improve rural people lives through rice farming is continued and sustained through future activities and programmes as described below.

**Work Plan for the Post-Project Period:****East Sepik Province**

1. The member of the 6<sup>th</sup> JCC endorse the motion that the East Sepik Province needs to elaborate and give details on its work plan for the post-project period covering the years from 2015 to year 2020 on the following area:
  - (1) Conduct new trainings and a number of supplementary trainings as required to increase and maintain the number of active model farmers to 120 each year and each model farmer engaging with 20 active rice growers each year to maintain a threshold level of a total 2400 rice growers per year for sustainable domestic rice production in the province;
  - (2) Increase the rice paddy production area by smallholder rice grower households to a level of 1600 m<sup>2</sup> and equivalent yield of 190Kg at yield level of 1,200Kg/ha by December of Year 2016;
  - (3) Strengthen and improve monitoring and reporting system by all six districts in the province by 100 percent by December 2015 and biannually in the next three years based on the Guidelines on Smallholder Rice Extension in PNG;
  - (4) Review all the rice milling units and station based on the Guidelines for Establishing Rice Milling Services in PNG and the Handbook on Rice Milling Techniques and make recommendation for improvement by June, 2016;
  - (5) Conduct feasibility studies for farmer-groups or into organizational structures suitable for farmer groups graduating into and for venturing into commercial rice project and make recommendations by June, 2017;
  - (6) Conduct feasibilities study in year 2017 on broad-acre rice production system on selected sites and make recommendation by December, 2017.
  - (7) Smallholder rice growers households producing 16,000 metre tonnes of paddy by December, 2018; and
  - (8) Produce 1,500 metric tonnes of paddy from an irrigated, broad-acre field crop of rice by the province by December, 2018 or equivalent of the 900 metric tonnes of milled rice.

The above work plan is incorporated into a matrix of action plan with implementation schedule and activities identified to addressed and target the objectively verifiable indicators by East Sepik province in the attachment.

**Madang Province**

2. The members of the 6<sup>th</sup> JCC accept that the report presentation by Madang for their future direction and what the work plan for the next three years may contain the following as summarised:
  - (1) Conduct a week-long planning workshop on strengthening the MFA concept in Madang Province in second-half of the year 2015 based on the Guidelines on Smallholder Rice Extension in PNG; and Guidelines on Rice Milling Service in PNG with 6 District Program Officers and Rural Development Officers within the Provincial Division of Agriculture and produce recommendation(s) including the framework for improve support system to MF and rice growers before the end of December, 2015;
  - (2) Conduct new trainings and a number of supplementary trainings as required to increase and maintain the number of active model farmers to 120 each year and each model farmer engaging with 20 active rice growers each year to maintain a threshold level of a total 2400 rice growers per year for sustainable domestic rice production in the province;
  - (3) Increase the rice paddy production area by smallholder rice grower households to a level of 1600 m<sup>2</sup> and equivalent yield of 190Kg at yield level of 1,200Kg/ha by December of Year 2016;
  - (4) Develop and strengthen Support System by districts and LLG to model farmers to produce 1,500 Kg of very good quality of rice seeds for redistribution by June, 2016;

- (5) Strengthen and improve monitoring and reporting system by all six districts in the province by 100 percent by December 2015 and biannually in the next three years based on the Guidelines on Smallholder Rice Extension in PNG;

The above work plan is incorporated into a matrix of action plan with implementation schedule and activities identified to addressed and target the objectively verifiable indicators by Madang province in the attachment.

#### Milne Bay Province

3. The members of the 6<sup>th</sup> JCC accept and endorse the Milne Bay Province's future direction and what the work plan for the next three years will consist of the following:
  - (1) Strengthen and improve monitoring and reporting system by all four districts in the province by 100 percent by December 2015 and biannually in the next three years based on the Guidelines on Smallholder Rice Extension in PNG;
  - (2) Improve and strengthen data management system for all four districts and all rice milling stations by 100 per cent by December, 2015 and biannually in the next three years based on the Guidelines on Smallholder Rice Extension in PNG;
  - (3) Re-visit and conduct survey on performance on all rice milling units and restore operations of all rice milling units by 100 per cent in all four districts by June of 2016;
  - (4) Conduct feasibility studies for broad-acre (mechanized) rice production project for three areas of Salakadi Basin in Goodenough Island of Kiriwina Goodenough District; Woodlark Island in Samarai Murua District; and Wamira rolling plains in the Weraura area of Alotau district and make recommendations by June, 2016;
  - (5) Conduct new trainings and a number of supplementary trainings as required to increase and maintain the number of active model farmers to 80 each year and each model farmer engaging with 20 active rice growers each year to maintain a threshold level of a total 1600 rice growers per year for sustainable domestic rice production in the province;
  - (6) Increase the rice paddy production area by smallholder rice grower households to a level of 1600 m<sup>2</sup> and equivalent yield of 190Kg at yield level of 1,200Kg/ha by December of Year 2016;
  - (7) Conduct a study and develop a plan for budget submissions by each district through the District Service Improvement Programme (DSIP) for establishing and developing district rice milling service centres based on Guidelines for Establish Rice Milling Service with particular emphasis on use of the Hosokawa milling units by April, 2016;
  - (8) Develop and strengthen Support System by districts and LLG to model farmers to produce 1,000 Kg of very good quality of rice seeds for redistribution by June, 2016;
  - (9) Conduct agronomic and varietal cultural trials to produce recommendations for the Province December, 2016;

The above work plan is incorporated into a matrix of action plan with implementation schedule and activities identified to addressed and target the objectively verifiable indicators by Milne Bay province in the attachment.

#### Manus Province

4. And, the members of the 6<sup>th</sup> JCC accept status of Manus province and agree that Manus needs to be supported in logistics, man-power training and sustain model farmers and rice growers trainings and hereby endorse the Manus Province's future direction and what the work plan for the next three years will consist by the following:
  - (1) Conduct a week-long planning workshop on strengthening the MFA concept in Manus in second-half of the year 2015 based on the Guidelines on Smallholder Rice Extension in PNG; and Guidelines on

Rice Milling Service in PNG with 8 Rural Development Officers within the Provincial Division of Agriculture before the end of December, 2015.

- (2) Conduct new trainings and a number of supplementary trainings as required to increase and maintain the number of active model farmers to 20 each year and each model farmer engaging with 20 active rice growers each year to maintain a threshold level of a total 200 rice growers per year from year 2016 to 2018 for sustainable domestic rice production in the province;
- (3) Strengthen the MFA and Support System to all 20 active model farmers and their rice growers to produce 40,000 Kg of paddy or equivalent of 24,000 Kg of milled rice per season/year by December, 2016;
- (4) Strengthen and increase the provincial rice milling service centre capacity and management by operationalizing the service with trained operator and manager by September, 2015;
- (5) Run and operate the Yanmar YMM20 rice milling unit for 40 hours in each quarter of year 2016, giving a total of 160 hours by December, 2016 or an equivalent of milling 80,000 Kg of paddy;
- (6) Improve and strengthen monitoring and reporting system by the provincial coordinating unit and the RDOs of the four target LLGs area by September, 2015;
- (7) Develop and strengthen a Support System by the province and LLGs to 20 model farmers to produce 200 Kg of very good quality of rice seeds for redistribution by December, 2016;
- (8) Conduct the agronomic survey and feasibility studies for larger land area, greater than 20 hectare of rice production in various sites, in the province and produce recommendations by end of year 2016.

The above work plan is incorporated into a matrix of action plan with implementation schedule and activities identified to be addressed and target the objectively verifiable indicators by Manus province in the attachment.

#### Rice Extension Unit

5. Given the National Rice Development Policy – 2015 to 2030, DAL will continue to drive domestic rice production and post-harvest technical programmes under its national programme and the Rice Extension Unit will continue to play the national role of providing policy guidance and coordination of development and technical cooperation between both the provinces and local –level governments, state-owned enterprises and organisations, international partners and community-based development organisations:
  - (1) The Rice Extension Unit within the Food Security Branch of DAL is maintained and strengthened to oversee and manage domestic rice development, including promotion of smallholder household rice production for food security and transitioning toward climate smart agriculture;
  - (2) Review the structure of REU and develop a new structure, based on consultations and consensus, to incorporate new initiatives for domestic rice development and commercialization as espoused in the new Papua New Guinea Rice Development Policy 2015 – 2030 by the Government of Papua New Guinea;
  - (3) Coordinate with the Project’s collaborating provinces of East Sepik, Madang, Milne Bay and Manus to continue cooperation into the post-project period of 2015 to 2018;
  - (4) Officially launch the Guidelines on Smallholder Rice Extension based on Model Farmer Approach; and the Guidelines on Establishing Rice Milling Service, together with the two Handbooks on Rice Cultivation and Post-Harvest Techniques;
  - (5) Develop annual work plans and development budget submissions for the development and continued support of smallholder rice development in the four provinces of East Sepik, Madang, Manus and Milne Bay; and

- (6) Investigate and explore opportunities to transfer and diffuse the recommendation domains developed under the Model-Farmer Approach of rice extension to other provinces and districts in Papua New Guinea besides those mentioned above in (4), over the next three years of post-project period;

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Annex 5-1: 2015-2020 Work Plan Matrix of East Sepik Province

WORK PLAN BY PROVINCES AND REU FOR SUSTAINING THE DEVELOPMENT OF PROMOTION OF SMALLHOLDER RICE PRODUCTION IN POST-PROJECT PERIOD OF 2015 AD TO 2020 AD.																					
Matrix on Smallholder Rice Production & Processing Development Project Activities Planned for the period June 2015- December, 2018 in Regards to the completion of the DAL/JICA Promotion of Smallholder Rice Production Project Phase II (2) and to recommendation by the 6th Joint Coordinating Committee meeting held on 15th																					
Relationship to Project Narrative Summary and Objectively Verifiable Indicator	Activities relating to the Verifiable Indicators	Target Area(s)	Activity or Issue to address: Plan Activity	Action to be taken	Priority	Implementation Schedule															
						2015 A.D.				2016 A.D.				2017 A.D.				2018 A.D.			
						1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
<p><b>Purpose:</b> Rice production in the provinces is increased and smallholder rice farming and Model Farmer Approach of Rice Extension is sustained and developed further by strengthening the support system and the monitoring, reviewing and reporting system based on Guidelines and Handbooks developed by the DAL/JICA Project.</p> <p>1. Rice Extension Unit of DALs is maintained and strengthened and incorporated within the Functional Expenditure Review of the Department and become an important function of DAL;</p> <p>2. Review the functional structure of REU and aligned its role and function included the new National Rice Development Policy of PNG 2015-2030;</p> <p>3. Provide coordination and support to the four provinces of East Sepik, Madang, Milne Bay and Manus to sustain post-project activities on smallholder rice development in the provinces;</p> <p>3. Official launch the information materials developed by REU and JICA on promotion of Smallholder Rice Production;</p> <p>4. Develop work plans and development budget submissions for REU and together with collaborating province for sustainable development;</p> <p>5. Review extension print material and revise for improvement to align with changes and recommendations and reproduce for public use;</p> <p>6. Investigate and plan for transferring and diffusion of recommendation domains in domestic rice production and milling service, with the extension approach to new areas and provinces.</p>	<p>Rice Extension Unit functions and responsibilities in support to the four provinces of East Sepik, Madang, Manus and Milne Bay.</p>	<p>4 provinces and rest of PNG</p>	<p>Long-term Sustainability and alignment with new National Rice Development Policy 2015-2030</p>	<p>Discuss and plan with PDALs to submit for funding</p>	P																
			<p>Maintaining the role and function of Rice Extension Unit post-project.</p>	<p>FER and new structure of DAL</p>	P																
			<p>Strengthening the capacity and ability of REU to be major stakeholder in National Rice Development Programme</p>	<p>FER and new structure of DAL</p>	A																
			<p>Continued funding under PPP for post-project period to year 2018.</p>	<p>Provide dynamic monitoring and reporting system to DAL, DNPM and JICA</p>	P																
			<p>Public Awareness and accountability</p>	<p>Public Launching</p>	A																
			<p>Long-term Sustainability and alignment with new National Rice Development Policy 2015-2030</p>	<p>Provide dynamic monitoring and reporting system to DAL, DNPM and JICA</p>	P																
<p>High Quality Extension Materials and information system</p>	<p>Review, printing and publication</p>	A																			
<p>Long-term strategy for development domestic rice industry in PNG</p>	<p>Annual Work Planning and Annual Reporting</p>	P																			
					A																
<p><b>East Sepik Provincial Programme</b></p>			<p><b>Programme Activities</b></p>		<p><b>Target Area(s)</b></p>																
<p>1. Conduct new trainings and a number of supplementary trainings as required to increase and maintain the number of active model farmers to 120 each year and each model farmer engaging with 20 active rice growers each year to maintain a threshold level of a total 2400 rice growers per year for sustainable domestic rice production in the province;</p>	<p>1. Conduct training for new rice growers in the province by province;</p> <p>2. Conduct supplementary training for new rice growers and model farmers based on the training curricula developed and based on Guidelines and Handbooks on smallholder rice extension;</p> <p>3. Strengthen support to Model Farmers and mill operators with basic tools and equipment for EFFE and rice mill operation</p>	<p>6 districts</p>	<p>To increase rice paddy production in the province</p>	<p>Funding for training</p>	P																
			<p>To increase number of rice growers in the province and maintain a threshold number of active model farmers</p>		P																
			<p>To give incentives to Model Farmers to sustain the MFA of rice extension and produce quality rice seeds for redistribution.</p>		P																
<p>2. Increase the rice paddy production area by smallholder rice grower households to a level of 1600 m2 per grower or equivalent yield of 190kg/ha at yield level of 1,200kg/ha by December of Year 2016;</p>	<p>1. Conduct model farmers and rice grower meetings in each quarter per year.</p> <p>2. Supply quality rice seeds and basic tools for cultivation and crop management.</p> <p>3. Enter into MOU with MF and rice growers to produce rice seed and paddy in milling in exchange for cash.</p>	<p>6 districts</p>	<p>Decline in paddy production and poor reporting of paddy produce and milled</p>	<p>Funding for logistics, travel and meetings</p>	P																
			<p>Poor and lower rice yields and productivity</p>																		
			<p>Poor rice seed quality and lower rice cultivation</p>																		
<p>3. Strengthen and improve monitoring and reporting system by all six districts in the province by 100 percent by December 2015 and biannually in the next three years based on the Guidelines on Smallholder Rice Extension in PNG;</p>	<p>1. Visit selected rice growers and model farmers village or gardens sites on random for verification of garden sizes and production potential on yields and demonstration plot construction.</p> <p>2. Assist model farmers and rice officers to conduct farmers meetings in Ward/LG or District Level for monitoring and reporting purposes on quarterly basis</p> <p>3. Supply and provide guidance on use of monitoring formats, reporting formats and annual work planning formats in LGs and Districts officers and MFs.</p> <p>Conduct Provincial monitoring and review workshops in May &amp; November of each year.</p>	<p>Province &amp; individual districts</p>	<p>Poor reporting system</p>	<p>Training, Material Inputs and Budget Support, and recruitment new and young RDO cadets</p>	A																
			<p>Poor consultation between MF, DRDO and PDAL</p>																		
			<p>Poor monitoring, reporting and work planning system</p>																		
			<p>Poor reporting</p>																		
<p>4. Review all the rice milling units and station based on the Guidelines for Establishing Rice Milling Services in PNG and the Handbook on Rice Milling Techniques and make recommendation for improvement by June 2016;</p>	<p>1. Conduct field survey on all reported rice milling stations, both private and public owned and report on performance tests and operational evaluation.</p> <p>2. Conduct training workshop on the use of Guidelines on Establishing Rice Milling Service in PNG and the Handbooks on Rice Milling Techniques.</p> <p>3. Collaborate with owners &amp; managers to plan and submit plans for improvement on existing mill unit or stations based on Guidelines documents.</p>	<p>6 districts</p>	<p>No of milling station not operational and not reporting</p>	<p>Budget, Logistics and Transport Support and Training</p>	P																
			<p>Poor rice milling service and management</p>																		
			<p>Rice milling service under-utilised</p>																		
<p>5. Conduct feasibility studies for farmer-groups or into organisational structures suitable for farmer groups graduating into and for venturing into commercial rice project and make recommendations by June 2017;</p>	<p>Province to consult with REU to put together a study team or outsourcing to consulting firm or organisation to undertake the feasibility study.</p>	<p>Maprik, Wewak Angoram</p>	<p>Absence of farmer groupings and cooperation resulting into larger rice production ventures and commercial enterprises</p>	<p>Budget, Contract, and Feasibility TOR</p>	P																
<p>6. Conduct feasibility study in year 2017 on broad-acre rice production system on selected sites and make recommendation by December 2017.</p>	<p>Province to consult with REU to put together a study team or outsourcing to consulting firm or organisation to undertake the feasibility study.</p>	<p>Maprik, Wewak Angoram</p>	<p>Lack of studies into feasibility of large scale, mechanised commercial rice farming in the province</p>	<p>Budget, Contract, and Feasibility TOR</p>	A																
<p>7. Smallholder rice growers households producing 16,000 metric tonnes of paddy by December, 2018; and</p>	<p>Province to strengthen smallholder extension through farmer meetings and MFA of extension and support system, including machinery and equipment hire</p>	<p>Province</p>	<p>Lower productivity and low rice production by smallholder rice growers</p>	<p>Training and Support System</p>	P																
<p>8. Produce 1,500 metric tonnes of paddy from an irrigated, broad-acre field crop of rice by the province by December, 2018 or equivalent of the 900 metric tonnes of milled rice.</p>	<p>Develop a agribusiness plan with local government and LGs to develop 300 hectares of land for rice farm</p>	<p>Recommended District</p>	<p>No successful model on irrigated paddy rice to demonstrate by the province</p>	<p>Budget, Business plan; and MOU</p>																	



### Annex 5-2: 2015-2020 Work Plan Matrix of Madang Province

WORK PLAN BY PROVINCES AND REU FOR SUSTAINING THE DEVELOPMENT OF PROMOTION OF SMALLHOLDER RICE PRODUCTION IN POST-PROJECT PERIOD OF 2015 AD TO 2020 AD.																							
Matrix on Smallholder Rice Production & Processing Development Project Activities Planned for the period June 2015- December, 2018 in Regards to the completion of the DAL/JICA Promotion of Smallholder Rice Production Project Phase II (2) and to recommendation by the 6th Joint Coordinating Committee meeting held on 15th May, 2015 in																							
Relationship to Project Narrative Summary and Objectively Verifiable Indicator	Activities relating to the Verifiable Indicators	Target Area(s)	Activity or Issue to address: Plan Activity	Action to be taken	Priority	Implementation Schedule																	
						2015 A.D.				2016 A.D.				2017 A.D.				2018 A.D.					
						1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
<b>Purpose:</b> Rice production in the provinces is increased and smallholder rice farming and Model Farmer Approach of Rice Extension is sustained and developed further by strengthening the support system and the monitoring, reviewing and reporting system based on Guidelines and Handbooks developed by the DAL/JICA Project.	Rice Extension Unit functions and responsibilities in support to the four provinces of East Sepik, Madang, Manus and Milne Bay.	4 provinces	Long term Sustainability and alignment with new National Rice Development Policy 2015-2030	Discuss and plan with PDALs to submit for funding	P																		
	1. Rice Extension Unit of DAL is maintained and strengthened and incorporated within the Functional Expenditure Review of the Department and become an important function of DAL;		Maintaining the role and function of Rice Extension Unit post-project.	FER and new structure of DAL	P																		
	2. Review the functional structure of REU and aligned its role and function included the new National Rice Development Policy of PNG 2015-2030;		Strengthening the capacity and ability of REU to be major stakeholder in National Rice Development Programme	FER and new structure of DAL	A																		
	3. Provide coordination and support to the four provinces of East Sepik, Madang, Milne Bay and Manus to sustain post-project activities on smallholder rice development in the provinces;		Continued funding under PIP for post-project period to year 2018.	Provide dynamic monitoring and reporting system to DAL, DNPM and JICA	P																		
	3. Official launch the information materials developed by REU and JICA on promotion of Smallholder Rice Production;		Public Awareness and accountability	Public Launching	A																		
	4. Develop work plans and development budget submissions for REU and together with collaborating province for sustainable development;		Long term Sustainability and alignment with new National Rice Development Policy 2015-2030	Provide dynamic monitoring and reporting system to DAL, DNPM and JICA	P																		
	5. Review extension print material and revise for improvement to align with changes and recommendations and reproduce for public use;		High Quality Extension Materials and information system	Review, printing and publication	A																		
	6. Investigate and plan for transferring and diffusion of recommendation domains in domestic rice production and milling service, with the extension approach to new areas and provinces.		Long-term strategy for development domestic rice industry in PNG	Annual Work Planning and Annual Reporting	P																		
<b>Madang Provincial Programme</b>																							
<b>Programme Activities</b>																							
<b>1.</b> Conduct a week-long planning workshop on strengthening the MFA concept in Madang Province in second-half of the year 2015 based on the Guidelines on Smallholder Rice Extension in PNG and Guidelines on Rice Milling Service in PNG with 6 District Program Officers and Rural Development Officers within the Provincial Division of Agriculture and produce recommendations including the framework for improve support system to MF and rice growers before the end of December, 2015;	1. Province to liaise with REU to plan a planning workshop;	Province	Decline in number of model farmers in Madang province in general	Support System	A																		
	2. Province liaise with Districts for the planning workshop and problem-solutions analysis of the MFA and Support System strengthening in the province		Poor monitoring and reporting on MFA and rice production and processing data	Revisit with incentives																			
<b>2.</b> Conduct new trainings and a number of supplementary trainings as required to increase and maintain the number of active model farmers to 120 each year and each model farmer engaging with 20 active rice growers each year to maintain a threshold level of a total 2400 rice growers per year for sustainable domestic rice production in the province;	3. Plan budget and organise the planning workshop for implementation.	Province & 4 districts	Weak budget planning process and problematic funding allocation and management for support system to MFA	Training																			
	1. Conduct model Farmers and rice grower meetings in each quarter per year.		Poor support system to MF for MFA and decline in MF performance and numbers	Support System	P	J	F	M															
	2. Plan and budget from training under the DSP of each district and liaise with other stakeholders where and as required.		Poor funding by District towards supporting MFs; delay funding with PDAL	Budget Planning																			
	3. Plan and organise training with announcement of candidates and training material preparation		Decline in MF numbers and rice growers leading to poor reporting	Training and MOU																			
<b>3.</b> Increase the rice paddy production area by smallholder rice grower households to a level of 1600 m2 and equivalent yield of 190kg at yield level of 1,200kg/ha by December of Year 2016;	1. Conduct model Farmers and rice grower meetings in each quarter per year.	6 districts	Decline in paddy production and poor reporting of paddy produce and milled	Travel and Mobility	A																		
	2. Supply quality rice seeds and basic tools for cultivation and crop management.		Poor and lower rice yields and productivity	MOU and Support																			
	3. Enter into MOU with MF and rice growers to produce rice seed and paddy in milling in exchange for cash.		Poor rice seed quality and lower rice tillivation	MOU and Support																			
<b>4.</b> Develop and strengthen Support System by districts and LG to model farmers to produce 1,500 Kg of very good quality of rice seeds for redistribution by June, 2016;	1. Strengthen and give support to Model Farmers by strengthening the demonstration plot techniques and enter in MOU with MF.	4 districts	Poor Support to MF (Lack of Support System)	MOU and Support	P																		
	2. Visit selected rice growers and model farmers village or gardens sites on random for verification of garden sizes and production potential on yields and demonstration plot construction.		Poor reporting system	Training	A																		
	2. Assist model farmers and rice officers to conduct farmers meetings in Ward/LG or District level for monitoring and reporting purposes on quarterly basis.		Poor consultation between MF, DRDO and PDAL																				
	3. Supply and provide guidance on use of monitoring formats, reporting formats and annual work planning formats in LGs and Districts officers and MF.		Poor monitoring, reporting and work planning system	Training and MOU																			
<b>5.</b> Strengthen and improve monitoring and reporting system by all six districts in the province by 100 percent by December 2015 and biannually in the next three years based on the Guidelines on Smallholder Rice Extension in PNG;	4. Conduct Provincial monitoring and review workshops in May & November of each year	Province and 6 districts	Poor reporting																				
	1. Conduct district meeting on improving the MFA and Support System for promoting smallholder rice in the districts		Poor data collection and management	P																			
	2. Conduct training for officers and MF on the use of monitoring formats, reporting formats and annual work planning formats.		Poor reporting	Training and MOU																			
<b>6.</b> Improve and strengthen data management system for all six districts and all rice milling stations by 100 per cent by December, 2015 and biannually in the next three years based on the Guidelines on Smallholder Rice Extension in PNG;	3. Conduct computer use and workshop presentation training for officers with support for DSP for computer and access on purchase	Province & 6 districts	Poor planning and consultation between, DRDOs and PDAL and funding agencies																				
	1. Conduct provincial review workshops in May and November to address communication problem and issues and make amends to improve them;		Poor communication between Model Farmers and District; and MFs and PDAL	MOU and Support	A																		
<b>7.</b> Conduct review and make recommendations on how communication can be improved by 100% between districts and province; and province with REU by December, 2015;		Province																					
	1. Province to put into a place a steering committee on how the feasibility study can be conducted and make recommendations to the Province.		Declining rice production in the province	Feasibility Studies	P																		

Annex 5-3: 2015-2020 Work Plan Matrix of Mine Bay Province

WORK PLAN BY PROVINCES AND REU FOR SUSTAINING THE DEVELOPMENT OF PROMOTION OF SMALLHOLDER RICE PRODUCTION IN POST-PROJECT PERIOD OF 2015 AD TO 2020 AD.																					
Matrix on Smallholder Rice Production & Processing Development Project Activities Planned for the period June 2015- December, 2018 in Regards to the completion of the DAL/JICA Promotion of Smallholder Rice Production Project Phase II (2) and to recommendation by the 6th Joint Coordinating Committee meeting held on 15th May, 2015 in																					
Relationship to Project Narrative Summary and Objectively Verifiable Indicator	Activities relating to the Verifiable Indicators	Target Area(s)	Activity or Issue to address: Plan Activity	Action to be taken		Implementation Schedule															
						2015 A.D.				2016 A.D.				2017 A.D.				2018 A.D.			
						1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
<b>Purpose:</b> Rice production in the provinces is increased and smallholder rice farming and Model Farmer Approach of Rice Extension is sustained and developed further by strengthening the support system and the monitoring, reviewing and reporting system based on Guidelines and Handbooks developed by the DAL/JICA Project.	Rice Extension Unit functions and responsibilities in support to the four provinces of East Sepik, Madang, Manus and Milne Bay.	4 provinces	Long-term Sustainability and alignment with new National Rice Development Policy 2015-2030	Discuss and plan with PDAs to submit for funding	P																
	1. Rice Extension Unit of DAL is maintained and strengthened and incorporated within the Functional Expenditure Review of the Department and become a important function of DAL;		Maintaining the role and function of Rice Extension Unit post-project.	FER and new structure of DAL	P																
	2. Review the functional structure of REU and aligned its role and function included the new National Rice Development Policy of PNG 2015-2030;		Strengthening the capacity and ability of REU to be major stakeholder in National Rice Development Programme	FER and new structure of DAL	A																
	3. Provide coordination and support to the four provinces of East Sepik, Madang, Milne Bay and Manus to sustain post-project activities on smallholder rice development in the provinces;		Continued funding under PIP for post-project period to year 2018.	Provide dynamic monitoring and reporting system to DAL, DNPM and JICA	P																
	3. Official launch the information materials developed by REU and JICA on promotion of Smallholder Rice Production;		Public Awareness and accountability	Public Launching	A																
	4. Develop work plans and development budget submissions for REU and together with collaborating province for sustainable development;		Long-term Sustainability and alignment with new National Rice Development Policy 2015-2030	Provide dynamic monitoring and reporting system to DAL, DNPM and JICA	P																
5. Review extension print material and revise for improvement to align with changes and recommendations and reproduce for public use;	High Quality Extension Materials and information system	Review, printing and publication	A																		
6. Investigate and plan for transferring and diffusion of recommendation domains in domestic rice production and milling service, with the extension approach to new areas and provinces.	Long-term strategy for development domestic rice industry in PNG	Annual Work Planning and Annual Reporting	P																		
					A																
					P	J															
<b>Madang Provincial Programme</b>		<b>Programme Activities</b>																			
1. Conduct a working planning workshop on strengthening the MFA concept in Madang Province in second-half of the year 2015 based on the Guidelines on Smallholder Rice Extension in PNG, and Guidelines on Rice Milling Service in PNG with 6 District Program Officers and Rural Development Officers within the Provincial Division of Agriculture and produce recommendations including the framework for improve support system to MF and rice growers before the end of December, 2015;	1. Province to liaise with REU to plan a planning workshop;	Province	Decline in number of model farmers in Madang province in general	Support System	A																
	2. Province liaise with Districts for the planning workshop and problem-solutions analysis of the MFA and Support System strengthening in the province		Poor monitoring and reporting on MFA and rice production and processing data	Revisit with incentives																	
	3. Plan budget and organised the planning workshop for implementation.		Weak budget planning process and problematic funding allocation and management for support system to MFA	Training																	
2. Conduct new trainings and a number of supplementary trainings as required to increase and maintain the number of active model farmers to 120 each year and each model farmer engaging with 20 active rice growers each year to maintain a threshold level of a total 2400 rice growers per year for sustainable domestic rice production in the province;	1. Conduct model farmers and rice grower meetings in each quarter per year.	Province & districts	Poor support system to MF for MFA and decline in MF performance and numbers	Support System	P	J	F	M													
	2. Plan and budget from training under the DSP of each district and liaise with other stakeholders where and as required.		Poor funding by District towards supporting MFs; delay funding with PDAL	Budget Planning																	
	3. Plan and organised training with announcement of candidates and training material preparation		Decline in MF numbers and rice growers leading to poor reporting	Training and MOU																	
3. Increase the rice paddy production area by smallholder rice grower households to a level of 1600 m2 and equivalent yield of 190kg at yield level of 1,200kg/ha by December of Year 2016;	1. Conduct model farmers and rice grower meetings in each quarter per year.	6 districts	Decline in paddy production and poor reporting of paddy produce and milled	Travel and Mobility	A																
	2. Supply quality rice seeds and basic tools for cultivation and crop management.		Poor and lower rice yields and productivity	MOU and Support																	
	3. Enter into MOU with MF and rice growers to produce rice seed and paddy in milling in exchange for cash.		Poor rice seed quality and lower rice cultivation	MOU and Support																	
4. Develop and strengthen Support System by districts and LLG to model farmers to produce 1,500 kg of very good quality of rice seeds for redistribution by June, 2016;	1. Strengthen and give support to Model Farmers by strengthening the demonstration plot techniques and enter in MOU with MF.	4 districts	Poor Support to MF (Lack of Support System)	MOU and Support	P																
	1. Visit selected rice growers and model farmers village or gardens sites on random for verification of garden sizes and production potential on yields and demonstration plot construction.	Province and 6 districts	Poor reporting system	Training	A																
	2. Assist model farmers and rice officers to conduct farmers meetings in Ward/LLG or District Level for monitoring and reporting purposes on quarterly basis.		Poor consultation between MF, DRDO and PDAL	Training and MOU																	
3. Supply and provide guidance on use of monitoring formats, reporting formats and annual work planning formats in LLGs and Districts officers and MFs.	Poor monitoring, reporting and work planning system																				
4. Conduct Provincial monitoring and review workshops in May & November of each year.	Poor reporting																				
6. Improve and strengthen data management system for all six districts and all rice milling stations by 100 per cent by December, 2015 and biannually in the next three years based on the Guidelines on Smallholder Rice Extension in PNG;	1. Conduct district meeting on improving the MFA and Support System for promoting smallholder rice in the districts.	Province & 6 districts	Poor data collection and management	Training and MOU	P																
	2. Conduct training for officers and MF on the use of monitoring formats, reporting formats and annual work planning formats.		Poor reporting																		
	3. Conduct computer use and workshop presentation training for officers with support for DSP for computer and accessories purchase.		Poor planning and consultation between, DRDOs and PDAL and funding agencies																		
7. Conduct review and make recommendations on how communication can be improved by 100% between districts and province, and province with REU by December, 2015;	1. Conduct provincial review workshops in May and November to address communication problem and issues and make amends to improve them;	Province and 6 districts	Poor communication between Model Farmers and District, and MFs and PDAL	MOU and Support	A																
	2. Conduct Provincial monitoring and review workshops in May & November of each year.	Province	Declining rice production in the province	Feasibility Studies	P																
8. Conduct feasibility study in year 2017 on broad-acre rice production system on selected sites and make recommendation by December, 2017.	1. Province to put into a place a steering committee on how the feasibility study can be conducted and make recommendations to the Province.																				

Annex 5-4: 2015-2020 Work Plan Matrix of Manus Province

WORK PLAN BY PROVINCES AND REU FOR SUSTAINING THE DEVELOPMENT OF PROMOTION OF SMALLHOLDER RICE PRODUCTION IN POST-PROJECT PERIOD OF 2015 AD TO 2020 AD.																				
Matrix on Smallholder Rice Production & Processing Development Project Activities Planned for the period June 2015- December, 2018 in Regards to the completion of the DAL/JICA Promotion of Smallholder Rice Production Project Phase II (2) and to recommendation by the 6th Joint Coordinating Committee meeting held on 15th May, 2015 in																				
Relationship to Project Narrative Summary and Objectively Verifiable Indicator	Activities relating to the Verifiable Indicators	Target Area(s)	Activity or issue to address: Plan Activity	Action to be taken	Implementation Schedule															
					2015 A.D.				2016 A.D.				2017 A.D.				2018 A.D.			
					1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
<p><b>Purpose:</b> Rice production in the provinces is increased and smallholder rice farming and Model Farmer Approach of Rice Extension is sustained and developed further by strengthening the support system and the monitoring, reviewing and reporting system based on Guidelines and Handbooks developed by the DAL/JICA Project.</p>	Rice Extension Unit functions and responsibilities in support to the four provinces of East Sepik, Madang, Manus and Milne Bay.	4 provinces and Rest of PNG	Long-term Sustainability and alignment with new National Rice Development Policy 2015 -	Discuss and plan with PDALS to submit	P															
	1. Rice Extension Unit of DAL is maintained and strengthened and incorporated within the Functional Expenditure Review of the Department and become a important function of DAL;		Maintaining the role and function of Rice Extension Unit post-project.	FER and new structure of DAL	P															
	2. Review the functional structure of REU and aligned its role and function included the new National Rice Development Policy of PNG 2015-2030;		Strengthening the capacity and ability of REU to be major stakeholder in National Rice Development Programme	FER and new structure of DAL	A															
	3. Provide coordination and support to the four provinces of East Sepik, Madang, Milne Bay and Manus to sustain post-project activities on smallholder rice development in the provinces;		Continued funding under PIP for post-project period to year 2018.	Provide dynamic monitoring and reporting system to DAL, DNPM and JICA	P															
	3. Official launch the information materials developed by REU and JICA on promotion of Smallholder Rice Production;		Public Awareness and accountability	Public Launching	A															
	4. Develop work plans and development budget submissions for REU and together with collaborating province for sustainable development;		Long-term Sustainability and alignment with new National Rice Development Policy 2015 - 2030	Provide dynamic monitoring and reporting system to DAL, DNPM and JICA	P															
	5. Review extension print material and revise for improvement to align with changes and recommendations and reproduce for public use;		High Quality Extension Materials and information system	Review, printing and publication	A															
6. Investigate and plan for transferring and diffusion of recommendation domains in domestic rice production and milling service, with the extension approach to new areas and provinces.	Long-term strategy for development domestic rice industry in PNG	Annual Work Planning and Annual Reporting	P																	
<b>Manus Provincial Programme</b>																				
<b>Programme Activities</b>																				
1. Conduct a week-long planning workshop on strengthening the MFA concept in Manus in second-half of the year 2015 based on the Guidelines on Smallholder Rice Extension in PNG; and Guidelines on Rice Milling Service in PNG with 8 Rural Development Officers within the Provincial Division of Agriculture before the end of December, 2015.	1. Province to liaise with REU to plan a planning workshop;	Province			P															
2. Conduct new trainings and a number of supplementary trainings as required to increase and maintain the number of active model farmers to 20 each year and each model farmer engaging with 20 active rice growers each year to maintain a threshold level of a total 200 rice growers per year from year 2016 to 2018 for sustainable domestic rice production in the province;	2. Province liaise with Districts for the planning workshop and problem-solutions analysis of the MFA and Support System strengthening in the province					A														
3. Strengthen the MFA and Support System to all 20 active model farmers and their rice growers to produce 40,000 Kg of paddy or equivalent of 24,000 Kg of milled rice per season/year by December, 2016;	2. Plan budget and organised the planning workshop for implementation.					P														
4. Strengthen and increase the provincial rice milling service centre capacity and management by operationalising the service with trained operator and manager by September, 2015;	1. Conduct model farmers and rice grower meetings in each quarter per year.	Four (4) LLGs of KNPA, Lele Bubi, Balopa and Penabu/Nai I.			P															
5. Run and operate the Yanmar YMM20 rice milling unit for 40 hours in each quarter of year 2016, giving a total of 160 hours by December, 2016 or an equivalent of milling 80,000 Kg of paddy;	2. Plan and budget from training under the DSIP of each district and liaise with other stakeholders where and as required.				A															
6. Improve and strengthen monitoring and reporting system by the provincial coordinating unit and the RDOs of the four target LLGs area by September, 2015;	3. Plan and organised training with announcement of candidates and training material preparation				P															
7. Develop and strengthen a Support System by the province and LLGs to 20 model farmers to produce 200 Kg of very good quality of rice seeds for redistribution by December, 2016;	1. Conduct model farmers and rice grower meetings in each quarter per year.	Four (4) Target LLG areas.			A															
8. Conduct the agronomic survey and feasibility studies for larger land area, greater than 20 hectare of rice production in various sites, in the province and produce recommendations by end of year 2016;	2. Supply quality rice seeds and basic tools for cultivation and crop management.				P															
	3. Enter into MOU with MF and rice growers to produce rice seed and paddy in milling in exchange for cash.				A															
	4. Conduct a training for two new mill operators and technicians for Manus	Tamat Provincial Mill Centre.			P															
	2. Complete the new provincial milling service centre and launch the milling centre publically.				A															
	3. Furnish the milling centre officer with fumitures and equipment for rice officer and mill operators.				P															
	4. Operationalised the Hosokawa and Yanmar YMM20 Mills units with regular paddy milling and record keeping	Provincial Rice Milling Centre			A															
	1. Enter into MOU/MOA with rice grower or group to produce paddy for for a selling price (e.g. K2.00 per kg) of high quality rice for milling;				P															
	2. Liaise and negotiate to procure paddy elsewhere in PNG with cost-recovery basis for running the Yanmar mill on quarterly basis;				A															
	3. Prepare or organise re-selling of milled rice for cost-recover of the paddy procure and milling service costs.				P															
	2. Assist model farmers and rice officers to conduct farmers meetings in Ward/LLG or District level for monitoring and reporting purposes on quarterly basis.	4 Target LLGs			P															
	3. Supply and provide guidance on use of monitoring formats, reporting formats and annual work planning formats in LLGs/officers and MFs.	4 Target LLGs			P															
	4. Conduct Provincial monitoring and review workshops in May & November of each year	Province			P															
	1. Strengthen and give support to Model Farmers by strengthening the demonstration plot techniques and enter in MOU with MF.	Province			A															
	1. Province to put into a place a steering committee on how the feasibility study can be conducted and make recommendations to the Province.	Selected Sites			P															