



**GFAR**

GLOBAL FORUM ON AGRICULTURAL RESEARCH  
FORUM MONDIAL DE LA RECHERCHE AGRICOLE  
FORO GLOBAL DE INVESTIGACION AGROPECUARIA

GFAR-SM-05-19

**16<sup>TH</sup> GFAR STEERING COMMITTEE MEETING**

**MARRAKECH, MOROCCO**

**3<sup>RD</sup> – 4<sup>TH</sup> DECEMBER 2005**

*Preparations for GFAR 2006*



## **GFAR 2006: Preparations for the GFAR Triennial Meeting at New Delhi**

There are 3 phases in the preparation of the GFAR Triennial Conference, GFAR 2006, at New Delhi:

1. Pre-Conference
2. Conference
3. Post Conference

This note covers the issues related to the Pre-Conference phase.

### 1. Pre-Conference phase

1.1 The Conference theme '*CURRENT AND FUTURE CONTRIBUTIONS OF AGRICULTURAL RESEARCH TO THE MILLENNIUM DEVELOPMENT GOALS*' has been suggested and is currently being discussed by the Conference Working Group which hopes to be in a position to come up with a refined and more focused theme as well as 3 sub-themes. We plan to communicate the outcome to the Steering Committee at its meeting in Marrakech.

1.2 The dates for GFAR Triennial Conference 2006 are 9-11 November 2006.

1.3 The location for GFAR 2006 is New Delhi. Most Conference events (except with the possibility of the Opening Ceremony) will be at the ICAR Agricultural Science Complex, Pusa/Patel Nagar, New Delhi. Suitable infrastructure and facilities, including an auditorium and space for side events and meetings exist at the complex.

1.4 The Conference will be hosted by the Government of India (GOI). The GOI has allocated approximately USD 11,000 for logistical arrangements related to the Conference. The Indian Council of Agricultural Research (ICAR) will be the local organizer. Dr. Mangala Rai, DG, ICAR is currently the contact person. Since Dr. Rai, cannot personally guide and supervise every operational issue, we have requested that he names a contact person in ICAR who will interact with Dr. Ajit Maru, Contact Person from GFAR, for the operational issues related to the organization of GFAR 2006.

1.5 The detailed logistics plan will be developed as soon as the program of the Conference is finalized by the Conference Working Group. The possible events in GFAR 2006 are:

- Pre-Conference Events
- GFAR 2006 Events
  - Opening Ceremony
  - Main GFAR related events
  - Plenary Session
  - Closing Ceremony
- Side events organized by GFAR Partners
- Exhibition with Poster session to show case stakeholder activities and contributions
- Field trips and visits to Research Institutions and Laboratories
- Personal Tours to Tourist Locations in India

1.6 APAARI will be holding its General Conference just prior to GFAR 2006 at the same venue.

1.7 The first announcement of GFAR2006 has been made on EGFAR. A printed announcement will be sent to all stakeholders, GFAR partners, donors, potential participants etc. This will be done as soon as the sub-themes, objectives and program of the Conference are developed by the Conference Working Group. It is suggested that a logo for GFAR 2006 (possibly using a Delhi motif such as Kutub Minar, Jantar Mantar, Red Fort and GFAR 2006) be developed.

1.8 Approximately 400 International participants and 100 local participants are expected to attend GFAR 2006. The EGFAR website will include a separate section for GFAR 2006 and include facilities for online registration, program details, information for participants etc.

1.9 A draft budget for GFAR 2006 has been developed and is presented below for a discussion and inputs from the steering Committee. As shown in the budget, 100 participants will be sponsored by GFAR

1.10 To organize the logistics related to the holding of Conference events (including reception at Airports, Railway Stations etc., registration at conference venue, distribution of conference material, exhibition, accommodation, participant's transport to the conference venue, language translation, Master of Ceremonies etc.) it is suggested that ICAR outsource this function to an experienced and reliable event management organization.

1.11 Registration for the Conference will be done on-line and at the Conference Venue (ICAR Agricultural Science Complex) for non-sponsored GFAR participants. For GFAR sponsored participants, registration and hotel booking will be processed with their sponsorship.

## 2. Conference Phase (From Opening Ceremony to Closing Ceremony)

2.1 3-4 Pre-Events to the Conference will be organized 1-2 days prior to the actual Conference

2.2 We expect about 400-500 participants and guests at the Opening Ceremony which will therefore be held at an appropriate location such as the Vigyan Bhavan.

- 2.3 There may be an Exhibition and Poster Session at ICAR Agricultural Science Centre. ICAR may arrange the Exhibition inviting IARCs, ARD Institutions, NGOs, Cooperatives, CSOs, and FOs etc. There may be a Poster and Exhibits competition.
- 2.4 The GFAR conference will have:

2.4.1. Main GFAR Events:

A. (5-6 consultations/workshops 1-2 days) to address the theme and sub themes of the workshop

- The following needs to be done:
  - Confirm the conference theme and sub-themes
  - Identify Resource Speaker/Workshop Facilitator
  - Identify Reporter
  - Communicate to all concerned
  - Commission papers and circulate them through GFAR Website, Print in Program

Each Event will require a room to seat 30-40. There may be a plenary for each meeting.

B. Contribute to developing a **GFAR business plan** for 2007-2009 in consonance to achieving the Global Agenda.

Representatives from each group above make a presentation of their group and then through a workshop prioritise Items for consideration in GFAR business plan. A final list is developed for consideration by GFAR Steering Committee which then passes to Secretariat to develop the full POW 2007-2009.

2.4.2 Side events: (3-4 Workshops organized by GFAR partners half - full day) such as of IAASTD

2.4.3 Plenary Session(s)

2.5 Closing Ceremony – May be held at ICAR Agricultural Science Centre. The presiding officer will be a highly placed Indian Dignitary.

### 3. Post Conference

3.1 Preparing and publishing the Web based and Printed proceedings of the Triennial Conference

3.2 Briefing Papers – Web and Printed for Circulation

3.3 GFAR Business Plan 2006-2009

**Budget Estimates**

S. No.	Item	Cost (USD)
1.	GFAR sponsorship of 100 participants @ USD 1950 each (Travel=USD 1250, DSA=USD 750)	200000
2.	Facilitation of 8 Working Sessions including preparation of Background Papers and Facilitation @ USD 7500 per session	60000
3.	Lunch, Tea, Conference Dinner (400 participants * USD 20 each per day for 3 days=60 USD per participant)	24000
4.	Transport & POL during Conference	10000
5.	Conference Organization and Management by GFAR <ul style="list-style-type: none"> <li>• Travel, Stay and Local Transport at New Delhi of GFAR Staff</li> <li>• Communication</li> <li>• Office Equipment Rental</li> <li>• Support Staff (Rome and New Delhi)</li> </ul>	50000
6.	Printing and Publishing of Conference Documents including Conference Proceedings	50000
7.	GFAR Contribution to Event Management Expenditure by ICAR which includes: <ul style="list-style-type: none"> <li>• Reception of Participants at Arrival at Airport &amp; Railway Station</li> <li>• Registrations and Disbursement of Conference Material including Badges and Name Plates</li> <li>• Setting up Conference Internet access point with 10-15 Internet connected computers and Wireless Internet Connection for 4 Days</li> <li>• Management of Conference Venues including providing direction to venue, providing LCD Projectors, Computers, Flip Charts, Markers, Drinking Water, Catering (Accounted separately) etc.</li> <li>• Setting up of Information and Help Desk</li> <li>• Organizing Departure of Participants</li> </ul>	11000
8.	Contingency	25000
	<b>Total</b>	<b>430000</b>