

DFID Department for
International
Development

CNTR 077717 &
CNTR 078014

Livelihoods Resource
Centre
Quarterly Report
December 2008





CNTR 07 7717
CNTR 07 8014

Quarterly Report 2008/09

No 6, December 2008



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This report provides details of activities undertaken by the consortium managing the Livelihoods Resource Centre (LRC) during Quarter 3 of Financial Year 2008-2009.

It covers two contracts: CNTR 07 7717 – for Core Services – and CNTR 07 8014 – a Framework Agreement for work commissioned by the LRC on behalf of the Department for International Development (DFID).

An overview of work undertaken under the Core Contract and Commissioned Service Contract is followed by a summary of current issues and action points for the next quarter.

CNTR 07 7717 Core Services

LRC Website

The website has been operational for 11 months. The Organisations Database now contains the details of 67 organisations from around the world that work in the livelihoods and rural development sectors.

A summary of website use, drawn from figures produced by the webstats package, is shown below.

MONTH	VISITS	MOST POPULAR PAGE	AVERAGE PAGES VISITED/DAY	AVERAGE PAGES/VISIT
Monthly average during the last quarter	343	-	24	2.2
October 2008	355	Organisations database search results	11	1.2
November 2008	444	Organisations database search results	14	1.4
December 2008	347	Organisations database search results	14	2.0
Monthly average for this quarter	382	-	13	1.5

Other Issues related to the Website

The LRC also maintains the PASS/PLOW website, which houses specialist livelihoods resources for professional development. During the last quarter problems were identified with the PASS site and it was taken offline. Following an investigation by the hosting company, it has become apparent that the site was hacked over the summer and it will take considerable work to repair it. Discussions are ongoing with the Deputy Head of Professions (HoP) about whether to repair the PASS site or whether to migrate the PLOW modules to the LRC website.

LRC e-Bulletin

A summary of e-Bulletin distribution is shown below.

MONTH	RECIPIENTS	OPENED	UNSUBSCRIBED	USERS WHO CLICK LINKS	MOST POPULAR LINKS
Monthly average during last quarter	236	26%	3		http://www.poverty-wellbeing.net/en/Home/Focus_on_poverty/document.php?itemID=2579&langID=1
October 2008	244	26%	4	28 (11%)	http://www.donorplatform.org/content/view/184/172
November 2008	237	27%	1	31 (13%)	http://allafrica.com/stories/200809011431.html
December 2008	227	25%	5	23 (10%)	http://www.poverty-wellbeing.net/en/Home/Focus_on_poverty/document.php?itemID=2579&langID=1

Website Enquiries

A summary of enquiries received via the website during this quarter is shown below.

Organisation	Nature of enquiry
Bees for Development	Informing LRC of new contact details for their organisation
IDL Group	Request for help accessing work from PASS website
IDS	Request to see reports through the Climate Change Helpdesk
IDS	Clarification on how the Climate Change Helpdesk operates
Practical Action	Expressed interest in receiving more tender opportunities through the LRC
Livelihoods India	Invitation to a Livelihoods India Conference
Practical Action	Request to advertise a training event in the E-bulletin
Catalyst Management Services	Request for organisations details to be added to the database
United Methodist Church	Requested a list of doctoral research studies in Livelihoods studies

Organisation	Nature of enquiry
ODI	Provided new contact details for us to use when dealing with Climate Change requests
NRI	Request for help accessing work from PASS website
Concern Worldwide	Request to submit work to be posted on the website

Core Services – Financial Update

Actual expenditure for start-up costs and core services costs for the current Financial Year 2 April 2008 – 31 March 2009 are summarised as:

LRC Start-up Costs – Actual Expenditure

CONTRACTED BUDGET (£)	Q1 ACTUAL;	Q2 ACTUAL	Q3 ACTUAL	YTD	2007/08 SPEND	BALANCE
43,439.00	366.07	180.00	40.00	586.07	40,679.56	2,173.37

LRC Core Service Costs – Actual Expenditure

CONTRACTED BUDGET (£)	Q1 ACTUAL;	Q2 ACTUAL	Q3 ACTUAL	YTD	2007/08 SPEND	BALANCE
125,331.00	4,873.95	9,134.01	6,591.08	20,599.04	25,928.62	78,803.34

CNTR 07 8014 Commissioned Services

New Requests

New requests received during this quarter:

1. Review of DFID's Agriculture Policy;
2. Access to International Livestock Commodity Markets;
3. M&E Action Plan for NRMLP, Cambodia;
4. Climate change guidance keysheets (through the climate change desk).

Of these three requests, one was contracted during this quarter, one was cancelled, and the other two remained in the pipeline at the end of the quarter.

Total requests received to end-December 2008 and their outcomes are shown in the table below.

Running Total of Enquiries to 31 December 2008

Assignment Category	Total	Current Pipeline	Commissioned (on-going)	Commissioned (complete)	Not Commissioned
Sourcing Consultants	2	0	1	0	1
Professional Development	3	1	2	0	0
Event / Conference Management	10	0	2	3	5
Managing Studies under the OJEU Limit	29	1	10	6	12
Managing Studies over the OJEU Limit	8	1	6	0	1
Other Livelihood Services	0	0	0	0	0
Total	52	3	21	9	19

Ongoing Commissioned Work

There were 21 ongoing contracts during this quarter.

New assignments:

1. Supporting Agri-food Supply Chains (08 8595);
2. Review of DFID's Agriculture Policy.

Details of new assignments can be found in Appendix I.

The table below provides a summary of all new and ongoing commissioned contracts.

Work Commissioned or Ongoing during Q3 of FY 2008/09

CNTR No.	Assignment Name	Summary	Contract Value £
Sourcing Consultants			
GT1	Livelihoods Adviser for DFID Afghanistan	Source candidates for the position of livelihoods adviser in DFID Afghanistan and take up references	£4,300
Professional Development			
GEG GMU1	Updating PLOW Website	Update PLOW food security module	£3,825
08 8420	Management of Secretariat Support to the 2008 Joint Environment, Infrastructure and Livelihoods Retreat	Organisation of 2008 retreat for livelihoods, infrastructure and environment cadres	£67,039
Event/Conference Management			
08 8347	First Pro-poor Procurement Forum	Management support for a meeting of supermarket leaders to build understanding of the impact of buying from small African producers	£28,829
08 8595	Supporting Agri-food Supply Chains	Undertake three related pieces of work to promote agri-food supply chains from Africa to the UK:	£142,759
	NEW	1. Organisation of three one-day	

CNTR No.	Assignment Name	Summary	Contract Value £
		workshops and a final meeting;	
		2. Consultation on options for strengthening and communicating retailers' and brands' positive development impact;	
		3. Development of a 'purchasing for people' training package.	
Studies			
07 8173	African Livestock Product Trade Strategy	Facilitating the development of a livestock commodity trade strategy with the African Union	£42,512
07 8203	Assist in the Production of CGIAR Project Memorandum	Production of a project memorandum to work with CGIAR as part of DFID's strategy for research on sustainable agriculture	£23,112
08 8432	Support for UK/ Bangladesh Climate Change Event	Preparatory work for high level event in London in September	£58,370
08 8507	Socio Economic Impacts of Climate Change	Undertake an analysis for policy makers within Afghanistan on the socio-economic implications of climate change Enquiry through Climate Change Front Desk	£101,580
DFIDB2008451	Efficiency Evaluation and Scoping Mission for a Bangladesh Disaster Mechanism	Design of an in-country disaster emergency mechanism	£30,182
RNRAT 010	Output to Purpose Review: Seeds of Development Southern Africa	A mid term review of Seeds of Development Programme	£9,270 Mini contract
08 8361	Scoping Study for the Strategy for Sustainable Agriculture in South Asia	Provision of two consultants to carry out a scoping mission for the proposed South Asia Regional Agricultural Research Programme (SAsRARP)	£58,746

CNTR No.	Assignment Name	Summary	Contract Value £
08 8563	Design of Integrated Watershed Management Programme	Design work for a major national rural livelihoods project in India	£74,962
08 8582	Annual Review and Cost-effectiveness study – Chars Livelihoods Programme (CLP)	Provision of an expert to lead a small DFID team to carry out a light-touch annual review of CLP	£24,385
PO 4375	Review of DFID's 2005 Agriculture Policy NEW	Review of DFID's agriculture policy in the light of the current food crisis and carry out preparatory work ahead of the formal evaluation of the policy in 2009	£85,620
Assignments over the OJEU Limit			
08 8454	Bangladesh Climate Change and Life Design	Provision of a team to carry out the design of a £50 million programme including a contribution to the design of a multi donor disaster mitigation programme	£308,093
08 8476	Bangladesh Food Prices Policy Work	Support evidence-based recommendations to GoB and its development partners on policy responses to the impacts of food price inflation	£247,025
08 8517	Renewable Natural Resources and Growth, Global Study	Scoping study to feed into the design of a programme of research linking renewable natural resources and growth	£249, 035
08 8510	Mid-term Review of Research into Use Programme	Carry out a mid-term review of DFID's ongoing Research into Use Programme	£114,005
08 8557	Congo Basin Forest Fund Interim Coordinator and Support	Provision of small team to act as interim coordinators for the fund	£60,364
08 8368	Afghanistan Monitoring and Evaluation Technical	Two-year M&E/impact assessment resource pool for livelihoods programmes in Afghanistan	£999,526

CNTR No.	Assignment Name	Summary	Contract Value £
	Assistance		
Other Livelihoods Services			
-	-	-	-

Existing Pipeline Work

The table below highlights existing pipeline work carried over from previous reporting periods.

Summary of Enquiries Remaining in Pipeline from Previous Quarters

Assignment Name	Estimated Budget (£k)	Budget Submitted	Status
Sourcing Consultants			
-			
Managing Studies			
Study to Support the Decentralisation of DFID Research Functions to Increase Uptake, Use and Impact of DFID Research	£80,000	02/10/08	Cancelled 10/10/08
HIV and AIDS Multisectoral Programme, South Africa – End of Project Review	£22,000	02/10/08	Cancelled 13/10/08
Supporting Agrifood Supply Chains	£142,759	23/07/08	Contracted 16/10/08
Events			
-			
Professional Development			
Livelihoods Retreat and Workshop: Ethiopia, February 2009	£60,000		Pipeline

Financial Update for this Quarter

The total spend to date plus forecasted spend for the next quarter stands at £1,792,287.33. See Appendix II for details.

Current Issues and Action Points Arising for the Next Quarter

- A Steering Committee meeting was held at Palace Street on 27 November 2008. A summary of this meeting can be found in Appendix III. The next LRC Steering Committee is scheduled for 26 February 2009.
- There was only one change to the LRC team during this quarter - Jacqueline Wright joined as a Project Manager in early October, to replace Jessica Riordan, who left in September.
- The LRC Manager and one of the new LRC Project Managers received their security clearances towards the end of this quarter, and will each work at least a day a week from Palace Street from the start of January. At present it is anticipated that the LRC Manager, Matthew Roberts, will be present in Palace Street on Tuesdays, while Bernadette Hensen will be there on Thursdays. This will be confirmed in the e-Bulletin in due course. We are waiting for security clearance for the other LRC Project Manager, Jacqueline Wright, who will also work at least a day a week from Palace Street once this has been obtained.
- During this quarter LRC staff undertook two overseas marketing visits: Matthew Roberts visited Bangladesh in October, while Bernadette Hensen visited Malawi and Uganda in November in order to meet DFID advisers and local partners. Both of these trips were very useful opportunities to meet DFID staff and discuss how the LRC might assist them.
- For the coming quarter, a visit to DFID India is planned for January 2009. In addition, other HTSPE staff will continue to promote the LRC during visits to DFID country offices around the world. Again, these visits are financed by HTSPE and not through LRC or DFID resources.

APPENDIX I

Details of New Assignments



ASSIGNMENT SUMMARY SHEET

<i>Assignment title:</i> Supporting Agrifood Supply Chains		<i>Country:</i> UK
<i>CNTR Number: 08 8595</i>		<i>Professional staff provided</i> <i>No. of staff:</i>
<i>Location within Country:</i> Procurement for Development Forum – DFID & Chatham House		
<i>Commissioning DFID Department:</i> FoodGroup, Policy and Research Division		<i>No. of staff-days</i>
<i>Start date:</i> 20/10/2008	<i>Completion date:</i> 31/5/2010	<i>Maximum contract value:</i> £142,759
<i>Name of associated firm/ organisation, if any:</i> Impactt, Ocatra, Chatham House		<i>No. of staff-days provided by associated firm:</i>
<i>Senior staff involved and functions performed:</i> Martin Cooke – Chairman; Thomas Legge – Facilitator; Bernice Lee – Facilitator; Lindsey Napier; Rosey Hurst; Martin Buttle;		
<i>Detailed narrative description of project:</i> <p>Procurement by UK-based food companies (e.g. for fresh vegetables) in Africa has contributed to economic development, yet there are challenges associated with current agrifood procurement models, especially for small farmers. This assignment will promote agrifood supply chains from Africa to the UK that address development issues including poverty alleviation and inclusion of small scale growers, through the following three modules:</p> <ol style="list-style-type: none"> 1. Convene a Procurement for Development Group – This will bring together retailers, food companies and other stakeholders to consider how their procurement and other business activities can promote development, particularly in Africa. The Forum objectives are to raise awareness of the impact of current buying models on reducing rural poverty in developing countries, encourage the experimentation in private sector procurement systems and other practices to contribute to poverty reduction and to develop take-home messages on best-practices for industry and opportunities where supply chains can be used for poverty reduction 2. The development of Impact Labelling – This is a consultation on options for strengthening and communicating the positive impact of brands and retailers. It will deliver an issues paper identifying the challenges of measuring the ‘development footprint’ of different countries, generate revised issues notes incorporating the ideas generated through the consultations, presentation on consultation process to be given to the Procurement Forum 3. Supermarket Buyer Training Package – Building on the pilot ‘Purchasing for People’, this initiative will develop a model to deliver generic training materials on the impacts of retailers’ purchasing on the people that work in their supply chain. The project will deliver a training package for retailers on the pro-development impacts of purchasing decisions on people in retailers supply chains, an agenda for a launch and advisory group meeting and a report for Procurement for Development Forum consideration 		

The purpose of these three complimentary initiatives is to increase the development impact of agrifood supply chains from Africa to the UK, through improving the income of producers and workers involved in the supply chain, increasing the capacity of small farmers and companies to meet international standards and increased volume of food trade from Africa.

Detailed description of services provided:

The LRC will manage the organisations involved in convening and running the Procurement for Development Fora and ensuring related activities being carried out feed into the Procurement for Development Forum. The LRC will manage sub-contracts, the chairperson of the forum and researchers.

The LRC will ensure prompt delivery and technical quality of all deliverables and monitor performance and delivery against outputs of all consultants they contract.

ASSIGNMENT SUMMARY SHEET

<i>Assignment title:</i> Pre Evaluation Review of DFID's Agriculture Policy		<i>Country:</i> UK
<i>CNTR Number:</i>		<i>Professional staff provided:</i> 5
<i>Location within Country:</i> London		<i>No. of staff:</i> 2
<i>Commissioning DFID Department:</i> DFID Food Group Evaluation		<i>No. of staff-days</i> 120
<i>Start date:</i> 4th November 2008	<i>Completion date:</i> 31 March 2009	<i>Maximum contract value:</i> £85,000
<i>Name of associated firm/ organisation, if any:</i> ODG, IDL and Oxford Development Consultants		<i>No. of staff-days provided by associated firm:</i> ODG – 41 days, IDL – 17 days, ODC – 30 days
<i>Senior staff involved and functions performed:</i> John Wyeth – Consultant Steve Ashley – Senior Consultant Jon Bennett – Senior Consultant Donald Lunan – Consultant and Management Support Bernadette Hensen – Communications Support		
<i>Detailed narrative description of project:</i> <p>In November 2008 the Livelihoods Resource Centre (LRC) was commissioned by DFID's Evaluation Department to undertake a pre-evaluation review of DFID's 2005 'Growth and Poverty Reduction: The Role of Agriculture' policy paper.</p> <p>There were two main objectives of the review:</p> <ol style="list-style-type: none">1. To review DFID's policy in the light of the current food crisis and identify options for DFID's approach to agriculture and food security over the medium term2. To prepare for the formal evaluation of DFID's agriculture policy scheduled by EvD for 2009. <p>Two documents were to be prepared, an options paper for DFID to take their policy forward and an approach paper for the possible evaluation (outlining the different approaches that could be taken) . This would eventually lead to two briefing papers on experience in supporting agriculture through multilaterals and through budget/sector support</p>		
<i>Detailed description of services provided:</i> <p>Five consultants were required, two to work on the options paper, two to work on the approach paper, and a further consultant to help disseminate information and organise consultations.</p>		

APPENDIX II

Commissioned Services: Actual Expenditure



Annex2: LRC Framework Agreement: Actual Expenditure

Financial Year: 01 April 2008 - 31 March 2009

Completed FY2007-2008

Completed FY2008-2009

LRC Assignment	Contract	Apr08 - Mar09	Q1	Q2	Q3	Q4	Year to Date (Actual plus Forecast for Current Year)	2007/08	2009/10	2010/11	Total Contract Amount	Completed Assignment
Number	Number	Commissioned	Actual	Actual	Actual	Forecast		Actual Spend	Forecast	Forecast		Under Spend
008	CNTR 07 8126	6,771.52	0.00	0.00	0.00	0.00	0.00	13,527.23	0.00	0.00	13,527.23	6,771.52
002	CNTR 07 8151	225.00	0.00	0.00	0.00	0.00	0.00	12,496.50	0.00	0.00	12,496.50	225.00
010	CNTR 07 8173	34,821.30	8,084.34	19,121.00	0.00	7,615.96	34,821.30	10,810.70	0.00	0.00	45,632.00	Ongoing
015	CNTR 07 8203	9,899.00	0.00	0.00	0.00	0.00	0.00	12,665.00	0.00	0.00	12,665.00	9,899.00
003	CNTR 07 8207	896.10	0.00	0.00	0.00	0.00	0.00	10,856.70	0.00	0.00	10,856.70	896.10
018	CNTR 07 8215	12,383.00	12,383.00	0.00	0.00	0.00	12,383.00	30,517.00	0.00	0.00	42,900.00	0.00
020	GEG GMU1	3,825.00	3,605.50	127.50	0.00	0.00	3,733.00	0.00	0.00	0.00	3,733.00	92.00
021	CNTR 07 8250	0.00	0.00	0.00	0.00	0.00	0.00	21,210.00	0.00	0.00	21,210.00	0.00
024	CNTR 08 8368	414,586.42	25,852.57	15,572.22	97,752.84	275,408.79	414,586.42	0.00	584,939.83	0.00	999,526.25	Ongoing
025	RNRAT 008	3,263.30	3,141.80	0.00	0.00	0.00	3,141.80	1,511.50	0.00	0.00	4,653.30	121.70
027	CNTR 08 8347	973.22	0.00	0.00	0.00	0.00	0.00	27,856.53	0.00	0.00	27,856.53	973.22
028	CNTR 08 8361	58,746.00	41,637.40	11,661.66	0.00	0.00	53,299.06	0.00	0.00	0.00	53,299.06	5,446.94
029	CNTR 08 8420	67,039.00	24,890.00	33,129.60	0.00	0.00	58,019.60	0.00	0.00	0.00	58,019.60	9,019.40
031	RNRAT 015	0.00	0.00	0.00	0.00	0.00	0.00	745.00	0.00	0.00	745.00	0.00
032	CNTR 08 8410	10,745.00	10,471.19	0.00	0.00	0.00	10,471.19	0.00	0.00	0.00	10,471.19	273.81
033	CNTR 08 8432	62,095.00	20,673.50	15,085.48	0.00	0.00	35,758.98	0.00	0.00	0.00	35,758.98	26,336.02
036	CNTR 08 8454	272,605.75	46,274.05	45,045.76	56,517.27	0.00	147,837.08	0.00	0.00	0.00	147,837.08	124,768.67
038	CNTR 08 8476	247,025.50	0.00	39,767.25	67,462.99	139,795.26	247,025.50	0.00	0.00	0.00	247,025.50	Ongoing
039	CNTR 08 8507	107,635.00	0.00	29,444.44	56,162.61	22,027.95	107,635.00	0.00	0.00	0.00	107,635.00	Ongoing
040	DFIDB 08 451	30,182.00	0.00	21,500.39	6,399.58	0.00	27,899.97	0.00	0.00	0.00	27,899.97	2,282.03
037	CNTR 08 8517	249,035.00	0.00	78,953.96	132,609.64	37,471.40	249,035.00	0.00	0.00	0.00	249,035.00	Ongoing
042	RNRAT 010	11,695.00	0.00	11,472.51	0.00	0.00	11,472.51	0.00	0.00	0.00	11,472.51	222.49
044	CNTR 08 8510	118,869.38	0.00	0.00	64,906.32	53,963.06	118,869.38	0.00	0.00	0.00	118,869.38	Ongoing
045	CNTR 08 8557	105,729.70	0.00	0.00	64,016.95	41,712.75	105,729.70	0.00	0.00	0.00	105,729.70	Ongoing
047	CNTR 08 8595	53,174.05	0.00	0.00	23,275.89	29,898.16	53,174.05	0.00	71,668.58	17,917.15	142,759.78	Ongoing
048	CNTR 08 8563	74,961.50	0.00	0.00	69,009.79	0.00	69,009.79	0.00	0.00	0.00	69,009.79	5,951.71
049	GT1	4,100.00	0.00	0.00	4,000.00	0.00	4,000.00	0.00	0.00	0.00	4,000.00	100.00
050	CNTR 08 8582	24,385.00	0.00	0.00	24,385.00	0.00	24,385.00	0.00	0.00	0.00	24,385.00	0.00
TOTAL		1,985,666.74	197,013.35	320,881.77	666,498.88	607,893.33	1,792,287.33	142,196.16	656,608.41	17,917.15	2,609,009.05	193,379.61

Appendix 4: LRC CORE SERVICES COSTS: Actual Expenditure

Financial Year: 01 April 2008 - 31 March 2009

CONTRACTED	Q1	Q2	Q3	Q4	YTD	2007-08	Balance
BUDGET	Actual	Actual	Forecast	Forecast		Actual	
125,331.00	4,873.95	9,134.01	6,591.08	0.00	20,599.04	25,928.62	78,803.34

Appendix 4: LRC START-UP COSTS: Actual Expenditure

Financial Year: 01 April 2007 - 31 March 2008

CONTRACTED	Q1	Q2	Q3	Q4	YTD	2007-08	Balance
BUDGET	Actual	Actual	Forecast	Forecast		Actual	
43,439.00	366.07	180.00	40.00	0.00	586.07	40,679.56	2,173.37

APPENDIX III

Minutes of Steering Committee Meeting, 27 November 2008



Draft -

LIVELIHOODS RESOURCE CENTRE STEERING COMMITTEE MEETING

27 November 2008

DFID – Palace St, London (11-12am)

Present:

John Barrett – Chair, Head of Profession Livelihoods, DFID

Jane Clark – Dy Head of Profession Livelihoods, DFID

Matt Roberts – LRC Programme Manager (HTSPE)

Helen Schneider, IDS

James Green – HTSPE, Director

Nr	Item	Action
1	WELCOME John Barrett (JB) welcomed participants and informed the meeting that future LRC related communications should be addressed to Jane Clarke (JC) and copied to him.	Matt Roberts
2	COMMISSIONED WORK Matt Roberts (MR) gave a brief overview of the commissioned and pipeline LRC work – a summary of which is attached with this note. It was noted that that the current pipeline does not reflect the volume or range of work being undertaken by Livelihood Advisers – and that there is a significant opportunity to increase the volume of requests and services. Discussion then moved to marketing outlined in point 3.	
3	LRC MARKETING Much of the current pipeline has arisen as a result of meetings at the Kathmandu workshop, the summer retreat or visits by HTSPE staff to DFID country offices. A further marketing visit to Malawi, Uganda and	

	<p>Kenya was underway at the time of the meeting and the Ethiopia retreat will provide an opportunity to discuss Adviser requirements.</p> <p>To increase the impact of LRC marketing the following was agreed:</p> <ul style="list-style-type: none"> - MR to forward an updated LRC brief to Jane Clark to circulate as necessary within DFID. - LRC to work with DFID to arrange an atrium event to publicise the outcomes of the Ethiopia retreat. <p>Other leads:</p> <ul style="list-style-type: none"> - LRC to source quality food security staff and link with marketing visit to Delhi to visit M Anderson. - LRC to investigate possibility of briefing or briefing note on food security for Dave Fisher in DFID Tanzania. - Ethiopia Retreat – contract to be finalised and visit by MR to be undertaken before Christmas to ensure all meeting arrangements/logistics in place. <p>DFID confirmed support for marketing LRC and requested the LRC team to be pro-active and to provide summary issues, solutions and deadlines for decision making.</p>	<p>MR by 15 Dec.</p> <p>MR agree outline and atrium date with DFID by 20 Dec.</p> <p>LRC team by 15 Dec</p> <p>Immediate</p>
4	<p>LRC STAFFING</p> <p>The DFID team expressed their concern over the recent high level of staff turnover on LRC. James Green responded to say that HTSPE were also disappointed and recognised the need and benefit of stability within the team. The team has been strengthened with additional administrative resources and should the volume of work increase further – staffing levels on the team would be reviewed.</p>	
5	<p>IDS</p> <p>Helen Schneider gave an update on the planned changes to Livelihoods Connect.</p>	
6	<p>NEXT MEETING</p>	

	The next meeting was scheduled for 26 February 2009.	DFID/LRC
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Agreed as a true record of the meeting.

Jane Clarke DFID (date)

James Green HTSPE (date)