

NEW CHART OF ACCOUNTS ITPP PROJECTS

This is a new category to account for Organizational activities

1. ORGANIZATIONAL CAPACITY BUILDING (Professional Partner Organization Level)

- AGM and other public conferences, seminars, workshops, lectures presented by the partner organization (NOT project community-level training or workshops);
- Executive, Council, Branch, Zonal, Student Chapter meetings;
- Organizational assessments, activities to address assessment recommendations, organizational planning and review;
- Training for organizational members, for example – training in proposal writing (NOT project delivery/community-level training, see Category 3, point 2);
- Promotion of gender equality (i.e. strengthening capacity of women within profession and/or organization)
- Organizational representation to scientific/professional conferences;
- Strengthening linkages between professional bodies (e.g. - South-south exchanges between Professional Organizations such as Ghana Society of Animal Production – Animal Science Association of Nigeria);
- Publication of newsletters and journals;
- Promotion of the organization;
- Organizational website development and maintenance;
- Other logistical/operational support to the partner organization (NOT project operational support).

This new category covers networking and partnerships specific to project implementation

2. NETWORKING & PARTNERSHIPS

- Joint meetings with other agencies, NGOs, government departments, services relating to project implementation;
- South-south networking and exchanges for project participants;
- Activities to develop and promote collaborative agreements and/or linkages with other agencies or organizations;
- Partnering with other organizations for project delivery;
- Representing the project at meetings, workshops, conferences, agricultural shows and other events organized by other agencies, organizations, government departments;
- Public relations materials (e.g. posters) to promote the project.

This category is for community-level training and workshops specific to project implementation

3. TRAINING & WORKSHOPS

- Training for project beneficiaries including costs for travel, facilities, meals, accommodation, trainer/presenter fees;
- Training for project deliverers including members of partner organization, extension agents; others;
- Project organized presentations, seminars, workshops, lectures to advance learning/skills development specific to the project;
- Production of radio broadcasts, videos, etc. for training purposes;
- Training materials such as brochures, pamphlets, posters, flip charts, pens, etc.

This new category includes much of the community level project activities (separate from categories 2 & 3) and incorporates the former Participatory or Applied Research activities

4. COMMUNITY PARTICIPATION

- Project work planning and/or evaluation meetings involving either or both project presenters, participants, beneficiaries;
- Project site monitoring visits including costs for transportation, meals, accommodation;
- Meetings of farmer, youth, women's groups (NOT training);
- Promotion of gender equality (i.e. building capacity of women in agricultural production and community activities);
- Participatory or applied research including planning, implementation and evaluation involving project participants, presenters, community groups;
- Demonstrating/promoting new ideas and/or applications (NOT formal training sessions).

No change to this category

5. PROFESSIONAL EXCHANGE

- Partner exchanges to project country or from project country to Canada;
- IPM affiliated expenses.

This category groups two former categories and covers community-level material and technical support costs. NOTE – it does not include Material Support for operational activities – see next category.

6. MATERIAL & TECHNICAL SUPPORT

- Seeds, fertilizer, implements and equipment, record books, any material support for use at the community-level for project implementation;
- Materials and technical assistance for small infrastructure construction such as wells, water reservoirs, etc.;
- Technical equipment required for project implementation, e.g. – laboratory materials, plotters (NOT operational equipment such as computers or other office equipment);
- Technical support for field testing, data collection, laboratory analysis, etc. including travel, per diem, accommodation, fees;
- Two-wheel transport (i.e. bicycles, motorcycles) required for project implementation.

This new category covers all “office and/or operational” costs.

7. PROJECT OPERATIONAL

- Project steering/coordination committee meetings (NOT at community level – see Category 4);
- Office equipment for project coordination such computers, printers, photocopiers, etc.;
- Office supplies for project coordination such as stationery, toner, pens, etc.;
- Communications for project coordination – internet, telephone, postage;
- Support to bookkeeping, accounting, auditing for project accounts;
- Support to project reporting;
- Bank charges.

As always

THE ITPP DOES NOT SUPPORT THE COSTS OF THE ACQUISITION OF FOUR-WHEEL VEHICLES, OR SALARIES.