June 17th, 2020

Reporting and Monitoring

Eda AKÇA
Expert

cpf.comcec.org
• Importance of Reporting and Monitoring
• Monthly Progress Report
• Activity Report
• Project Completion Report
• Observation of the physical and financial progress and following-up the results obtained, the collection and measurement of the information regarding the project.

• Monitoring will be done via reporting as well as site-visits in the COMCEC Project Funding.

• Reporting aims to measure how much of the project activities are completed.

• Also, it aims to determine the achievements and problems during the implementation of the project.
• Corrective actions can be taken for problems and risks with the help of reporting.
• The CCO and Bank could inform the Project Owner for timely decisions to support implementation.
• Funds will be transferred following the reporting of the progress in the project (such as time-sheets, progress reports).
Monthly Progress Report

- Monthly Progress Report summarizes the technical progress of the project activities in the respective month.
- It also includes details such as the problems encountered, the measures taken, and preparations for the next month.
- The Bank and the CCO follow the progress regarding the project activities through Monthly Progress Report.
- In case of any problem, report enables the CCO and Bank to intervene timely.
• Monthly Progress Report is prepared and signed by the Project Coordinator and signed by the Responsible Authority.

• Contact Person checks the Monthly Progress Reports (The Contract, Section 2.10).

• Payments are made based on the Monthly Progress Reports (The Contract, Section 1.2).
# MONTHLY PROGRESS REPORT TEMPLATE

**[COMCEC Project Number]**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Title</strong></td>
<td></td>
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<tr>
<td><strong>Project Owner</strong></td>
<td></td>
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<tr>
<td><strong>Cooperation Area</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Country</strong></td>
<td></td>
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<tr>
<td><strong>Period of Implementation</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Project Coordinator</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Team(s)</strong></td>
<td></td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Objectives of the month</strong></td>
<td>State works that must be completed in this month according to the project file.</td>
</tr>
<tr>
<td><strong>2. Works completed during the month</strong></td>
<td>Give an overview on the works completed during the reporting period.</td>
</tr>
<tr>
<td><strong>3. Delays and problems</strong></td>
<td>Elaborate if there is a delay or problem regarding the completion of the works related to respective month explaining also their impact.</td>
</tr>
<tr>
<td><strong>4. Corrective actions undertaken</strong></td>
<td>State the corrective actions undertaken or will be undertaken in order to fix the aforementioned delays and problems.</td>
</tr>
<tr>
<td><strong>5. Planned works of the next month</strong></td>
<td>Give an outlook on planned works for the period until the next report.</td>
</tr>
<tr>
<td><strong>6. Alterations in the project</strong></td>
<td>State alterations on project details (activities, budget etc.) [Y/N]. (Please indicate the alteration number in this regard.)</td>
</tr>
<tr>
<td><strong>7. Visibility</strong></td>
<td>Indicate how you ensure the visibility of the COMCEC through visibility materials used during the project activities. (Please add verifying documents/photo, video recording etc. Check Visibility Manual for details.)</td>
</tr>
<tr>
<td><strong>8. Goods and Services</strong></td>
<td>State any good (equipment) and/or service purchased during this month. (Please add verifying documents - invoices, etc., the purchases you made during this month.)</td>
</tr>
<tr>
<td><strong>9. Other Issues</strong></td>
<td>If any, indicate other issues.</td>
</tr>
</tbody>
</table>

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Document (questionnaires, draft project reports, draft training workshop materials, invitation letters, photograph, video, ticket etc.) that verify the works done will be attached to Monthly Progress Report.

We, the undersigned, hereby declare that there are no identified irregularities, which have been subject to administrative or judicial investigation, and/or any other sums wrongly paid under the Project in this month.

| Project Coordinator |   |
|   |   |
| **Name** |   |
| **Title** |   |
| **Signature** |   |
| **Date** |   |

| Responsible Authority |   |
|   |   |
| **Name** |   |
| **Title** |   |
| **Signature** |   |
| **Date** |   |
MONTHLY PROGRESS REPORT
[2016-IDNAGRIC-216]

**Project Title**: 2016-IDNAGRIC216, Improving Income of Small and Medium Scale Farmers in OIC Member States through Reducing Losses of Livestock Production

**Project Owner**: The Agency for Agricultural Extension and Human Resources Development (AAEHRD), Ministry of Agriculture, Republic of Indonesia

**Cooperation Area**: AGRICULTURE

**Country**: Indonesia

**Period of Implementation**: 6 (six) Months, June 2017

**Project Coordinator**: Ella Rosliawati Kosim

1. Dr. Rudy Rawendra
2. Dr. Maslina Chehadakad Padaga
3. Dr. Endang Setyawati

| 1 | Objectives of the month | Collecting local data through visits the Resource Persons, Farmers, Entrepreneur, Slaughter House, Milk Cooperative. |
|   |                          | - Preparation for International Study Visit (Qatar and Turkey) |
|   |                          | - Design Curriculum and Draft Training Material |
|   |                          | - Monitoring Candidate Participants for Seminar and Training |

| 2 | Works completed during the month | Coordination with Experts and Project Team in NHTC Batu for Data Collection interview (survey) in Java Island |
|   |                                 | - Coordination meeting with Directorate of Technical Cooperation Ministry of Foreign Affair, Center for International Cooperation, Ministry of Agriculture, Bureau for Agricultural Training AAEHRD for confirming the related institution to be visited by Indonesia Experts |
|   |                                 | - Coordination and communication with travel agency for International Study visit and International participants |
|   |                                 | - Coordination meeting with Experts, Bureau for Agricultural Training and NHTC Project Team for design curriculum and draft training materials |
|   |                                 | - Coordination meeting with Coordinator Project, Directorate of Technical Cooperation Ministry of Foreign Affair, Center for International Cooperation, Ministry of Agriculture, Bureau for Agricultural Training AAEHRD and NHTC Batu in term of progress of seminar and Training invitation letter to Brunei Darussalam, Egypt, Malaysia, Sudan and Indonesia |

| 3 | Delays and problem | No delays and problem is revision of the details work plan |

| 4 | Corrective action undertaken | Changed the schedule of the preparation for Training Course especially for training materials |

| 5 | Planned works of the month | Next period the project team will focus on some of the activities. |
| next month | - Meeting and Discussion with Experts and Project Team in NHTC Batu for Data processing and analysis  
- Meeting and Discussion for preparation study visit to Qatar and Turkey  
- Assignment Experts for Study Visit to Qatar and Turkey  
- Meeting and Discussion with Experts and Project Team in NHTC Batu for integrating local and international data processing.  
- Coordination meeting with Coordinator Project, Directorate of Technical Cooperation Ministry of Foreign Affairs, Center for International Cooperation, Ministry of Agriculture, Bureau for Agricultural Training AAEHRD and NAHTC Batu in term of selecting and accepting qualified participants from Brunei Darussalam, Egypt, Malaysia, Sudan and Indonesia.  
- Coordination meeting with Experts and NAHTC Project Team for designing curriculum and improving draft training materials |
| 6 Alteration in the project | - No |
| 7 Visibility | - No |
| 8 Goods and services | - No |
| 9 Other issues | - No |

On Behalf of the Project Owner  
Responsible Authority  
Name : Widiyardjono  
Title : Project Owner  
Signature :  
Date : July 3rd, 2017  

Project Coordinator  
Name : Ella Rosalawati Kosim  
Title : Project Coordinator  
Signature :  
Date : July 5th, 2017
Activity Reports are to be prepared for the activities such as Training, Workshop, Seminar and Study Visit within two weeks after one of the activity is successfully completed and sent to the CCO for approval.

- Aim of the Activity Report is to evaluate the success of the activity.
- Activity Reports also provide input for the Project Completion Report.
- Project Coordinator is responsible for drafting Activity Reports (The Contract, Section 2.11).
- Trainer(s) is/are responsible for contributing to the preparation of the Activity Reports (if available).
ACTIVITY REPORT TEMPLATE

Project Number :
Project Title :
Project Owner :
Cooperation Area :
Country :
Activity Type :
Name of the Activity :
Duration of the Activity :

1. Details about the Activity
   Please give detailed information about the realized activity by mentioning description and objective of the activity as well as its outcomes and impacts.

2. Evaluation of the Activity
   Please provide comprehensive evaluations about the activity.

   Please prepare and conduct a questionnaire for the participants of the activity according to the below sample and summarize the findings of this questionnaire in this section. Please also attach collected questionnaire forms and list of participants to this Report.

3. Challenges Faced
   Please state the challenges that are faced during the implementation of the activity, and applied/potential solutions for them.

4. Visibility of the COMCEC
   Please explain how the visibility of the COMCEC is ensured with reference to Visibility Manual for COMCEC-funded projects.

In an effort to evaluate for effectiveness and impact of this activity, please kindly complete the following evaluation form. Your responses will be invaluable for improving the organization of future activities.

Please assign a number between 1-10 to each statement below.
(1 is Strongly Disagree while 10 is Strongly Agree)

<table>
<thead>
<tr>
<th>Statement</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>The activity was well organized</td>
<td></td>
</tr>
<tr>
<td>The objectives of the activity were clearly defined</td>
<td></td>
</tr>
<tr>
<td>The content of the activity was in line with my needs</td>
<td></td>
</tr>
<tr>
<td>I will be able to apply the knowledge learned</td>
<td></td>
</tr>
<tr>
<td>The physical conditions of the activity location was adequate</td>
<td></td>
</tr>
<tr>
<td>The materials available for the activity were pertinent and useful</td>
<td></td>
</tr>
<tr>
<td>The length of the activity (sessions) was adequate</td>
<td></td>
</tr>
<tr>
<td>The trainer (if applicable) was knowledgeable and competent</td>
<td></td>
</tr>
<tr>
<td>The content was well organized and easy to follow</td>
<td></td>
</tr>
<tr>
<td>Participation and interactions were encouraged</td>
<td></td>
</tr>
<tr>
<td>The activity was successful in general</td>
<td></td>
</tr>
</tbody>
</table>

What aspects of the activity sessions did you find most useful?

Is there anything that was not covered in the activity but should have been? If so, please list.

Further suggestions:

<table>
<thead>
<tr>
<th>Responsible Authority</th>
<th>Project Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name :</td>
<td>Name :</td>
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<tr>
<td>Title :</td>
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<tr>
<td>Signature :</td>
<td>Signature :</td>
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<tr>
<td>Date :</td>
<td>Date :</td>
</tr>
</tbody>
</table>
ANNEX 12 - D

ACTIVITY REPORT
REPORT OF TRAINING COURSE ON IMPROVING INCOME OF SMALL AND MEDIUM SCALE
FARMERS IN OIC MEMBER STATES THROUGH REDUCING LOSSES OF LIVESTOCK
PRODUCTION

Project Number : 2016-IDNAGRIC-216
Project Title : Improving Income of Small and Medium Scale Farmers in
OIC Member States through Reducing Losses of Livestock
Production
Project Owner : Ministry of Agriculture, Indonesia
Country : Indonesia
Activity Type : Training
Name of the Activity : Training Course on Improving Income of Small and
Medium Scale Farmers in OIC Member States through
Reducing Losses of Livestock Production
Duration of the Activity : 20th - 30th August 2017

1. Detail about the activity
a. Background

The Standing Committee for Economic and Commercial Cooperation of the Organization of
the Islamic Cooperation (COMCEC) is the main multilateral economic and commercial
cooperation platform of the Islamic world. COMCEC serves as a central forum to address
the common development problems of the Islamic Ummah and provide solutions to them
as one of the four Standing Committees of the Organization of Islamic Cooperation (OIC).

In terms of capacity building, the OIC member states have similar issues of lack capacities
and needs to improve their agriculture human resources competencies, especially on
livestock production. The high losses of livestock production that occur at every stage of
the supply chain from farm to table, lead to qualitative and quantitative reduction in
consumable food. The losses of livestock production before harvesting caused by various
factors including the ineffective use of appropriate technologies and inputs at the
production stages. Pre harvest losses generally manifest themselves as low yields.
Losses during harvesting are caused mostly by using inappropriate machinery or
uninformed use of appropriate machinery. Post harvest losses take places during
transport, storage, processing and marketing.

The Ministry of Agriculture, Republic Indonesia and COMCEC Coordination office under
the project of improving income of small and medium scale farmer through reducing
losses on livestock production agreed to hold a training program as the series of activity
under COMCEC project funding. The Training Course on Reducing Losses on Livestock
Production for OIC Member States aim to improve capacity on the reducing losses on
livestock production and provided both theoretical and practices based knowledge
especially for Milk, Meat and Egg.

b. Purpose

The purpose of the training course is to provide the participants from OIC Member States
with an opportunity to improve their knowledge and skill in the field of reducing losses
on livestock production by exchange ideas, views, information and experiences among
participants and lecturers/facilitators.

c. The objectives of the training are:
The training curriculum is designed to provide the participants with better knowledge on
reducing losses of meat, milk and egg.
The objectives of the training are:
✓ to review recent developments on reducing losses of meat, milk and egg
✓ to share best practices reducing losses of meat, milk and eggs and
✓ to identify issues, impediments, and opportunities in reducing losses of meat, milk and
egg and formulate action plans to address them.

d. Duration and Venue

The duration of the Training Course on Reducing Losses on Livestock Production was
held for 10 (ten) days from August 20th - 30th, 2017. The training course was held in
e. Methodology
The methodology of the course are lectures, group discussions, observation, practice and field visit related to the Reducing Losses on Livestock Production at farmer, pertinent institution and private sector.

f. Curriculum
The contents of training course were divided into Core Subject, Main Subject and Supporting Subjects. The details curriculum of the course were as follows:

<table>
<thead>
<tr>
<th>Course Content</th>
<th>Subject</th>
<th>Hours</th>
<th>Facilitator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Subject</td>
<td>Livestock Production and its Strategies</td>
<td>2</td>
<td>Boothy Angkasa</td>
</tr>
</tbody>
</table>
|                | Reducing Losses of Livestock Production Experiences | 6     | 1. Ir. Paristmoko  
|                |                                             |       | 2. Dr. A.T. Soehi Ratiopangusti  
|                |                                             |       | 3. Makhon S.Pt |
| Main Subject   | Reducing Losses of Meat Production  
|                | - Pre-Slaughter  
|                | - Good Farming Practices  
|                | - Animal Welfare  
|                | - Slaughter  
|                | - Good Slaughtering Practices  
|                | - Post- Slaughter  
|                | - Good Handling Practices | 2 2 | Dr. drh Mardiana Cendrawasih Padaga M.App.Sc |
|                | Reducing Losses of Milk Production  
|                | - Pre-Harvest  
|                | - Good Farming practices  
|                | - Harvest  
|                | - Milking Higiene  
|                | - Post-Harvest  
|                | - Good Handling Practices  
|                | - Good Manufacturing Practices | 2 6 | Dr. Ir. Endang Setyawati SW, MP |

<table>
<thead>
<tr>
<th>Supportive Subject</th>
<th>Activity</th>
<th>Hours</th>
<th>Facilitator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country Report Presentation</td>
<td>Action Plan, Round-up session and evaluation</td>
<td>4</td>
<td>Committee</td>
</tr>
</tbody>
</table>
| Group Dynamic | 5 Dodik Suprapto, S.Tp, M.Sc  
|              | Pustu Ahsanas, S.TP, M.P |

Total 26 40

8. Participants
The total participants are 20 persons from 9 ASEAN countries. The list of participants is as follows:

<table>
<thead>
<tr>
<th>No</th>
<th>Name</th>
<th>Institution</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dr. Noer Sulakha Samsa</td>
<td>Departement of Veterinary Service</td>
<td>Malaysia</td>
</tr>
<tr>
<td>2</td>
<td>Norazman Mohamad Palal</td>
<td>Departement of Veterinary Service</td>
<td>Malaysia</td>
</tr>
<tr>
<td>3</td>
<td>Dr. Mohd Rosly Shaari</td>
<td>Malaysian Agriculture Research and Development Institute (MARDI)</td>
<td>Malaysia</td>
</tr>
<tr>
<td>4</td>
<td>Hadia Bashir Mustafa Ali</td>
<td>Directorate of Planning and Livestock Economic</td>
<td>Sudan</td>
</tr>
<tr>
<td>5</td>
<td>Amal Subkher Abdellah Magesh</td>
<td>Directorate of Planning and Livestock Economic</td>
<td>Sudan</td>
</tr>
<tr>
<td>6</td>
<td>Yuna Mohammed Isaa Mahmyen</td>
<td>Directorate of Planning and Livestock Economic</td>
<td>Sudan</td>
</tr>
<tr>
<td>7</td>
<td>Dr. Emad Fawzy Ab El Mokhiby</td>
<td>Buffalo Breeding Research Department-Animal Production Research Institute (APRI)</td>
<td>Egypt</td>
</tr>
<tr>
<td>8</td>
<td>Dr. Ali Mustafa Zaidan Abdul Rahim</td>
<td>Agriculture Research Center (ARC) Ministry of Agriculture and Land Reclamation</td>
<td>Egypt</td>
</tr>
<tr>
<td>9</td>
<td>Orman Nuh Usman Manonor</td>
<td>Animal Health Research Institute, Agriculture Research Center (ARC)</td>
<td>Egypt</td>
</tr>
</tbody>
</table>
Activity Report

<table>
<thead>
<tr>
<th>No</th>
<th>Name</th>
<th>Position/ Organization</th>
<th>Subject Matter</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Dr. Indang Setyawan</td>
<td>Project Expert for Milk Losses</td>
<td>Reducing Losses of Milk Production</td>
</tr>
<tr>
<td>5</td>
<td>Rohit B. Monga</td>
<td>Director, Livestock and Veterinary Ministry of Agriculture</td>
<td>Livestock Production and its Strategies</td>
</tr>
<tr>
<td>6</td>
<td>Dr. A.T. Soehi</td>
<td>Senior Expert, Nestle Company</td>
<td>Reducing losses of livestock production experiences</td>
</tr>
<tr>
<td>7</td>
<td>Dr. A.T. Soehi</td>
<td>Lecturer, Airlangga University</td>
<td>Reducing losses of livestock production experiences</td>
</tr>
<tr>
<td>8</td>
<td>Husband, S.P.T.</td>
<td>Entrepreneur on Eggs Production</td>
<td>Reducing losses of livestock production experiences</td>
</tr>
<tr>
<td>9</td>
<td>Dodi Supranto, S.T.P.</td>
<td>Livestock Trainer at NAHRTC Bantul</td>
<td>Group Dynamic</td>
</tr>
<tr>
<td>10</td>
<td>Fouad Andalani, S.T.P.</td>
<td>Livestock Trainer at NAHRTC Bantul</td>
<td>Group Dynamic</td>
</tr>
</tbody>
</table>

1. Organizing Committee

The course is jointly organized by COMCEC Coordination Office and Ministry of Agriculture (qg. The Agency for Agricultural Extension and Human Resources Development (AAEHRD) and implemented by National Animal Husbandry Training Center (NAHRTC) Bantul, East Java under "Project on Improving Income of Small and Medium Farmers through Reduction of Losses on Livestock Production".

2. Activities

The following is a summary of the program activities included theory, practice, and visit where the participants had the opportunity to learn and to share views in the field of reducing losses on livestock production on milk, meat, and eggs in the pertinent places.

- Day 1 (Sunday, 20th August, 2017)
  The participants arrived in NAHRTC Bantul.

- Day 2 (Monday, 21st August, 2017)
  The first day of the program was commenced with one day of international seminar on reducing losses on livestock production. This seminar was attended by local and international participants of the training course, official from District Agricultural and Livestock Service, Agricultural Extension College (AEC) Makassar, National Agriculture
Activity Report

Losses in Eggs
The quality of any particular food that has an effect on acceptance or rejection by the consumer. The quality of eggs is the general term referring to some standards determining the quality of internal and external. Losses in eggs production focus on the quality of external: cleanliness, texture and the form of eggshell and the quality of internal reference to: cleanliness and consistency white eggs (albumen), size and air, the form of yolk. 5 Yellow color eggs.

The economic losses for the breeders will be even more due to reduced hatchability and chick viability, therefore, every effort must be directed towards improving shell quality and reducing egg breakage.

The end of the one-day seminar, the organizing committee provided Campus Orientation to introduce the NAHTC facilities, staff and information to the participants of the training since they will stay for the next 8 days training program. The campus orientation was guided by Dr. drh. Kresno Siharto, MP, Head of General Affair of the NAHTC Ratu.

Day 3 (Tuesday. 22nd August, 2017)
The activity started with explanation of Program Clarification and Group Dynamic which delivered by Mr. Penyo Andiaku, S.T.P. M. The program continued with presentation of 'Livestock Production and Its Strategies' delivered by Mr. Berty Akgana from Director General Livestock and Animal Health. This presentation aims to inform and share to the participants about the livestock policy in Indonesia. Some of the important information from this presentation are:
- Productive cows counter measures activities are part of Indonesia large National Program called Indonesia Special Effort on Cow Pregnancy;
- The prevention of productive cows is primarily aimed at maintaining adult cows' structures and productive cows figure as acceptors of Artificial Insemination (AI);
- The target of productive cows counter measures in 41 locations is equivalent to 3504 heads, focused on population centers and cutting centers;
- Component of productive cows handling consists of: (i) Preparation of regulation; (ii) capacity building of human resources; (iii) socialization prevention of productive cows.
Activity Report

slaughter. (iv) supervision of productive cows slaughter; (v) operational and administrative activities.

To share information and exchange ideas among the participants from Indonesia, Malaysia, Egypt and Sudan about the condition, the potency and the natural resources related to develop the livestock sector especially for losses handling in meat, milk and eggs, the participants from each country presented their

Country Report related to the issues of livestock development especially on livestock production, and losses handling. The country report presentation was guided by Ir. Boy Ndura, M.Sc.

The program ended with sharing experience and best practices with other related professional partner (entrepreneur, business enterprise, academician) in terms of ‘Reducing Losses of Livestock Production (Meat, Milk and Eggs)’ delivered by Ir. Farsiromoko, Dr. A.T. Soehir Estoeapangeri and Maskon, S.Pi. The presenters are the successful practitioners in their livestock business. Ir. Farsiromoko is the milk practitioners from Nestle Indonesia; Dr. A.T. Soehir Estoeapangeri is meat practitioners and a lecturer in University of Airlangga also Maskon, S.Pi, the egg practitioners from Medan Indonesia.

Day 4 (Wednesday, 23rd August, 2017)
The program was started with presentation of ‘Reducing Losses of Egg Production’ delivered by Dr. drh. Rudy Raswendra, M.App.Sc. The presentation discussed about the formation and nutritional value internal and external quality and strategy to reduce internal and external effect. The main problem of maintenance the egg quality are disease, egg age, temperature, humidity, handling, and storage.

The program continued with practical activity in evaluation internal and external quality of Eggs in NAHTC Batu. The practical activity is aim to equip the participants with basic knowledge on the method of how to evaluate the quality of eggs.

Day 5 (Thursday, 24th August, 2017)
The program provided field visit to Rossa farm in Blitar, East Java. The farm location was 2 hours drive from the NAHTC Batu. The farm managed 100.000 layers population with 48 employees. The owner of the farm, Mr. Nurgaha made their own feed formulation. The feed consist of corn, ammi acid and trace mineral. This farm used closed house system to minimize the environmental influence in order to maximize the layer productivity.

Rossa Farm is one of large scale chicken breeding, located in Blitar Regency. By using a close house system, the total number of chickens in the farm are 90,000 heads, consisting of 70,000 layers and 20,000 growers. Average of egg production are 5000 eggs per day. As a guarantee against the quality of eggs produced, this farm has been examining the content of omega 3 and cholesterol, and examination of salmonella sp. This farm has also having registered at NKV (Veterinary Control Number), which means that farm has been eligible as a basic for food safety and quality assurance.

Day 6 (Friday, 25th August, 2017)
The program started with ‘ice breaking’ activity among the participants which guided by facilitator. The program then continued with pointing out resume of the activity and knowledge during the Day 4 and 5 which conducted by the group participants. This resume aim to refresh the knowledge the participants gained from the training during previous days. The lecture session on ‘Reducing Losses of Meat Production’ delivered by Dr. drh. Masdiana Cheendrakasih Padaga, M. App. Sc from. This session discuss about Pre-Slaughter activity which consist of Good Farming Practice and animal welfare, Slaughter activity consist of Good Slaughtering Practice, and Post-Slaughter consist of Good Handling Practice.

Meat losses include elimination of sick animals from the Food Supply Chain (FSC), destruction carcass or parts of carcass, loss and spoilage during transport (mostly due to absence of cooling facilities), and losses during processing and wholesaling (removal of edible portions – bones, blood, offal), shrinkage during freezing, poor handling and packaging failure and transport losses).

Post harvest losses of meat and poultry in the region are mainly caused by poor husbandry practices (pre-harvest) and lack of compliance with food safety measures that lead to rejection and destruction of large quantities of the whole or part of the carcass. On the other hand, several losses take place along the food supply chain (mainly postharvest).
The program continued with practical activity on Reducing Losses of Meat guided by Dr. drh. Masliza Chendrakasih Pakaga, M. App. Sc. and team. This practical activity aims to give a basic knowledge about evaluating the meat quality.

In the evening session the participants having field visit to abattoir in Gadang, Malang City, East Java. This field visit aim to inform the participants about the slaughter procedures to obtain the best quality of meat.

Gadang Slaughter House was established in 1937, located Sukam district, Malang city, East Java Province, Indonesia. At the beginning of establishment, Gadang Slaughter House only able to slaughter 20 cattle per day. In 1968 the number of cattle slaughtered has reached up to 30-40 cows per day. Now, the slaughter house having capacities to slaughter cattle up to 50-75 per day from neighbor district surround Malang district (Batu City, Pasuruan Regency, Kediri Regency, Blitar Regency).

Day 7 (Saturday, 26th August, 2017)
The presentation of ‘Reducing Losses of Milk Production’ was delivered by Dr. Ir. Endang Setyawan SW, MP. This session discusses about pre-harvest (Good Farming Practices) and harvest (milking hygiene); and post harvest (Good Handling Practices and Good Manufacturing Practices). The session also provided practical activity on Reducing Losses of Milk in MAHTE Data as a part of the lecture session. Some objectives of this activities are as follow:
- Participants understood about milk and milk characteristic
- Participants understood about Good Dairy Farming Practices
- Participants able to identify the factors caused production losses on milk
- Participants able to provide solutions to reduce milk production losses
- Participants are able to disseminate knowledge of reducing milk production losses in the field.

Day 8 (Sunday, 27th August, 2017)
The participants having self-activity and assignment to reflect the lecture and field observation during the previous days.

Day 9 (Monday, 28th August, 2017)
The participants visited Agro Niasa Cooperative in Jombang, Malang District. Dr. Ir. Endang Setyawan SW, MP and the practitioners from Cooperative Jombang guided the program during discussion and observation. This Cooperative Jombang is the biggest and role mode of cooperative in Malang Regency. The core business of the cooperative is dairy cattle with 1,767 active members in 14 villages. Their capacity of milk production now is up to 46,000 kg/day.

Day 10 (Tuesday, 29th August, 2017)
The program started with ‘ice breaking’ exercise then continued with preparation and formulation action plan as follow up of the training. Dr. Roy Ndaru, M.Sc guided during presentation of participant’s action plan. The participants from Sudan and Egypt delivered their action plan in the first session. This session is assisted by Dr. Roy Ndaru, M.Sc and Pinto Andjani, S.T.P, M.P. The second presentation session continued by the participants from Malaysia and Indonesia.

The organizing committee distributed evaluation sheet to all participants in order to get feedback and improvement of the program implementation. The program ended by the closing ceremony in the evening.

Day 11 (Wednesday, 30th August, 2017)
Return to their respective countries.

Table 1: Evaluation of the activity

<table>
<thead>
<tr>
<th>Statement</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>The activity was well organized</td>
<td>8.50</td>
</tr>
<tr>
<td>The objective of the activity were clearly defined</td>
<td>8.35</td>
</tr>
<tr>
<td>The content of the activity was in line with my need</td>
<td>8.23</td>
</tr>
<tr>
<td>I will be able to apply the knowledge learned</td>
<td>8.14</td>
</tr>
<tr>
<td>The physical condition of the activity location was adequate</td>
<td>8.41</td>
</tr>
<tr>
<td>The materials available for the activity were pertinent and useful</td>
<td>8.65</td>
</tr>
<tr>
<td>The length of the activity (session) was adequate</td>
<td>7.29</td>
</tr>
<tr>
<td>The trainer (if applicable) was knowledgeable and competent</td>
<td>8.14</td>
</tr>
<tr>
<td>The content was well organized and easy to follow</td>
<td>8.41</td>
</tr>
<tr>
<td>Participation and interaction were encouraged</td>
<td>8.50</td>
</tr>
<tr>
<td>The activity was successful in general</td>
<td>8.68</td>
</tr>
</tbody>
</table>
What aspect of the activity sessions did you find most useful?
- Field visit activity in Jabung Cooperative, Bilhar Layer Farm dan Godang Slaughter
  House
- Practical activity for Meat, Milk and Egg in NAMTC Batu laboratory
- Sharing expertise with the experts and practitioners during the program

Is there anything that was not covered in the activity but should have been? If so, please list.

Further suggestions:
- The program should invite more participants from other OIC member countries (not only Malaysia, Sudan, Egypt)
- The resource person from big or multinational company should be invited during the program
- The next step (phase II) of the training should be considered as follow up this training program
- The program should provide more time and location for field visit
- The duration of the training program should be longer than 10 days

3. Challenged Faced
A. During the preparation of the training program, the organizing committee have prepared and issued return international airline ticket for all participants however one of the participants from Sudan asked to re-arrange the ticket since his position was in Malaysia and unable to come back to Sudan as per ticket arrangement (Sudan-Indonesia). He requested to reschedule the issued ticket departures from Malaysia to Indonesia instead of Sudan to Indonesia. Upon consultation and coordination with the CCO, agreed, the organizing committee issued ticket Malaysia to Indonesia due to this situation. The CCO will bear the airline ticket Sudan to Indonesia since the type of ticket was non-refundable from the travel.

B. During the preparation and selection candidates of participants, the organizing committee have already issued the letter of acceptance for all selected candidates. 3 persons each from Brunei Darussalam, Malaysia, Egypt and Sudan. However only one week before the training program, Brunei Darussalam canceled their participation due to their administration process and our permit approval of participants were not granted from the official. Due to this situation, and upon consultation with CCO, the organizing committee suggested to keep continue the training program without Brunei Darussalam participants. This short notice cancellation caused the number and target participant was not fulfilled as expected.
Activity Report

Presentation the result of comparative study on Milk by Dr Endang (Project Expert)

Presentation the result of comparative study on Eggs by Dr Rudy Rawendra (Project Expert)

Presentations of Program Clarification by Ms Eila Raisilawati (Project Coordinators)

Presentation of Sharing Experience on reducing lactic in milk by Mr. Farizialno from Nestle Company

Practical Activity on Layer Farm at NAHTC Batu Closed House

Practical Activity on internal quality of eggs at NAHTC Batu Laboratory

Discussion During Field Visit on Layer Method in Roesa Farm, Elitar

Group Picture at Roesa Farm, Elitar

Practical Activity to Make Milk Nugget at NAHTC Laboratory

Practical Activity to Make Milk Burger at NAHTC Laboratory

Practical Activity on Mastitim Test at NAHTC Batu

Field Visit at Koperasi Agro Niaga (KAN) - Milk Cooperative in Jember, Malang
Activity Report

Closing Remark by Ms. Dewi Darmayanti (Head Division of Agricultural Program and Cooperation) on behalf Project Owner

Photo Session all participants

Responsible Authority
Name: Dr. Widi Hardjono
Title: Project Owner
Signature: 
Date: September 17th, 2017

Project Coordinator
Name: Ms. Eila Rosilawati
Title: Project Coordinator
Signature: 
Date: September 17th, 2017
• The Project Completion Report is a closing report that provides general information on project activities and outputs. It aims to provide comprehensive information for third parties.
• The Project Completion Report is prepared within two weeks after all activities are successfully completed and sent to the CCO for approval.
• It is prepared and signed by the Project Coordinator and signed by the Responsible Authority.
• Project Coordinator is responsible for drafting Project Completion Report (The Contract, Section 2.11).
• Contact Person checks the Project Completion Report (The Contract, Section 2.10).
• Last payments will be done after approval of the Project Completion Reports.
1. Basic Information
   Please provide below-mentioned details about the Project in this section:
   1. Project Number
   2. Project Title
   3. Project Owner
   4. Cooperation Area
   5. Country
   6. Start and End Date of the Project
   7. Partner Countries and Participating Institutions
   8. Project Beneficiaries/Target Group
   9. Website (if available)

2. Summary
   Please summarize the findings of the Report by mentioning Project’s purpose, brief explanation of project activities, project outcomes, impact of the project on target group/beneficiaries, etc.

3. Activities
   Please give detailed information about the main activities of the Project by covering following topics and utilizing the activity reports.
   1. Planned Activities
   2. Realized Activities and their Evaluations
   3. Unrealized Activities and Reasons

4. Challenges Faced
   Please state the challenges that are faced during the implementation of the Project as well as applied/potential solutions for them.

5. Viability of the COMCEC
   Please explain how the viability of the COMCEC is ensured with reference to Viability Manual for COMCEC funded projects.

6. Impact and Outcomes of the Project
   Please state the impact and outcomes of the project by indicating value added of the Project as well as reflecting beneficiaries and target group’s feedbacks and opinions.
   Please also give brief information about the reports and other materials produced within the Project and attach their copies to this Report.

7. Conclusion and Recommendations
   Please state your concluding remarks, potential future activities/projects related to this Project, recommendations to the COMCEC Coordination Office, etc.

<table>
<thead>
<tr>
<th>Project Coordinator</th>
<th>Responsible Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name :</td>
<td>Name :</td>
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<td>Title :</td>
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<td>Signature :</td>
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</tr>
<tr>
<td>Date :</td>
<td>Date :</td>
</tr>
</tbody>
</table>
ANNEX 11

PROJECT COMPLETION REPORT

1. Basic Information
   1. Project Number: 2016-IDNAGRIC-216
   2. Project Title: Improving the Income of Small and Medium Scale Farmers in OIC Member States through Reducing Losses of Livestock Production
   3. Project Owner: Ministry of Agriculture
   4. Cooperation Area: Agriculture
   5. Country: Indonesia
   6. Start and End Date of the Project: April 1st – September 30th, 2017
   7. Partner Countries and Participating Institution: Turkey, Qatar, Egypt, Sudan, Malaysia, Brunei Darussalam
   8. Project Beneficiaries/Target Group: Egypt, Sudan, Malaysia and Indonesia (Government Officials – Extension and Researchers)
   9. Website (if available): -

2. Executive Summary

   Based on contract signed by The Agency for Agriculture Extension and Human Resources Development (AAERD), Ministry of Agriculture, Republic of Indonesia and The Standing Committee for Economic and Commercial Cooperation of the Organization of the Islamic Cooperation (COMCEC) Coordination Office in Ankara, Turkey on April 1st, 2017, it was agreed that the AAERD eq. National Animal Husbandry Training Center (NAHTC) Batu, East Java would be the host and implementing the project on Improving Income of Small and Medium Scale Farmers in OIC Member States through Reducing Losses in Livestock Production (Project No 2016-IDNAGRIC-216). The period of the project was 6 (six) months started from April – September 2017. This project was conducted under the COMCEC Project Funding.

The overall Objective is to strengthen and improve food security in OIC member states through reducing losses in livestock production, and in return, it will increase income of small or medium scale farmers. The project’s end target were small and medium scale farmers in OIC member states. As the multiplier effect, this project provided comparative study (local and international) and capacity building program through international seminar and training course for extension officer, trainer and researcher from participated countries.

In details, the coverage areas and the activities of the project included 1) Comparative Study on Reducing Losses in Livestock Production at Farmer level in Java, Indonesia (local data collection for Meat, Milk and Egg), 2) Comparative Study with focus area on reducing losses on Milk (Turkey) and Meat (Qatar), and 3) International Seminar and Training on Reducing Losses in Livestock Production (for Meat, Milk and Egg).

The comparative study of this project focused on 2 (two) aspects of Technical and Social Economic towards the chains of pre harvest, harvest and post-harvest in term of Reducing Losses on Livestock Production.

Local data collection (Java, Indonesia)

The result of comparative study which conducted in Indonesia was intended to observe handling losses on Meat, Milk and Eggs in term of pre-harvest, harvest and post-harvest in some representative institution as samples (include dairy cooperatives, slaughters house, and abattoirs). For the milk losses handling, the project observed 3 diary cooperatives in West Java, Central Java and East Java Province. For the meat losses handling the project observed 5 abattoirs in Java and for the egg handling losses the project observed 10 layer hens in Java.

From the field observation, losses on meat production generally depend on the quality achieved at a time of meat produced. The quality of meat were influenced by pre-slaughter or production methods on farm, slaughter condition and post slaughter handling of meat. In general condition, the meat supply chains was too long so there was a possibility of losses during this process and of course would certainly affect the income of farmers. In the sample of livestock observed in Malang, Surabaya, Batu and Pasuruan were generally in good health status but some livestock had traveled quite long, 5 to 8 hours transportation to get slaughterhouse and holding in lagerage between 8 to 12 hours. This
seminar and training program (held in Indonesia) as the next step of the project activity.

Comparative study to Qatar and Turkey
A comparative study was held to provide new perspectives, knowledges, ideas and impediments in term of reduction losses on livestock products as benchmarking out of Indonesia models. The comparative study which conducted in Turkey and Qatar specifically was intended to get both primary and secondary data based on study visit and observation to some places as sample of applied losses handling on milk and meat products. The simple questionnaire was designed as tool to observe policy, strategy, best practices and technical know-how during project discussion on meat and milk reducing losses at some institutions, included Government, Privates Sector, State Own Companies, Cooperatives and Farmers in each countries. As normal assumption, given the large differences in government policy, population, types of farming system, meat and milk production chains, the strategies in reducing meat and milk losses adopted by Indonesia with specific basis reference in East Java toward Qatar and Turkey was differ from one to another in term of technical aspect, and socio economical aspect.

As the lessons learn from the study visit which has been conducted, some impediments gained from the comparative study from Qatar are as follow:
1. Qatar government has a policy in supporting food security program by giving subsidized feed, water and animal health to the farmers;
2. All farms including small, medium and big farms have applied the principle of animal welfare on farm so that losses during pre-slaughter process can be prevented;
3. Implementation of good practices from producers to consumers in the post slaughtering process contributes to the improvement of the meat quality offered to the consumers.

From the Turkey, some impediments gained are:
1. Determination of milk prices during peak season of milk production by the government (Meat and Dairy Board) to maintain price stability when milk prices begin to decline, by setting reference prices on the contents as well. However this minor delay was not affected the whole target and achievement of the project activities.

3. Unrealized Activities and Reasons
-none-
All of the steps and series of the project activities were realized and completed successfully.

4. Financial Details

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Approved Amount (USD)</th>
<th>Expended Amount (USD)</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>COMCEC</td>
<td>Owner Contr</td>
<td>COMCEC</td>
</tr>
<tr>
<td>1. Human Resources</td>
<td>32,245.00</td>
<td>31,380.00</td>
<td>365.00</td>
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<tr>
<td>2. Study Visit</td>
<td>10,575.60</td>
<td>10,991.76</td>
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<td>3. Workshop</td>
<td>1,275.00</td>
<td>1,384.62</td>
<td>-109.62</td>
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<td>4. Associated Investment</td>
<td>2,100.00</td>
<td>600.00</td>
<td>1,500.00</td>
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<td>5. Training</td>
<td>35,449.96</td>
<td>9,700.00</td>
<td>25,749.96</td>
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<tr>
<td>6. Incidents</td>
<td>10,025.66</td>
<td>635.65</td>
<td>9,390.01</td>
</tr>
<tr>
<td>7. Total</td>
<td>89,966.62</td>
<td>10,300.00</td>
<td>72,666.62</td>
</tr>
</tbody>
</table>

The total expended amount of the project is USD 91,265.33 (total expenditure from COMCEC and Owner contribution) which is still below the total approved amount of the project USD 100,266.62. However the owner increase its contribution USD 2,311.54 to cover additional expenditure during training activities in National Animal Husbandry Training Center (NAHTC) Dam. While the incidentals expenses from this project is used only to cover the international airline for Sudan Participent from Sudan to Indonesia and Indonesia to Sudan.

5. Challenges Faced
Some challenges that the project faced during the implementation was mainly in the preparation stage of the International Comparative Study and International Training Program, as follow:
A. 2 (two) weeks delay implementation from the work plan schedule for implementing study visit to Qatar and Turkey. This is because of long bureaucratic
manual for COMCEC Funded Projects. Following are the activities ensure using the viability of COMCEC:

- Comparative study in Indonesia, Turkey and Qatar using Flags (Indonesia and COMCEC)
- International Seminar: using Standing Banner, Backdrop and Flags (Indonesia and COMCEC)
- International training program: using Flags (Indonesia and COMCEC), Banner, Bags, Seminar Kit, Training Material, T-shirt and Block Notes.

7. Impact and Outcomes of the Project

Overall, this project reached expected outcomes i.e.

The outcome taken as the result of comparative
- Indonesian Trainers/Experts are able to understand and improve their knowledge on reducing losses of Meat and Milk from the advance system and model countries, Turkey and Qatar.
- As the background of the Trainers/Experts are University Lecturers and Livestock Trainers, the knowledge gained from the Turkey and Qatar could be disseminated not only in the project activities but also as multiplication disseminated to large number of people, students, extension, private sector and government as the recommendation or policy input on reducing losses in Indonesia.

The outcome taken as the result of training program
- The extension workers, researchers, trainers and other agricultural staffs (the participants) from participated countries are able to improve their skill and knowledge on reducing losses on livestock production
- The participants are able to understand Standard criteria on reducing losses (milk, meat and eggs) about technical and social economical aspects of losses handling
- The participants are able to understand the value chains system of Milk Collecting Points (MCP) model in Indonesia which could be adopted for Malaysia and Sudan
- The participants are able to explain in detail about the factors that mainly caused the losses on Meat, Milk and Eggs
- The participants are able to identify at least 2 findings and articulate on their self

Future Activities and Recommendation for CCO

Whether the possibility to host this kind of project in the future, the program duration is advised to be longer than six months. This would be good to give enough time to the project to explore and elaborate the field findings both local and international study in relation with the technical and social aspects. The capacity building program such as seminar and training is very important as the multiplier tools, such as training of trainers activities for extension/facilitators, to disseminate the skill and knowledge gained from the project to large number of people in OIC countries. Hence the duration of the training could be at least two weeks effective days. The participation of the countries could also be increased of more than five OIC countries which having similar condition and setting.

Other next initiatives might be challenged through the project such as dispatch experts/trainers or conducting workshop and training activity out of the project host country. As an example, the project host is Indonesia, but the location of the workshop or training could be in one country in Africa or Middle East or any other OIC countries which include neighbor countries surrounded as participants. The idea is to deliver the skill and knowledge to the beneficiary which are the less developing countries to support their capacity building needs from developing or advance OIC countries. The training design could be developed as tailor-made program considering the needs of the beneficiary country or participants countries.

Responsible Authority
Name : Dr. Widi Hardjono
Title : Project Owners
Signature : 
Date : October 6th, 2017
Project Coordinator
Name : Ella Reslalwati Ketim
Title : Project Coordinator
Signature : 
Date : October 6th, 2017
THANK YOU
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cpf@comcec.org