

June 17th, 2020



COMCEC
ProjectFunding

Reporting and Monitoring

Eda AKÇA
Expert



COMCEC
COORDINATION
OFFICE



**DEVELOPMENT
INVESTMENT**
BANK OF TURKEY

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Outline

- Importance of Reporting and Monitoring
- Monthly Progress Report
- Activity Report
- Project Completion Report

Importance of Reporting and Monitoring

- 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.

Importance of Reporting and Monitoring

- 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

- 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]

Project Title :
Project Owner :
Cooperation Area :
Country :
Period of Implementation :
Project Coordinator :
Trainer(s) :

1	Objectives of the month	State works that must be completed in this month according to the project fiche.
2	Works completed during the month ³	Give an overview on the works completed during the reporting period.
3	Delays and problems	Elaborate (if there is a delay or problem regarding the completion of the works related to respective month explaining also their impact.
4	Corrective actions undertaken	State the corrective actions undertaken or will be undertaken in order to fix the abovementioned delays and problems.
5	Planned works of the next month	Give an outlook on planned works for the period until the next report.
6	Alterations in the project	State alterations on project details (activities, budget etc.) if any. (Please indicate the addendum number in this regard.)
7	Visibility	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.)
8	Goods and Services	State any good (equipment) and/or service purchased during this month. (Please add verifying documents - invoices, etc. for purchases you made during this month.)
9	Other issues	If any, indicate other issues.

³ Documents (questionnaires, draft project reports, draft training/workshop materials, invitation letters, photograph, video, ticket stub 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 :



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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 Rosilawati Kosim
Project Expert(s)	: 1. Dr. Rudy Rawendra 2. Dr. Masdiana Chendrakasih Padaga 3. Dr. Endang Setyawati

1 Objectives of the month	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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 NAHTC 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 NAHTC 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	Next period the project team will focus on some of the activities:

Improving The Income of Small And Medium Scale Farmers In OIC Member State Through
Reducing Losses of Livestock Production Project Number 2016-IDNAGRIC-216 is funded by the COMCEC.

	next month	<ul style="list-style-type: none"> - 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 Affair, 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 : Widi Hardjono
Title : Project Owner
Signature :

Date : July 5th, 2017

Project Coordinator

Name : Ella Rosilawati Kosim
Title : Project Coordinator
Signature :

Date : July 5th, 2017

Activity Report

- 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 give 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.

In an effort to evaluate the 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)

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

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:

.....

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.

Responsible Authority

Name :
Title :
Signature :
Date :

Project Coordinator

Name :
Title :
Signature :
Date :

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 State through Reducing Losses of Livestock Production
Project Owner	: Ministry of Agriculture, Indonesia
Cooperation Area	: Agriculture
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	: 20 th - 30 th 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 term 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 in 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 used 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 held 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/fasilitators.

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 egg; 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 National Animal Health Training Center (NAHTC) Batu, East Java, Indonesia.

Activity Report

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:

Course Content	Subject	Hours		Facilitator
		L	P	
Core Subject	Livestock Production and Its Strategies	2		Boethy Angkasa
	Reducing losses of Livestock Production Experiences	6		1. Ir. Pariatnoko 2. Dr. A.T. Soellh Estoepeangestie 3. Maskon, S.Pt
Main Subject	Reducing Losses of Meat Production			Dr. drh Masdiana Cendrakasih Padaga M.App.Sc
	• Pre-Slaughter	2	2	
	- Good Farming Practices			
	- Animal Welfare			
	• Slaughter	2	2	
	- Good Slaughtering Practices			
	• Post-slaughter	2	6	Dr. Ir. Endang Setyawati SW, MP
	- Good Handling Practices			
	Reducing Losses of Milk Production			
	• Pre-Harvest	2	6	
	- Good Farming practices			
	• Harvest	2	2	
	- Milking Hygiene			
	• Post-Harvest	2	2	
	- Good Handling Practices			
	- Good Manufacturing Practices			

Course Content	Subject	Hours		Facilitator
		L	P	
Supportive Subject	Reducing Losses of Eggs Production			Dr. drh. Rudy Ravendra, M.App Sc
	• Formation and Nutritional Value	2	2	
	• Internal and External Quality	2	2	
	• Strategy to Reduce Internal and External Effect	2	6	
Supportive Subject	Country Report Presentation	4		Committee
	Action Plan, Round up session and evaluation	4		Committee
	Group Dynamic	2		Dodik Suprapto, S.Tp, M.Sc Pontjo Andajani, S.Tp, MP
Total		26	40	

g. Participants

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

No	Name	Institution	Country
1	Dr. Noor Sulaiha Samsi	Departement if Veterinary Service	Malaysia
2	Norazeen Mohamad Falal	Departement if Veterinary Service	Malaysia
3	Dr. Mohd Rosly Shaari	Malaysian Agriculture Research and Development Institute (MARDI)	Malaysia
4	Hadia Bashier Mustafa Alnoman	Directorate of Planning and Livestock Economic	Sudan
5	Amal Babiker Abdelrhim Magzoub	Directorate of Planning and Livestock Economic	Sudan
6	Mona Mohammed Issa Mohammed Nour	Directorate of Planning and Livestock Economic	Sudan
7	Dr. Enad Fawzy Ali El Maghraby	Buffalo Breeding Research Departement-Animal Production Research Institute (APRI)	Egypt
8	Dr. Afaf Hassan ZaidanAbdul Samie	Agriculture Research Center (ARC) Ministry of Agriculture and Land Reclamation	Egypt
9	Osman Nubi Osman Mansour	Animal Health Research Institute, Agriculture Research Center (ARC)	Egypt

Activity Report

No	Name	Institution	Country
		Ministry of Agriculture and Land Reclamation	
10	Teguh Hadi Waluyo	Food Crop, Horticulture and Plantation Institution- Malang, East Java	Indonesia
11	Septina Fitriyani	Food Crop, Horticulture and Plantation Institution-Pamekasan, East Java	Indonesia
12	Trisni Setyaningrum	Food Crop, Horticulture and Plantation Institution-Magetan, East Java	Indonesia
13	Fitria Agustining Setyorini	Agriculture Institution- Ngawi, East Java	Indonesia
14	Ata Nasrullah	Agriculture and Planting Institution- Kediri, East Java	Indonesia
15	Wahyudi	Agriculture, Food, Marine and Fishery Institution-Purworejo, Central Java	Indonesia
16	Anni Nur Rahmawati	Agriculture & Food Institution Rembang, Central Java	Indonesia
17	Dudi Kurniadi	Agriculture Institution Bandung, West Java	Indonesia
18	Kartika Budi Utami	Agriculture Extension Institute - Malang, East Java	Indonesia
19	Ilfarm Make Anirata	National Animal Husbandry Training Centre, Batu, East Java	Indonesia
20	Eny Muliati	National Animal Husbandry Training Centre, Kupang, East Nusa Tenggara	Indonesia
21	Taufik Walhidayah	National Animal Health Training Centre Cinagara, West Java	Indonesia
22	Indra Bagus Raharjo	Centre of Research and Agriculture Technology, East Java	Indonesia

h. Lecturers

The Lecturers/Resource Person of the training course consist of Academician, Entrepreneurs, Bureaucrats, Researchers and Trainers

No	Name	Position/ Organization	Subject Matter
1	Dr. Ir. Widi Hardjono, M.Sc	Director Bureau for Agricultural Training/Project Owner	Indonesia Program and Policy on Agricultural Capacity Building through Training
2	Dr. drh. Masdiana Chendrakasih Padaga, M.App.Sc	Project Expert for Meat Losses	Reducing Losses of Meat Production
3	Dr. drh. Rudy Rawendra, M.App.Sc	Project Expert for Egg Losses	Reducing Losses of Egg Production

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No	Name	Position/ Organization	Subject Matter
4	Dr. Ir. Endang Setyawan SW, MP	Project Expert for Milk Losses	Reducing Losses of Milk Production
5	Boethy Angkasa	Directorate Livestock and Veteriner, Ministry of Agriculture	Livestock Production and Its Strategies
6	Ir. Pariatmoko	Senior Expert, Nestle Company	Reducing losses of Livestock Production Experiences
7	Dr. A.T. Soelih Etoepangestie	Lecturer, Airlangga University	Reducing losses of Livestock Production Experiences
8	Maskon, S.Pt	Entrepreneur on Egg, Medium Indonesia	Reducing losses of Livestock Production Experiences
9	Dodik Suprpto, S.Tp, M.Sc	Livestock Trainer at NAHTC Batu	Group Dynamic
10	Pontjo Andajani, S.Tp, MP	Livestock Trainer at NAHTC Batu	Group Dynamic

i. Organizing Committee

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

j. 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 NAHTC Batu.

➤ 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 Services, Agricultural Extension College (AEC) Malang, National Agriculture

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Activity Report

Training Center (NATC) Ketindan and Brawijaya University with total participants 80 person.

The opening ceremony was officially delivered by Dr. Widi Hardjono, the Project Owner and also Director Bureau for Agricultural Training, Ministry of Agriculture. The program continued with presentation from the three project experts, Dr. drh. Masdiana Chendrakasih Padaga, M. App. Sc (Expert for Meat), Dr. Ir. Endang Setyawati SW, MP (Expert for Milk), and Dr. drh. Rudy Rawendra, M. App. Sc (Expert for Egg).

The seminar presentation convey some important knowlege, new perspective idea on reducing losses of livestock production as follow

Losses in Meat

Pre- Slaughter, Slaughter and Post Slaughter the most affect to reducing losses in meat production. The losses are highest among the traditionally raised cattle and small ruminants which are not carefully inspected and quarantine before entry in to fattening or slaughtering lines by veterinary service.

Factor affecting meat losses observe on comparative study focus on (1) Pre-Slaughter : health management, nutrition and transportation; (2) Slaughter : a. ante mortem, lairage, health status, b. good slaughter practices, restrain devices, bleeding process, proper handling and facilities; (3) Post-Slaughter : aging, deboning, dressing, cold chain facilities and transportation. Comparative study implemented in Indonesia and Qatar

Losses in Milk

Milk losses mainly occur in both farm and off farm due to various reasons. Identifying the causes of pre-harvest, harvest and post harvest losses of milk is necessary to find out solution and justifying interventions aimed at reducing or elimination these losses.

Comparative study on reducing losses of milk production in Indonesia focus on dairy cooperatives that are in the center of dairy cows, standards of quality of milk at the farmer level and the level of loss of production in quality and quantity. While comparative study in Turkey conducted in Meat and Milk institution, Union, Dairy Factory and Milk Supplier

Losses in Eggs

The Quality is the nature of any particular food that has an effect on acceptance or rejection the food 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 viscosity white eggs (albumen), size air sac, the form of / size / a yellow color eggs.

The economic losses for the breeders will be even more due to reduced hatchability and chick livability, 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, staffs and information to the participants to the training since they will stay for the next 8 days training program. The campus orientation was guided by Dr. drh. Kresno Suharto, MP, Head of General Affair of the NAHTC Batu.

➤ Day 3 (Tuesday, 22nd August, 2017)

The activity started with explanation of Program Clarification and Group Dynamic which delivered by Ms. Pontjo Andajani, S.TP, MP. The program continued with presentation of 'Livestock Production and Its Strategies' delivered by Mr. Boedy Angkasa from Directorate General Livestock and Animal Health. This presentation aim to inform and share to the participants about the livestock policy in Indonesia. Some of the important information from of 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 figures as acceptors of Artificial Insemination (AI);
- The target of productive cows counter measures in 41 locations is equivalent to 3564 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

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

To share information and exchange idea 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 reduction losses, the participants from each countries 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. Bey Ndaru, M.Sc.

The program ended with sharing experience and best practices with other related professional partner (entrepreneur, business enterprise, academician) in term of 'Reducing Losses of Livestock Production (Meat, Milk and Eggs)' delivered by Ir. Pariatmoko, Dr. A.T. Soelih Estoepongesti and Maskon, S.Pt. The presenters are the successful practitioners in their livestock business. Ir. Pariatmoko is the milk practitioners from Nestlé Indonesia. Dr. A.T. Soelih Estoepongesti is meat practitioners and a lecturer in University of Airlangga also Maskon, S.Pt. the egg practitioners from Medion Indonesia.

➤ Day 4 (Wednesday, 23rd August, 2017)

The program was started with presentation of 'Reducing Losses of Egg Production' delivered by Dr. drh. Rudy Rawendra, 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. Nugraha made their own feed formulation. The feed consist of corn, amini 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 chicken in the farm are 90,000 heads, consisting of 70,000 layers and 20,000 growers. Average of egg production are 6000 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 Chendrakasih Padaga, M. App. Sc from. This session discuss about *Pre-Slaughter* activity which consist of Good Farming Practise and animal welfare, *Slaughter* activity consist of Good Slaughtering Practise, and *Post-Slaughter* consist of Good Handling Practise.

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 inedible 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).

Activity Report

The program continued with practical activity on Reducing Losses of Meat guided by Dr. drh. Masdiana Chendrakasih Padaga, M. App. Sc and team. This practical activity aim 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 Sukun district, Malang city, East Java Province, Indonesia. At the beginning of establishment, Gadang Slaughter House only able to slaughter 20 cattle per day. In 1966 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, Panuruan 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 Setyawati SW, MP. This session discuss about pre-harvest (Good Farming Practises) and harvest (milking hygiene), and post harvest (Good Handling Practises and Good Manufacturing Practises). The session also provided practical activity on Reducing Losses of Milk in NAHTC Batu as 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 Niaga Cooperative in Jabung, Malang District. Dr. Ir. Endang Setyawati SW, MP and the practitioners from Cooperative Jabung guided the program during discussion and observation. This Cooperative Jabung is the biggest and role mode of cooperative in Malang Regency. The core business of the cooperative is dairy cattle with 1707 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. Ir. Bey 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 Ir. Bey Ndaru, M.Sc and Pontjo Andajani, S.TP, MP. 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 feed-back 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.

2. Evaluation of the activity

a. Evaluation Form

Statement	Rating
A. The activity was well organized	8.50
B. The objective of the activity were clearly defined	8.36
C. The content of the activity was in line with my need	8.23
D. I will be able to apply the knowledge learned	8.14
E. The physical conditions of the activity location was adequate	8.41
F. The materials available for the activity were pertinent and useful	8.05
G. The length of the activity (sessions) was adequate	7.59
H. The trainer (if applicable) was knowledgeable and competent	8.14
I. The content was well organized and easy to follow	8.41
J. Participation and interaction were encouraged	8.59
K. The activity was successful in general	8.68

Activity Report

What aspect of the activity sessions did you find most useful?
<ul style="list-style-type: none"> Field visit activity in Jabung Cooperative, Blitar-Layer Farm dan Gadang Slaughter House Practical activity for Meat, Milk and Egg in NAHTC Batu laboratory Sharing experiences 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:
<ul style="list-style-type: none"> 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 resource person from big industry 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 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 departure 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 person 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 exit permit approval of participants were not granted from the official. Due 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.

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4. Visibility of the COMCEC

That comcec visibility is ensured with the reference partulary for this project. During implementation of training program activities the organizing committee used flag (Indonesia and COMCEC), banner, bag, as training, t-shirt and notes book as per visibility manual reference.

Picture of Training Activities



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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)
	
Presentation of Program Clarification by Ms. Ella Rosilawati (Project Coordinator)	Presentation of Sharing Experience on reducing losses on milk by Mr. Pariatunoko from Nestle Company
	
Practical Activity on Layer Farm at NAHTC Batu Closed House	Practical Activity on internal quality of eggs at NAHTC Batu Laboratory

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Discussion During Field Visit on Layer Method in Rossa Farm, Blitar	Group Picture at Rossa Farm, Blitar
	
Practical Activity to Make Milk Nugget at NAHTC Laboratory	Practical Activity to Make Milk Burger at NAHTC Laboratory
	
Practical Activity on Mastitis Test at NAHTC Batu	Field Visit at Koperasi Agro Niaga (KAN) - Milk Cooperative in Jabung, Malang

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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. Ella Rosilawati
Title : Project coordinator
Signature :

Date : September 17th, 2017

Project Completion Report

- 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.

TEMPLATE FOR PROJECT COMPLETION REPORT

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. Visibility of the COMCEC

Please explain how the visibility of the COMCEC is ensured with reference to Visibility 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.

Project Coordinator

Name :
Title :
Signature :
Date :

Responsible Authority

Name :
Title :
Signature :
Date :

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 – Extensions and Researchers)
9. Website (if available) : -

2. Executive Summary

Based on contract signed by The Agency for Agriculture Extension and Human Resources Development (AAEHRD), 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 AAEHRD c.q. 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 farmer 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 dairy 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 lairage between 8 to 12 hours.. This

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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 consumer.

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

Line Item	Approved Amount		Expended Amount		Variance	
	Amount (USD)		Amount (USD)		Amount (USD)	
Expenses and Payment Request	COMCEC	Owner Contri	COMCEC	Owner Contri	COMCEC	Owner Contri
1. Human Resources	32,340.00		31,380.00		960.00	
2. Study Visit	10,575.00		10,991.70		-416.70	
3. Workshop	1,375.00		1,384.62		-9.62	
4. Associated Investment	2,100.00	600.00	2,096.15	600.00	3.85	0
5. Training	33,549.96	9,700.00	32,153.67	12,011.54	1,396.29	-2,311.54
6. Incidentals	10,026.66		645.65		9,381.01	
7. Total	89,966.62	10,300.00	78,651.79	12,611.54	11,314.83	

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) Batu. While the incidentals expenses from this project is used only to cover the international airline for Sudan Participant 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



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manual for COMCEC Funded Projects. Following are the activities ensure using the visibility of COMCEC:

- ✓ Comparative study in Indonesia, Turkey and Qatar: using Flags (Indonesia and COMCEC)
- ✓ Internal and 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



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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 5th, 2017

Project Coordinator

Name : Ella Rosliawati Kosim
Title : Project Coordinator
Signature :

Date : October 5th, 2017



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