



Nursery Industry Development Transition Project



MONTHLY PROGRESS REPORT No. 19

Implementing agency: AFGHANISTAN NATIONAL NURSERY GROWERS ORGANIZATION (ANNGO)

Contract: DCI-ASIE/2012/295-861

Europe Aid ID: AF-2012-AWA-1004650537

Reporting month: February 2014

Name/Title: Sharafuddin Sharaf
General Manager

GENERAL ACTIVITIES INCLUDING ADMINISTRATION & LOGISTICS		
Date / location	Description of activities	Remarks
1/2/2014 ANNGO office	Review National Horticulture Policy and ANNGO added some comments as follow: 1. Production parts page No 1 2. Principal and objective parts page No 4 3. Technical support parts page No 5 4. Services support parts page No8	
2 -5/2/2014 Kabul	1. Manage Documents of ANNGO for Auditing 2. Work on procedure National Collection and distribution of planting materials to NGAs/MSNs 3. Proper coordination meeting with ANHDO General Manager and technical team	
8/2/2014 Kabul	1. Study ANHDO constitution (By-law) for the purpose of taking membership. 2. Work on ANNGO budget line revision with ANNGO Finance and admin officer and Mr.Pablo Technical advisor 3. ANNGO activities and Certification Scheme for orchard growers and nursery grower from Juzjan Province	
9/2/2014 ANNGO office	ANHDO/RI project, " Support private Sector of Nursery Industry through ANNGO " RI project explained by	

	Project manager the main objective and activities of the project as well as these issue share to ANNGO team.	
10/2/2014 Kabul	<ol style="list-style-type: none"> 1. ANNGO third edition catalogue for 2013-14 review and approved to print out. 2. Manage meeting with the two NGO consortia NGOs Madera and Mercy Corps Project managers regarding evaluations of AFs and FOs to recruited them and shift them to the new project 3. Manage and organized training for FOs & AFs in PHD Centre, Farm-e-Jadid, Jalalabad 	
15-17/2/2014 PHD Centre, Farm-e-Jadid, Jalalabad	Manage training and explained the ANNGO 2014 work plan and also briefly explained new ANHDO /RI for shifting field Manager to new project	
22/2/2014 Kabul	<p>ANNGO Staff meetings:</p> <ol style="list-style-type: none"> 1. ANNGO planting materials distribution to NGAs / MSNs 2. ANNGO third edition catalogue for 2013-14 distribution 3. ANNGO visibilities (4 doors of Kabul billboard, announcements) 4. ANNGO Technical Team and Board Study Tour to India will be next month. 5. Mini Grant of ANNGO to NGAs/ packages 	
2-3/2/2014 Kabul	Preparing the ANNGO Bank statements of Afghani Account as well as documentation to Audit	Ah. Zahir Arabzai Office Assistant
5/2/2014 Kabul	Get quotation from Computer plaza to purchasing laptops and photocopy machine	
6/2/2014 Kabul	Prepared contract for ANNGO new Drivers	
9/2/2014 Kabul	Purchasing Laptops for ANNGO staff	
12/2/2014 Kabul	Meeting with ANNGO project Manager and Relief International	
18/2/2014 Kabul	Meeting with RI and ANHDO	
22/2/2014 Kabul	Make proper plane for FO and AF as well as TOR	
26/2/2014	Make the inventory list of NGAs	
REGULATORY SERVICES , INSPECTION, LABEL DISTRIBUTION		
Date / location	Description of activities	Remarks

1/2/2014Kabul	Shakardara NGA's certified nurseries inspection and monitored by Mr. Qanuni representative of Audit in the main time he met Shakardara NGA's board members as well.	
2/2/2014Kabul	Follow up of ANNGO third edition catalogue for 2013-14 in the printing press As well as National collection Pashto version booklet proof reading done.	
3/2/2014Kabul	Worked on nursery map the mentioned nursery's saplings will be used in Mother stocks in the next year, in that nursery just budded Apricot and located in Bagram district of Parwan province.	
4/2/2014Kabul	Print out labels for Logar NGA's member and worked on message which will be added in banner.	The ANNGO Certified saplings message for big posters located entrance four door of Kabul
5/2/2014Kabul	Follow up of catalogue printing process in the printing press and translation of Almond varieties in Afghanistan has been done.	
8/2/2014Kabul	Worked on presentation which has been presented in the Field officers training. And checked the printed Pashto catalogues.	
9/2/2014Kabul	Participated ANNGO and Relief International Meeting and the mentioned meeting were about the general plan.	
10/2/2014Kabul	Worked on the Almond clones' translation and follow up of the catalogue process in the printing press (Dari version).	
11/2/2014Kabul	Worked on those saplings list which will be distributed from Mazar PHDC to the MSNs in next spring planting season.	
12/2/2014Kabul	Participated to the RI meeting held on ANNGO Office and checked that list of labels which will be used in those saplings which are ready for the distribution.	
16/2/2014Kabul	Labels printed for those Saplings which are available in Nangarhar PHD Centre (ready for distribution As Mother trees).	
17/2/2014Kabul	Follow up third edition catalogue for 2013-14 to the printing press on the other hand labels sent to Jalalabad.	
18/2/2014Kabul	Provided and packed 1200 Myrobalan cuttings for 7 NGAs to propagate them in their own nurseries.	
19/2/2014Kabul	Labels printed for those Certified Saplings which are available in Kabul PHD Centre (ready for distribution).	
23/2/2014Kabul	Worked on those saplings list which will be distributed from Mazar PHDC to the mother stocks and demonstration orchards' owners and met with Ms. Enrica, Hafiz Naeemi and Samar Gul.	
24/2/2014Kabul	1900 labels for certified sapling have printed for Badakhshan NGA's member and distributed myrobalan cuttings as well.	
25/2/14-28/2/14 Mazar	865 saplings have been lift out, packed and distributed to the 15 NGAs, all saplings were stone fruit and will be planted in the mother stocks.	
1-2/2/2014 Kabul	Pashto version national collection procedure proof reading Checked and handover to PHDP II Team leader	Noorajan Sadat Senior Field Inspector
3-4/2/2014 Kabul	Labels printout for certified saplings for Logar NGA	
5-8/2/2014 Kabul	Arranged 2013 all certified nurseries files and documents.	
9/2/2014 Kabul	Meeting with Mr.Pablo ANNGO Technical Advisor, Ms.Enreca and ANNGO technical staff regarding 2014 work plan	
10-11/2/2014 Kabul	Provision presentation for FO and AF training	
12/2/2014 Kabul	Labels printing for certified saplings which are allocated for MSNs.	

15-20/2/2014	Jalal Abad	Travel from Kabul to Jalalabad for the purpose of Technical training for the two NGO Consortia Madera and Mercy Corps Field Officers and Area facilitators four days technical training held on PHDC, Farm-e-Jadid, Jalalabad	
22/2/2014	Kabul	ANNGO internal technical staff meeting regarding MSN &DO distribution procedure	
23/2/2014	Kandahar	Travel to Kandahar and held meeting with FO &AF regarding program management	
24-26/2/2014	Kandahar	Lifting and packaging saplings for MSN from Kandahar PHDC and transfer to Kabul and Herat	
27/2/2014	Kabul	Certified nurseries of Kandahar NGA checked of labels fixing and return to Kabul.	

TECHNICAL SERVICES, NC, TECHNICAL INSPECTIONS, MOTHER PLANTS, MSNs,

Date / location	Description of activities	Remarks	
8/2/2014/Kabul	Monthly report and time sheet of the month of February was developed and send to GM.		
9/2/2014/Kabul	Meeting with Relief International for the new review of the project work plan for the first 6 months.		
10/2/2014/Kabul	Sorting of data and rechecking the allocation of saplings for NGAs. The saplings distribution to NGAs are to be distributed as Mother Trees and MSN Demos		
11- 12/2/2014/Kabul	Power point presentation for Field Officers training was developed. The main subjects as follow: <ol style="list-style-type: none"> 1. Allocation & distribution of Mother trees spring 2014. 2. Responsibilities of FO & AF during distribution certified saplings for the year of 2014 from PHDCs 3. Planting mother tees 2014. 		
15-20/2/2014	Nangarhar	Travel from Kabul to Nangarhar for Field Officers training MADERA group two days training and field officers training Mercy Corps Group two days training.	
20-21/2/2014	Nangarhar	Distribution of saplings from PHDC, Farm-e-Jadid Nangarhar to NGAs members as a mother trees and Return to Kabul	
22/2/2014	Kabul	Staff meeting and meeting with PHDC Kabul for distribution of saplings as Demos	
23/2/2014	Kabul	Re arranging data of citrus and Pomegranate allocation of Nangarhar PHDC, meeting with Relief International	
24/2/2014	Kabul	Arranging data for Kunduz distribution and printing delivery forms and tables for bundles	
25-28/2/2014	Kunduz	Travel to Kunduz and Arranging distribution of saplings as mother trees to NGAs and returned to Kabul	

DATA-BASE & DATA PROCESSING MANAGEMENT

Date / location	Description of activities	Remarks
1-2/2/2014/Kabul	Working in ANNGO third edition Catalogue for 2013-14 Pashto version edited with printing press	
3-5/2/2014/Kabul	working in database , NGAs maps, labels report and update database	
8-10/2/2014/Kabul	Taken quotation to purchase laptop and photo copy Machine and finally purchased the computers and photo copy machine Installation of computers and handover to ANNGO officers	

11-12/2/2014/Kabul	enter labels request for PHDC, update database and carried out catalogue from printing press to ANNGO office	
16-19/2/2014/Kabul	Printing labels for Nangarhar, Kandahar, Mazar, Kunduz, Herat PHD Centres and enter the buds report in database	
22/2/2014/Kabul	Working in NGAs reports	
23/2/2014/Kabul	Update ANNGO database	
24/2/2014/Kabul	Back up Data from computers	
25/2/2014/Kabul	working in database and banners for announcement	
26/2/2014/Kabul	counting the labels in container and send report to all	
TRAINING, VISITS, STUDY TOURS, ETC.		
Date / location	Description of activities	Remarks
1/2/2014 Kabul	Driver contract and TOR revised	
2/2/2014 Kabul	procedure management for National collection varieties fruits of Afghanistan Dari version booklet checked and correction and hand over to Team leader of PHDP II.	
3/2/2014 Kabul	Work on January progressive monthly report	
4/2/2014 Kabul	ANNGO distribution certified saplings booklet printout and bind them	
5/2/2014 Kabul	Prepared list of utensil for ANNGO Kitchen	
8/2/2014 Kabul	ANNGO Contact address updated	
9/2/2014 Kabul	ANNGO and Relief International Joint meeting	
10-11/2/2014 Kabul	Work on FO & AF training budgetary for approval also Training agenda revised and disseminated to all	
12/2/2014 Kabul	ANNGO and Relief International Joint meeting, Arrangement FO & AF training materials.	
15-20/2/2014 Jalalabad	Leave Kabul for Jalalabad for the purpose of Four days technical training for the two NGO Consortia Madera and Mercy Corps Field Officers & Area Facilitators held on PHDC, Farm-e-Jadid, Jalalabad The first Two days training for Madera Group and the last two days for MC Group Main subject as following: 1. ANNGO 2014 Work plan. 2. Allocation & distribution of Mother trees spring 2014 3. Planting mother trees 2014 4. Labeling, lifting and packaging of certified saplings	Training for Madera Group held on 16-17 Feb. and For MC Group held on 18-19 Feb. No of trainees 37
22/2/2014 Kabul	Field Officers and Area Facilitators training report	
23/2/2014 Kabul	Meeting with Relief International	
24/2/2014 Kabul	Field officers and Area facilitators PPT. Presentation printout and file it	
25/2/2014 Kabul	Meeting with NHLP regarding certified saplings	The meeting held on NHLP Main issue discussed with Mr. Rau and Hamdam.
26/2/2014 Kabul	Writing individual monthly report	