

## Questions for narrative quarterly reporting

Only one report per consortium is needed – therefore please answer questions at consortium level.

- 1) Please provide a descriptive summary of the major activities and progress of your consortium over the past quarter (up to 1 page).

### Needs Assessment visits:

There were three (3) more visits by the lead team from the University of Copenhagen to the Kwame Nkrumah University of Science and Technology (KNUST – 22 – 24 April, 2011), University of Venda (28 – 29 April, 2011) and Tshwane (30 April - 1<sup>st</sup> May, 2011) to complete the needs assessment survey. A southern partner accompanied the lead team to each of these institutions as has already been agreed by the Consortium members. The NA visit was aimed at assessing the institutional capacity of the university in research management and education with a special focus on doctoral and postgraduate programmes relevant to research into water, sanitation and environmental health. It was also meant to foster stronger linkages between consortium partners. As of April 2011, draft Needs Assessment reports have for three institutions (MUST, Gezira and Egerton) had been forwarded to the local SNOWS team for comments. The NA touched on Governance, Doctoral Programmes, Research Training of Master Students, Support Systems, Research management and Funding. Preliminary recommendations cutting across most of the southern partner institutions include the following: Develop generic PhD courses both at university and consortium level, Improve PhD supervisor capacity, Free student access to international journals and Set up modalities for improved fund raising. The rest are to set up an international network for senior managers, develop exchange programs for PhD students and academic staff and establish clear rules and guidelines for Doctoral programs.

### Financial Management Training workshop:

Financial Management and reporting training has been completed for all five (5) Sub-awardees in Ghana (April 11 – 13, 2011). Overall there were fifteen participants (14 from SNOWS institutions and 1 from the Institute for Infectious Diseases of Poverty (IIDP)) – representative from Afrique One/One Health failed to participate due to unrest in Cote Divoire as of that time. Content of training covered: Terms & conditions for award, reporting requirements, budgeting & requesting for funds and completing spent reports. Key issues that were discussed at the workshop covered Separate bank accounts, obtaining independent bank confirmations, financial reporting deadlines and the use of flexible funding. The others were checklist for operating pool account, exchange rates, staff costs, disbursement to partners and signatories to bank accounts. Each sub-awardee was also asked to make a presentation on the following: a) Challenges in complying with the Trust/Lead institutions terms and conditions, b) Management of SNOWS accounts in my institution – for a separate bank account and for a pooled account and c) How I understand my responsibilities/duties as a Sub-Awardee. As of April a total of **£ 220,055** has been received from the Trust in 3 installments (£35,988 & £121,332 for 1<sup>st</sup> year and £62,735 as part of the 2<sup>nd</sup> year). A draft workshop training report has been completed.

### Research Management Training Proposal:

A research management training proposal has been completed by the University of East Anglia (UEA) and forwarded to all sub awardees for comments. All partners have agreed to the content of the proposal and were in the process of scheduling dates for the conduct of the training. From the proposal a standard package of modules would be offered spanning for a maximum period of 3 days for 18-25 people. The approach has been customised to each southern university and the university is free to add or substitute more relevant material. The subject areas are not limited to but cover decision-making, administration processes for research, financial administration for research, recruitment decisions, project reporting, audit process for externally funded work, staff management & motivation, ethics and research management, data management. Regarding cost UEA funds the pays the flight costs of the trainer (s) whiles the SNOWS southern partner pays for in-country travels for trainers and any participants' costs, with their SNOWS budget.

### Training workshop on "Strengthening Research Capacity on Water, Sanitation & Hygiene Education"

Gezira University has organized, in collaboration with LSHTM, a training workshop on "Strengthening Research Capacity on Water, Sanitation & Hygiene Education". Participants (20) included staff members and PhD students (GU) in addition to representatives from related sectors (Ministry of Health, Water Corporation, Agricultural Research Corporation, Ministry of Agriculture, Environmental Preservation Society (NGO) and private sector/ Facilitators to the course were experts from EHG at LSHTM (2) in addition to members of SNOWS team at Gezira University. Output of the workshop was identification of research gaps in water, sanitation and hygiene behaviour and formulation of research groups accordingly. The 3 groups would continue to develop research proposals for funding in selected areas, with technical assistance from LSHTM.

2) Please provide a descriptive summary of the major successes of your consortium over the past quarter, and how and why they were realised. What has worked particularly well and why? (up to 1 page)

- The SNOWS Project Manager has been granted a scholarship with the LSHTM through the SHARE consortium and that he would have a LSHTM scholarship to undertake PhD studies for three (3) years. SHARE's research areas cover Health; Equity and Gender; Urban Sanitation; and Sanitation Markets.
- Organisation and completion of financial management training workshop for all Southern partners. There was full participation by coordinators and their finance persons from all the sub-awardees partner institutions mainly due to the fact that all sub-awardees have come to appreciate the fact that proper financial management and reporting have huge impacts on the success of the consortium activities.
- Completion of the Needs Assessment Visits in all Southern partner institutions. SNOWS coordinators and local teams in southern partners institutions did a marvellous job in planning and organising for the whole exercise. Participation by all the key stakeholders (scientific staff, students and administrative staff) was superb and well appreciable. Facilitation by the lead team from Copenhagen was also excellent, lively and laudable.
- Finalisation of proposal on the research management training course by University of East Anglia. This success has mainly been due to the zeal from the lead team and the total cooperation from all southern and northern partners to get the course undertaken.
- The regular monthly teleconference by the Executive Directorate (3 times for the period February to April 2011). The success is attributable to the constant reminders from the administrative person in LSHTM and the Project Manager to board members and the technical brilliance in handling the teleconference from LSHTM. The participation by board members cannot also be sidelined as it has always been wonderful (at least two-thirds participation).
- The planning, organisation and conduct of training on "Strengthening Research Capacity on Water, Sanitation & Hygiene Education" for staff of University of Gezira. This has underpinned the zeal of SNOWS partners to make use of each other strengths and opportunities for stronger collaboration in the consortium.
- Dr Jeroen Ensink from the LSHTM has agreed to co-supervise Abdalbagi Nor Eldaiem Mohamed Mohamed Ahmed from the University of Gezira. His topic is "Impact of institutional changes on management of domestic water supply in Gezira State, Sudan".

3) Please provide a descriptive summary of the major challenges experienced by your consortium over the past quarter, and how and why they have been experienced. What has not worked quite according to plan? How will this be addressed? (up to 1 page).

- Feed back on reporting from Sub-awardees was not very encouraging – normally delays than expected though they eventually come through. Timely response to request for information from some partners has to be improved. Dependency on emails has not really worked well. Constant reminders on emails would be backed by phone calls to targeted persons.
- Delays in financial reporting from sub awardees to the lead institution for consolidation and onward submission to the Trust. Most of the sub awardees are not able to furnish the lead institution with requested information from the Trust on time. As of 30<sup>th</sup> April 2011 (Third quarter) only 40% of requested funds for the second year have been transferred to SNOWS. One of the major consequences is the delay in undertaking some activities in some of sub awardees institutions especially those which could not get any advance from their institution for such activities. The Trust has always been transferring funds to SNOWS almost after the required period is over. These challenges necessitated the organisation of the finance management and reporting training workshop for all the southern partners which had since been completed. It is anticipated that lessons learnt during the training workshop would help solve some of these problems relating to financial management.

4) What are your priorities over the next three months? (up to 1 page)

- Draft and finalise Needs Assessment reports of at least four (4) of the southern partners. The outcome of the NA survey and the way forward would be discussed among partners during SNOWS third (3<sup>rd</sup>) management meeting in South Africa in July 2011.
- Scheduling and agreeing on dates for training on research management in all southern partner institutions. This would also be discussed during the next management meeting in South Africa.
- Planning and organisation of the third (3<sup>rd</sup>) management board meeting to be hosted by University of Venda in South Africa. Among other things the meeting will discuss progress made since the inception of SNOWS activities, what has worked well and what has not, outcome of the first SNOWS advisory board meeting held in January 2011 in London, outcome of the Needs Assessment survey and the its way forward, research management training course, learning and evaluation activities among several others. Though not confirm, finance persons might be invited to this meeting depending on progress with their financial reporting.
- Continue to explore more avenues in support of PhD students in SNOWS institutions.
- Internal collaboration and strengthening of the SNOWS teams and other structures in partner institutions. Engagements with external stakeholders/bodies to continue.
- KNUST SNOWS (Director and Project Manager) to finalise a document on building KNUST staff capacity in Research with the Vice Chancellor before the second year ends.
- Gezira is working on research proposals as output of the training workshop organized by LSHTM and Gezira University SNOWS team.

5) Please summarise major networking, communication and dissemination activities related to your consortium activity, over the last three months (a) within the consortium, (b) with other consortia, (c) with external bodies? (up to 1 page).

- Internally SNOWS local teams in all partner institutions met on a number of times to discuss issues relating to SNOWS activities especially on the Needs Assessment survey and research management and governance. The coordinators have been in contact with various key personalities or authorities from other departments, faculties or colleges in their partner institutions to discuss SNOWS. Higher level administrators including the vice chancellors have also been briefed on the progress of SNOWS in partner institutions.
- SNOWS invited representatives of Afrique One/One Health consortium and IIDP during its financial management training workshop held in Ghana. The finance person of IIDP from the Dodowa Health Centre (Ghana) was able to participate. IIDP experiences with the Trust financial reporting procedures were shared with SNOWS. Other lessons were also learnt. Sub awardees also shared their own experiences and learnt from one another.
- SNOWS have also been in contact with some external bodies including government institutions to share its activities. Some of the local SNOWS teams have representatives from these government institutions. Some external stakeholders were also involved during the Needs assessment surveys and other trainings. E.g. participants of the training workshop organized by LSHTM and Gezira University included policy makers and programme managers from Ministry of Health and Water Corporation (Gezira state). Gezira has again shared SNOWS information with line sectors in Sudan (e.g. Ministry of Health, Water Corporation, Agricultural Research Corporation).
- KNUST also had representatives from the Kumasi Metropolitan Assembly (KMA) and the University of Education, Winneba (Mampong campus) as part of their SNOWS local team.

6) Please summarise efforts and/or major contributions to capacity-building at the institutional level in member institutions in your consortium (up to 1 page).

- Gezira University's collaboration with LSHTM described above provides an example to building the research capacity of university staff and line sectors in priority problems identified by all partners and agreed to be relevant to local health priorities (of Gezira state and Sudan)
- The conduct of the Needs Assessment survey provided some form of capacity especially to the all SNOWS local team members in partner institutions. It also provided capacity to representatives from partner institutions who accompanied the lead team to conduct the NA.
- The financial management and reporting training also provided capacity to all sub awardees' finance persons and their coordinators in completing their budgeting, spent reports and other requirements from the Trust.
- PhD candidates (3No.) in some of SNOWS institutions have submitted applications to SHARE second (2<sup>nd</sup>) call for research in sanitation and health.

- 7) As discussed, we are evaluating and learning about the Trust's engagement with the different consortia. Please provide feedback on your consortium's engagements with the Wellcome Trust over the past quarter (approximately 1 page). In particular, please provide information on:
- a. **The types of interactions you have had (e.g. meetings, email, telephone, informal discussions at conferences), for what purposes (please detail this) and between whom (in your consortium and in the Trust).**
    - Communication with Alice and Sussan on the Directors' meeting with Vice Chancellors in attendance at the Makerere University in Uganda (May 3-6). Meeting was eventually cancelled due to unrest in Kampala.
    - Several communications with Paul Edmund on financial reporting and on SNOWS financial management training for its sub awardees to be held in Ghana in April 11-13, 2011. Inputs for the training was received from him since he could not participate as planned initially.
    - Email communication on the supplementary budget to cover consortium staff coordination time on the learning and evaluation project activities.
    - Occasional phone calls to Paul by the SNOWS lead finance officer for clarifications.
    - Information/notice on research calls forwarded from the Trust to SNOWS.
  - b. **Their usefulness and impacts for your consortium.**
    - Keeping us on track and following our progress with interest.
  - c. Any other comments, including on the types of engagements you think would be beneficial looking ahead