



ATN-RF-19946-RG Implementación del Plan de Gestión de Conocimiento y Comunicación de FONTAGRO

Producto 7: NOTA TÉCNICA RECOMENDACIONES PARA ACTUALIZAR LA ESTRUCTURA Y CONTENIDOS DEL NUEVO SITIO WEB DE FONTAGRO (versión en inglés)

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This publication can be requested from:

FONTAGRO

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www.fontagro.org



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ABSTRACT

This document contains a detailed proposal for the new FONTAGRO website, featuring an updated structure. The new structure is designed to encompass the most important areas of interest for FONTAGRO, including its operational model, calls for proposals, databases, and information management platforms. This redesign aims to enhance the accessibility and efficiency of the available information, facilitating access to crucial data and resources for users.

The new website design incorporates proposals for the use of advanced data management tools, focused on improving knowledge management and communication. These tools are detailed in Technical Note 2, which compiles best practices and emerging technologies in these areas.

The Technical Note provides a comprehensive description of the structure and content of the new website, including the new digital tools to be integrated. It also describes the organization of financial and technical databases, ensuring that the information is easily accessible and manageable for all users. This redesign aims not only to modernize the appearance of the FONTAGRO website but also to optimize its functionality and utility for all its stakeholders.



RESUMEN EJECUTIVO

Este documento contiene una propuesta detallada para el nuevo sitio web de FONTAGRO, con una estructura actualizada. La nueva estructura está diseñada para abarcar las áreas más importantes de interés para FONTAGRO, incluyendo su modelo operativo, sus convocatorias, sus bases de datos y sus plataformas de gestión de información. Este rediseño tiene como objetivo mejorar la accesibilidad y la eficiencia de la información disponible, facilitando el acceso a datos cruciales y recursos para los usuarios.

El nuevo diseño del sitio web incorpora propuestas para el uso de herramientas avanzadas de gestión de datos, centradas en la mejora de la gestión del conocimiento y la comunicación. Estas herramientas están detalladas en la Nota Técnica 2, que recopila las mejores prácticas y tecnologías emergentes en estas áreas.

La Nota Técnica ofrece una descripción exhaustiva de la estructura y los contenidos del nuevo sitio web, incluyendo las nuevas herramientas digitales que se integrarán. También se describe la organización de las bases de datos financieras y técnicas, garantizando que la información sea fácilmente accesible y manejable para todos los usuarios. Este rediseño no solo busca modernizar la apariencia del sitio web de FONTAGRO, sino también optimizar su funcionalidad y utilidad para todos sus stakeholders.



INTRODUCTION

In the modern era, marked by the prevalence of digitalization, a coherent and structured online presence is essential for any institution actively engaged in fostering Research, Development, and Innovation (R&D&I). FONTAGRO, as an entity operating within the framework of international cooperation in Latin America and the Caribbean and promoting innovation in the agri-food sector, significantly benefits from an effective website. This site not only serves as the organization's visual representation but also plays a crucial role in efficient knowledge management, facilitating both the preservation and accessibility of valuable information.

The FONTAGRO website fulfills a crucial function in knowledge management by facilitating the orderly archiving and quick access to relevant information. This is of great importance for an organization aiming to disseminate knowledge effectively to a broad and diverse audience. The digital platform connects researchers, professionals, and other stakeholders internationally, thus fostering collaboration and the exchange of ideas beyond geographical and disciplinary barriers.

Moreover, a comprehensive website offers platforms for direct interaction, such as forums and integrated social media, which enhance collaboration and networking among scientists and other key actors. Including project management systems within the website can also optimize workflow and cooperation among geographically dispersed teams.

The ability to incorporate data analysis and visualization tools directly into the website provides FONTAGRO with the opportunity not only to showcase the results of the research it supports but also to present analyses and insights that can influence public policies and sector practices. A robust website improves transparency and access to information, reinforcing FONTAGRO's position as a leading entity in promoting agricultural innovation in the region.

In this context, this report details the following elements considered relevant for the development of the new FONTAGRO website: first, a proposal for the structure and content that the site should have to maximize its effectiveness and reach. Next, it addresses the incorporation of new digital tools aimed at database management and business intelligence, designed to optimize data handling and visualization on the platform. Finally, it offers a description of the structure of the financial and technical databases, ensuring that they allow for the extraction of the most valuable information for the website users.

OBJETIVO

To develop a proposal for a new FONTAGRO website that includes a new structure and content in Spanish, taking into consideration FONTAGRO's principal areas of interest, its operational model, the description of the structure of the financial and technical databases, and the incorporation of new technologies for knowledge and communication management.



PROPOSAL FOR THE STRUCTURE AND CONTENTS OF THE NEW FONTAGRO WEBSITE

For the new FONTAGRO website, two hierarchical levels of navigation are proposed. The first level includes the sections: “How We Work,” “Partnerships and Networks,” “Results and Impacts,” and “Dashboard.” The second level includes the sections: “About FONTAGRO,” “Governance,” “Corporate Documents,” “News and Events,” and “Library.” Each of these sections may contain a dropdown menu allowing the user to access other subsections.

The first level of navigation will be located in the central part or the most accessible "call to action" area of the website, depending on the home page design. The second level of navigation will be located at the top of the website, depending on the design. Additionally, the home page will feature FONTAGRO's social media icons.

The sections of FONTAGRO's new website are described below.

1. Sección: **SOBRE FONTAGRO**

A single HTML page with a summarized description of FONTAGRO structured as follows:

Description: What is FONTAGRO, Vision, Mission, and Principles (Current MTP)

Corporate Presentation

Our History

1.1. Description

FONTAGRO is a unique global mechanism for the sustainable financing of agricultural R&D&I in Latin America and the Caribbean and serves as a forum for discussing priority technological innovation topics. Its purpose is to increase the competitiveness of the agri-food sector and reduce poverty through the sustainable management of natural resources.

It comprises 15 member countries: Argentina, Bolivia, Chile, Colombia, Costa Rica, Dominican Republic, Ecuador, Honduras, Nicaragua, Panama, Paraguay, Peru, Spain, Uruguay, and Venezuela. These countries are represented by the highest authority of the agricultural research institutes (INIAs), who lead national policies in the field and are part of the FONTAGRO Board of Directors. The Inter-American Development Bank (IDB) is the legal representative and sponsor.

FONTAGRO's Vision is “To transform agri-food systems through knowledge so they are more inclusive and sustainable for the environment and society.”

FONTAGRO's Mission is “To lead coordination, cooperation, and regional dialogue through the sustainable co-financing of public goods initiatives that contribute to the knowledge and



innovation of agri-food systems and to improving the quality of life of the population.”
 FONTAGRO’s Values are: Integrity, Solidarity, Efficiency, Transparency, and Respect.

1.2. Corporate Presentation

Link to presentation: <https://digital.fontagro.org/fontagro-presentacion-2/>

1.3. Our History

Link to 20-year publication: <https://digital.fontagro.org/20-anos-promoviendo-la-innovacion/>

Timeline:

Milestone	Action (do not use on the web)	For the web	For the web
IDRC-CIID (Canada)	Joined FONTAGRO	1996	(*)
Panama	Joined FONTAGRO	1997	(*)
Ecuador	Joined FONTAGRO	1997	(*)
Paraguay	Joined FONTAGRO	1997	(*)
Nicaragua	Joined FONTAGRO	1997	(*)
Dominican Republic	Joined FONTAGRO	1997	(*)
	Creation of FONTAGRO	1998	Creation
BID	Contribution to the first call	1998	(**)
Uruguay	Joined FONTAGRO	1998	(*)
Costa Rica	Joined FONTAGRO	1999	(*)
USA	USDA contribution	1999	(**)
Peru	Joined FONTAGRO	2000	(*)
Bolivia	Joined FONTAGRO	2001	(*)
Venezuela	Joined FONTAGRO	2001	(*)
Chile	Joined FONTAGRO	2001	(*)
USA	Joined FONTAGRO	2001	(**)
Colombia	Joined FONTAGRO	2002	(*)
IDB	Contribution to projects	2004	(**)
Argentina	Joined FONTAGRO	2006	(*)
World Bank/CGIAR	Contribution to projects	2006	(**)
Honduras	Joined FONTAGRO	2007	(*)
World Bank/CGIAR	Contribution to projects	2007	(**)
IDB	Contribution to projects	2007	(**)



Milestone	Action (do not use on the web)	For the web	For the web
AECID	Contribution to projects	2007	(**)
España	Joined FONTAGRO	2008	(*)
IDB	Contribution to projects	2008	(**)
World Bank/CGIAR	Contribution to projects	2008	(**)
IDB	Contribution to projects	2008	(**)
New Zealand	Contribution to projects	2010	(**)
	Primer enmienda del Convenio Constitutivo	2011	
New Zealand	Contribution to projects	2014	(**)
GEF	Contribution to projects	2014	(**)
IDB	Contribution to projects	2015	(**)
	Segunda enmienda del Convenio Constitutivo	2016	
IDB	Contribution to projects	2017	(**)
New Zealand	Contribution to projects	2018	(**)
New Zealand	Contribution to projects	2019	(**)
IDB Invest	Contribution to projects	2020	(**)
FAO Alliance		2020	(***)
New Zealand Ministry for Primary Industries Alliance		2021	(***)
New Zealand	Contribution to projects	2021	(**)
Alliance Bioersity Int.-CIAT		2021	(***)
New Zealand	Contribution to projects	2022	(**)
Alliance with EMBRAPA		2022	(***)
New Zealand	Contribution to projects	2023	(**)
Alliance with Ohio State University		2023	(***)
New Zealand	Contribution to projects	2024	(**)

Notes: (*) Contributions of countries to Social Capital

(**) Contribution to project development

(***) Alliances (MOU)

Link to the video: must be linked to institutional video



2. Section: GOVERNANCE

A single HTML page structured as follows:

Board of Directors

Sponsors and Partners

Member Countries

Institutions that Form FONTAGRO

2.1. Board of Directors

President

Fernando Vilella (Principal Representative), Argentina

Juan Cruz Molina y María Beatriz Giraudó (Alternate Representatives), Argentina

Vice President

Jorge Ganoza Roncal, Peru

Executive Secretary

Eugenia Saini

Representatives by Member Countries

COUNTRY	INIAs Web Page	NAME	REPRESENTATIVE
Argentina	https://www.argentina.gob.ar/inta	Fernando Vilella	Titular
		Juan Cruz Molina	Alternó
		María Beatriz Giraudó	Alternó
Bolivia	https://iniaf.gob.bo/	Félix Tercero Martínez	Titular
Chile	https://www.inia.cl/	Iris Lobos Ortega	Titular
		María Teresa Pino	Alternó
Colombia		Jorge Mario Díaz Luengas	Titular
		Rodrigo Martínez Sarmiento	Alternó
Costa Rica	http://www.inta.go.cr/	José Roberto Camacho Montero	Titular
Ecuador	https://www.iniap.gob.ec/	Raúl Jaramillo Velastegui	Titular
Spain	https://www.inia.es/Pages/Home.aspx	Esther Esteban Rodrigo	Titular
Honduras	https://dicta.gob.hn/	Arturo Galo	Titular
		Luis Elías Vásquez Salgado	Alternó
Nicaragua	https://inta.gob.ni/	Miguel Obando Espinoza	Titular
Panama	http://www.idiap.gob.pa/	Arnulfo Gutiérrez	Titular
		Próspero Aguirre	Alternó
Paraguay	https://www.ipta.gov.py/	Edgar Esteche	Titular
		Orlando Noldin	Alternó
Peru	https://www.gob.pe/inia	Jorge Juan Ganoza Roncal	Titular
Dominican Republic	http://www.idiaf.gob.do	Eladio Arnaud Santana	Titular
Uruguay	http://www.inia.uy/	José Bonica Henderson	Titular
		Walter Baethgen	Alternó
Venezuela	http://www.inia.gob.ve/	Giomar Blanco	Titular



		Carlos Barrero	Alterno
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2.2. Sponsors and Partners

The Sponsors of FONTAGRO are:

INTER-AMERICAN DEVELOPMENT BANK

www.iadb.org



The Inter-American Development Bank (IDB) provides legal, administrative, and technical support.

INTER-AMERICAN INSTITUTE FOR COOPERATION ON AGRICULTURE

www.iica.int



The Inter-American Institute for Cooperation on Agriculture provides technical and strategic support.

The partners of FONTAGRO are:

Korean Poverty Reduction Fund (KPR) and Knowledge Partnership Korea Fund for Technology and Innovation (KPK).









International Centers of the Consultative Group for International Agricultural Research (CGIAR) with funds from the World Bank.



Global Environment Facility (GEF).



<p>Spanish Agency for International Development Cooperation of the Ministry of Foreign Affairs and Cooperation of Spain.</p> 
<p>THE FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS</p>  <p>Food and Agriculture Organization of the United Nations</p>
<p>Alliance Bioversity International-CIAT, CGIAR.</p>  
<p>Ministry for Primary Industries of the New Zealand Government.</p> <p>Ministry for Primary Industries Manatū Ahu Matua</p> 
<p>Brazilian Agricultural Research Corporation (EMBRAPA).</p> 
<p>Ohio State University</p>  <p>THE OHIO STATE UNIVERSITY</p>

2.3. Member Countries

Below the 15 member countries are listed (without description) with links to each country's FONTAGRO in Brief.

1. Argentina
2. Bolivia
3. Chile
4. Colombia
5. Costa Rica
6. Ecuador
7. Spain
8. Honduras
9. Nicaragua

- 
10. Panama
 11. Paraguay
 12. Peru
 13. Dominican Republic
 14. Venezuela
 15. Uruguay

3. Section: CORPORATE DOCUMENTS

A single HTML page with the following structure:

Documents

1. Constituent agreement
2. MTP
3. Annual Reports

Documents:

4. Financial reports
5. MOP Section I
6. MOP Section II

Each document contains a link to the PDF as follows:

1. Constituent agreement: <https://fontagro.org/en/corporate-documents/agreement-establishing-fontagro/>
2. Current and previous MTP (MTP 1998-2000, MTP 2010-2015, MTP 2015-2020, MTP 2005-2010) leads to a new html: <https://fontagro.org/en/corporate-documents/medium-term-plan/>
3. Annual Reports (Link to Reports: 2022-2023/21-22/20-21/19-20/18-19/20 years/17-18/16-17/15-16): <https://digital.fontagro.org/en/informes-anuales/>
4. Financial reports: <https://fontagro.org/en/who-we-are/financial-reports/>
5. Operations Manual MOP I: <https://fontagro.org/en/corporate-documents/operations-manual-i/>
6. Operations Manual MOP II: <https://fontagro.org/en/corporate-documents/operations-manual-ii/>



4. Section: NEWS AND EVENTS

The "News and Events" section includes the following structure:

News

Events: Events Calendar

4.1. NEWS

The system must allow autonomous news uploads or imports from other sites. In this section, the following should be added without discrimination by category:

- Newsletters: <https://fontagro.org/en/category/newsletter/>
- News: <https://fontagro.org/en/category/publications/press/>
- FONTAGRO in the Media: <https://fontagro.org/en/category/publications/press/fontagro-in-the-news/>
- Blog: <https://fontagro.org/en/category/blog/>
- Excellence Award

4.2. Events

Consider a dynamic and self-manageable Events Calendar that allows registration of events and other related functionalities: <https://fontagro.org/en/events/>

5. Section: LIBRARY

The "Library" section includes the following structure:

Digital Library

Courses

Presentations

FONTAGRO Tech

Posters

5.1. Digital Library

This section will contain:

- Digital repository of all FONTAGRO publications:
<https://fontagro.org/en/category/publications/fontagros-publications/>

- Digital repository of all external publications:



<https://fontagro.org/en/category/publications/external-publications/>

5.2. Courses

Includes the content of FONTAGRO courses. It should include the course name and a link to the content, for example:

- Virtual Course - Project Design (FONTAGRO): [https://digital.fontagro.org/en/mooc/Course virtual- IDB link to the course](https://digital.fontagro.org/en/mooc/Course-virtual-IDB-link-to-the-course)
- <https://fontagro.org/en/courses/> and <https://digital.fontagro.org/en/mooc/>
- Regional Technical Cooperation Project Design - Virtual course.
- Project development management - Best practices for project management.
- Risk management in development projects - Course developed by the IDB based on the PM4R methodology.

5.3. Presentations

This section incorporates presentations in various formats that are of interest to FONTAGRO to publish:

- <https://digital.fontagro.org/new-digital-plataform-fontagro/>
- <https://digital.fontagro.org/en/mooc/>

5.4. FONTAGRO Tech

This section should include all FONTAGRO Techs: <https://fontagro.org/es/productos-de-diseminacion/fontagro-tech/>

5.5. Posters

Consider the platform for all posters: <https://fontagro.org/es/productos-de-diseminacion/poster/>

6. Section: SOCIAL MEDIA ICONS

6.1. YouTube Channel

The video channel includes FONTAGRO videos from its various instruments: <https://www.youtube.com/channel/UCxm-7ckumKi-HeWOHdErxyA>

6.2. LinkedIn

[linkedin.com/company/fontagro](https://www.linkedin.com/company/fontagro)

6.3. X (formerly Twitter)

<https://x.com/FontagroLAC>



6.4. Instagram

<https://www.instagram.com/fontagrolac/>

7. Section: HOW WE WORK

The “How we work” section includes the following structure:

Project Calls

Open

Closed

Case Contests

Open

Closed

7.1. Project Calls

- Open calls (2024 Call): <https://fontagro.org/en/call-for-proposals/>

- Closed Calls

Include all previous calls:

Call 2023: <https://fontagro.org/type/convocatoria-2023/>

Call 2022: <https://fontagro.org/type/convocatoria-2022/>

Call 2021: <https://fontagro.org/type/convocatoria-2021/>

Call 2020: <https://fontagro.org/type/convocatoria-2020/>

Call 2019 AGTECH: <https://fontagro.org/type/convocatoria-2019-agtech/>

Call 2019 Productivity: <https://fontagro.org/type/convocatoria-2019-productividad/>

Call 2018: <https://fontagro.org/type/convocatoria-2018/>

Call 2017: <https://fontagro.org/type/convocatoria-2017/>

Call 2016: <https://fontagro.org/type/convocatoria-2016/>

Call 2015: <https://fontagro.org/type/convocatoria-2015/>

Call 2014: <https://fontagro.org/type/convocatoria-2014/>

Call 2013: <https://fontagro.org/type/convocatoria-2013/>

Call 2010: <https://fontagro.org/type/convocatoria-2010/>

Call 2009: <https://fontagro.org/type/convocatoria-2009/>



Call 2008: <https://fontagro.org/type/convocatoria-2008/>

Call 2007: <https://fontagro.org/type/convocatoria-2007/>

Call 2006: <https://fontagro.org/type/convocatoria-2006/>

Call 2005: <https://fontagro.org/type/convocatoria-2005/>

Call 2004: <https://fontagro.org/type/convocatoria-2004/>

Call 2003: <https://fontagro.org/type/convocatoria-2003/>

Call 2001: <https://fontagro.org/type/convocatoria-2001/>

Call 1999: <https://fontagro.org/type/convocatoria-1999/>

Call 1998: <https://fontagro.org/type/convocatoria-1998/>

7.2. Case Contests

- Open contests

- Closed contests

Include all previous contests:

2023 cases contest: <https://fontagro.org/en/competition/contest-2023-2024/>

2019 cases contest: <https://fontagro.org/en/competition/2019-contest/>

2015 cases contest: <https://fontagro.org/en/competition/2015-contest/>

2012 cases contest: <https://fontagro.org/en/competition/2012-contest/>

8. Section: RESULTS AND IMPACTS

The “Results and Impacts” section includes the following structure:

Project Platform

Impact assessment studies

Cases Platform

Impact stories

8.1. Project platform

Project search system: keyword, status, subject, year, country.

<https://www.fontagro.org/new/proyectos/home/en>



8.2. Cases platform

Case search system, map, case finder, and case details.

<https://www.fontagro.org/new/casos/home/en>

8.3. Impact assessments

<https://fontagro.org/en/who-we-are/results-evaluations/>

- Document. Economic returns from FONTAGRO's contribution to agricultural innovation in Latin America and the Caribbean (2020): <https://fontagro.org/en/who-we-are/results-evaluations/>

- Document. Contribution of FONTAGRO to agricultural development in Latin America and the Caribbean: <https://fontagro.org/en/publications/fontagros-publications/contribution-of-fontagro-to-agricultural-development-in-latin-america-and-the-caribbean-spanish/>

- Document. Analysis of FONTAGRO's management mechanisms: <https://fontagro.org/en/publications/fontagros-publications/evaluation-of-the-management-mechanisms-of-fontagro-spanish/>

- Document. Evaluation of potential impacts of regional research projects funded by FONTAGRO (2007): <https://fontagro.org/en/publications/evaluation-of-results/evaluation-of-the-potential-impacts-of-regional-projects-of-research-funded-by-fontagro-2007-spanish/>

- Document. Evaluation of potential impacts of regional research projects funded by FONTAGRO: <https://fontagro.org/en/publications/fontagros-publications/evaluation-of-the-potential-impacts-of-projects-funded-by-fontagro-spanish/>

- Document. Evaluation of potential impacts of regional research projects funded by FONTAGRO - 1st Call (2005): <https://fontagro.org/en/publications/evaluation-of-results/evaluation-of-the-potential-impacts-of-the-projects-financed-by-fontagro-1st-call-2005-spanish/>

- Document. Evaluation of FONTAGRO's projects and operational mechanisms (2003): <https://fontagro.org/en/publications/evaluation-of-results/evaluation-of-projects-and-operating-mechanisms-of-fontagro-2003/>

- Document. Analysis of FONTAGRO's management mechanisms (2003): <https://fontagro.org/en/publications/evaluation-of-results/analysis-of-the-management-mechanisms-of-the-fontagro/>

8.4. Impact Stories

Links to impact stories (making a selection/classification is suggested):

<https://digital.fontagro.org/en/impact-stories/>

9. Section: DASHBOARDS AND MAPS

The “Dashboards and Maps” section includes the following structure:



Technical Dashboard

Financial Dashboard

Researchers dashboard

Institutional map

9.1. FONTAGRO technical project information platform

Technical Database Visualization using Power BI

<https://fontagro.org/graficos/tecnica/>

9.2. FONTAGRO project financial information platform

Financial Database Visualization using Power BI

<https://fontagro.org/graficos/ver/>

9.3. FONTAGRO project researchers network

<https://www.fontagro.org/new/investigadores/home/en>

9.4. Map of Institutions partnered with FONTAGRO

Dashboard featuring participating institutions and a map where we can autonomously add institutions or integrate from the projects and contests platform:

<https://fontagro.org/en/research-institutions/>

<https://fontagro.org/en/alliances-and-partnerships/>

10. Section: PARTNERSHIPS AND NETWORKS

A single HTML containing:

Organizations partnered with FONTAGRO

Technical cooperation

10.1. Organizations partnered with FONTAGRO

Animation of all organization logos

<https://fontagro.org/en/alliances-and-partnerships/>

10.2. Technical cooperation

Partnership with the New Zealand Government:

<https://digital.fontagro.org/en/nz-alc/>

Partnership with GEF Climate Technology Transfer Mechanisms and Networks in Latin America and the Caribbean:

<https://digital.fontagro.org/en/mechanism-and-climate-technology-transfer-networks/>



Livestock and Climate Change:

<https://digital.fontagro.org/en/new-zelando-proyect/>

11. Section: TOOLKIT

The "Toolkit" section includes the following structure:

IDB policies

IICA policies

Project submission documents

Project financial management documents

Knowledge and communication management documents

11.1. IDB Policies

- General Policies for Non-Reimbursable Technical Cooperation Projects:

<https://www.iadb.org/en/projects/project-procurement,8148.html>

- Policies for Selection and Hiring of Consultants Financed by the Inter-American Development Bank:

<https://www.iadb.org/en/projects/project-procurement,8148.html>

- Policies for Procurement of Goods and Works Financed by the Inter-American Development Bank:

<https://www.iadb.org/en/projects/project-procurement,8148.html>

- Financial Management Guide for Projects Financed by the IDB:

https://fontagro.org/wp-content/uploads/2020/01/Financial-Management-Guide-for-IDB-Funded-Projects-OP-273-12_EN_Public.pdf

11.2. IICA policies

Incorporate IICA policies

11.3. Project submission documents

- Technical Cooperation Template:

https://fontagro.org/wp-content/uploads/2023/12/2024_Project_Proposal_Form.docx



- Budget: Annex

https://fontagro.org/wp-content/uploads/2023/12/2024_Budget_Annex-1.xlsx

- Letter of Commitment

https://fontagro.org/wp-content/uploads/2023/12/2023_Template_Commitment_Letter2.docx

- Instructions for Electronic Application of Profiles and Proposals for Calls and other initiatives:

https://fontagro.org/wp-content/uploads/2023/12/2024_Instructions-for-Electronic-Application-1.pdf

- Step-by-step guide for preparing a results matrix:

<https://fontagro.org/wp-content/uploads/2016/04/How-to-Prepare-a-Results-Matrix.ppsx>

11.4. Project financial management documents

- Memo for executing agency on disbursement request:

<https://fontagro.org/wp-content/uploads/2020/05/Memo-for-Executing-Agency-on-Disbursement-Request.docx>

- Expense presentation tables (a, b, c, and d):

https://fontagro.org/wp-content/uploads/2023/09/FONTAGRO-Expense-Presentation-Tables_A_B_C_D_Models.xls

- Budget modification request:

<https://fontagro.org/wp-content/uploads/2016/04/Budget-Modification.xlsx>

- Event expense status:

https://fontagro.org/wp-content/uploads/2016/04/Copy-of-20160817Template_Event_Expense_Status_FTG.xlsx

- Example of Certification Letter of Signatures:

<https://fontagro.org/wp-content/uploads/2022/08/Template-Appointment-of-Authorized-Signatories.docx>

11.5. Knowledge and communication management documents

- Manual for completing the ISTA:

https://fontagro.org/wp-content/uploads/2024/01/ISTA-2024_Manual.pdf

- ISTA Excel file:

<https://fontagro.org/wp-content/uploads/2024/01/ISTA-Format2024.xlsx>



- New Zealand Report Format:

<https://fontagro.org/wp-content/uploads/2021/08/New-Zealand-Report-Format-2021.doc>

- POA Form:

<https://fontagro.org/wp-content/uploads/2021/06/POA-Form.doc>

- Communication and Knowledge Management Manual for FONTAGRO Projects:

<https://fontagro.org/wp-content/uploads/2022/11/2020-2025-FONTAGRO-GCYC-Manual.pdf>

- Formal note for delivering knowledge products:

<https://fontagro.org/wp-content/uploads/2020/06/Delivery-of-Products-Document.docx>

- Access to open source of FONTAGRO's Knowledge and Communication Management Platform:

<https://code.iadb.org/en/tools/fontagro>

- Synthesis of the 2020-2025 Knowledge and Communication Management Plan for FONTAGRO:

<https://fontagro.org/wp-content/uploads/2022/02/2020-2025-GCyC-Plan-Synthesis.pdf>

- Guides for developing Knowledge Products:

- Workshop Reports

- Scientific articles

- Final technical reports

- Technical notes

- Monographs

- Catalogs and brochures

- Books

- Newsletters

- Databases

- Guides for developing Dissemination Products:

- Project Website

- Webstory

- Videos

- FONTAGRO tech

- Blog posts and news

- Posters



- Technical database
- Virtual event protocol
- Research team
- Photographic registry

Technical Administrative Secretariat

FONTAGRO

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