Annual reporting guidance 2021
Number of participants in CGIAR capacity development (capdev) activities

Definition

Participants are those who come in direct contact with CGIAR training/knowledge sharing activities. For example, individuals who receive training, mentoring or technical assistance.

We define **two types of participants**:

- Individuals participating in "short-term programs". This refers to individuals following capdev activities for a period of "**less than 3 months"**.
- Individuals participating in "long-term programs". This refers to individuals following capdev activities for a period of "**3 months or more**". PhD students supported or hosted for at least 3 months must be included as long-term trainees.

Types of activity in which direct participants can be counted include:

- **Formal training:**
    - **Academic degree:** This includes PhD, Masters, or other types of academic programs (fellowship, postdoc, BSc, etc.). For inclusion in this category, the trainee must have a formal agreement with the host institution and defined learning objectives.
    - **One-off training event:** This includes one-off multi-day workshops, seminars, or 1-2-day training events. These can be online or face-to-face, and can occur in the field or be based within an institution.
    - **Long training course/activity:** This includes training events with multiple (more than two) sessions, often spread out over a longer period. For example, a distance course, a series of seminars, or a farmer field school activity lasting more than two days. These can be online or face-to-face, and can occur in the field or be based within an institution.
    - **Research placement or training visit:** This includes sabbaticals, interns, and researchers and related professionals (e.g., comms, finance) visiting from other institutions. For inclusion in this category, the trainee must have a formal agreement with the host institution.
- **Co-creation event or collaborative platform:** This includes events such as learning platforms, multi-stakeholder platforms, innovation platforms, learning alliances, the co-design of projects, writeshops, prototyping events, virtual meeting events, or hackathons. These activities may indirectly have some capdev outcomes, but differ from the previous categories by not having significant, written capdev/training objectives. Co-creation events are distinguished from knowledge exchanges by having defined end-products, which are created jointly.
- **Knowledge exchange:** Knowledge exchange activities might include open houses (e.g., for farmers, schools, partners, alumni, or community members), tours (lab tours, visiting partners for research, or staff capacity-building events), conferences, focus group activities, field events, workshops, or webinars. These activities may indirectly have some capdev outcomes but differ

from the previous categories by not having significant, written, capdev/training objectives. Knowledge exchanges do not normally result in a defined end-product.

- **Scaling activity:** This includes participants receiving technical assistance (e.g., extension services, farmer field schools, nutrition-related education, etc.).

Excluded from this definition of "participants" are:

- Direct participants in input distribution activities such as seed or fertilizer distribution activities.
- Participants in lab and field trials (including on-farm trials), and direct participants in nutrition studies, impact evaluations and other research studies (soil research, integrated pest management, etc.).
- Those reached by CGIAR products and policies (within the sphere of interest). These will be captured by ex-post impact assessments.
- Those who participate "indirectly" in CGIAR goods and services, through a third party, for example, radio listeners.

In terms of **target audience**, the following descriptors apply (related to their participation with CGIAR activities):

- **Farmer/producer:** Includes farmers, smallholders, and agri-business producers.
- **Value chain actor:** Includes input and output suppliers (agro-dealers), aggregators, processors, storage suppliers, insurance suppliers, energy companies, etc.
- **Policymaker:** Includes politicians, government representatives, representatives from institutions with policy-making capacity.
- **Researcher:** Includes both CGIAR and non-CGIAR researchers, including partner researchers and visiting researchers such as interns, Masters or PhD students, or researchers on sabbatical.
- **Consumer:** Includes users of goods and services at the final point of consumption. Consumers are only counted here when they are active participants in CGIAR activities, not simply as consumers of CGIAR research outputs, varieties, etc.
- **Funder:** Includes funders/donors of all types, including government representatives participating in activities as funders.
- **Other:** CRPs can suggest other descriptors for the target audience. If there are multiple suggestions for the same type, we will create a new category. If not, we will revise the existing categories to incorporate suggestions.

Disaggregation

The indicator should be disaggregated in the following ways:

Name and description of disaggregate	Disaggregation options
Type of participant(s)	**SELECT ONE** • participating in "short-term programs" • participating in "long-term programs"

Activity lead(s) organization	• CGIAR Center (dropdown) • Partner (dropdown)
Gender Composition *Indicate (count or estimate) the number of people who participated in the activity: total, males and females.*	**SELECT ONE** • Total number of participants: _____ • Number of females: _____

Evidence

Participation in any of the events listed above should be recorded by the project staff member responsible for the activity (whether CGIAR or a partner staff member). Evidence should be reasonable and proportionate: for example, estimated numbers of participants may be used for large field events and webinars. The CRP is not asked to append this evidence to the data submission.