



Department of Agriculture

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**Annex Table 5.** Meeting/workshop/training description form

Meetings/Workshops/Trainings Description Form	
Title of meeting/workshop/training	
Under which objective:	
Tentative date(s)	
Duration	Number of days
Tentative venue	
Estimated number of lecturers, resource persons, coordinators and facilitators	
Estimated budgetary requirement	Food catering expenses Hotel accommodation Rental of facilities Estimated number of participants