SOKOINE UNIVERSITY OF AGRICULTURE
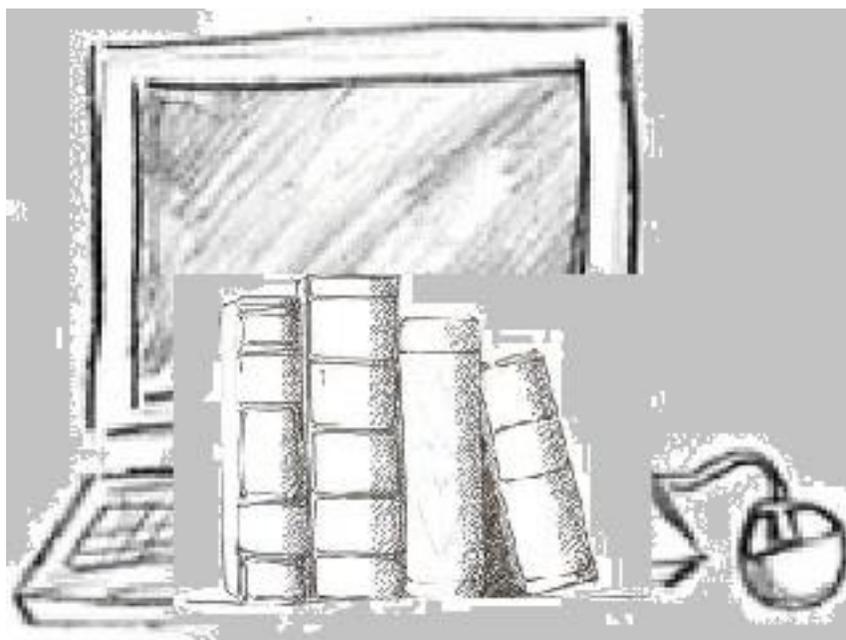
SOKOINE NATIONAL AGRICULTURAL LIBRARY
COLLECTION DEVELOPMENT POLICY

JUNE 2011

ABBREVIATIONS

CD-ROM	Compact Disk Read Only Memory
COTUL	Consortium of Tanzanian Universities and Research Libraries
FAO	Food and Agricultural Organization of the United Nations
GIS	Geographic Information System
ICT	Information and Communication Technologies
INASP	International Network for the Availability of Scientific Publications
M&E	Monitoring and Evaluation
OPAC	Online Public Access Catalogue
SCDP	SNAL Collection Development Policy
SNAL	Sokoine National Agricultural Library
SUA	Sokoine University of Agriculture
TEEAL	The Essential Electronic Agricultural Library

DEFINITION OF SELECTED TERMS

Collection Development

The process of planning and building a useful and balanced collection of library materials over a period of years, based on an ongoing assessment of the information needs of the library's clientele, analysis of usage statistics, and demographic projections, normally constrained by budgetary limitations.

Donations

In libraries, the term is used synonymously with gift, where gift is one or more books or other items donated to a library, usually by an individual but sometimes by a group, organization, estate, or other library. Most gifts of materials are unsolicited and arrive unexpectedly. Donated items are usually evaluated in accordance with the library's collection development policy and either added to the collection or disposed of.

Weeding

It is a process of examining items in a library collection title by title to identify for permanent withdrawal those that meet pre-established weeding criteria, especially when space in the stacks is limited.

PREFACE

Sokoine National Agricultural Library (SNAL) attained its present status of a national library for agriculturein Tanzania in 1991. Since then the library had felt a need to have a framework on how to build its collections to take care of its mandate at institutional and national level. The library has been collecting publications and other information resources without any established guidelines on collecting or weeding/de-collecting them. The library has had no formal document to refer to for ensuring that information needs of its user categories are being considered in collection development and evaluation processes.

With rapid developments in ICT today, we witness the proliferation of information in all fields of knowledge and in various formats. While there is such a scenario, libraries world over are constantly facing budgetary and space limitations such that a library with broad mandate but without a policy may have a collection that addresses needs of some of its users while risking missing out needs of its other stakeholders. SNAL recognizes that information is a basis for making sound decisions. It also recognizes the role of timely, accurate and accessible information in the knowledge-based society that we live in.

Based on this background, SNAL Collection Development Policy has been formulated with the purpose of providing guidance for the selection and evaluation of materials which anticipate and meet the information needs for supporting academic programmes offered at SUA as well as information needs of other users in the country. This policy therefore directly relates the collection to the library's mission as stated in this document.

For the first time SNAL has developed a Collection Development Policy to address present needs of a diverse clientele. It is anticipated that the policy will be updated as time and circumstances require.

Prof. Gerald Monela
Vice Chancellor
Sokoine University of Agriculture
June, 2011

EXECUTIVE SUMMARY

The Collection Development Policy for Sokoine National Agricultural Library (SNAL) has been prepared in view of the current developments in information management that have taken place globally including evolutions in information and communication technologies (ICTs). The main objective of SNAL is to develop and maintain library and information services in agricultural sciences and related fields to meet information needs of researchers, teaching staff, extension workers, students, university community in general and other external users. The Act that elevated the former University Library to a National Agricultural Library gave SNAL the mandate to carry out co-ordination and management of agricultural information in the country and also to act as a national bibliographic and documentation centre mainly in agriculture and allied fields. SNAL has in its holding a diversity of printed and electronic information resources in various disciplines as provided for by the university curricula and user needs. The print resources include books, journals, research reports, grey literature materials while e-resources include electronic databases as well as free and commercial internet sources. The library is committed to offer services based on an up-to-date comprehensive collection which will meet the needs of its present and future users.

The SNAL Collection Development Policy (SCDP) provides guidance in selection and acquisition of library materials, foundation for future planning, good public relations in dealing with users, management and funding bodies and serves as a basis for cooperation and resource sharing. In general, the policy aims at strengthening SNAL's capacity to contribute positively and extensively to the university teaching, research, consultancy and outreach services. In order to meet the objective, SNAL shall identify user information needs from time to time, select and acquire current and relevant materials, assess current stock, and identify materials for preservation and weeding.

The policy covers the overview of the library in which objectives, mission, vision, clients and situational analysis are given. It gives the rationale for collection development policy, policy statements, guidelines and strategies for implementation.

Under this policy, SNAL shall accept gifts and donations from well-wishers as stipulated in the policy document. Current reference materials shall be acquired as well as Government documents including maps and topographical images.

The SNAL Board shall oversee the implementation of strategies for achievement of policy goals and objectives.

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CHAPTER ONE

BACKGROUND INFORMATION

1.0. INTRODUCTION

Developments that have taken place recently, including Information and Communication Technologies (ICTs) revolution have made the process of building library collections more complex than ever in the history of librarianship. ICT developments have increased demand and expectations of users beyond what used to be the traditional services. These services have also made it possible for an intellectual entity called a 'book' to appear in both print and non-print formats, which was not the case in the past. At the same time libraries have continued to struggle to cope with challenges such as economic constraints in terms of financial allocation, lack of enough space, curriculum changes, and information explosions in different formats and media. Thus, collection development has become not only crucial but also exciting and challenging task in today's environment.

Collection development encompasses a process of bringing a number and variety of information resources to meet user needs in a timely and cost effective manner, by selecting out and acquiring information resources produced locally, nationally and internationally. Collection development policy therefore, sets a framework and parameters intended to guide the process of collection development in libraries.

Collection development policy serves many functions including the description of current collections and guidance for staff involved in collection development to reconsider the aims and objectives of the organization. It assists with budgeting, serves as communication channel between the library and outside users, and supports cooperative collection development. The policy is expected to assist in other collection management activities including the handling of gifts; selection and deselecting of materials; weeding; retention; preservation and discard of library materials with reference to specified levels of collection depth and breadth. It is from these perspectives that Sokoine National Agricultural Library (SNAL) felt a need and decided to have a framework on how to build its collections to take care of its mandate at institutional and national level.

The Collection Development Policy for SNAL consists of policies, strategies and guidelines for implementation of six (6) major elements listed below:

i) User needs assessment

ii) Selection of materials

iii) Acquisitions

iv) Weeding

v) Evaluation of resources

vi) Preservation of materials

The last chapter of the document deals with the policy implementation, monitoring and evaluation.

1.1 An Overview of Sokoine National Agricultural Library

1.1.1 Establishment of SNAL
SNAL was established by Act No. 21 of 1991 which by Law Revised Edition, 2002 was incorporated into the SUA, Act, and (Cap 195). Under that Revised Act, SNAL was established as both University and National Agricultural Library. Following repeal of SUA, Act by the Universities Act, No. 7 of 2005, and granting of SUA Charter, 2007, SNAL now operates under the provisions of SUA Charter, 2007.

SNAL has the mandate to carry out coordination and management of agricultural information in the country and also to act as a national bibliographic and documentation centre mainly in agriculture and allied fields. The Library serves both as University Library as well as a National Agricultural Library with specific mandate to:

(i) supervise, coordinate, advise and offer consultancy and liaison services to all cooperating agricultural libraries in Tanzania for the purpose of improving services to agricultural societies;

(ii) act as a national bibliographic and documentation centre;

(iii) collect and maintain records of agricultural research and development projects in progress or completed so as for the library to serve as a national clearing house for agricultural materials.

1.1.2 Objectives of SNAL
The main objective of SNAL is to develop and maintain library and information services in agricultural sciences and related disciplines so as to support core functions of SUA in teaching, research, outreach and consultancy services as well as providing information to other categories of users. The specific objectives include to:

(i) serve library and information needs of any individual or any group in need of such information;

(ii) supervise, coordinate, advise and offer consultancy and liaison services to all cooperating agricultural libraries in Tanzania;

(iii) act as national bibliographic and documentation center being a repository of published and unpublished materials on agriculture and related fields, legal deposit right, indexing, abstracting and compilation of national agricultural bibliography;

(iv) establish and maintain union catalogue for easy location of materials available in the system;

(v)   establish and promote cooperation with similar libraries and information centers at national and international levels;

(vi)   collect and maintain records of agricultural research and development projects in progress or completed, so as for the library to serve as a national clearing house for all agricultural materials;

(vii)   finance, organize and conduct or facilitate the conduct of in-service and professional training of its staff in order for the library to render efficient and effective services; and

(viii) provide a national scientific literature services for current awareness and delivery of documents.

1.1.3   SNAL's Vision and Mission Statement

Vision
To become a resourceful centre of excellence in providing library and information services in agriculture and other disciplines.

Mission
To provide and promote most effective library and information services that maintain physical and virtual access to information resources in response to current and future user needs, using appropriately skilled, motivated and creative staff

1.1.4   Clients/users of the library

Being a national library for agriculture, SNAL serves not only the university community, but also the entire agricultural community in Tanzania. People from outside the country use the library in adherence to rules and regulations stipulated by the Library Board and approved by the University Council.

1.1.5   Situational analysis

SNAL has diverse information resources collected in various specialized disciplines as provided for by the university curriculum and community needs in particular. It has both print and non-print formats of information. The print information resources include books, journals, research reports, theses and dissertations, newspapers and grey literature materials of different kinds. The print book collection is estimated to be 120,000 volumes acquired since 1967 when it was a college of agriculture. There has not been a comprehensive stocktaking, weeding out of obsolete literature or archiving of rare publications. Thus, some of the materials that users have been accessing are outdated literature, and the library has not been able to physically verify the actual holdings it has in place. Significant print journal subscription has not been done since 1995 due to budgetary reduction and financial constraints. Although acquisition activities have continued to take place, there has not been a firm written guideline or basis of what is being collected and retained.

In addition to print information resources, the library has a number of electronic information resources in CD-ROMs, online databases, and free internet-based resources. The library acquires The Essential Electronic Agricultural Library (TEEAL), a library information database that is updated annually. TEEAL covers several specialized disciplines such as agricultural economics, aquaculture, crop and soil science, food science and nutrition, livestock production, microbiology, natural resource management, plant protection, rural development and veterinary medicine.

The scope of coverage of the collection include agricultural sciences in broadest sense, with emphasis on animal production, crop production, veterinary sciences, forestry sciences, environmental science and other disciplines such as computer science, basic sciences, and social sciences such as rural development, and education.

1.1.6 The rationale for the Library Collection Development Policy

One of the primary tasks of the library is to select, acquire, process, store and provide access to relevant and representative information resources.

The Library is thus committed to developing its collections in order to maintain and develop a comprehensive resource which will meet the needs of its present and future clientele. SNAL therefore is required to select and acquire current and relevant materials according to specialised disciplines at SUA and according to needs of all stakeholders. It is also required to enable its users access a number of freely as well as commercially available relevant electronic journals and databases. All these obligations need a comprehensive policy to guide their implementation and achievements. Thus, the collection development policy is needed in order to fulfil the following:

(i) provide guidance to library staff when selecting and weeding resources for the collection;

(ii) provide a foundation for future planning, thereby assisting in determining library priorities under limited funding and space.

(iii) promote good public relations when the library is dealing with users, administrators and funding bodies;

(iv) serve as a basis for wider cooperation and resource sharing in cooperatives, alliances and consortia whether in a locality, region, country, or even internationally.

CHAPTER TWO

OBJECTIVES OF THE SNAL COLLECTION DEVELOPMENT POLICY

2.1 General Objective

The general objective of this policy is to strengthen SNAL's capacity to contribute positively to teaching, learning, research, consultancy and extension services at SUA and beyond.

2.2 Specific Objectives

In order to meet the overall objective, the policy shall address the following specific objectives:

2.2.1 User needs assessment

User needs shall be assessed in order to:

(i) identify information needs of SNAL users,

(ii) identify criteria for weeding obsolete materials,

(iii) identify materials for archiving,

(iv) identify materials for de-selection.

2.2.2 Selection of library materials

The selection of library materials shall be done in adherence to university's mission and vision, and in support of training, research and other activities, as well as SNAL's national mandate so as to:

(i) meet user needs, and;

(ii) fill the gaps in the existing collection.

2.2.3 Suggestions for purchase

The library shall liaise with the university faculties, directorates, institutes, students, Agricultural Research Institutes and farmer organizations to solicit for appropriate and relevant list of materials to purchase so as to:

(i) meet information needs of the academia.

(ii) meet information needs of farmers and all other groups of users.

2.2.4 Acquisition of library materials

Acquisition activities are among core tasks of the library. Acquisitions will be done in order to:

(i)   acquire current materials in various fields to cater for information needs of various categories of users.

(ii) acquire relevant technologies to support management and provision of information services.

(iii) make replacements of worn out/mutilated/damaged or lost materials.

2.2.5 Stocktaking/evaluation, weeding and preservation

Evaluation and preservation activities will be done in order to:

(i)   assess the relevancy and currency of the collection, and identify materials for weeding and preservation.

(ii) identify gaps/missing items.

(iii) protect the collection from theft, mutilation, mishandling and other unacceptable human activities, as well as protection against damage through biological, climatic, technological and other factors.

(iv) create shelf space and preserve materials with long enduring value.

CHAPTER THREE

POLICY STATEMENTS AND STRATEGIES

This chapter provides policy statements and strategies earmarked for achieving policy objectives.

3.1 User Needs Assessment
Policy statements

SNAL shall endeavor to:

(i) carry out users' information needs assessment after every five years or as times and circumstances require

(ii) seek users, opinion on services provided,

(iii) identify materials for de-selection and resources that are useful for archiving purposes.

Strategies

(i) design user needs survey questionnaire – print and electronic (online)

(ii) encourage expression of opinion and comments by clientele.

(iii) encourage members of staff to participate in solicited user-need feedback

3.2 Selection of library materials
Policy statements

SNAL shall endeavor to:

(i) select materials (print/electronic) written in widely used languages.

(ii) select works from different countries. However, for the special collection section, preference shall be given to works published in East Africa.

(iii) select titles published most recently.

(iv) liaise with all usersso that they communicate their needs.

Strategies

SNAL shall select the materials by making use of tools and methods such as:

(i) bibliographic tools such as book reviews and databases

(ii) use of promotional literature such as catalogues, fliers and brochures

(iii) user consultation, acquisitions lists from other libraries and interlibrary loan requests

(iv) frequently requested materials including materials requested during exhibitions.

3.3 Acquisition of library materials
Policy statements

3.3.1 General library materials

SNAL shall endeavor to:

(i) make reference to user survey statistics to acquire priority materials.

(ii) consider curriculum development changes and purchase stock missing from the collection.

(iii) subscribe to core journals annually.

(iv) receive donations and gifts from well-wishers.

(v) participate in joint or shared acquisition schemes deemed of benefit to clientele

(vi) liaise with other university libraries on current ICTs.

Strategies

SNAL shall make effort to:

(i) analyze data gathered in the survey,

(ii) seek for participation in curriculum development committee,

(iii) become a member of relevant consortia in Tanzania,

(iv) seek funds from the university and other donors for purchase of stock

3.3.2 Gifts and donations

Policy statements

SNAL shall endeavor to:

(i)   receive gifts and donations from well-wishers.

(ii)   accept without conditions such gifts and donations from donors.

(iii)   receive gifts and donations that are current, in good condition and relevant.

(iv)   become the owner of the material and therefore reserve the right to determine their use.

(v)   encourage donors to state/provide a list of materials including names, dates and general condition of the material

Strategies

SNAL shall :

(i)   seek donations and gifts from well-wishers.

(iii)   look at and convince unconditional donations and gifts.

(iv)   Not receive gifts and donations that are outdated, in bad physical conditions such a papers falling apart or missing pages

3.3.3   Reference Collection

Policy statements

SNAL shall endeavor to:

(i)   Acquire and maintain cost effective formats in reference materials,

(ii)   Weed out old reference editions that shall be replaced with new editions.

Strategies

SNAL shall:

(i) seek for adequate funds for new editions of reference materials.

(ii) create awareness and encourage the use of online reference materials.

3.3.4   Special Collection

Policy statements

SNAL shall endeavor to:

(i)   acquire materials published in Tanzania, by Tanzanians, in East Africa and those published elsewhere by Tanzanians or on Tanzania.

(ii)   acquire materials from local and international organizations.

(iii)   acquire theses and dissertations (in hard and soft copies) from SUA students and staff.

(iv)   acquire government documents so as to ensure that information published by the United Republic of Tanzania is accessible to SNAL users.

Strategies

SNAL shall:

(i) make effective use of Legal Deposit Act.

(ii) solicit publications (print and non-print) by visiting publishers and printers, government agencies, national and international organization offices.

(iii) liaise with relevant unit on deposition of theses and dissertations.

(iv) collect materials from map agencies and make orders for various maps as they become available.

(v) visit GIS sites for topographical and specialized maps

3.4   Special Reserve Collection
Policy statements

SNAL shall endeavor to:

(i)   put aside few copies of frequently used books to facilitate access by all users in need of the material.

(ii)   put aside materials requiring extra level of security.

Strategy

SNAL management shall:

(i)   determine what goes to special reserve collection in consultation with the academic members of staff.

3.5   Stocktaking, weeding and evaluation
Policy statements

SNAL shall endeavor to:

(i)   stock take and stock count its collection on a regular basis

(ii)   remove from its general collection obsolete, irrelevant, and those materials that are proved to be useless, not used for a significant period or anticipated to be of no use in future.

(iii)   identify materials for weeding and archiving in a participatory manner .

Strategies

SNAL shall:

(i) budget for the activities, solicit for funds and plan for stocktaking and stock counting.

(ii) seek opinion from users

(iii)encourage involvement of faculties in identification of obsolete materials

3.6   Preservation and Protection of the collection
Policy statements

SNAL shall endeavor to:

(i)   ensure security mechanism such as video surveillance cameras is in place to guard against all kinds of misuse of the collection such as theft, vandalism/mutilation.

(ii)   establish archive for weeded materials.

(iii)   ensure backup of electronic materials are created and maintained regularly.

(iv)   encourage adoption of electronic systems that have been tested and shown to have acceptable security levels.

Strategies

SNAL shall:

(i) install security system such as Closed Circuit Television (CCTV) and other devices.

(ii) have a security guard at the library entrance/outlet.

(iii)fumigate collections regularly and as need arise.

(iv)create automatic and non-automatic backups of the databases from time to time.

(v) create the institutional repository (IR)

(vi)install and configure secure electronic information systems.

3.7   Electronic Materials
The term "electronic information resources" describes materials that are machine readable. Storage media may consist of CD-ROMs, DVDs, Hard Disks or links to

resources on a remote server, which may be owned by an entity other than the Library. Electronic resources offer advantages such as allowing multiple users access to the same resource simultaneously, or more powerful searching capabilities, or interactivity.

Policy statements

SNAL shall endeavor to:

(i)   acquire electronic materials that meet subject scope in SUA curricula as well as all other categories of users
(ii)   select print materials and digitize them for the institutional repository
(iii)   liaise with relevant unit for the acquisition of electronic copies of dissertations and theses
(iv)   make provision for SUA staff to deposit their electronic materials for the institutional repository
(v)   provide access to resources readily, equally and equitably to all library users

Strategies

SNAL shall:

(i)   subscribe to publishers' databases that meet SNAL's user needs
(ii)   join consortia agreements that will facilitate acquisition of and access to electronic resources
(iii)   solicit funds and support for subscriptions to electronic materials.
(iv)   make use of Open Access Initiatives (OAI).

3.8   Departmental Libraries collection

Departmental libraries include all other libraries apart from the central or main library. These form an important part of the university's information resource base. All books once received/acquired by departmental libraries should pass through SNAL for processing (basically cataloguing and classification and data input into the library's Online Public Access catalogue).

Policy statements

SNAL Shall endeavour to:

(i)   process in good time all books acquired by the university departments

(ii)   provide access to departmental libraries through the central catalogue

(iii)   liaise with departments in keeping the collection accessible to a wider readership

Strategies

SNAL shall:

(i)   strive to have staff for managing the collection

(ii) create awareness about the collection and usefulness as part of the university resource

(iii) solicit funds for maintaining the collections

POLICY GUIDELINES

SNAL Collection Development Policy shall be guided by the following guidelines in selection, acquisitions, stock evaluation and preservation:

4.1   Guidelines/Criteria for Book Selection
The following criteria shall be used in guiding the selection and acquisitions of books:

(i)   Curriculum requirements: books that meet university curricula requirements shall be selected

(ii)   Timeliness: the library shall select most current books

(iii)   Reputation of author and/or institution

(vi)   Intended audience: selection shall be based on university core activities of study and teaching, research and outreach

(vii)   Publisher's reputation: the library shall strive to get books from renowned publishers

(viii) Format: selection shall be based on both print and non print books

(vii)   Physical quality: selection shall be based on durability of books

(viii) Bibliographic aids: selection preference shall be given to books bearing contents, index, and bibliography to assist readers

(ix)   Probable usefulness in the collection

(x)   Client requests and recommendations

(xi)   Use of previous edition or titles in same series

(xii)   Price: books with affordable prices but also cost effectiveness shall be given preference

(xiii) Relationship to other works in the collection

4.2   Guidelines/Criteria for Selection of Journals
The following criteria shall be used for selection and acquisitions of journals:

(i)   Appearance of journal in major indices, abstracts, and retrieval services used in the Library

(ii)   Selection of articles in refereed journals

(iii)   Current references are included within articles

(iv)   Author or subject index published in the serial

(v)   Reputation and reliability of publisher

(vi)   Subject scope of journal is wide enough to appeal to a cross-section of users

(vii)   If new journal sample issue has received good evaluations

(viii)   Client requests

(ix)   Possibility of copyright violation when repeated photocopying of articles is observed

(x)   Availability in the library of other journals on the same subject

(xi)   Interlibrary Loan requests

4.3   Guidelines for Reference Collection
The following criteria shall be used for selection and acquisitions of reference materials:
(i)   Usefulness in comparison to existing reference tools
(ii)   Timeliness of the material
(iii)   Anticipated frequency of publication and hence of use
(iv)   Inclusion of the title in reference guides
(v)   Long-term value
(vi)   Favorable reviews in the professional press
(vii)   Authority and reputation of the author/publisher
(viii)   Use of earlier editions
(ix)   Date of publication: Selection of current materials shall take precedence. Older material shall be purchased only to fill a gap in the collection if necessary in using the set.
(x)   Language of publication: Selection shall be to a greater extent out of English and Kiswahili language publications and to a lesser extent other languages relevant to the university programmes.

4.4   Guidelines for Electronic Materials
The following criteria shall be used for selection and acquisitions of electronic materials:

(i)   Meets subject scope outlined in General Guidelines for Selection and acquisitions of other materials outlined above.
(ii)   Has broad appeal to large number of SNAL clients or will serve special needs of a user group in the university existing subject disciplines.
(iii)   User-friendly interface.

4.5   Responsibility for Selection and Acquisitions of the Collections
Authority and responsibility for overall and specific selection and acquisitions decisions shall rest with SNAL management. Input from the clientele shall be encouraged in this aspect.

4.6   Weeding

 (i) Weeded materials shall be discarded and given to other interested institutions free of charge as donations in consultation with SUA Board of Survey

 (ii) Some weeded materials shall be archived because of their possible usefulness in future

 (iii) Materials that cannot be given away to others for infringement of copyright laws and regulations shall be destroyed by SNAL in consultation with SUA Board of Survey

 (iv) Discarded materials shall bear the donation stamp of SNAL

 (v) Non-print materials that cannot bear the donation stamp shall be disposed of using the normal SUA disposal procedures.

CHAPTER FIVE

IMPLEMENTATION FRAMEWORK, MONITORING AND EVALUATION

5.1   Organization and Mandate

The implementation of SNAL Collection Development Policy shall be institutionalized within the organization structure of SUA. The Policy shall be coordinated by the Library Board which shall be headed by the library Director, assisted by the Deputy Director. The Director shall report to the SNAL Board on all Policy matters.

The Senate shall be requested to approve any changes that may be made to the policy before endorsement by the University Council.

5.3   The Role of the Library Board in the Implementation Framework

(i) SNAL Board shall monitor the implementation of the Policy.

(ii) To recommend the Collection Development Policy to the university senate.

(iii)To advice on changes needed for the Collection Development Policy.

5.4   The Role of Other Stakeholders

The success of the Collection Development Policy depends on cooperation from every member of the university community. However, there are some stakeholders who shall be consulted from time to time to support and facilitate the effective implementation of the Policy. SUA curriculum development committee, faculty/directorate/institute boards, student's academic affairs, the Agricultural Sector Lead Ministries shall be frequently consulted.

5.5   Monitoring and Evaluation (M&E)

Implementation of SCDP shall depend upon effective M&E mechanisms put in place to assess the implementation of strategies and achievements of Policy goals and objectives. SNAL Board shall work together with other stakeholders in the M&E of the policy activities. The Library Board shall develop/revise guidelines and indicators to be used for M&E of the Policy. The M&E mechanism shall do the analysis of the Policy progress and advice on review as time and circumstances require if and when necessary.