



Zimbabwe



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## MINUTES OF THE PROGRAMME STEERING COMMITTEE (PSC) MEETING

Date: 25 August 2014

Venue: ONHRI Boardroom

Time: 9:14 am – 11:50 am

**Programme Title:** Support to Peace Building, Disaster Risk Management and Increased Access to Sustainable Livelihoods for Resilience Building and Social Cohesion: 2014 to 2015.

### PRESENT

1. Mr B M Dube	Principal Director, OPC	(Co-Chairperson)
2. Mr M Moyo	Assistant Resident Representative, UNDP	(Co-Chairperson)
3. Mrs S Zembe	Principal Director, ONHRI	
4. Mrs A Tinarwo	Director, ONHRI	
5. Mr W Madombwe	Programme Analyst, UNDP	
6. Mr G Matenga	Programme Coordinator	(Minuting)
7. Mr F Mlambo	Accountant, MOF	
8. Ms B Razemba	Acting Director, MSMECD	
9. Dr C Zinhumwe	Executive Director, NANGO	
10. Mr L Chinhengo	Deputy Director, MPSLSW	
11. Mr M S Pawadyira	Director, DCP	

### Apologies

1. Mrs D Mukarakate Programme Specialist, UNDP
2. Mr A Made Programme Specialist, UNDP

Agenda Items	Discussion Points	Action Points	Responsible Person/Organisation
Introduction and welcome	The ONHRI Principal Director (PD) opened the Programme Steering Committee (PSC) meeting and asked members to introduce themselves. Following the introductions, the ONHRI		

<b>remarks</b>	<p>PD requested UNDP Co-Chairperson to brief PSC members about the changes on PSC governance which resulted in the programme implementation delays. The UNDP Co-Chairperson briefed the PSC members about the following two 2013 UNDP audit observations which necessitated changes in PSC configuration:</p> <ul style="list-style-type: none"> <li>i) There was conflict of interest in the previous PSCs by having an Implementing Partner (i.e. ONHRI) implementing the programme and also chairing PSC meetings. Hence the audit recommended that a senior official from the OPC who is not directly involved in the implementation of the programme to co-chair PSC meetings</li> <li>ii) Responsible Parties were not represented at the appropriate Director level in previous PSC meetings, an observation that needed to be corrected in the new PSC composition.</li> </ul> <p>Mr Benson M Dube was then introduced to the meeting as the new Co-Chairperson for PSC meetings. Mr Dube is a Principal Director in the OPC.</p>		
<b>Feedback from Technical Committee Meeting</b>	<p>The meeting was briefed of the following key issues that came out of the Technical Committee Meeting which needed the endorsement of the PSC:</p> <ul style="list-style-type: none"> <li>- From the review of the previous programme, it was noted that there was need for the Technical Committee that would meet before PSC and discuss programme planning and implementation in detail.</li> <li>- Area Based Programme (ABP) – this is a strategy recommended in the programme document to demonstrate the integrated and collaborative design of the programme components in a chosen District. A presentation was made on mapping matrix of RPs projects per District which indicated that all RPs had presence in Binga District. It was noted that the ABP was a noble concept since it fostered collaboration across programme components. PSC members endorsed Binga District as the site to pilot ABP citing its development challenges among other reasons. However, it was noted that there is need for a coordinated approach when engaging stakeholders in Binga to ensure unity of purpose, visibility and articulation of all programme components. Furthermore, the PSC members recommended dialogue with existing stakeholders who are supporting similar sectoral initiatives in Binga to foster complimentary synergies. The District Administrator's (DA) office was also recommended as an entry point to ensure stakeholder buy-in. After an in-depth deliberation, the ABP concept was endorsed by the PSC.</li> <li>- Community of Practice (CoP) – this initiative is meant to create a platform for knowledge sharing amongst key stakeholders working in peace building, livelihoods</li> </ul>	<p>Decide effective coordination mechanisms between RPs at ABP site (Binga District).</p> <p>Convene first CoP by 30</p>	<p>TCM</p> <p>ONHRI</p>

	<p>and disaster risk management. PSC members agreed that the CoP is a critical platform which can also help the Responsible Parties (RPs) to understand the type of projects being implemented in peace building, challenges and experiences shared by different stakeholders across Zimbabwe. PSC members agreed to utilise the <i>MyZimDialogue</i> online platform to host the CoP online interactive dialogue. ONHRI was asked to convene CoP meetings. It was also agreed that the CoP can learn from existing platforms such as the one being supported by OPC's Modernization Department. After deliberations the CoP concept was endorsed by the PSC and it was agreed that it be convened once every quarter for a start.</p> <ul style="list-style-type: none"> <li>- Gender sensitive programming – PSC members agreed on the need to keep gender focus in the planning, implementation and reporting of programme activities.</li> </ul>	October 2014	
<b>Overview of Planned Activities</b>	<p>An overview of the semi-annual work plan for each RP was presented. The following are the planned activities and comments from PSC members:</p> <p><i>Output 1: ONHRI</i></p> <ul style="list-style-type: none"> <li>• Conduct CPMRT training for officials from the Ministry of Women Affairs, Gender and Community Development (MWAGCD) [Mash. Central, Mash. East, Bulawayo, Mat. North and Mat. South]. OPC Co-Chairperson encouraged ONHRI to share the CPMRT training manual with PSC members.</li> <li>• Commemorate International Day of Peace</li> <li>• Convene a colloquium to review the findings of the Research on the History of Conflict in Zimbabwe.</li> <li>• Conduct a workshop to finalise the methodology and tools for the research on traditional mechanisms, approaches and systems for conflict resolution in Zimbabwe. NANGO representative encouraged the PSC members to utilise services of university students in researches so that they can gain the necessary skills.</li> <li>• Conduct at least two national awareness raising workshops on the NPRC and its functions. The UNDP Co-Chairperson asked the effectiveness of the planned awareness raising sessions given that the NPRC is not yet constituted. It was noted that awareness raising sessions around the NPRC might actually give traction towards its operationalisation. NANGO representative informed the meeting that his organisation will provide financial resources and collaborate with ONHRI to conduct awareness raising sessions.</li> <li>• Document ONHRI peace building experiences (2009 – 2014)</li> </ul> <p>PSC members recommended that all planned activities without budget allocation should either be removed from the plan if resources are not available or footnotes should be provided on the plan if such activities are to be funded</p>	Revise the budget section of the work	ONHRI/PC

	<p>through collaboration with other RPs.</p> <p>Output 2: NANGO</p> <ul style="list-style-type: none"> <li>▪ Convene (5) Provincial and district level dialogue and stakeholder awareness raising sessions on key peace and development issues (including reconciliation), the NPRC and its functions.</li> <li>▪ Convene Civil Society consultative session to consolidate Conflict Early Warning Experiences</li> <li>▪ PSC members encouraged NANGO to provide more information regarding activities to be funded by other partners which have no budget allocation on the plan.</li> </ul> <p>Output 2: CFToZ</p> <ul style="list-style-type: none"> <li>▪ Develop a Strategy paper on the role of the Arts and Culture Sector in promoting peace and reconciliation through dialogue sessions with the sector</li> <li>▪ Host a Radio programme with the Arts and Culture actors and other key stakeholders around the promotion of peace and reconciliation</li> <li>▪ Equip the Arts and Culture Sector actors with Conflict Prevention, Management, Resolution and Transformation (CPMRT), mediation and reconciliation skills</li> <li>▪ Convene a diversity management cultural expo coinciding with the international day of peace.</li> </ul> <p>Output 3: ECLF</p> <ul style="list-style-type: none"> <li>▪ Equip Local Peace Committee members with CPMRT, Disaster Risk Management (DRM), dialogue and mediation skills</li> <li>▪ Convene learning and exchange programmes for existing Local Peace Committees within Zimbabwe. The PSC was briefed on the formation and composition of the Local Peace Committees and how local leadership is included in that process.</li> <li>▪ Convene community-level peace outreach programmes (including sensitization on the NPRC and its functions)</li> <li>▪ Support the establishment of Youth Information and Career Development Centers at Provincial level by the Ministry of Youth, Indigenisation and Economic Empowerment (MYIE)</li> </ul> <p>The UNDP Co-Chair proposed to have representatives from all RPs to sit in PSC meetings so that they can respond to questions which might arise for their respective programme components. It was also observed that the ECLF and CFToZ were the only RPs which are not represented in the PSC hence it was proposed that their representation should be regularized in the ToRs of the PSC.</p>	<p>plan</p> <p>Provide more information on activities funding</p> <p>Effect budget allocation for youth centres</p>	<p>NANGO</p> <p>PC</p>
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	<p>Output 4: MSMECD</p> <ul style="list-style-type: none"> <li>• Provide equipment support to bee keeping projects in Lupane and Insiza District and fishing project in Binga District. It was noted that the use of fishing rigs might not be feasible given the challenges of the dwindling <i>kapenta</i> resource in Lake Kariba due to the presence of a predator fish species in the lake and also tensions between Zimbabwe and Zambia over the same resource hence the need to relook at the rig proposal.</li> <li>• Disburse grants to SACCOs in Mberengwa and Lupane Districts</li> <li>• Conduct business development training for entrepreneurs from Gokwe, Umzingwane and Mberengwa Districts</li> <li>• Strengthen the capacity of MSMECD District offices [procure 6 motor bikes]</li> <li>• Conduct field monitoring visits</li> <li>• Conduct comprehensive capacity needs assessment for youth vocational centres in Zimbabwe [MYDIE].</li> </ul> <p>Output 4: MPSLSW</p> <ul style="list-style-type: none"> <li>• Finalise construction of outstanding projects in Binga, Hwange and Bulilima Districts. It was noted that finalisation of construction should be expedited because it has taken more than two years to be completed.</li> <li>• Provide infrastructure support to community livelihoods projects in Binga, Bulilima, Hwange, Mberengwa and Zvishavane Districts.</li> <li>• Conduct business development training to community livelihoods projects in Binga, Zvishavane, Mberengwa, Hwange and Bulilima Districts</li> <li>• Conduct staff development training on project management</li> </ul> <p>Output 5: DCP</p> <ul style="list-style-type: none"> <li>• Strengthen advocacy, promotion mechanisms, awareness and knowledge management for Disaster Risk Management (DRM) [review and printing of schools DRM materials]</li> <li>• Support capacity of Chipinge and Binga Districts to respond to DRM issues [ 2 four wheel drive vehicles]</li> <li>• Conduct DRM lessons learnt for Tokwe Murkosi Dam Disaster</li> </ul> <p><b>The meeting adopted the Semi-Annual Work Plan for 2014 (July to December) with amendments on activity budgets.</b></p>	<p>Check the feasibility of using fishing rigs in the Zambezi river before procurement</p> <p>Effect budget allocation for capacity assessment of VTCs</p>	<p>MSMECD</p> <p>PC</p>
Schedule of reporting and PSC Meetings	Draft quarterly progress reports should be presented at PSC meetings after a review by the TCM. Fourth Quarter PSC meeting will be held on 1 October 2014 at ONHRI.		

<b>AOB</b>	<ul style="list-style-type: none"> <li>- PSC members recommended that UNDP should review its policy on non-maintenance of project vehicles transferred to partners since the Government is currently facing fiscal challenges and cannot provide fuel and service for the vehicles. This will affect the effective implementation of programme activities. UNDP Co-Chairperson informed the meeting that the policy change was a result of UNDP's adoption of International Public Sector Accounting Standards (IPSAS) which provides that any assets not directly under the control of UNDP should be the responsibility of the partner under whose custody the assets fall. However he informed the meeting that such concerns would be reviewed on a case-by-case basis for possible assistance.</li> <li>- The meeting reinforced the need for RPs to be represented at Director level at PSC meetings. MPSLSW was asked to correct their representation – a Deputy Director will only be allowed to sit in PSC meetings if s/he is acting in the absence of the Director.</li> </ul>		
<b>Adjournment of the meeting</b>	Co-Chairpersons thanked PSC members for participating in the meeting. PSC members were encouraged to speed-up implementation of planned activities so that lost time can be recovered. There being no other business, the meeting adjourned at 11:50 am.		

**SIGNED:**

Office of President and Cabinet Co-Chairperson:.....

Date: 27.10.14.....

UNDP Co-Chairperson:.....

Date: 27.10.2014.....