

**Supporting Enhanced Climate Action for Low Carbon and Climate Resilient
Development Pathway (SECA) Project
and
Support Towards Implementing Zimbabwe's Nationally Determined Contributions
Under the Paris Agreement on Climate Change (STIZ NDC) Project**

Board Meeting Minutes
DATE OF MEETING : 1 October 2019
Time: 1000hrs-1400hrs

**LOCATION: MINISTRY OF LANDS, AGRICULTURE, WATER, CLIMATE AND
RURAL RESETTLEMENT**

Monomotapa Hotel, Harare

Members present

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| Washington Zhakata | MLAWCRR-Chairing | Tirivanhu Muhwati | MLAWCRR |
| Caroline Kuhudzai | MLAWCRR- Minuting | Rashwens Jerenyama | MLAWCRR |
| Gerald Komati | MLAWCRR | Alois Tsiga | MLAWCRR |
| Zenzo Mpofu | UNDP/UNV | Tatenda Gotore | Forestry Com |
| Shingirai Mtabheni | UNDP/UNV | T Tawengwa | MICSMED |
| Gerald Mundondwa | MLAWCRR/Water Dpt | Blessing Chabikwa | MoPSE-CDTS |
| Kelly Moyo | MLG | Lisa Mare | MLAWCRR |
| Sepo Marongwe | Agritex. | Lawrence Mashungu | MLAWCRR |
| Tinashe Dhlakama | MLAWCRR | Chiedza Saungweme. | MLAWCRR |
| Malan Manyundo | MoEPD | Adoas Muneka | BCSDZ |
| Emily Matingo | MLAWCRR | Tawanda Muzamwese. | BCSDZ |
| Giant Mudimba | UNDP | Vusumuzi Tshuma | UNDP/UNV |
| Nachamaba Maguchu | UNDP | Edwin Muleya | BCSDZ |
| Tatenda Mutasa | MLAWCRR | Desire Nemashakwe | MLAWCRR |
| Tamburiro Pasipanodya | MSD. | Cecilia Tawodzera | Min of Finance |
| Dorcas Tawonashe | Strategy Policy Planning | Brian Murewa | IDBZ |
| Veronica Kakarasi | IDBZ | Hamilton M. Rambe | MICSMED |
| Wellington Madumira | ZERO | Virginia Mawere | MoTID |
| Olivia Chibgwe-Badza | CPD | Rodger Mpande | ZERO |
| Archieford Chemhere | Action24 | Noli Maguma | EMA |
| Linia Gopo | MSD | Sidsel Vognsen | UNDP |
| Jean-betrand Mhandu | AYICC-ZIM | Pauline Makukutsi | MLAWCRR |
| Kurai Kapondo | MLAWCRR | Brian Chikawa. | CPD |
| Tapiwa Kamuruko | MLAWCRR | | |

Apologies

Dr Leonard Unganai
Tawanda Chinogwenya

| | ACTION ITEM | ACTION OWNER |
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| | Agenda <ol style="list-style-type: none"> I. Welcome, Introductions, Apologies and Adoption of Agenda- W. Zhakata, Director, Climate Change Management Department, MLAWCRR II. Matters arising from previous minutes- W. Zhakata, Director, Climate Change Management Department, MLAWCRR III. Presentations on 3rd Quarter Progress Report including Micro-projects in Gokwe South, Bulilima and Lupane. Brief reports from District UNV Officers-T. Muhwati/S. Mtabheni/G. Mudimba/Z. Mpofu IV. SECA Project 2019 Revised Annual Work Plan-T. Muhwati, SECA Project Coordinator, CCMD V. SECA Project Third Quarter Work Plan-T. Muhwati, SECA Project Coordinator, CCMD VI. Discussion - All VII. Presentation of the STIZ-NDC 3rd Quarter Progress Report - L. Mashungu, Mitigation Officer, CCMD VIII. Presentation of the STIZ-NDC 4th Quarter Work Plan -L. Mashungu, Mitigation Officer, CCMD IX. Discussion – All X. Any other business – All XI. Conclusion and Meeting Adjournment – Chair | |
| 1. | Welcome Remarks and Introduction <ul style="list-style-type: none"> • The Chair welcomed everyone to the board meeting. Board members briefly introduced themselves. | Mr. Zhakata |
| 2 | Adoption of the Agenda <p>The agenda was adopted with the following amendments:</p> <ul style="list-style-type: none"> • On item ii, to add “Reading of previous minutes and” before Matters arising • To add “Changes in UNDP Project Management Modalities- Ms S Vognsen” before Any other business <p>Adopted by Alois Tsiga Seconded by Veronica Jakarasi</p> | All |
| 3 | Adoption of minutes from the previous meeting <ul style="list-style-type: none"> • Minutes of the 12th of July 2019 board meeting were adopted as a true record of proceedings with a few adjustments as follows: <ol style="list-style-type: none"> i. Page 3: Under item 4, the subheading should read as “Building Climate Resilience of Vulnerable Agricultural Livelihoods in Southern Zimbabwe” | All |

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| | <ul style="list-style-type: none"> ii. Page 3: Under item 4, bullet 5, to add “e” on the word “on” after the phrase “offering to host...” iii. Page 3: Under item 4, bullet 5, to remove “ing” on lobbying” iv. Page 4: Under Development of Building Codes, second bullet, to write “Tropical Cyclone” instead of T.C v. Page 5, second bullet, to add “that establishes the fund” before the full on first sentence. To add “Portfolio” between “Parliamentary” and “Committee” and also to replace “f” with “n” on “of” vi. Page 5, third bullet, to add “k” on the word “trac” vii. Page 5, seventh bullet, to add “for assistance” between “request” and “was” viii. Page 6, first bullet to add a semi colon between “Finance” and “Transport” ix. Page 6, third bullet, to add “for assistance” between “request” and “showing” x. Page 6, first subheading to be spelt as “IDBZ” instead of “IBDZ” xi. Page 7, first bullet, to replace “Got” with “Acquired more knowledge” xii. Page 7, second bullet, to write “WMO” in full xiii. Page 7, fifth bullet, to add “ by MoEPD” after STIZ NDC xiv. Page 8, to replace “MoPED” with MoEPD” xv. Page 9, fifth bullet, to replace “rejected” and replace with “did not approve” | |
| 4 | <p>Matters Arising from the previous Board Minutes</p> <p>Building Climate Resilience of Vulnerable Agricultural Livelihoods in Southern Zimbabwe</p> <ul style="list-style-type: none"> • A review of the project proposal from the Green Climate Fund (GCF) secretariat was received. The team working on the proposal are close to producing a final revised document to be send back to GCF for further review. The UNDP is now working on ensuring the proposal is tabled at the 2020 February/March GCF Board Meeting. <p>EMA accreditation to the Adaptation Fund: The Next Steps</p> <ul style="list-style-type: none"> • EMA is in the process of aligning its governance tools in line with Adaptation Fund processes. It will be establishing an Adaptation Fund Steering Committee and will seek further guidance from the Climate Change Management Department in that regard. • EMA will be recruiting a consultant to develop the Adaptation Fund concept note during the 4th Quarter of 2019 with a view of calling for proposals in early 2020. <p>Siting of New boreholes in Bulilima and Gokwe South</p> | <p>Ms Vognsen</p> <p>Ms Maguma</p> |

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| <p>NDC Participation</p> <ul style="list-style-type: none"> NDC Partnership representatives came into the country in August 2019 get clarity from the sectors finalise the implementation arrangements. Recruitment of the embedded Advisor is underway and will be supported by the SECA Project. Progress has been delayed as UNDP and the Government are still looking for suitable candidate. | <p>Mr Mashungu</p> |
| <p>IDBZ Accreditation</p> <ul style="list-style-type: none"> The Bank has received the first accreditation stage comments and a response is expected to be sent to the GCF by 20 October 2019. | <p>Ms Jakarasi</p> |
| <p>Forestry Commission-Study on drivers of deforestation</p> <ul style="list-style-type: none"> A validation workshop was done in July together with consultations of forestry definition. The Commission is now finalising the report after receiving feedback from the stakeholders. The Forestry Commission recommended a recalculation of country's rate of deforestation using the latest methodologies and formulas so that they compare figures over period of time effectively. The forestry definition consultation was the initial meeting with the stakeholders and there is still need for further consultations so that they have a nationally agreed definition before they conclude the work. | <p>Mr Gotore</p> |
| <p>Training Programme for Academia on LEDS and MRV, Water Audit and Water Management</p> <ul style="list-style-type: none"> A follow up meeting with the chairperson of the UZ Department of Mechanical Engineering and the Coordinator for the Renewable Energy Programme was held. The Department is yet to submit a concept note as agreed at the meeting. The Chair emphasized that there is need to follow up to make sure the concept note is developed and submitted. | <p>Mr Mashungu</p> |
| <p>Follow Up on Global Platform for Disaster Risk Reduction</p> <ul style="list-style-type: none"> As a follow up to the meeting held in Geneva on the side lines of the Global Platform for Disaster Risk Reduction Conference, the World Meteorological Organisation (WMO) will be sending a technical team to Zimbabwe to meet with various stakeholders from the 9th to the 11th of October 2019. The mission aims to document the needs of the country in relation to strengthening its weather and climate early warning systems. | <p>Ms Gopo</p> |
| <p>CAPRI Project</p> | |

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| | <ul style="list-style-type: none"> The board recommended Mr Mashungu to attend Ozone Board meetings and directly communicate with the Ozone Manager. <p>MoEPD Energy Efficiency Concept Note</p> <ul style="list-style-type: none"> A concept note on energy efficiency was developed and submitted to Climate Management Department. It is going to be part of pipeline energy projects. <p>Learning Visit to Russia</p> <ul style="list-style-type: none"> The Russia visit was scheduled for October 2019. However, the targeted dates (21 to 25 October) are coinciding with hosting of the Russia-Africa Summit in the City of Sochi. UNDP Russia advised that most senior government officials will be in Sochi so it would be an inappropriate time for the Zimbabwe Delegation to visit Moscow. New dates will have to be sought by the project management team. Zimbabwe Environmental Regional Organisation (ZERO) indicated that they would share analytical material between Russia and Africa to help the delegation to Russia in their trip preparations. <p>Development of MOU with Forestry Commission on Equipment being bought under the Project</p> <ul style="list-style-type: none"> There is need to craft some guidelines on the use and expectations of the STIZ-NDC Project with regards to the purchased equipment. This should be done in the fourth quarter. | <p>Mr Mashungu</p> <p>Mr Manyundo</p> <p>Mr Muzamwese</p> <p>Mr Mashungu</p> <p>Mr Mashungu</p> |
| 5 | <p>Presentation of 2019 SECA Third Quarter Progress Report</p> <p>Delivery rate stands at 38% as of 30 September 2019. The key highlights for the quarter were:</p> <ul style="list-style-type: none"> The groundwater assessment at Mubvumbi Nutrition Gardens in Gokwe South and Malalume in Bulilima; Support to Government participation in the Southern Africa Regional Climate Outlook Forum (SARCOF) and the SDG High-Level Political Forum. Commissioning of completed interventions in Buhera and Chiredzi districts by the Hon. Minister of Lands, Agriculture, Water, Climate and Rural Resettlement. <p>In Bulilima:</p> <ul style="list-style-type: none"> The SECA Project has continued its close collaboration with the Amalima Project, Forestry Commission, EMA and Agritex in building community resilience by | <p>Mr Muhwati</p> <p>Mr Mpofu</p> |

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| | <p>sensitizing communities on best practices and the promotion of volunteerism.</p> <p>In Lupane:</p> <ul style="list-style-type: none"> Community ownership arrangements for the Zinaphi Honey Processing Centre have been concluded with the Kusile Rural District Council, building plan approved and work is in progress. Sizing of the solar energy requirements for SECA renewable energy intervention underway. <p>In Gokwe South:</p> <ul style="list-style-type: none"> The community in Machakata has begun enhancing the interventions at Mubvumbi Nutrition Gardens using their own resources. In the quarter under review 2 livestock water troughs completed to ensure that livestock obtains water outside the bounds of the gardens. <p>Comments on the SECA 2019 Third Quarter Progress Report</p> <ul style="list-style-type: none"> The low delivery rate was attributed to the revised annual work plan which added additional TRAC resources in the 3rd Quarter and CC Learn resources in the 4th Quarter. Basing the delivery on resources spent only is not enough-it should be based on outcomes. The board recommended that other qualitative measures be used to measure project delivery and success. The Department of Small and Medium Enterprises Development pointed out that they are ready to provide business training, governance training and assist establish market linkages with local and foreign markets. <p>Report Adopted By: Ms Vognsen Seconded By: Ms Tawodzera</p> | <p>Mr Mudimba</p> <p>Ms Mtabheni</p> <p>All</p> |
| | <p>Presentation on the SECA 2019 Fourth Quarter Work Plan</p> <p>Key highlights of the presented workplan were the following:</p> <ul style="list-style-type: none"> The new activities in the work plan related to the Development of the National Climate Change Learning Strategy activities with resources from the UNITAR Climate Change Learn Programme and designing and printing of the National Adaptation Planning stocktaking report developed under the SCCA IPS Project. The conclusion of subnational level activities in Bulilima, Lupane and Gokwe South through the drilling of boreholes and procurement and installation of solar energy equipment. | <p>Mr Muhwati</p> |

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| | <p>media, but there is need to also follow up on action points that come out of these meetings</p> <p>The report approved as follows: Proposed by Ms Chibgwe Seconded by Ms Mashawi</p> | |
| | <p>Presentation on the STIZ-NDC 2019 Fourth Quarter Work Plan</p> <p>Key highlight from the proposed work plan were as follows:</p> <ul style="list-style-type: none"> • Promotion of LEDS through meetings with key stakeholders in 5 regions with the Forth National Communication team. • Launch of the Renewable Energy Policy. • Launch of the LEDS. • Participation in UNFCCC meetings. • Development of policy briefs layout, printing, articles in print media. <p>Comments on the STIZ-NDC 2019 Forth Quarter Work Plan</p> <ul style="list-style-type: none"> • To adjust some of the budget to reflect what is in the Annual work plan and to add gender issues in work of the STIZ-NDC Project. <p>Workplan was adopted as follows: Proposed by Mr Murewa Seconded by Ms Saungweme</p> | <p>Mr Mashungu</p> <p>All</p> |
| 8 | <p>Changes in UNDP Project Management Modalities</p> <ul style="list-style-type: none"> • UNDP has revised its guidelines to make projects more effective and simplified in that board meetings have been reduced to three instead of the previous four per year. • Draft 2020 Annual and 2020 first quarter workplans are expected by end of November to accelerate delivery. | Ms Vognsen |
| | <p>Closing Remarks</p> <ul style="list-style-type: none"> • The Chair recommended everyone to read the minutes and follow up on action items. • The Chair extended appreciation to everyone for participating in the proceedings of the meeting. There being no other business, the meeting was adjourned at 1400hrs. | Mr Zhakata |

Signed for circulation by meeting Chair: Mr. W Zhakata

Signature: _____

Date: 14/10/19 14 OCT 2019

Director: Climate Change Management Department

Ministry of Lands, Agriculture, Water, Climate and Rural Resettlement

