Minutes of the second Technical Committee meeting held at Protea hotel in Chisamba on 18th May 2018

# Present

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| --- | --- | --- | --- |
|  | **NAME** | **ORGANIZATION** | **STATUS** |
| 1 | MR. IGNATIUS MAKUMBA | FOREST DEPARTMENT | CHAIR PERSON |
| 2 | MR. PAUL ZYAMBO | DNPW -MOTA | CO-CHAIR PERSON |
| 9 | DR. HENRY MWIMA | UNDP /GEFV | MEMBER |
| 3 | MR. INNOCENT MULAUZI | MOA | MEMBER |
| 4 | MR. KAALA B MOONBE | CIFOR | MEMBER |
| 6 | MR. CHILUFYA EDWARD | DNPW -MOTA | MEMBER |
| 7 | MR. ALLAN DAUCHI | MLNR | MEMBER |
| 8 | MR. MADALISO TEMBO | MOTA | MEMBER |
| 10 | MS. NANCY BWALYA MUKUMBUTA | UNDP | MEMBER |
| 11 | MRS. ANNA BANDA CHANDIPO | DOE /MOE | MEMBER |
| 13 | MS. HAWA TRAVORE MUSONDA | MOJ | MEMBER |
| 14 | MRS. MANYANDO KANYATA | EMD-MWDSEP | MEMBER |
| 16 | DR. VICTOR SIAMUDALA | TNC | MEMBER |
| 5 | MR. CHAKA KAUMBA | DNPW -MOTA | FOCAL POINT DNPW |
| 12 | MR. MOSES KAUMBA | FOREST DEPARTMENT | FOCAL POINT FD |
| 9 | MR. FLAVIAN MUPEMO | GEF-V PROJECT | PIU |
| 15 | MR. CHIMUKA NYANGA | GEF-V PROJECT | PIU |
| 18 | MR. AKABIWA MUKELABAI | GEF-V PROJECT | PIU |
| 19 | MR. KANEMBWA MUKOMA | GEF-V PROJECT | PIU (SECRETARY) |

# Agenda

1. Opening Remarks
2. Introductions
3. Adoption of the Agenda
4. Review of Previous meeting minutes
5. Matters arising
6. Presentation of the Revised Annual Work Plan and Budget 2018 for the GEF 5 Project
7. Discussion and endorsement
8. Presentation of Action Plan
9. Discussion and endorsement
10. Presentation of the acceleration strategy
11. Discussion and endorsement
12. Presentation of Action Matrix
13. Discussion and endorsement
14. Agenda for the Steering Committee Meeting
15. Any Other Business
16. Date of next meeting
17. Closing Remarks

# Opening Remarks

The meeting was called to order at 09:23 hrs. The opening remarks were made by the Director, Forestry Department (FD). He informed the meeting that according to guidelines, a Technical Committee meeting must take place prior to a Steering Committee meeting; with the objective of deliberating and identifying issues for recommendation to SC for approval and policy guidance. He emphasized that it is always necessary to request for engagement of IPs when meetings are being convened, and described as ‘intolerable impropriety’ the manner in which the aborted Steering Meeting was arranged. The Director FD observed that on 11th May 2018, a technical Committee meeting was called but a quorum was not formed.

In addition, the Director of the Department of National and Wildlife (DNPW) remarked that it was unfortunate that the Steering Committee Meeting was aborted, and that the Technical Committee Meeting could not subsequently take place due to failure to form a quorum. The Director informed the meeting that the only feasible way-forward was for the members present after the failed Technical Committee Meeting was to form a working group and come up with a matrix of issues for discussion at this meeting.

# Introductions

The participants made self-Introductions.

# Adoption of the Agenda

Owing to the failure to hold a Technical Meeting after the failed Steering Committee meeting, the meeting resolved to call the session as the Second Meeting of the Technical Committee and adjusted the Agenda reflect this spirit and incorporate issues that were raised during the SC meeting

# Review of Previous meeting minutes

The Committee resolved not to adopt the minutes of the previous meeting. This was due to several omissions that were observed. Therefore, it was resolved that these minutes would be distributed to members for review and revisited at the next sitting. During the period of review, members were expected to provide correctional input to the secretariat.

However, the committee resolved to refer to matters arising from the minutes.

# Matters arising

## 5.1 List of Members of the Technical Committee

The previous minutes indicated that Forestry Department was expected to invite a selection of institutions be added to the committee. The Committee was informed by the Forestry Department that these institutions have been written to, and some of them were in attendance as a result of this.

## 5.2 Urgent acceleration of implementation

The committee discussed how that opening a bank account in Mumbwa for the Project would be useful in accelerating the funding project implementation of activities. The Chairperson further explained that the current method of payment processing, requires use of fuel and per diem for officers from the Project Implementation Unit travelling from Mumbwa to Lusaka each time an activity arises. He pointed out that this was becoming a costly exercise in terms of time and money, and that a project account would be a useful solution to this problem.

In response to the Committee’s request for an update on the status of the bank account opening process, Forestry Department Focal Point Person indicated that Ministry of Finance had been engaged and forms had been filled for submission. However, he informed the committee that the process had been stalled because of concerns from UNDP that the PIU did not have enough signatories to be used for the account. He informed the meeting that the IP signatories may not qualify because the IPs did not satisfy a UNDP assessment.

The Committee observed that there have been varying reasons in the past for not opening the said account. Initially, it had been that there was no accountant in place, then the absence of a Project Manager. It further observed that since both positions had been filled, the next step would be the IPs submitting formal communication to UNDP.

The Committee resolved that official communication must be made from the IPs to UNDP submitting the forms on 21st May, 2018. The Committee then advised that any further action would be taken only after official response from UNDP.

## 5.3 Cross-cutting issues:

### Recruitment of a project manager

The Committee requested an update on the recruitment of a Project Manager. The chairperson informed the house that an interim Project Manager had been recruited as UNDP carries out the recruitment of a new Project Manager. UNDPs GEF V Project Coordinator assured the meeting that a new Project Manager was being recruited and that he or she expected to begin work in July, 2018.

### Gap analysis

The Committee instructed that the development of a gap analysis as an input into preparations for a possible no-cost extension of the project, should be done by 31st May 2018. This was with regard to the expected project closure of May, 2019. UNDP advised that any project extensions are difficult to be granted as they require good justification, and that any preparations made would best begin at least twelve months before project closure. She further indicated that she would get more clarity on the steps towards extension and report back to the committee.

### VAGs as Legal Entities

The chairperson informed the house that a legal opinion was developed by the Attorney General, explaining that the VAGs cannot be recognized as legal entities under the Wildlife Act. As an alternative, the house discussed the possibility of using an SI that may pilot the activity to test the concept of VAG legalization under the said Act. However, the Chairperson guided the house that such an SI is not possible. The Committee observed that alternatives could be provided by the Attorney General if a request was made detailing the intention of the activity.

The deliberations of the Committee on this issue led to a resolution that there is a provision under the SI No 11 of 2018 ‘Guidelines on Community Forest Management’, which can be used to provide a basis for VAGs to have legal rights over land meant for forest management activities. The Committee resolved that Forestry Department would recognize the VAGs as CFMGs.

The Committee further instructed the PIU to begin the process of CFMG formation, with strong emphasis on sensitization in the following weeks on the need for them to apply for recognition to the Director of the Forestry Department along with the benefits of user rights.PIU was tasked to complete the process by third quarter of 2018 in at least 25 VAGs. The meeting further instructed the PIU to use a nested approach in order to avoid any leakage as a result of scattered efforts in the two ecosystems of the project.

# Presentation of the Revised Annual Work Plan and Budget 2018 for the GEF 5 Project

Mr Flavian Mupemo of the GEF V Project presented the Annual Work Plan and Budget. He indicated that due to an unanticipated delay in accessing funding, the budget had most of its activities planned to take place from the second quarter onwards. He gave highlights on the major activities that will be funded and cooperating partners that will help the project activities to be carried out.

# Discussion and endorsement

The Committee sought clarity on how the budget would be expended before the end of year with little time remaining for the year. The CBNRM Coordinator informed the meeting that there was an acceleration strategy in place that outlines the use of cooperating partners to achieve this.

The Committee inquired on how much money was remaining aside from the amount budgeted for in the budget of the year. The Project Accountant prepared and submitted a draft for the Committee to consider. This draft is in annex 1.

## 7.1 Road humps

The Committee requested for specifications on which roads would be considered in the development of road humps and signage as a means of reducing roadkills in the AWP. The PIU informed the meeting that this process was in its early stages and that the roads engineer being engaged from DNPW would provide guidance along with other DNPW officials.

## 7.2 Tourism Concession Agreement Consultancy

The Committee requested an update on the Tourism Concession Agreement consultancy, with knowledge that the consultant engaged was long overdue with deadline of submissions of reports. UNDP informed the house that the consultancy contract was due for termination because of failure of the consultant to deliver. The meeting resolved that the contract termination should go ahead. The meeting further discussed alternative options after termination, bearing in mind that the consultancy was very important. It was resolved that UNDP should head hunt a suitable consultant in order to cut down on any delays in procurement due to open sourcing. UNDP was expected to begin the process of headhunting by the end of the following week (24th May, 2018).

The meeting further resolved that if a consultant could not be head hunted, then the committee would appoint a technical working group to carry out the work needed.

## 7.3 Public Private Partnership (PPP)

The Committee requested an update on the progress of PPP formation in West Lunga. The PIU informed the house that Kalumbila Trident, a subsidiary of First Quantum Minerals PLC had so far undergone due diligence towards the procurement process of a partner.

Furthermore, UNDP indicated some reservations about the location of the PPP being in a GMA and not in the National Park. DNPW’s CBNRM Officer clarified that the PPP was inclusive of both GMA (Lukwakwa and ChibwikaNtambu) and the National Park.

## 7.4 Landuse planning

The Committee requested an update on the Landuse Planning process. The PIU informed the house that in 2018, it was planned that Land use plans will be validated and bylaws will be fully developed through municipal council meetings.

## 7.5 CFM grants

The Committee inquired what legal mechanism is being developed for CFM grant issuance. The committee discussed the use of CFM’s benefit sharing mechanisms for grant issuance. It was resolved that this mechanism will be considered during the disbursement of grants and would be refined during the CFM formation process and the engagement of the Small Grants Programme. The Chairman further indicated that several opportunities of this nature are being considered in the formulation of the Statutory Instrumenton Carbon Management.

## 7.6 CFM Consultancy

The GEF 5 Project Coordinator informed the meeting that the deadline for the submission of a final report by the CFM consultant was 31st May, 2018. In view of this, the meeting resolved that the following timeline should be used to achieve validation before the said deadline:

Submission of a draft by consultant : 23rd May 2018

Feedback from IPs and PIU to consultant : 25th May 2018

Validation meeting : 28th May 2018

Submission of a final report : 30th May 2018

The Chairperson informed the house that the Forestry Department as an IP had not interacted enough with the consultant. The meeting instructed the contract manager (UNDP) to encourage consultants to interact more with heads of IPs in the future in order to receive adequate support.

## 7.7 Summary remarks by the Chairperson

The Chairperson requested that a highlight of annual expenditure to-date and remaining funds be shown to the steering committee. He also warned that expenditure should not be used as a measure of project performance, but instead indicators should be considered.

# Presentation ofAction Plan

A Project Action Plan was presented by the GEF V SFM/REDD+ Officer. He explained that following the development of Management Responses to the Mid-Term Review conducted in 2017, the PIU along with UNDP developed an action plan addressing each response and recommendation from the MTR.

# Discussion and endorsement

In opening the plenary discussion, the Committee edited the Action Plan contents to update it. The edited version of the Action Plan is in Annex 2, and the unedited version in Annex 3. The following specific action points were discussed for further action.

## 9.1 Action point 6.3- Cost Benefit Sharing Review

CBNRM Unit under the project was expected to submit a review of studies on cost benefit sharing and recommend a mechanism for endorsement by the IPs. The Committee instructed the PIU to prepare a submission by 31st May 2018.

## 9.2 Action point 7.2 Communication strategy development

The Committee requested an update on the status of development of a communication strategy. UNDPs representative informed the house that a UN volunteer had been engaged to fill the role of Communication Strategist. However, she indicated that she would need to contact him for an update. The Committee resolved that communication strategist should be present at future Technical Committee meetings as a non-member who is part of the PIU.

## 9.3 Action point 10.2: Review of Project Indicators

The PIU informed the meeting that there had been a Theory of Change Workshop conducted in order to review the indicators of the Project Document. The purpose of this review of indicators was to assess the suitability of the indicators and possibly refine them. The Committee resolved to review the Theory of Changerecommendations at its next meeting.

## 9.4 Action point 23.1: Review of the process of payments to remove those steps that do not add value to improve the efficiency of the Project

The Committee requested the Project Finance Officer to present his finding from a review of payment processes. The FO outlined the processes of payments including Request for Direct Payments (RDPs), Request for Direct Support (RDS), use of a bank account and use of Funding authorization of certified expenses (FACE) forms. In his findings, he indicated that having a bank account would reduce the length of time of accessing funding for activities to within a day. In addition to this, the FO informed the meeting that the UNDP was now using a quarterly funding regime of FACE forms for pre-approval of activity funding in order to fasten the processing of payments.

## 9.5 Summary remarks on the Action points

The Chairperson advised the PIU to summarize the document, giving status to each recommendation. He instructed that this matrix would be used to update the Steering Committee.

# Presentation of the acceleration strategy

The Interim Project Manager (PM) presented the acceleration strategy.During his presentation, the PM informed the meeting that there are cooperating partners that have been engaged through MOUs to carry out work alongside the PIU. He further pointed out that the bank account opening was one of the key ways in which the acceleration strategy would be successful. The PM stressed that the key operational instructions should not be conveyed directly through PIU, in order to streamline communication during this period of strategy implementation.

## Discussion and endorsement

The Committee resolved that considering the expected three month presence of current PM, the IPs should engage him at the end of his contract on whether there will be need for a no-cost extension.

The Committee instructed the PIU to isolate activities that have not been carried out, and make arrangements for them to be sub-contracted to accelerate implementation of activities.

# Presentation of Action Matrix

The Chairperson guided the meeting in a review of an action matrix that was developed by a working group that was formed sat from the aborted 7th Steering Committee meeting. A matrix that was developed by the working group was reviewed and edited by the Technical Committee. See Annex 4 for the edited version and annex 5 for the unedited version.

# Discussion and endorsement

## 13.1 Work plan and budget 2018

The Committee resolved that the annual work plan and budget, and minutes of the previous meeting would be distributed to the Steering Committee members. The Committee instructed the SC secretariat to distribute these documents on 21 May, 2018 as part of an invitation to the next Steering Committee meeting to be held on 24th May 2018.

## 13.2 Issue number 2.ii: Small grants programme for the community fund disbursement

The Committee was informed by the PIU that efforts were being made to arrange a meeting with the Small Grants Programme (SGP), IPs and PIU with the objective of clarifying the process of grant fund disbursement to communities. The PM informed the Committee that the date set tentatively for this meeting was 1st June, 2018.

In addition, the IPs indicated that they were in receipt of a concept note on the use of a small grants programme as a mechanism for grant disbursement. The Committee was informed that the IPs were still reviewing the concept note and would provide response one week after the above referred meeting with the SGP. Therefore the date set for this response was 8th June, 2018.

## 13.3 Issue number 7: Strengthening of the CBNRM Unit at DNPW, Mumbwa

The GEF V CBNRM Coordinator informed the house that the Project Document prescribes support to a CBNRM Unit through Community Liaison Assistants and DNPW’s CBNRM Unit. He informed the house that unfortunately, this was outdated because the CBNRM Unit referred to in the project document was dissolved during the restructuring of Zambia Wildlife Authority (ZAWA) to DNPW. The Committee was informed that under ZAWA, a CBNRM Unit existed as a part of the Kafue Business Centre that was set up during the SEED project. He further indicated that the officers that used to work under this unit were handed over to the councils, towards decentralization. He updated the Committee that despite this handing over, the councils were not financially ready to accommodate the officers and as such the officers were still stationed under DNPW.

The meeting deliberated on various avenues of supporting the CBNRM unit of DNPW. The Committee resolved that the CBRNM unit was still established through the recruitment of the CBNRM Coordinator and the CLAs. The Committee instructed the PIU tocontinue strengthening existing relationships by supporting IPs in terms of CBNRM activities

# Agenda for the Steering Committee Meeting

The Committee that the following be included in the Steering Committee meeting’s Provisional Agenda:

**For Endorsement**

1. Annual Workplan and Budget
2. MTR Management responses

# Any Other Business

There was no other Business discussed

# Date of next meeting

The Committee resolved to tentatively meet on o be advised but tentatively 12th July, 2018.

# Closing Remarks

The Chairman thanked everyone for participating and closed the meeting at 20:56 hrs.

Annex 5: Action matrix of Committee Resolutions

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| --- | --- | --- |
| Resolution | Responsible | Timeframe |
| Distribution of 1st Technical Committee minutes for review and correction | Technical Committee Secretariat (PIU) |  |
| Official communication from IPs to UNDP concerning submission of forms for account opening | FD | 21/05/18 |
| Gap analysis | PIU | 31/05/18 |
| Preparation of letters of intent to form CFMGs from at least 25 VAGS | PIU | 31/08/18\* |
| Begin process of head hunting a TCA consultant | UNDP | 24/05/18 |
| Conclusion of CFM Consultancy | IPs, PIU & UNDP | 31/05/18\*\* |
| Cost Benefit Sharing study review | PIU | 31/05/18 |
| Review theory of Change | Technical Committee | 12/07/18\*\*\* |
| Distribution of Annual Work Plan and Budget, along with invitation letters to Steering Committee meeting | Steering Committee Secretariat | 21/05/18 |
| Meeting with SGP | IPs, PIU & UNDP | 01/06/18 |
| Response to UNDP on SGP concept note | IPs | 08/06/18 |

\*PIU expected to begin the initiation process immediately

\*\*Refer to minute number 5.6 for detailed outline

\*\*\*Date of 3rd Technical Committee Meeting