



SIXTH PROJECT STEERING COMMITTEE MEETING

7TH DECEMBER 2017

ATTENDANCE:

1. Mr. J. Hailwa (DOF-MAWF) (Chairperson)
2. Mr. T. Kaambu (DOF-MAWF)
3. Mr. F. Kayofa (DOF-MAWF)
4. Ms. V. Kinyaga (NAFOLA-MAWF)
5. Ms. N. Shaninga (NAFOLA-MAWF)
6. Mr. J. Nghishidi (NAFOLA-MAWF)
7. Mr. H. Aindongo (NACSO)
8. Mr. Abraham Katjiukua (DAPEES-MAWF)
9. Ms. K. Shiningavamwe (DART – MAWF)
10. Ms. M. Naanda (UNDP)
11. Mr. I. Kauvee (UNDP)
12. Mr. G. Kamarumo (MURD)

I. OPENING AND WELCOMING

The Chairperson welcomed the members to the meeting.

2. ADOPTION OF THE AGENDA

The agenda was adopted. Mr Kamarumo moved for the adoption and Mr Katjiukua seconded.

3. Apologies

Mr. A. Andreas (DEA-MET)

4. Review and adoption of previous minutes

Minutes of the previous were reviewed and adopted with corrections.

5. MATTERS ARISING FROM THE PREVIOUS MINUTES

Issues	Status/Comments/Action
The PMU to support DOF in order to ensure that the process is expedited. DOF to allocate a technical person to work with the key stakeholders such as the Attorney General Office and the Ministry of Land Reform.	Action: Share comments from AG with PSC for information.
NAFOLA PMU to document the assessment of CFs towards the set SOPs in a booklet format.	Action: Share report on compliance to IFMP at the next PSC.
The project should work closely with DAPEES in Ohangwena Region on CA activities. A workplan for Ohangwena Region needs to be presented for approval by the SC.	Action: Liaise with DAPEES to obtain progress report on status of CA where NAFOLA has supported with equipment and training.
Secretariat to present the TORs for SLM for livestock production consultancy for approval by PSC.	Action: PSC recommended TORs to be shared with DAPEES for consideration.
Provide updates on the progress made towards finalizing the Integrated Fire Management Policy and Strategy	Action: Facilitate a working session on 13 & 14 December 2017 to finalise the Intergrated Fire Management Policy and Strategy

Secretariat to confirm at the next meeting if the CF management plans supported through NAFOLA reflect fire management policies and strategies.	DONE
PMU to arrange for a meeting with UNDP for discussion and agreement on the management response.	DONE

6. New Matters Tabled for the 6th NAFOLA PS

a) **NAFOLA MTR: Management response to the findings and recommendations**

The PSC resolved that the recommendations made by the MTR consultant were noted and the tabled management response (Annex 2) was approved with the following amendments:

B.3.: Rethink CA investments in Omaheke

The overall objective of NAFOLA Project is to reduce pressure on forest resources. Conservation Agriculture (CA) was considered as one mechanism to increase crop yields in a sustainable manner, which minimizes clearing of forest areas. Since the formulation of the project, the government of Namibia has received numerous donor support on CA. At MTR, NAFOLA is prioritizing its interventions and the PSC has taken a resolution to focus project resources on sustainable forestry interventions. As a result NAFOLA will not be engaged in active CA activities. The project will collaborate with DAPEES on monitoring of CA uptake and its impact on the forest.

Action 1: Resolution to be communicated to DAPEES through National Project Director - NAFOLA

C.1: Replace current PSC as the members have not taken on their oversight responsibilities; include CF representatives in PSC as they are indicated in the project document as Responsible Parties; provide a clear orientation to the PSC of their roles, mandates and responsibilities.

The PSC agreed to the management response that the current PSC will be maintained and its capacity strengthened. Secondly, a technical advisory committee will be established to support the PSC. TOR for PSC were shared but not discussed at the PSC.

Action 2: PMU to circulate TORs for PSC and for technical committee to PSC members for comments and input. including the TORs

Action 3: At the next meeting UNDP needs to provide an orientation to the PSC of their roles, mandates and responsibilities to increase oversight and guidance.

C.4.: Adjust or rearrange the PMU with re-planning and budget; and arrange for a no-cost extension.

PMU informed the PSC that realignment of staff has been done in response to current project needs. The PSC resolved that the PMU should revise the current staff *modus of*

operandi in order for remuneration to be aligned to deliverables and expected outputs within the current staffing framework, budgets and work plans. The meeting resolved that the Implementing Partner (IP) will assess staff performance on a quarterly basis, address issues and ensure accountabilities.

Action 4: Realign staff complement, roles and functions in line with the project and undertake activities through PLOs and CF management committees with strict adherence to timelines, budgets and outputs.

b) Approval of the NAFOLA 2018 Work plan, (budget 2018, key outputs and activities)

The workplan was presented (see annex 3). The following comments and recommendations were made.

- Output 2.2 Support farmers associations/ cooperatives in Otjombide to develop a marketing strategy to operationalise the auction kraal (including the launch of auction kraal).

The PSC discouraged the project from developing new strategies; instead it should liaise with DVS and DAPEES to strengthen existing strategies and to ensure implementation of the strategies in order to increase livestock off-take.

Action 5: a) The Project needs to determine if there is a marketing strategy for Omaheke Region/Otjombinde constituency before it attempts to develop a new strategy. B) If a strategy is in existence, the project should attempt to identify gaps and strategies to fill the gaps, in close liaison with DVS and DAPEES.

A request was received by the Project through the Ministry of Environment and Tourism to support a Summer Dryland Programme facilitated by Gobabeb Research and Training Centre (GTRC) titled "*Home Fires Burning: Community Forests, Wood Fuel and Indoor Air Pollution in the Omaheke Region*". This proposal was presented by the PMU to the PSC to respond to output 2.6: Energy saving and alternative energy program implemented.

The following remarks were made in response to the project proposal.

- a) The output intends to address issues related to deforestation whereas the proposal is targeting bush encroached areas;
- b) The proposal seeks to enhance the efficient use of fuel wood whereas the NAFOLA Project Document (Prodoc) seeks to reduce community reliance on wood fuel;
- c) The proposed project responds partially to one of the three sub-activities outlined in the Project Document, i.e. to assess current wood consumption level. Nonetheless, the proposed sites in the proposal do not match the Prodoc;
- d) The project has limited funds and would therefore use internal staff (where capacity exist) for assessments similar to this proposal;
- e) For the above reasons, the PSC resolved that the proposal will not be financed by the project.

Action 6: MAWF to send a formal response to MET in response to the proposal by GTRC through the Permanent Secretary.

Output 2.7.: The MTR noted that knowledge management was one of the weakest areas of the project. The MTR recommended that the PMU must ensure that the work that is being done

under project is published; lessons learned and best practices are well documented and disseminated. The PMU therefore sought for approval from the PSC to negotiate a Memorandum of Understanding (MoU) with an academic institution on a publication on best SLM practices, drawing on lessons learned during project implementation. The PMU proposed to enter into a MOU with the Namibia University of Science and Technology (NUST) since the Directorate of Forestry has five staff members undertaking research at a Master's level responding to the project outputs with emphasis on SLM. UNDP informed the PSC that it has entered into a MOU with the University of Namibia (UNAM) and is working towards entering into a similar MOU with NUST on various area of cooperation.

Action 7: PSC recommends that the secretariat explore the area of cooperation within the MOU that UNDP is negotiating with NUST.

Construction of office facility in Oshaampula and Otjiu-West

The PSC was briefed by the secretariat that the construction of the offices for Oshaampula and Otjiu-West CF is in its initial stages (designs completed and advertisement was placed for bidders). The activity was put on hold, following the observations of MTR on construction. The IP emphasised that such facilities are critical for the operation of community forest management bodies and that the Ministry regard such support to contribute to building of local level institutional capacities. In order to maintain low cost of construction, the PMU proposed to purchase construction materials and pay labour costs separately. The PSC advised that the PMU should investigate and implement an option that is low cost yet which does not compromise on quality. The PMU was advised to work with Ministry of Works and Transport on supervision of construction to ensure quality during the construction of the offices.

Undertake needs and gap analysis on income generating activities in CFs, investigate and provide policy recommendations to incentivise CFs to carry out their mandates

The PSC recommended that the said assessment should consider marketing of tourism products to expand income generating options for community forests. Furthermore, the PMU need to initiate a dialogue with the NACSO secretariat to further explore other opportunities that are being pursued by conservancy and has a potential for replication in CFs.

Action 8: TORs for gap analysis on income generating activities and sustainable financing mechanisms (incentives) in CFs to be shared with PSC for input and guidance.

c) Recommendations on the 2018 proposed budget

UNDP informed the meeting that provision for miscellaneous expenses is limited in amount and need to be catered as the actual planned expenditures and not MISC. PMU/Accountant was advised to review the budget and expense codes as per the guidelines of the total budget and work plan. Hence this budget code should not appear on the 2018 budget.

UNDP informed that there are strict guidelines guiding the budgets and these should be observed. Given the findings, it was clearly discussed that the management and monitoring of the budgets need to be done well, and strict adherence to planned and allocated amounts. Further, it was agreed that the budget will have a procurement plan which will guide the implementation with clear modalities (see next item).

Action 9: PMU to refamiliarize themselves with the budget codes, and remove miscellaneous expenses code from the budget to be shared with UNDP.

d) Approval of the NAFOLA Procurement plan for 2018

The procurement plan was shared at the meeting. PMU informed the PSC that the procurement plan was not shared prior to the meeting because the file was infested with a virus. The plan was in principle approved, with the understanding that the PMU will review it to accommodate changes made to the proposed annual workplan of 2018 and resolutions taken at the meeting.

Action 10: PMU to update the procurement plan in line with the workplan and other relevant resolutions taken at the meeting.

e) Draft TORs

Due to limited time, the draft TORs proposed on the agenda of the meeting were not discussed. The meeting agreed that the PMU should circulate the TORs to PSC for review and approval. The ToRs are:

- ToR for NAFOLA PSC
- ToR for Technical Committee
- ToR for development of financing mechanisms for CFs
- ToR for development of forest accounts (for noting)
- ToR for training and development of M&E framework (for noting)
- Job description for project staff.

Action 11: The secretariat to send draft TORs to PSC for review and approval.

7. Progress reporting (updating and sharing information with the PSC members)

The PSC advised the PMU to circulate the progress report and its associated documents (as per the agenda item) for their perusal. However, the PSC requested the financial report to be presented hence it was done.

Action 12: The secretariat to share the following documents:

- a) Summary of key achievements for 2017
- b) Financial report, 2017 the year, 2017
- c) Risks identified, draft management responses and updated Risk Matrix
- d) Draft 2017 Project Quality Assurance assessment findings
- e) 2017 Donor Report: NAFOLA PIR

7.1. Financial Report

The Project Accountant, Ms. Shaninga presented the financial report. She informed the SC members that the project was rated as “unqualified” in the audit which was concluded in May. She further presented the annual budget, the quarterly disbursement and expenditure, as follows:

TOTAL BUDGET FOR	
2017	12,692,772.93

	ADVANCED AMOUNT	Expenditure
January to March	3,009,198.67	3,009,198.67
April to June	3,456,907.95	2,817,295.90
		5,826,494.57
REMAINING BUDGET		6,866,278.36

8. NEXT MEETING

The next meeting is scheduled for June 2018.

9. MEETING ADJOURNMENT

The chairperson thanked the members for making time from their busy schedules to attend the PSC meeting and for the contribution made.

10. CERTIFICATION OF MINUTES

.....

Jonas Nghishidi Joseph Hailwa

Secretary Chairperson

Date:..... Date:.....

ANNEXURES

ANNEX 1: AGENDA FOR THE 6TH NAFOLA PSC MEETING

ANNEX 2: MTR MANAGEMENT RESPONSE

ANNEX 3: NAFOLA WORKPLAN 2018

ANNEX 4: PROCUREMENT PLAN

ANNEX 4: LIST OF TOR CONSIDERED AT THE 6TH NAFOLA PSC MEETING