

**MINUTES OF THE FIRST COBWEB PROJECT BOARD MEETING
AT LAKE VIEW HOTEL, MBARARA DISTRICT
15th JULY 2011**

Agenda

1. Introductions
2. Communication from Chairperson- PS Ministry of Water & Environment
3. Brief about COBWEB Project
4. Presentation of the coordination structures and systems
5. Presentation of the 2010 annual report and 2011 AWP
6. Discussion of proposed No-Cost Extension
7. General discussions and taking decisions
8. Action points and next steps
9. Closure, lunch and departure

Members (List attached as Annex 1)



MINUTE	DETAILS	ACTION BY
PB 1- 1	Introductions: All members	
PB 1- 2	COMMUNICATION FROM CHAIR	
	<ul style="list-style-type: none"> • The Chair extended the apologies from Permanent Secretary Ministry of Water and Environment (MWE) who was not able to attend the meeting in person • Acknowledged presence of all members • Informed participants that meeting was to assess progress on the COBWEB Project implementation and design way forward • First part of Project Board mission was to assess what has been done in the field • Acknowledged the importance and uniqueness of COBWEB Project because of the partnership between Government and Civil Society Organizations (CSOs) • Pledged the government will continue to deliver obligations as a signatory to the Ramsar Convention • Key aspect of the project is funding mechanism agreed on as best modality to deliver. Need to assess its effectiveness • Another aspect is to assess the linkage between various sectors including Water Resources Management, Local Governments and Uganda Wildlife Authority • Vertically the Project brings together Central Government and goes down to the communities. Therefore there is a multiplicity of interaction on project • The model of conservation adopted by the Project is new and distinct from traditional methods of protection of natural resources. Project is an opportunity to pilot this new model and is particularly relevant to 	All to note

	<p>integrating catchment management in conservation</p> <ul style="list-style-type: none"> • He appealed to participants to make an honest opinion of the progress on the project since this would determine the future direction • Key objective of the meeting was to consider the no-cost extension given that there were delays in the commencement of the project. <p>Remarks by UNDP Country Representative</p> <ul style="list-style-type: none"> • He commended the great work done by the Project Implementation Team as witnessed during the field visit which also provided opportunity to have a real feel of what is on ground and to know how to move forward. • He noted that the COBWEB Project is a pilot concept which will guide future actions • Cautioned that there is need to carefully and realistically manage the many expectations raised by the communities during the field visit • It is critical to examine the linkages between the stakeholders at all levels, from Central and Local Governments, as well as communities, to ensure these linkages are sustained. • UNDP aware that the project commenced two years later than the actual planned commencement. There is need to try and accelerate the process and thus the need for the no-cost extension to ensure sustainability. <p>Remarks from representative of the Consortium – Mr. Achilles Byaruhanga, ED Nature Uganda</p> <ul style="list-style-type: none"> • Expressed gratitude for the progress made on the project and recommended that failure should also be considered positively since it will be basis for future adjustments • 60% of all biodiversity worldwide is outside PAS including wetlands, therefore it is imperative we conserve these, both for biodiversity and as a vital resource for communities. • There is no option for the project but to work with communities since they are the key users and managers of wetland resources • He recommended the no cost extension should be considered to ensure that the project is sustained 	
	<p>Review of Project Implementation Manual</p> <ul style="list-style-type: none"> ◆ It was proposed that the PIM should be revised by 30th July 2011 and submitted to Board for endorsement by 15th August 2011. ◆ Project Advisory Committee (PAC) was changed to Project Board ◆ It was recommended that Directorate of Water Resources Management, Ministry of Local Government and Ministry of Gender be co-opted as full members of the Board ◆ Ministry of Finance Planning and Economic Development should be reflected in the document as a UNDP counterpart 	<p>IUCN in Consultation with UNDP</p>
<p>PB 1-3</p>	<p>Presentation on the COBWEB Project & Coordination Structures By: Mr. Robert Bagyenda, National Project Coordinator</p>	

	<ul style="list-style-type: none"> ■ Project title “Extending Wetland Protected Areas through Community Conservation Initiatives” (COBWEB) ■ Project operating in two areas, Lake Mbuho Nakivale in Western Uganda and Lake Bisina Opeta in Eastern Uganda ■ Implemented through a consortium of Government and CSOs ■ Purpose of project is conservation of wetland biodiversity by promoting wise use practices. Addressed some issues on wise use raised by communities during radio talk shows ■ Extension of Protected Area network to include wetlands through establishing Community Conservation Areas ■ Achievements to be made through managing meager resources well, financial reporting, effective monitoring and guidance through IUCN, tailored METT, mid-term evaluation and annual audits of the financial statements <p>Reactions:</p> <ul style="list-style-type: none"> ■ Clarification was made on the project implementation structure. Project Board oversees the Project Implementation Team which coordinates activities on a day to day basis and meets regularly. Work is done in collaboration with District Local Governments and Committees at community level. ■ MoFPED should by all means be part of the board and reflected in the project documents because they are critical partners National Counterpart to UNDP. ■ As the implementation manual is reviewed comments from the field visit should be incorporated to take care of the needs of the stakeholders 	IUCN
PB 1- 4 & 5	<p>Presentation of Project Report & AWP : By Robert Bagyenda National Project Coordinator</p>	
	<ul style="list-style-type: none"> ■ Started with surveys (KAP, Socio-Economic & Ecological) ■ Produced awareness materials, radio talk shows, learning visits <p>Achievements:</p> <ul style="list-style-type: none"> ■ Biodiversity Information Centres & Local Tourism Development ■ Communication and M&E Strategies developed ■ Strategy developed to guide wise use practices/principles. E.g people want to know where wetland boundaries are. ■ Identifying alternative livelihood options <p>Challenges</p> <ul style="list-style-type: none"> ◆ Slow release of funds ◆ Community expectations ◆ Climate Change ◆ Changes in socio-econ approaches ◆ An ambitious Project in terms of time, size Vs funding ◆ Un-wise practices seem to be more profitable. Need to work on people’s attitude thus more need for awareness <p>Opportunities</p> <p>LGs very supportive</p> <p>Recommendations</p>	

	<ul style="list-style-type: none"> ■ Integrate climate change in future planning ■ Promote Eco-Tourism further ■ Be allowed to concentrate on a smaller Geographical area if we are to be effective in implementation ■ No-cost extension 	
PB 1- 6&7	General discussions, No-Cost Extension & Recommendations from participants	
	<ul style="list-style-type: none"> • PIT was advised to improve on planning and reporting sine poor planning and reporting affects the flow of funds causing delays in project implementation • It was suggested that all financial officers of the consortium be taken through a half day training to build their capacity in planning and reporting • COBWEB should tap into the new funding opportunities e.g. UNDP soon to have a call for proposals. Relevant may be Development of Inclusive Markets in Tourism and Sustainable Natural Resource Mgt and Climate Change here projects like local Tourism and Micro-Financing Initiatives for Private Sector Development can be supported • CCAs: Need to come out clearly in the report. • For effectiveness of the project CCAs need to be reduced from 9 to 7 • Given the project design & implementation challenges there is need for a no-cost extension. • Need to explore funding opportunities from other partners like tourism and private sector for local tourism development. Also explore UNDP project in Karamoja and how some of COBWEB activities can be integrated • Next board meeting should present Fiscal Performance to guide the project on progress financially • There is need to document and present contributions from other stakeholders to the project. NB: Put an addendum in the report indicating contribution from partners and stakeholders like OPM. Also find a way to register input of others e.g. community members. • Consider integrating eco-tourism in planning. NB: Tourism circuits in Protected Areas could also include wetlands/CCAs • By-laws and ordinances should not be limited to wetlands but also cover issues like bush burning and management of hill tops • Need to carry out learning visits to other areas like Bigodi and pick lessons that the project can make use of • District Local Governments should be facilitated to boost coordination work (facilitation with vehicle recommended) • Gender considerations should be made to address issues of participation right from the Centre to community level. This is to be addressed through co-opting a representative from Ministry of Gender to the Project Board and through IUCN's recruitment of a consultant gender specialist to review their programs for gender sensitivity. • Need to consider and address trans-boundary issues through joint awareness and by-laws to deal with resistance from groups like the 	<p>PIT</p> <p>IUCN & UNDP</p> <p>NPC to follow up with UNDP</p> <p>Consortium</p> <p>IUCN</p> <p>IUCN</p> <p>Consortium</p> <p>Consortium</p> <p>Consortium</p> <p>Consortium</p> <p>Consortium</p> <p>PIT</p>

	<p>refugees</p> <ul style="list-style-type: none"> • Consider revising the tree planting within the 200 meter zone and procurement procedures. Consider the option of raising tree nurseries • Need to scale up catchment management zones one of which is starting in Mbarara on Monday through DWRM and WMD Regional Technical Support Units which are being strengthened. • Involve other stakeholders and departments like Community Development and Water Departments in the implementation of activities • Include the Government of Uganda Logo on front of project documents. This should be at top of page with UNDP. List of participating institutions at the bottom or side of page. • Annual work plan, budget and activity descriptions need to be re-aligned to match. • It should be noted that activities are spread out to the consortium • No Cost Extension for one year recommended and secretariat should start procedures immediately. • Sustainability Plan should be handled concurrently with the No Cost Extension Process. 	<p>NPC/IUCN</p> <p>NPC/IUCN</p> <p>IUCN/UNDP</p>
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PB 1-8	Action points and next steps (Attached as Annex 2)	
PB 1-9	Closing	
	<p>Remarks by UNDP Country Representative Appreciation of the work that has been done by the consortium and all partners. Key focus area on the Sustainability Plan should be on how to give feedback as far as the needs of the communities are concerned Pledged continued support to the project</p> <p>Closing Remarks by Commissioner WMD</p> <ul style="list-style-type: none"> ☛ Appreciated the constructive discussion as a result of hard work. ☛ He promised to report back to the PS MWE with comprehensive report. ☛ Urged participants to continue with networking and sharing information for successful implementation of the project <p>It was proposed that the next meeting will be held in Eastern Region in October 2011. Date to be agreed upon.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;">  Mr. Paul Mafabi Chairperson </div> <div style="text-align: center;">  Robert Bagyenda Secretary </div> </div>	

Annex I DECISIONS FROM THE BOARD

- PB1-1.** Co-opt Ministry of Local Government, Directorate of Water Resources Management and Ministry of Gender as full Project Board members
- PB 1-2.** Change name from **Project Advisory Committee** to **Project Board**, bearing in mind the Board is the decision making body.
- PB 1-3.** Project Implementation Manual should be reviewed by 30th July 2011 and approved electronically by Board on 15th August 2011. **NB: Changes to be made by Secretariat in consultation with UNDP**
- PB 1-4.** The Board welcomed the UNDP offer of half day training for Finance Officers of IUCN and Partner Institution in order to build capacity in planning, and financial reporting. The Secretariat was tasked to liaise with UNDP on conducting the training by July 30th 2011.
- PB 1-5.** The Secretariat was advised to put an addendum to the annual report indicating contributions from partners like Office of the Prime Minister, District Local Governments and other stakeholders. Include the Government of Uganda Logo and list of participating institutions supporting and involved in the project on the cover page. The report should also present the fiscal performance.
- PB 1-6.** The Board welcomed the offer of a vehicle by the UNDP Country Director to District Local Governments to support effective implementation of project work. The Board tasked the Consortium and the Environment Officer Isingiro District Local Government to carry out a survey on requirements for the vehicle by Friday 22nd July 2011. MoU will be signed between DLGs and UNDP to ensure effective management of the vehicle.
- PB 1-7.** The Board welcomed the IUCN plan of recruiting a Gender Specialist who will also provide technical support to the Project. It was also recommended that gender issues should be mainstreamed at all levels of the project.
- PB 1-8.** The Project should involve other departments in the implementation of project activities to enhance participation. Key departments include Community Development and Water Department.
- PB 1-9.** The Board recommended a No Cost Extension for one year and tasked the Secretariat to start procedures immediately in consultation with UNDP. The Sustainability Plan should also be prepared and included as part of the No Cost Extension.
- PB 1-10.** Consortium should pro-actively engage with UNDP on the new projects in place and identify linkages. Consortium should organize a meeting by 22nd July 2011 to agree on key actions.
- PB 1-11.** The Board agreed to hold the next meeting in October in Eastern Uganda at a date to be communicated after due consultations.

Annex II LIST OF

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