



Our Ref: UTB/SFDIM/PM/OOI

January 13th, 2012

The Country Director
UNDP

Dear Mr. Motlana,

Wilson
for yr Action
17/01

UNDP-KAMPALA INCOMING MAIL			
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RE: INVITATION TO THE 2nd BOARD OF THE SUPPORT FOR DEVELOPMENT OF INCLUSIVE MARKETS IN TOURISM PROJECT

The second Project Board meeting for **The Support for Development of Inclusive Markets in Tourism Project** is scheduled to take place on 30th January 2012 at 10.00 am at the Uganda Tourism Board offices, Plot 42 Windsor Crescent Kololo.

The purpose of Board meeting is to consider the 2011 Progress Report, and to approve the 2012 Annual Work Plan and the January – March Quarterly Work Plan.

As a member of the Project Board, you are hereby invited to attend the meeting.

Please find attached the progress report for the period October to December 2011 and minutes of the previous meeting.

Yours Sincerely,

Baguma Cuthbert Balinda
Executive Director



MINUTES OF THE 1st BOARD MEETING - SUPPORT FOR THE DEVELOPMENT OF INCLUSIVE MARKETS IN TOURISM HELD AT UGANDA TOURISM BOARD OFFICES ON 19TH SEPTEMBER 2011

Members Present

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|--------------------------------|--|
| 1. Ambassador Patrick Mugoya | Permanent Secretary, Ministry of Tourism, Wildlife and Heritage/Chairman |
| 2. Mr. Lebogang Motlana | Resident Country Director, UNDP |
| 3. Mr. Baguma Cuthbert Balinda | Executive Director, Uganda Tourism Board |
| 4. Amos Wekesa Masaba | President, Uganda Tourism Association |
| 5. Byamukama Bonifance | Chairman, Association of Uganda Tour Operators |
| 6. Ms. Hellen Lubowa | Executive Director, Uganda Community Based Tourism Association (UCOTA) |
| 7. Ismail Ssekandi | Executive Director, Uganda Hotel Owners' Association |

In attendance

- | | |
|----------------------------------|--------------------------------------|
| 8. Mr. Wilson Kwamya | UNDP |
| 9. Fiona. K. Lukwago | UNDP |
| 10. Nicholas Burunde | UNDP |
| 11. Deo Lubega | Association of Uganda Tour Operators |
| 12. Margaret Komuhendo Kobusinge | Uganda Tourism Board |

Agenda

The agenda was adopted as follows:

1. Communication from the Chair
2. Self introduction by Members
3. Brief about the Project – Executive Director
4. Brief on the role of the Project Board - UNDP
5. Presentation and approval of Work Plan for October to December 2011
6. A.O.B

Minute 01/01/2011: Communication from the Chair

The meeting opened at 10.00 am.

The chairman welcomed members to the first Board meeting.

He stressed the importance the sector and the Ministry of Tourism, Wildlife and Heritage attaches to the project. He informed the meeting that the Commissioner, Tourism Development, will represent the Executive on the Board as the Chair in subsequent board meetings.

The chair expressed enthusiasm that key programs such as pro-poor tourism, capacity building of support institutions and diversification of products will be addressed by the project.

He also welcomed the idea of developing other niches and argued for team work among all members of the Board.

Minute 02/01/2011: Self Introduction

- Members introduced themselves and noted with appreciation the wide stakeholder representation.
- The meeting however noted the absence of the Responsible Party, Enterprise Uganda in the meeting to which the IP apologized as an oversight.

Agenda Item 03/01/2011: Brief on the Project by the Executive Director, Uganda Tourism Board

The meeting was informed that the project:

- Officially commenced at the time the Project Document was signed between GoU and UNDP on 16th August 2011.
- Is part of the broader UNDP-GOU Country Program Action Plan (CPAP) 2010-2014 (signed in April 2010).
- Is in line with the CPAP Outcome of *"increased productivity, competitiveness and employment in selected sectors, particularly benefiting women and youth"* and with the output *"functional and inclusive markets in agriculture, trade and tourism and recovery areas in place"*.
- Aims at supporting the Government of Uganda in development of inclusive markets in tourism, focusing on the participation and benefits of the poor and local communities as entrepreneurs, employees and consumers.
- Has 3 outputs:
 1. Market linkages along the tourism value chains developed and established. This output will address the fragmented nature of businesses in the tourism sector. The target is that by the close of the project, at least 30 new business linkages will be established and operationalized
 2. Innovative pro-poor tourism products and services developed and promoted. This output will address the issue of limited number of tourists visiting Uganda's community tourism and other pro-poor tourism attractions outside the protected areas, which has resulted in minimal involvement of the poor and insignificant levels of benefit to the poor. By the close of the project, at least 6 new, pro-poor products will have been developed.
 3. Capacity of business enterprises and tourism support institutions built. This output is aimed at addressing the weaknesses of the tourism associations. By the close of the project, capacity of at least 6 institutions, including UTB will have been strengthened.

- The stakeholder's expectation is to have a broader involvement of communities, beneficiaries.

Comments by the members

- Noted and appreciated the wide representation on the board.
- Agreed to have a press brief on the project.

Minute 04/01/2011: The Role of the Project Board by the Country Director, UNDP

The Country Director observed that:

- UNDP was pleased with the importance attached by the Ministry to the project.
- There was general perception that Government of Uganda had in the past not given priority to the sector.
- The meeting noted that with the uplifting of tourism sector and the creation of a fully fledged Ministry of Tourism, Wildlife and Heritage, Government of Uganda has emphasized the priority attached to the sector.
- Much as UNDP would have liked to provide support to address all the current sector challenges, the available funding can only enable it play a catalytic role.
- UNDP is committed to ensuring that Uganda's and EA's tourism potential is fully developed.
- The Project Board is the entity charged with making the final project decisions which the Project Manager and the Implementing Partner implement.
- The Board holds a minimum of 2 meetings in a year; one at the beginning of the year to approve the annual work plans and another at the end of the year to assess the performance.
- The Project Manager presents to the Board, work plans and budgets for approval, adjustments and reallocations where necessary as well as the annual progress reports.
- The Project Manager was not a UNDP staff but a UTB staff and that UTB as the Implementing Agency will be responsible for appointing a Project Manager.
- There was need for the Board to consider the 2011 work plan for approval.
- UNDP will recruit a UNV Technical Advisor, who will assist in project implementation and overall capacity building for UTB. Equipment will be procured as expeditiously as possible, by UNDP at the official request of the Implementing Partner UTB.

The meeting noted the following:

- Two board meetings a year may not be sufficient for effective supervision.
- If need arises, the board can hold more than two meetings in a year.
- The Implementing Agency proposed Ms. Margaret Komuhendo Kobusinge for the role of a Project Manager
- Agreed that the Executive Director sends out the CV of the appointed person to members of the Board.

- Remove budget for Audit and re-allocate elsewhere.
- Management fees should not exceed 7% of the total project expenditure in a given period.

With the above comments and amendments, the Board approved the Work Plan and Budget as proposed.

Agenda Item 06/01/2011: Any Other Business

- Members recommended that the UN Volunteer to be recruited should have good understanding and knowledge of the tourism sector.
- The meeting also agreed that the CV of the UN Volunteer will be shared with Board members, prior to the engagement of the UN volunteer.

Meeting closed at 12.22 p.m.

Signed:

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Chairperson

Permanent Secretary

Ministry of Tourism, Wildlife and Heritage

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Secretary

Executive Director

Uganda Tourism Board