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## BIOGAS PROJECT

### Minutes of Project Steering Committee

Venue: Blue Tree Resort, Gaborone

Date: 13<sup>th</sup> December 2017

#### Present Committee Members

1. Ms. O. Serumola	Director, DWMPC – Chair
2. Dr. E. Rakgati	Biogas Project Coordinator, BITRI
3. Mr. K. Syanjibu	BPC
4. Mr. M. Garenamotse	BMC
5. Mr. A. Somolekae	Dept. of Energy
6. Mr. M. Mogorosi	Kgatleng District Council
7. Mr. E. Ngwako	LEA
8. Mr. M. Masole	MLGRD
9. Mr. I. Makati	GCC
10. Mr. M. Magagwa	LTC
11. Mr. L. Chezuva	Kgatleng District Council
12. Ms. R. Koosimile	Jwaneng Town Council
13. Ms. T. Mopako	Southern District Council
14. Prof. T. Tsalaile	BITRI
15. Ms. M. Rantolo	Dept. of Energy
16. Ms. K. Bonamelo	South-East District Council
17. Mr. F. Galebotse	Southern District Council
18. Mr. B. Autlwetse	Biogas Project Manager
19. Mr. R. Kanguaiko	Biogas Fin. & Admin Assistant
20. Ms. L. Moroka	Biogas Project Engineer

#### Apologies

1. Dr. O. Koboto Env. & Climate Change Specialist
2. Mr. B. Othusitse DEA, Deputy Director
3. Mr. R. Modikana BDC
4. Ministry of Basic Education – Representative
5. BERA Representative

#### Agenda

Rapporteur: Mr. Raymond Kanguaiko

Item	Time	Description	Led by
003/1	0900-0905hrs	Opening Prayer	Volunteer
003/2	0905-0915hrs	Chairperson Opening Remarks	Chairperson
003/3	0915-0920hrs	Apologies	PM
003/4	0920-0925hrs	Adoption of the Agenda	Chairperson
003/5	0925-0940hrs	Minutes of 3 <sup>rd</sup> Quarter Meeting	Chairperson
003/6	0940-1000hrs	Action Items of the minutes	Chairperson
003/7	1000-1020hrs	Project stakeholders Role Clarity Presentation	Dr. Koboto

003/8	1020-1040hrs	Project Progress for 4 <sup>th</sup> Quarter - Feasibility Study - Biogas Expert Consultant	PM Project Coordinator
003/9	1030-1040hrs	Comments	All
<b>003/10</b>	<b>11:00 – 11:20</b>	<b>Tea Break</b>	<b>All</b>
003/11	1120-1140hrs	Project progress- Financial	Finance Officer
003/12	1140-1200hrs	Project Issues for PSC consideration	PM
003/13	1200-1220hrs	2017 AWP Progress Review	PM
003/14	1220-1240hrs	2018 AWP	PM
003/15	1240-1250hrs	AOB	ALL
003/16	1250-1300hrs	Closing Remarks	Co-Chair
003/17	1300hrs	Closing Prayer	Volunteer
<b>003/18</b>	<b>12:30</b>	<b>Lunch</b>	<b>All</b>

### Proceedings:

003/1 <b>Opening Prayer</b> - Mr. I. Makati		
1.1 Agenda was accepted with the inclusion of Self-Introduction & following changes; <ul style="list-style-type: none"> <li>Item # 003/7 – <i>Project Stakeholder Role Clarity Presentation</i> be deferred to the next meeting since Dr. O. Koboto was not present to give the presentation</li> </ul>		
003/1.2 Self-Introductions made by all		
003/2 <b>Welcome Remarks – Chairperson</b> <ul style="list-style-type: none"> <li>Welcomed members to the meeting</li> <li>She commended the members for the increased turnout and thanked the members for their continued support to the project.</li> <li>She indicated that the Project’s progress report forms part of HE’s briefings</li> <li>Urged members to continue to provide technical and strategic guidance to the Project</li> </ul>		
003/5 <b>Correction of the Minutes</b>		
Minutes of previous PSC meeting were adopted as true record of the proceedings with the following changes; <ul style="list-style-type: none"> <li>Page 1 - Correction of Ms. R. Koosimile’s name instead of Ms. R. Keosimile</li> </ul>		
003/6 <b>Action Items of the minutes – From Q3 Minutes – Status Update</b>		
<b>ACTION ITEM</b>	<b>Responsible Party</b>	<b>COMMENTS</b>
Role Clarity – Presentation on the project structure and the roles and responsibilities of the key players	Environment & Climate Change Specialist	Item to be moved to next PSC, Q1, 2018
Fast tracking delays in the procurement process	Project Team	Item achieved. Two consultancies engaged; Feasibility Study & Biogas Expert
Stakeholder engagement – especially co-financing partners such as BMC	Activity IPs	Departments that constitute the PSC structure will be engaged to action implementation of activities in 2018
Environmental Impact Assessment – Small Scale Digesters	Project Team	Item achieved. Waiver granted. The Project is to inform the Department of Environmental Affairs the locations where small-scale digesters are to be constructed.

Department of Energy – status update on the on-going Feasibility Study.	Department of Energy	Study has not yet been undertaken and the Project Feasibility Study will form the basis for the DoE's study.
Intellectual Property rights	Project Team	Intellectual property will be considered as and when such is realised as the project progresses. BITRI will assist with patenting the rights accordingly.

#### 003/8 **Project progress - Comments**

- Project Coordinator provided feedback on Feasibility Study consultancy.
  - TRG was not satisfied with the Inception Report
  - The consultants did not demonstrate understanding of the TORs and failed to meet expectations of the client
  - TRG did not foresee any improvement in the deliverables beyond the Inception stage
  - TRG recommended to UNDP that the contract be terminated with the Consultant.
  - Still awaiting internal processes within UNDP on the issue.
- The Feasibility Study is key in driving and facilitating project activities and PSC advised that there is a need to ensure that the study is undertaken so that other activities could be implemented.
- A concern was raised that the Client, Government, was not involved in the Procurement Process hence the need for role clarity meeting.
- On the issue of REFIT into the national grid, it was advised that BPC is the sole provider of electricity as per the Act as such the Project should work with BPC, BERA and Department of Energy on Power Purchase Agreements and REFIT.
- On the design and construction of digesters, PSC recommended that BITRI provide a cost effective optimal design.
- PSC also proposed that a standardized costing modality of Masons be adopted to quantify labour costs for constructing a biogas digester to avoid over-burdening Botswana through free-market pricing.
- It was discussed that the MOU between BITRI and CITF should be fast tracked so that the biogas digester module could be developed and accredited at BQA to enable enrolling Masons.
- PSC also advised that to facilitate uptake of technology at household level other funding mechanisms be approached such as National Environmental Fund, JICA & Debswana. Available donor funding should assist in rolling out the technology.
- PSC also advised that Ministry of Agricultural Development and Food Security be engaged to access the funds available to farmers from programmes such as LIMID and ISPAAD to facilitate uptake of the technology

#### 003/11 **Project Progress- Financial**

- PSC recommended that a continued dialogue with BMC be maintained, through an MOU, as the institution has the potential to pilot a medium-scale digester.
- The project was encouraged to track co-financing and in-kind contribution as its part of financial reporting.
- Members were encouraged to record time spent on the project and data to be computed and reported on quarterly basis.

#### 003/12 **Project Issues for PSC consideration**

The following were presented before the PSC for consideration and endorsement:

- 2017 AWP Progress Review was presented and progress was noted to be satisfactorily except for the feasibility study which has stalled many activities. The Project team was encouraged to work hard on getting the study undertaken.

- 2018 AWP was presented before the PSC and indicated that the 2018 Annual Spending Limit was USD 715, 650.
  - PSC enquired if the feasibility study costs have been factored into the 2018 budget as it was delayed.
  - It was indicated that the feasibility study has been factored in the budget.
  - After clarifications on the budget, PSC endorsed the 2018 budget.

**003/16 - Closing remarks – Co-Chair**

- Co-Chair emphasised three key issues:
  - Role Clarity – a presentation to be made on this to guide Project stakeholder’s roles and responsibilities
  - Project Document – this is the key guiding document that should form basis of referral for any project activity
  - Feasibility Study – quick response is required to cancel the on-going consultancy and re-engage a new consultant to undertake the study.

**003/17 - Closing Prayer – Mr. I. Makati**

**ACTION ITEMS**

<b>AGENDA ITEM</b>	<b>Responsible Persons</b>	<b>COMMENTS</b>
Role Clarity meeting between DWMPC, UNDP and BITRI	Project Team	
Role Clarity – <i>Item # 003/7</i> – in the Q4 PSC meeting move to Q1, 2018.	Env. & Climate Change Specialist	
Project to fundraise from other Project Funding modalities like NEF	Project Team and BITRI	
Optimal design of the biogas digester to be produced and shared.	BITRI and Project Team	
Project to work with BPC, BERA and DoE on REFIT or net metering to facilitate medium scale digesters construction	Project Team, BPC, BERA and DoE	
Project to work with BMC on how they could implement a medium sized digester.	Project Team	
Finalise the MoU between BITRI and CITF	Project Team, BITRI & CITF	