



**Project title: Integrated Landscape Management to Enhance Food Security and Ecosystem Resilience in Ethiopia (IAP Food Security) Steering Committee meeting minute No 1.**

**Date: Nov. 3, 2017**

**Steering committee members who attended the meeting**

s/n	Name	Representation and responsibility	Telephone no	email
1	HE Ato Kare Chawicha	MoEFCC, State minister, Chair		
2	Wubua Mekonnen	UNDP, Co-Chair		
3	Dr, Tesfaye Haile	PM secretary	0911435852	Tesfaye.haile@undp.org
4	Ato Berhe Fiseha	Tigray region, mem.	0914720454	yberhefische@gmail.com
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**Meeting Agendas**

1. Introduction about the back ground of the project
2. Presentation: Project document, Quarter plan and 2018 project AWP
3. Discussion and AOB

**Introduction about the back ground of the project**

H..E. Ato Kare Chawicha, State Minister , the Ministry of Environment, Forest and climate change, welcome the steering committee members and extended his appreciation for their commitment to attend the meeting with very short notice. Then he explained the background of the project and the effort exerted by all actors to secure the fund for this project. The contribution of all regions, UNDP and MoEFCC was tremendous for this success. This project demanded our effort since the time of its design and negotiating with the donors. Similarly we should exert our effort and resources to implement this project in well-coordinated manner. We shall work on drivers of climate change and environmental degradation to alleviate the food insecurity in our country. This project is designed to be implemented directly at woreda and beneficiary level. Hence,the activity budget will be transferred directly to woredas. Every woreda has the responsibility to consider the project budget as woreda resource. .

## 2. Presentation: Project document, Quarter plan and 2018 AWP

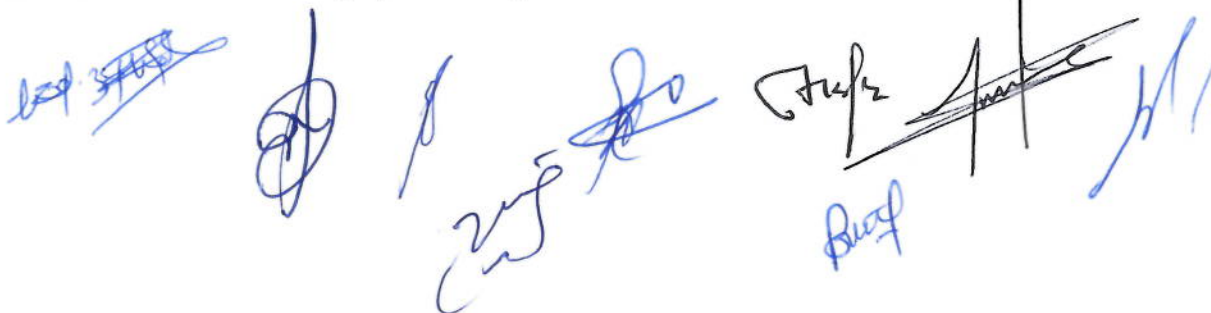
The project manager presented the highlights of the project document to create a common understanding among stake holders on project concepts, objective, outcomes, proposed activities and the monitoring and evaluation mechanisms., followed by the presentation on the 2017 last quarter plan and budget and 2018 annual work plan for the steering committee approval. The presentation covered the following issues:

- Project background and description.
- Project design methodologies
- Project Goal, Theory of Change, objectives and components
- Project geographical coverage, sites, regions, woredas and target population
- Detailed description on the three project components, expected outcomes, outputs and proposed activities.
- Partnership and collaboration with similar projects and organizations
- Project monitoring and Assessments Plan
- Project budget and financial disbursement (by component and annual distribution)
- Roles and responsibility of stakeholders in project governance mechanism
- Project organizational set up and resource management mechanisms (finance and HR)
- Quarter work plan and budget of year 1 (Oct-Dec 2017)
- Year II AWP (2018)

### Discussion and AOB

Steering committee members raised issues, questioning and suggestions on the above presentations in particular and the project in general. The following are summary of questions and issues raised during the meeting:

1. How can we harmonize landscape management with existing watershed management activities? It may be a burden to woredas to add additional work on top of the regular plan they have on watershed management. Or, they may lose their focus working on watershed management if they concentrate on this project.
2. It is true this project demanded much of our effort during the design phase. Currently we confidently say that, we have project implementation capacity at regional level. However at woreda level there might be capacity limitation.- Woredas are using a finance system working as a pool. That means one finance office for all sectors. Therefore it will be good to have a separate finance unit or officer for this project working under the woreda finance office?

The bottom of the page features several handwritten signatures in blue ink. From left to right, there are approximately six distinct signatures, some appearing to be initials or names, and others more elaborate. The signatures are scattered across the bottom third of the page.



Secondly how woreda level platforms are organized? How is the linkage between woreda site officers with regions and zones?

3. We appreciated the effort made to include Afar and Eth. Somali regions in to this project. Do we have baselines and risk assessment for this project? It is good if the role of each stakeholder is clearly defined.
4. This project needs integration of actors at all levels. If the budget is transferred directly to woredas how regional bureaus can support the activities? Where can regions get the resource?
5. It is good to know the woreda budget so that we can start preparation. Still managing finance will be a challenge for woredas unless they have a finance office. Woreda should get logistics support like motorbikes very quickly. Regarding regional support to woredas the experience from Tigray is that woreda will cover the cost of regional bureaus while they are supporting them in project implementation and monitoring.
6. How woredas are selected? Up to 50% women participation is needed to attain gender equality in the project. The problem especially in pastoral areas is how to get the women involved in the project as they are not culturally allowed to work with men.
7. How woreda administrators lead this project because they have a number of priorities? How can they coordinate all stakeholders? Regional leadership shall be we informed about the project and be committed to lead.
8. How is budget calculated and distributed to the woredas? If the budget distribution is based on the federal budget formula the budget presented by the PM should reflect that, if not the criteria for budget distribution should be very clear.

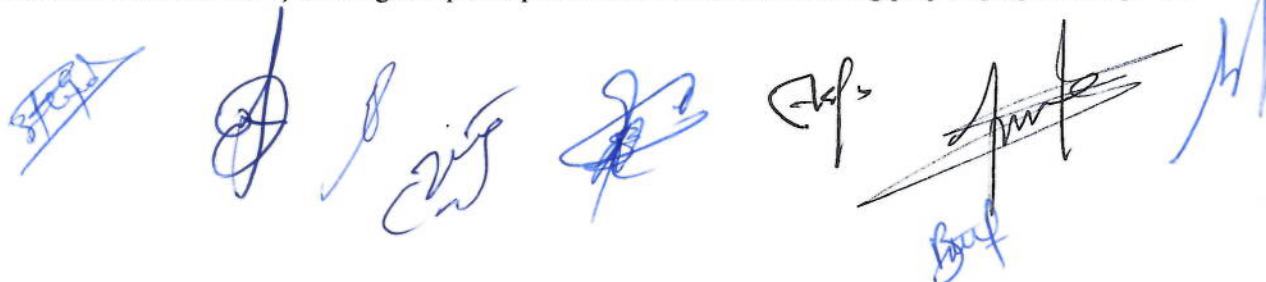
#### Responses and concluding remarks

This project is not a new subject for most of you. You have been involved since the time of design. The approach is also very much familiar with what we are doing in our natural resource management and food security intervention. . The only difference could be applying a multi-sector intervention and coordination of actors at the ground. At woreda level we will have a steering committee where all relevant stakeholders are members. At woreda level the lead is the woreda administrator and coordinates key sectoral offices in the woreda. For the next steering committee meeting we shall invite woreda administrators to attend this meeting. The meeting venue will also be at the woreda administrator/ or regional Environmental bureaus.

Project activities should not be considered as a standalone activities. They are parts and parcel of woreda activities. We should not complicate this with regular activities. The woreda administrator should announce the plan and budget of the project at woreda cabinet meeting and endorse as woreda annual plan. Hence each sectoral office will take the project activities as its regular duties and report its achievement to the woreda steering committee and woreda council

This resource is expected to be implemented as per the signed project document with the government of Ethiopia and UNDP. The finance office at woreda level is responsible to handle all the financial transactions of the project. Before we decide on the need of finance officer at woreda level, it is good to utilize all the human resource we have at woreda. Hiring a finance office will reduce the woreda project implementation budget and increase the PMU cost. It should be considered as part of the government contribution. However, if the problem persists jeopardizing the project implementation we will discuss about it in our next meeting.

Project sites or woredas are selected based on the RAPTA (Resilience, Adaptation Pathway and Transformation Assessment). All regions participated in the assessment during project preparation phase.



We had agreed criteria for site selection. Based on the criteria all regions selected their respective intervention woredas. Most of the woredas selected are highly degraded and highly vulnerable once.

The role of regions in this project is more of supporting woredas technically during implementation and monitoring of activities. The regional environment bureau will be a member of both the woreda and national steering committee. Regions can use government budget or their costs will be covered by woredas when they travel for the project business. Site officers at the Woredas will have motorbikes to facilitate the mobility of project.

Regarding woreda budget distribution: The budget is allocated based on the AWP to each activity in each quarter. The budget distribution is made to woredas considering the activities and the government budget formula. The quarter budget is distributed to each woreda in two ways.

1. The budget is equally distributed to each woreda for activities with similar target and implemented equally in each woreda. These are activities like inception workshops, gender team formation, etc.
2. Project budget distribution strictly follows the federal budget formula for the activity targeting population and landscape. That means the activity total budget will be divided to the regions based on their share in the federal budget formula. This regional activity budget then after will be shared proportionally to woredas in the respective regions based on their population size. This principle is applied for activities like training HHs for landscape management works, working on landscape restoration etc.

#### Decisions made:

- The steering committee approved the quarter plan and budget as well as draft AWP for 2018.
- Participants agreed on the above remark given on woreda budget distribution. Hence the next quarter woreda budget distribution will based on the above remark.

#### Agreed Action points”

1. The PM will share project documents to steering committee members
2. For next time meeting steering committee ToR will be developed and presented for discussion and endorsement
3. Woreda administrators will be members of the steering committee.

**The meeting adjourned at 4:30PM**

A collection of handwritten signatures and names in blue ink. The names are: *Abraham Teyib*, *Samuel Kekob0*, *Amemaw Kume*, *Relayuel*, *Azele*, *Harshamke Kusewa*, *Mezmo Dajim*, and *Buf*. There are also some illegible scribbles and a signature that appears to be *Mezmo Dajim*.