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Minutes of Project Review and Planning Meeting of the Capacity Building for SDGs and MKUZA III Coordination and Reporting in Zanzibar, UN Zanzibar Sub Office Conference Room on 14th November 2019, 09:00 -12:00

Opening Remarks

The project review and planning meeting was opened at 9:15 by Ms Rukiya Wadoud, UNDP Programme and Operations Management Specialist. She highlighted the objective of the meeting and members adopted the following agenda:

1. Overview of project implementation in 2019
2. Review of Draft 2020 Annual Workplan
3. Way Forward
4. Any other business

1. Overview of project implementation

- i. An overview of activities implemented in 2019 was presented, identified challenges and noted outstanding activities. Essentially it was observed that project implementation is on track with a few outstanding/ongoing activities which are expected to be implemented by end of December 2019, subject to prompt disbursement of funds. These include:
 - i. Development of National Strategy for Development of Statistics.
 - ii. Development of National Statistics Policy, in progress. First draft is under review. Revised draft to be in place by December 2019.
 - iii. Annual conference on the use and production of data for sustainable development, is scheduled to be held by second week of December 2019, involving all stakeholders (MDAs, research institutions, NGOs, private sector, as well as development partners)
 - iv. SDGs awareness workshop in Chake Chake district planned for 26th -27th November 2019
 - v. Printing of Swahili version report on the implementation of SDGs in Zanzibar.
- ii. Members were requested to review the draft matrix on project implementation, make any necessary amendments, specify results/ outcome of the implemented activities, indicate any success stories as well as implementation challenges. The revised matrix will then inform the preparation of narrative 2019 annual report.
- iii. Emphasized the need for reporting results, posting related articles and reports on websites of respective institutions as well as media coverage so as to enhance visibility of the project results.
- iv. Encouraged to make use of the recently launched Zanzibar based weekly English newspaper the 'Zanzibar Mail' to publish related articles on SDGs and MKUZA III implementation.
- v. Noted limited capacities in coordination, communication, monitoring and reporting at ZPC and in RPs. Thus, recommended training of responsible officers at ZPC and RPs in communication and report writing skills.

- vi. Underscored the involvement of private sector in SDGs related activities.

2. Review of the draft 2020 Annual Workplan

- i. Members reviewed and discussed the draft 2020 AWP, which incorporates inputs from the IP and other RPs.
- ii. IP and RPs were requested to submit concept notes, for all planned activities.
- iii. SDGs Coordination Specialist to identify relevant SDGs related forums and programmes to be attended by relevant government and private sector officials.
- iv. Underscored the need for strengthening multi-sectoral partnership on SDGs. ZPC in collaboration with ANGOZA to reflect and submit a concept note on the best approach in strengthening partnership with MDAs, academia, private sector, civil society and other Non-State Actors. It could include Annual conference on implementation of SDGs in Zanzibar, whereby private sector's corporate social responsibility as well as roles of other actors in the implementation, monitoring and reporting of SDGs, are clearly articulated.
- v. Recommended surveys to determine public awareness of MKUZAIII and SDGs.

3. Way Forward

- i. Members to review and submit revised matrix on 2019 AWP implementation to UNDP Sub Office.
- ii. Draft 2020 AWP to be revised for submission to the Board meeting for consideration and approval.
- iii. Concept notes for 2020 AWP to be submitted for presentation to the Board meeting.
- iv. ZPC to confirm date of board meeting and invite all members, including representative of the private sector.

AOB

- i. Informed that spot checks of IPs are planned to be conducted in November 2019. Hence urged ZPC to put records in place and everything in order as per directions issued during the recent HACT training.
- ii. UNDP Resident Representative is expected to visit Zanzibar soon. ZPC, Executive Secretary to be briefed on the project accordingly.

Attendance

1. Rukiya Wadoud (UNDP)
2. Kimwaga Muhiddin Ali (UNDP)
3. Ali. J. Shaibu
4. Hassan Said Salum (ANGOZA)
5. Hassan K Hassan (POCRC)
6. Ali. I Shamte (OCGS)
7. Shufaa Abdallah Khamis (ZPC)
8. Shamimu Siraji (UNDP)