



**SECURING WATERSHED SERVICES THROUGH SUSTAINABLE LAND MANAGEMENT
IN THE RUVU AND ZIGI CATCHMENTS (EASTERN ARC REGION)**

Minutes of the 1st Project Steering Committee (PSC) Meeting
Venue: Ministry of Water and Irrigation (MoWI) Conference Hall, Ubungo – Dar es Salaam
Date: 19 February, 2015

A. Participants in the Meeting

No.	Name	Designation	Organization	Email Address
1	Eng. E Kalobelo	DPS	MoWI	ekalobelo@yahoo.com
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B. Secretariat

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| 2. Flora A. Muro | MoWI | muroflora95@gmail.com |
| 3. Lusajo Mwakatobe | MoWI | lusajomwakatobe2003@yahoo.com |
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C. Agenda of the Meeting

S/No	Paper No	Agenda Item	Action Required	Responsible
1.		Opening and Introductory Remarks	Welcome Remarks	DWR
2.		Official Opening of meeting and adoption of the agenda	Adoption	Chairperson (DPS-MOWI)
3.	SC1/WSSLM-P1	Presentation of the Project Overview	Receiving, Discussion and Guidance	Project Coordinator
4.	SC1/WSSLM-P2	Work plan and Budget for the Financial Year 2016-2017	Receiving, Discussion and Approval	Project Coordinator
5.		Any other Business (AOB)		Chairperson
6.		Closing		Chairperson

1.0 Administrative Arrangement

1.1 Prelude to the meeting

1.1.1 The secretary introduced the meeting as the 1st Steering Committee (SC)

Meeting for the Securing Watershed Services and Sustainable Land Management of the Ruvu and Zigi Catchments Project.

- 1.1.2 Confirmed the quorum of the meeting and thanked the Chairperson and other members for attending the SC meeting.
- 1.1.3 The Secretary provided a brief overview of Water Resources Management in the country focusing on challenges and pressure imposed by human activities on these resources particularly in the Ruvu and Zigi Catchments. He pointed out that the project to be discussed is contributing to Government effort to address these challenges; He thanked all participants for responding positively to the Ministry's invitation;
- 1.1.4 Welcomed the Chairperson to deliver the opening speech and officiate the meeting session.

2.0 Opening of the SC Meeting and Adoption of the Agenda

2.1 The Project Steering meeting was opened with the remarks of the Government side by Deputy Permanent Secretary of Ministry of Water and Irrigation Eng. Emmanuel Kalobelo and UNDP CO Resident Representative Ms. Gertrude Lyatuu. He welcomed all participants of the meeting. The DPS expressed a hope that the PSC will ensure the smooth implementation of the project, and this Committee is the governing body of the Government and UNDP/GEF project that takes decisions, gives clear guidance to project management, assesses the work of the project team, identifies problems and risks, and provides guidance to the project team on possible solution.

2.2 The Chairperson officially opened the meeting at 01:30pm

2.3 The Chairperson took the members through a list of proposed agenda and requested to adopt them subject to amendments, if any.

2.4 The SC adopted the agenda which had the following items:

- 2.4.1 Opening of the meeting and adoption of the agenda
- 2.4.2 Presentation of the project overview
- 2.4.3 Workplan and budget for the financial year 2016-2017
- 2.4.4 Any other Business (AOB)
- 2.4.5 Closing

3.0 SC1/WSSLM-P1: Presentation of the project overview

3.1 Project Coordinator (PC) from the Ministry of Water and Irrigation made a comprehensive presentation starting with an overview of the project. In his presentation, the following were highlights:

3.2 Project Title: Securing Watershed Management through Sustainable Land Management in Ruvu and Zigi catchments

3.3 In the PSC meeting PC made a presentation on the "*Project overview and history design*". In his presentation PC presented the brief of the project, objectives and goals, project components, project outcomes and expected outputs. The next presentation was done by Project Administrator (PA) "*Annual Work Plan and Logical Framework*". In his presentation PA presented the Annual work plan, baseline information and associated indicators, risk analysis, annual targets, and M&E matrix. Ms. Gertrude Lyatuu (Co-Chair) from UNDP highlighted on "*GEF Monitoring and Evaluation Requirements: Review of process, stages and requirements of the GEF M&E Process*". In her presentation she talked about GEF and UNDP projects implementation responsibilities. Regarding monitoring and evaluation requirements Co-Chair described

in detail the adaptive management, monitoring programs, reposts on progress and mid-term and final evaluations.

4.0 Discussion and Approval

4.1 Recommendations/Decisions of the Steering Committee are summarized below:

- 4.1.1 The Government contribution of USD 22 million is not reflected in the project annual plan and budget. However, the Ministries/Institutions involved in the project implementation are urged to mainstream the respective project activities into their budgets and plans for ownership and sustainability.
- 4.1.2 Secretariat should send letters to the Ministries/Institutions requesting them to submit their commitment letters and the list of mainstreamed activities in order to quantify and recognize the contribution of each implementing partner.
- 4.1.3 The Steering Committee should co-opt a member from Land Use Commission as the Commission has important role in watershed management.
- 4.1.4 The Secretariat should share with the Steering Committee the Terms of Reference for the Committee
- 4.1.5 The steering committee should meet twice a year the Secretariat shall inform the Committee the date for the next meeting
- 4.1.6 The Steering Committee approved the annual work plan to be implemented with GEF/UNDP funds for the period starting January - December, 2016 subject to incorporation of raised comments.
- 4.1.7 The final version of the project activities should be shared with committee members through emails.

5.0 Summary of conclusions

5.1 After a lengthy discussion on comments, and in response to questions from the Chair, PSC members affirmed positively on each of the following element:

- 5.1.1 Relevance of the proposed project
- 5.1.2 Funding and Budget
- 5.1.3 Sustainability of project results
- 5.1.4 Implementation and Management arrangements
- 5.1.5 Project frame work and design

5.2 Having gone through a thorough review, the Project document was final reviewed for submission to GEF approval and signatures of the relevant Government partners and UNDP

6.0 Any other Business (AoB)

6.1 The proposed date for the next Steering Committee was set to be after the Technical Committee seated in the mid year, 2016.

7.0 Closure

The Deputy Permanent Secretary (MoWI) closed the meeting at 04:30PM by thanking all participants for the work, which was well done. He appreciated the active participation by members, their in-depth understanding of the project and valuable contributions to the improvement of the project document.

Signed

Eng. E.N.M Kalobelo – Chair

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Hamza Sadiki – Secretary