

DRAFT MINUTES OF UNDP PROJECT BOARD MEETING HELD AT MOFA 30 MAY 2012

3RD UNDP PROJECT MEETING FOR STRENGTHENING DIASPORA RESOURCE MOBILIZATION AND UTILISATION, 30TH MAY 2012 AT THE MINISTRY OF FOREIGN AFFAIRS HEADQUARTERS, CRANE BOARDROOM – 3RD FLOOR.

Attendance List.

S/N	NAME	INSTITUTION	EMAIL	TELEPHONE
1	Amb. James Mugume	PS. MOFA	Jamesmugume@yahoo.com	772701724
2	Amb. David Etuket	MOFA/DIR	detuket@yahoo.com	
3	Lebogang Motlana	UNDP/CD	lebogang.motlana@undp.org	414233440
4	Ms. Rose Ssebatindira	UNDP/Deputy Country Director	Rose.ssebatindira@undp.org	414233440
4	Mr. Srikiran Devara	UNDP/Governance Advisor	srikiran.devara@undp.org	414233440
5	Ms. Annet Mpabulungi	UNDP	Annet.mpabulungi@undp.org	414233440
6	Mr. Charles Malinga Akol	BOU	cmalinga@bou.org.ug	772412994
7	Mr. Elly Kamahungye	MOFA	eekaamm@yahoo.com	718534262
8	Mr. Michael Wamai	MOFA	evwamai@yahoo.com	782874101
9	Mr. John Musajjakawa	UIA	musajja@ugandainvest.go.ug	414201161
10	Mr. Alex Kwitonda	MOFA	bigiraalex@yahoo.com	772924620
11	Mr. Tebagana George	MOFA	tebgeowill@yahoo.com	701822195
12	Charles Malinga	BOU	cmalinga@bou.org	772758444
13	William Kimenyi	BOU	wkimenyi@bou.org	
14	Mr. Elogu Job	MOFA	jeelogu@yahoo.com	

Agenda:

1. Progress on project – Presentation by MoFA



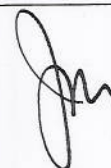
2. Review of AWP and Procurement Plans
 - a. UNDP Presentation on revisions
 - b. UNV position
 - c. Reporting Guidelines
3. Key decisions guiding implementation
 - a. Atlas Pilot Programme
 - b. Communication channels
4. AOB
5. Closure

MINUTE	ACTION REQUIRED
Min 1: Communication from the Chair	
<ol style="list-style-type: none">1. Amb James Mugume welcomed all members of the project Board and specially appreciated the UNDP team for their selfless commitment towards realization of the fruits of the various projects funded by UNDP.2. The PS welcomed a new member of the Board, Mr. Elogu Job who will be the new Head of the Diaspora Services Department and therefore the new substantive Project manager.3. He also paid tribute to the outgoing Project manager, Ms. Berti Kawooya for her professional stewardship of the project thus far.4. He noted that this was a special Board meeting that was called to iron out some matters that were still pending following the previous Board meeting that was intended to review and consequently approve the Work plans for 2012.5. The Agenda was adopted	All to Note

<p>Min 2: Remarks by UNDP Country Director: Mr. Motlana Leboganga</p>	
<ol style="list-style-type: none"> 1. Appreciated efforts of the project teams of various Outputs for progress made thus far. 2. He called upon members to be more committed in order to realize the benefits for which these projects were funded. 	<p>All to Note</p>
<p>Minute 3: Review of Minutes of Previous Meeting</p>	
<ol style="list-style-type: none"> 1. The chair took members through the minutes of the previous Board meeting and after amendments, were approved 	<p>Secretary tasked to note changes in the Minutes of the 2nd Board Meeting.</p>
<p>Minute 4: Progress reports</p>	
<ol style="list-style-type: none"> 1. The Chair/PS MOFA invited the various section heads of the projects. 2. The new Project manager (Mr. Elogu Job) noted that he had been briefed on the genesis, components and progress of the UNDP funded projects. 3. Mr. Elogu also passed on a vote of thanks to UNDP Country Director and his team for the guidance so far given to MOFA under the projects. He prayed for the continuity of the cooperation existing between MOFA, UNDP and other partners in these projects. 	<p>All to Note</p>
<p>Min 4:1 Progress report on OUTPUT 2: Development of the National Diaspora Policy</p>	
<ol style="list-style-type: none"> 1. Mr. Elogu informed the meeting that a workshop of the National Steering Committee was held. Participants discussed and adopted the report of the stakeholders meeting. A progress report was produced and was 	<p>Inputs into the Diaspora Policy were generated. All to Note</p>

due for submission to UNDP by Mid-June 2012.

2. He further reported that sensitization and solicitation of views and concerns of the Diaspora in the Nordic Countries (Denmark, Sweden, Norway and Iceland) was undertaken between 6th-8th April 2012 at the Nordics Convention at Oslo Harbor, Norway. The activity was undertaken by two officials from the Diaspora Services Department.
3. A report of the Nordics Convention was produced and was due for submission to UNDP by Mid-June 2012.
4. Best practice visit to Mexico was carried out. Experiences from Mexico were shared for purposes of benchmarking. The report was produced.
5. It was reported that Consultative meetings with the Inter-ministerial technical working group and other stakeholders were not carried out. The Board therefore resolved to carry forward this activity to Q2.
6. It was further noted that the procurement of a Database Specialist to update the Diaspora Website was not carried out. The Project Board resolved to push forward the activity to Q2.
7. **Procurement of a consultant to develop the Diaspora Policy:** It was noted that the procurement process is being handled directly by UNDP. Mr. Kiran informed the Board that the process is



<p>ongoing. He noted however that most applicants applied for the Institute as well as the Diaspora Policy yet both activities will be handled in the same period. This anomaly is likely to prolong the process since fresh calls for expression of interest were to be done to get more consultants to compete for the development of the Diaspora Policy.</p>	
<p>Min 4:2 Progress Report: Institutional Arrangement study for the National Institute for Diplomacy and Strategic Studies.</p>	
<ol style="list-style-type: none"> 1. Mr. Wamai Michael noted that the procurement process of the consultant was complete. UNDP identified the most appropriate person and she accepted the appointment. 2. The process for procurement of a second consultant is on-going and is directly handled by UNDP. The second person was identified but he is yet to submit a technical proposal to UNDP. 3. Best practice Visit to Kenya and Cameroon were carried out and reports were produced. These reports are to feed into the process for the establishment of the Uganda Institute for Diplomatic and International Affairs. 	<p>All to Note</p>
<p>Min 4: 3 Progress report: Review of Uganda's Foreign Policy</p>	
<ol style="list-style-type: none"> 1. It was reported that a workshop of the National Steering Committee to finalize the Terms of reference for the resource persons was held. The Terms of 	<p>All to Note</p>

<p>reference for resource persons were developed and adopted. There are six resource persons headed by a professor from Makerere University Kampala.</p> <ol style="list-style-type: none"> 2. Countries earlier selected for the Best Practice visit were substituted with Singapore, Malaysia and Argentina. Some regional organizations have been included such as EAC and EU in Brussels. These additions do not negatively affect the budgetary allocations. 3. India and Turkey formally advised the team of their inability to host the delegations. So these countries will be substituted with South Africa and Malta. 4. Three teams have already visited USA, EAC and Malaysia. Reports are being prepared. 5. The Board approved that activities namely: two national steering committee workshops, procurement of stationery and establishment of the Foreign Policy Review Secretariat that were not carried out be pushed to Q2 	
<p>Min 4: 4 Progress report: Management Information System</p>	
<ol style="list-style-type: none"> 1. Procurement of Firewall for MOFA Website is ongoing. 2. The Board resolved that the following unfulfilled activities be carried out in Q2, namely: Submission of Inception report on the design and implementation of the VOIP solution by consultant, hosting of stakeholders' (i.e. ICT, NITAU and 	<p>All to Note</p>



<p>MUK) workshop to discuss contents of the inception report and for ownership of the process and best practice visits by the technical team as well as the consultant's visit to America, Europe, Asia and selected African countries to assess the requirements by Uganda's missions namely; New York, Brussels, New Delhi, Juba and South Africa.</p> <p>3. South Africa has agreed to work with Uganda on the Integration of the Navision with the VOIP and VPN and also the Firewall. South Africa is also willing to send somebody to Uganda at their own cost to help Uganda in rolling out the program unit.</p>	
<p>Min 4:5 Progress report: OUTPUT 3. Development of a Compendium of Investment Opportunities for the Diaspora.</p>	
<p>1. Meetings were held to select sector specialists to write sector profiles. Bids were submitted and the evaluation process completed. Contracts awarding was pending.</p>	<p>All to Note</p>
<p>Min 4:6 Progress report: Establishment of International Diaspora Bonds.</p>	
<p>1. Feasibility study to be undertaken</p> <p>2. Procurement process for consultant undergoing.</p>	<p>All to Note</p>

ACTION POINTS ADOPTED BY THE BOARD MEETING

A) ON THE DIASPORA POLICY:



- Fast tracking of the procurement process for the consultant, re-advertisement (if necessary) should be carried out soon.
- Other activities (like best practice visits abroad) on the Diaspora Policy are put on hold until the procurement of the consultant is finalized.
- The Board should find and submit to UNDP 2-3 CVs of competent people who would be willing to handle the process of development of the Diaspora Policy. Head hunting for competent people was recommended.
- Substantive reports for each activity handled under this cluster (i.e. Nordics Convention, Workshop on Diaspora Policy, Best Practice Visit to Mexico) should be done and submitted to UNDP through the project manager by Mid-June 2012.

B) MANAGEMENT INFORMATION SYSTEM

- Consultant should be brought on board within two weeks from the date (30th May 2012) of this meeting
- The work-plans should be re-adjusted because most activities will run into 2013.

C) UGANDA INSTITUTE OF DIPLOMACY AND INTERNATIONAL AFFAIR

- The second identified consultant to submit a technical proposal to UNDP and he should be on board within one week from the date of this meeting.
- The consultants for the Institute should join the technical team on their best practice visit to Singapore to help in collecting information on UIDIA.

D) FOREIGN POLICY REVIEW

- The Foreign Policy Review team should amend the Work-plans to reflect the changes in Countries that had earlier been selected for the best practice visits.
- All best practice visits should be undertaken by the end of this quarter.
- All reports for visits so far done should be submitted to UNDP by the end of June 2012.

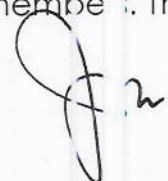
E) NATIONAL DIASPORA BOND



- The Board resolved that BOU be allowed additional meetings for the task force to prepare for the Best Practice Visits.
- Ministry of Finance Planning and Economic Development be brought on Board on the Best Practice Visits and on the steering Committee
- The Best Practice Visits should also be conducted in India and to learn why the Diaspora Bond failed in Greece.
- Inception report should come out, in any case not later than one month from the date of this meeting.
- The project manager should devise means of strengthening coordination among MDAs on this team.
- The Board resolved to expand the taskforce on the Diaspora Bonds.
The Project Manager to take note and implement.
- On the Best Practice visits, Bank of Uganda should share with the Project Board on the rationale for visits to the particular selected countries.
- It was also resolved that all key stakeholders (i.e. UNDP, MFEE and MOFA) should first know the contents of the reports before the same are shared with the East African Central Bank.
- On 12th October 2012, Uganda-Asian Diaspora shall hold activities at Munyonyo. Therefore, Bank of Uganda should be ready to tap into the lessons from these events.

F) A.O.B

- It was proposed that we **build capacity and facilities for teleconferencing** and UNDP has facilities for the same.
- The Board cleared MoFA to submit revised AWP and PWP.
- The Board recommended **hiring of 2 UNVs** – one international focusing on MIS and another a national UNV to support the Project Manager;
- UNDP is rolling out a **monitoring program** across all its projects. They want to seek the most convenient time for a monitoring visit by a team from UNDP who can monitor the activities of the project. June 19th, 2012 was proposed for the visit. These visits look at the financial management systems and assets inventory which have a depreciation schedule.
- **A workshop on procedures** to be followed on running the project shall be organized by UNDP for the new project team members. This



should take place within One-two months from the date of this meeting.

- It was resolved that whenever procurements are being done, each procuring units at MOFA should send a representative to sit with the procurement officials to arrive at an appropriate position. In the same vein the Terms of Reference for the subject procurement should always be very clear.
- **Channels of communication.** There should be a single channel of communication to UNDP. The project manager and the PS Foreign Affairs or a delegated representative of the PS when he is out of station shall be the channels of communication.
- **Contents of reports:** The reports for Best Practice Visits should only highlight lessons learnt.

Adjournment:

The meeting was adjourned at 6:20pm.


Amb. James Mugume
PS Ministry of Foreign Affairs
Chairperson


Tebagana George
Foreign Service Officer
Project Board Secretary