

**MINUTES OF THE FIRST STRENGTHENING OVERSIGHT FUNCTIONS FOR ACCOUNTABLE SERVICE DELIVERY PROJECT BOARD MEETING HELD ON 4<sup>TH</sup> OCTOBER 2011 AT PARLIAMENT**

**ATTENDANCE**

- |                                |   |                        |
|--------------------------------|---|------------------------|
| 1. Hon. Tashobya- Chairperson  | - | Parliament (Chairman)  |
| 2. Mr. Chris Kaija-Kwamya-     | - | Parliament             |
| 3. Mr. Lebogang Motlana        | - | UNDP                   |
| 4. Mr. Dison Okumu             | - | Parliament             |
| 5. Ms. Annet Mpabulungi Wakabi | - | UNDP                   |
| 6. Ms. Harriet Karusigarira    | - | UNDP                   |
| 7. Mr. Arthur Larok            | - | UNNGOF                 |
| 8. Mr. Katungi David           | - | NPA                    |
| 9. Muwonge George              | - | Parliament (Secretary) |

**AGENDA**

- Prayer
- Introduction
- Communication from the Chair
- Overview of the project
- Constituting of the board
- Review and approval of the 2011 annual and fourth quarter Work plan
- AOB

MINUTES	ACTION
<p>The meeting started with a prayer.</p> <p><b>COMMUNICATION FROM THE CHAIR</b></p> <p>Mr. Kaija-Kwamya, the Accounting Officer Parliament assumed the chair and apologized to the meeting for the absence of the substantive chair Hon. Stephen Tashobya. He gave a brief overview of the project and previous UNDP support to Parliament. He emphasized the importance of the project to Parliament since it was in line with one of the cardinal functions of Parliament i.e oversight.</p> <p>He informed the meeting that oversight was a continuous process which requires a lot of capacity building of the key players. He informed the meeting that the Project Board was a new concept and that parliament was looking forward to working with the board to ensure that the project meets its intended objective.</p>	<p>PARLIAMENT</p>

At this juncture the substantive chair Hon. Stephen Tashobya assumed the chair and apologized to the meeting for the delay which he attributed to the busy Parliamentary schedule, particularly activities in which the Legal and Parliamentary Committee was involved in. He thanked UNDP for its continued support and good working relationship with Parliament. He assured them that Parliament is mindful of the relationship with partners in as far as resource utilization and use is concerned. He promised that Parliament will have tangible results to show at the end of the project owing to the fact that it has experienced and competent staff.

### OVERVIEW OF THE PROJECT

In his submission, Mr. Okumu gave a brief overview of the project and informed the meeting that the project is in line with the core function of parliamentary oversight and that he was happy that other oversight players like National Planning Authority (NPA) and Uganda National NGO Forum (UNNGOF) had been brought on board. This he said this was good for oversight since Parliament could not go it alone especially the monitoring of the implementation of the NDP. He informed the meeting that the project lifespan was four years and set to run from 2011 – 2014 with Parliament as the Lead Agency(Implementing Partner) and both National Planning Authority(NPA) and Uganda National NGO Forum(UNNGOF) as Responsible Parties and reporting to Parliament .

More to that, the Country Director UNDP emphasized the importance of the project but regretted that it had taken long to take off given the fact that CPAP project had ended in April 2009. He stressed the need to expedite implementation and informed the meeting that UNDP had held a series of meetings with Implementing Partners (IPs) to see how the project will be implemented. He informed the meeting that the purpose and mandate for the Project Board has been outlined and the board should not be a micro manager, as boards have in the past found themselves involved in the day to day implementation of projects. The board should instead give strategic guidance.

On his part, Mr. Arthur Larok, from the NGO Forum informed the meeting that UNNGO Forum was a national platform and below which are several CSOs. He said that the project comes at the time when UNNGOF is working with PDCO to develop an institutional system. He further

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informed the meeting that outcome evaluation was not well coordinated among the several players. Hopefully the project will contribute to the larger process of creating a more cordial working relationship with parliament and other oversight agencies. He pledged CSOs cooperation to ensure that the project attains its intended objectives.

In his response, the chairman applauded the increasing partnership between parliament and CSOs. CSOs are important in as far as influencing policies and law is concerned and where there are strong CSOs one finds qualitative developments. The meeting was further informed that many CSOs stakeholders are involved in areas of human rights for instance Coalition Against Torture. The meeting was further informed that Parliament had resolved to set up a Parliamentary Committee on Human Rights with the ultimate aim of serving the people.

PARLAMENT

Mr. Kaija-Kwamya further informed the meeting that a recent analysis found Parliament-CSOs- Stakeholder partnership ranking highest amongst other partnerships. We think that CSOs should be part and parcel of the process of policy formulation and we are happy that the project has made an attempt to address the missing link. He informed the meeting that some CSOs have a tendency of merely criticizing but lack policy formulation expertise. He informed the meeting that the project is blessed to have NPA on board since they are the custodians of strategic direction of the country

#### THE BOARD

##### FUNCTIONS OF THE BOARD

The following were the proposed and agreed functions of the Project Board;

- Provision of policy, strategic and functional direction.
- Give guidance to the Project Management which may include but not be limited to approval of work plans etc
- Realigning and resolving implementation constraints for smooth programme implementation. Board to be summarily convened at short notice in case of an implementation impasse.
- Review of project implementation progress reports and promotion of synergies.

It was agreed at the meeting that the UNDP Country Director was to develop and circulate clear functions of the board. However, the need to separate functions of the board was stressed.

### **COMPOSITION OF THE BOARD**

The meeting resolved that the board should be composed of representatives from Parliament, CSOs, NPA, UNDP, accounting officer and technocrats from the line sectors. The meeting resolved to have those nominated to the Project board by name and the following were proposed and approved;

1. Mr. Lebogang Motlana - UNDP Country Director
2. Team Leader of Governance Unit- to be communicated later
3. Mr. Chris Kaija-Kwamya – Accounting Officer Parliament
4. Hon. Steven Tashobya – Senior Beneficiary
5. Mr. Richard Ssewakiryanga- Executive Director UNNGOF  
/ Alternate Director of Programmes Mr. Arthur Larok
6. Mr. Longino Tisasirana - Executive Director National Planning Authority.
7. Representative ULGA
8. Representative from Ministry of Local Governments

It was further agreed that, the responsible organizations should write to those nominated to the project board. Similarly, it was also agreed that observers should be allowed to attend project board meetings.

### **SECRETARY TO THE BOARD**

The meeting further agreed that the Secretary to the Project Board should be from the Implementing Partner and should be someone consistent preferably the Project Manager, Mr. Dison Okumu.

### **QUORUM**

It was resolved that the Project Board Meeting could only proceed with a representation of four members with at least three representing different organizations. The frequency of meetings should be prioritized. The meeting agreed to have three ordinary sittings and only to have a fourth sitting in case there is an urgent matter which needs redress. It was also agreed that the project board shall take decisions by consensus and voting by the chair is restricted.

### PROPOSED PROJECT BOARD MEETING TIMETABLE

The following is the proposed time table for project board sittings in 2012;

- January- February 2012 – Review progress and expenditure of 2011 and agree on expenditure of 2012.
- July 2012 – Mid year review. Identify constraints and propose way forward.
- November 2012 - Extra Ordinary Project Board Meeting.

### 2011 WORKPLAN

The Project Board approved the 2011 Annual and Fourth quarter work plans as presented with a few amendments. The meeting agreed that the implementers hasten the process of opening of the project bank accounts to avoid further implementation delays. Reporting to be on a quarterly and annual basis.

### AOB

Besides that, the meeting resolved that Ms. Annet Mpabulungi supplies sample copies MOU to Parliament to be shared with the responsible parties so as to come up with a binding MOU which will govern the relationship between the parties.

Next meeting set for January 2012.

  
CHAIRMAN

  
SECRETARY