

MINUTES OF THE SECOND STRENGTHENING OVERSIGHT FUNCTIONS FOR ACCOUNTABLE SERVICE DELIVERY PROJECT BOARD MEETING HELD ON 7TH FEBRUARY 2012 AT PARLIAMENT

ATTENDANCE

1. Mr. Chris Kaija-Kwamya-	-	Parliament (Chairperson)
2. Mr. Lebogang Motlana	-	UNDP
3. Mr. Justinian Niwagaba	-	MOLG
4. Ms. Annet Mpabulungi Wakabi	-	UNDP
5. Mr. Abel Rwendeire	-	NPA
6. Mr. Richard Ssewakiryanga	-	UNNGOF
7. Mr. Moses .S. Dhizaala	-	NPA
8. Nakyomu Sophia	-	NGO Board
9. Ceaser Nabwire	-	ULGA
10. Okello A.P	-	Parliament
11. Muwonge George	-	Parliament (Secretary)

AGENDA

- Prayer
- Introduction
- Communication from the Chair
- Overview of the project
- Review and approval of the 2012 Annual and First Quarter Work Plan
- AOB

MINUTES	ACTION
<p>The meeting started with a prayer.</p> <p>1.1 COMMUNICATION FROM THE CHAIR</p> <p>Mr. Kaija-Kwamya, the Deputy Clerk Administrative Services to Parliament assumed the chair and apologized to the meeting for the absence of the substantive Chair Hon. Stephen Tashobya. He informed the meeting that the Project Board Meeting had coincided with the opening of the third meeting of the ninth Parliament and that it was because of this reason that the chair was unable to attend the meeting. He informed the meeting that the country was facing some serious issues with respect to service delivery and that the project had come at the right time to address the problems.</p> <p>He informed the meeting that due to limited time it was not possible to implement the</p>	<p>PARLIAMENT</p>

activities in the previous year 2011. He however, informed the meeting that the project was going to engage a high gear so as to attain the project objectives in 2012.

1.2 REACTIONS

The meeting observed with concern the continued absence of the substantive chair from the PBM having also failed to attend the previous meeting. The meeting wondered if it was possible to organize a separate meeting with him. It was suggested that in future before fixing a date for the PBM the chairman and the parliamentary calendar should be consulted to avoid him missing future meetings. Serious service delivery starts with us and the Chairman should be sensitized on the importance of the project. Hon. Abel Rwendeire was tasked to sensitize the Chairperson on the importance of the meeting. The Chairperson promised to make prior consultation in future to avoid situations where the PBM coincides with key parliamentary activities.

Hon.
Rwendeire

2.0 THE PROJECT BOARD

All organizations represented on the board were requested to submit alternate board members to attend meetings in the absence of the substantive board members and the Chair should also indicate who should chair the PBM in his absence.

2.1 MICROMANAGEMENT

The meeting was taken through what constitutes micro management and the difference between micro management and trying to get things done. However, the meeting recommended that the board should take interest in what is happening under the project including addressing matters that inhibit the project. Let the board not lose interest in the project.

UNDF

2.2 General Observations

Mr. Dhizaala took the meeting through the process of operating a project bank account. The meeting learnt that failure to operationalise a bank account beyond 30 days will lead to its closure by BOU as was the case with this account. However, the meeting was happy to learn that the account was now operational. He informed the meeting that NPA had wrote to Parliament informing it that NPA had appointed Hon. Abel Rwendeire to be its representative on the Project Board and that NPA will communicate its alternate member to the Project

NPA

Board soon.

The UNDP Country Director informed the meeting that the agencies should just appoint alternate members to the board and that the meeting need not go through the tedious process again to appoint alternate members to the board. It was also recommended that observers can attend the Project Board meetings when and as required depending on the need.

2.3 QUORUM

It was recommended that urgent project matters requiring the attention of the board could be circulated on a no objection basis to board members by e-mail and where some project board members object to this then the Chair should cause the Project Board Meeting to take place.

2.4 VOTING

It was agreed that voting be by consensus and the Chairperson's vote should only be a casting vote where there is a deadlock.

3.0 MOU

The meeting learnt that the MOU to be used had been shared between UNDP and Parliament

4.0 PROGRESS REPORTING

It was noted that the recommendations go beyond the budgeting process- planning.

NPA & UNNGOF

NPA and UNNGOF started organizing meetings for capacity development work.

UNDP

The UNDP Country Director informed the meeting that UNDP had adopted a new commercial accounting package which replaced the old accounting system used in 2011 and that everything which was originally being done under the old United Nations system was closed. The meeting further learnt that UNDP was now IPSO certified.

CHALLENGES

It was recommended that in future challenges be outlined in form of a 2 page narrative to give a chance to the board to address the highlighted issues.

5.0 WORK PLAN REVISION & APPROVAL

Key Issues

- Budget details not required in the work plan.
- Sectors under section 1.8 of the work plan should be named.

UNDP

All Agencies

- Section 1.10; Underutilization of ACBF Programme funds by NPA. Why mix up UNDP funds with the ACBFP.

Response NPA

The meeting was informed that although NPA hosts the ACBFP it is actually one of the least beneficiaries under the project and that matters have not been helped by government's failure to send counterpart funding on time. By design the project is not for NPA but a national project which is only housed by NPA.

Consultants

It was suggested that services of a joint team or a single Consultant be sourced to conduct CNA's of all the implementing agencies to cut on the costs. It was also suggested that some sub activities under consultants be dropped. It was also noted that the budget descriptions under consultancies had been mixed up.

It was recommended that the implementing agency and responsible parties work together and address the inconsistencies in the annual and quarterly work plan and submit the final copy to be submitted to UNDP on Friday 10th February 2012

Management support cost

An implementation support cost of 3% of the annual budget was to be included in the annual work plan. This would be charges inline with items facilitated by UNDP such as procurement.

The meeting thereafter unanimously provisionary approved the 2012 annual work plan subject to amendments and elimination of the noted inconsistencies.

Meeting adjourned to a date to be decided in June 2012.

CHAIRMAN



SECRETARY

