

SUPPORT FOR DEVELOPMENT OF INCLUSIVE MARKETS IN AGRICULTURE AND TRADE

MINUTES OF THE FIRST PROJECT BOARD MEETING HELD ON 26th SEPTEMBER 2011 AT ENTERPRISE UGANDA.

Project Board Members present:

Name	Designation	Institution	Position	Contact
Agaba Raymond	Chairman	Ministry of Trade	Commissioner, Internal Trade	07 2618794
Lebogang Motlana	Senior Supplier	UNDP	Country Director	07 2744451
Charles Ocici	Project Implementer	Enterprise Uganda	Executive Director	07 2699808
Ruth Musoke	Beneficiary	PSFU	Director, Membership Services	07 2713312
Mutebi Kityo	Beneficiary	UNFFE	Secretary General	07 2426266
Wilson Chemusto	Beneficiary	UNADA	Chairman	07 2580300

Other attendees.

Name	Designation	Institution	Contact
Wilson Kwamya	Senior Supplier	UNDP	0772744115
Fiona Lukwago	Senior Supplier	UNDP	0757525400
Nicholas Burunde	Senior Supplier	UNDP	0712677111
Nuhu Hatibu	Responsible Party	Kilimo Trust	0755216366
Deus Tirwakunda	Responsible Party	Kilimo Trust	0782105444
Twinomuhangi Deo	Responsible Party	PSDCs	0772463433
Rosemary Mutyabule	Implementing Partner	Enterprise Uganda	0712471622

Ronald Mukasa	Implementing Partner	Enterprise Uganda	0782388091
Daniel Joloba	Implementing Partner	Enterprise Uganda	0772390833

AGENDA

1. Communication from the Chair - Commissioner Internal Trade - ITIC
2. Introduction of members
3. Brief about the project - ED, Enterprise Uganda
4. Brief on the role of the Board - Country Director, UNDP
5. Presentation and approval of 2011 work plan - Enterprise Uganda
6. A.O. B

Start time: 3: 10 pm

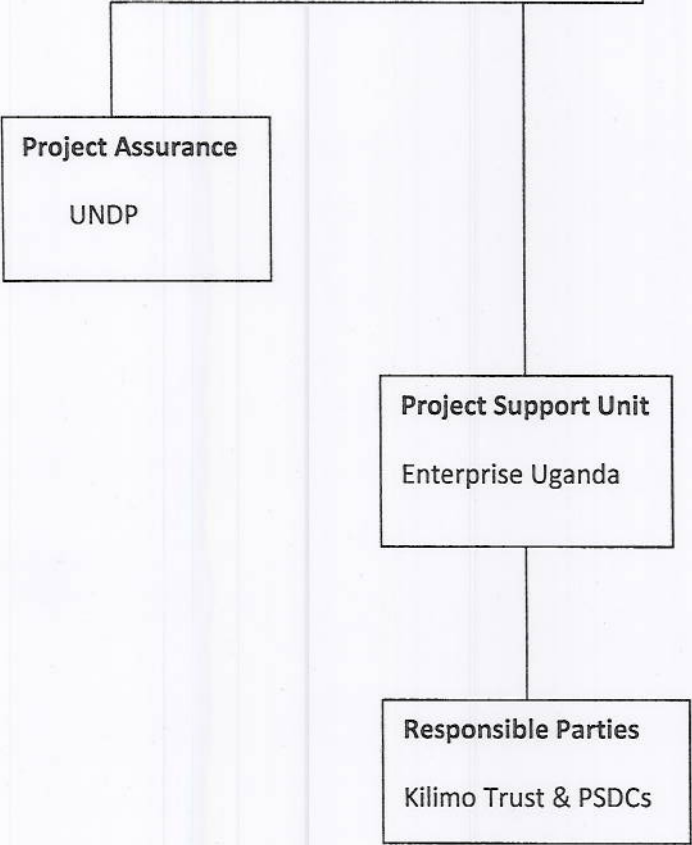
Minute 1: Communication from the Chair

- The Chairman welcomed all the members to the first project board meeting and called upon them to carefully deliberate on the key outcomes of the project particularly on the issues of food security and trade.
- He expressed appreciation to UNDP for providing the funds to run the project and reiterated that it is the responsibility of the board to ensure that the project is successful and it achieves its intended objectives
- He then requested the members to make self introductions and how they relate to the project. This was done by each person.
- He then read out the agenda for the meeting and it was adopted.
- He requested for the need to have an alternate Chairman. It was agreed that a representative from ministry of Agriculture, Animal Industries and Fisheries be identified and will serve as the alternate Chairman in the absence of the substantive Chairman. The IP would follow-up with MAAIF regarding their membership on the Board and officially request them to nominate a vice chair for the project board.
- He encouraged the members to always observe time for the project board meetings and to conduct all the project board activities in a business-like manner.

Minute 2: Brief about the project

- The Executive Director, Enterprise Uganda gave a brief presentation about the project focusing on its objectives, execution partners, project outputs, the project organization structure and the required resources.
- He mentioned the three key objectives of the project as: to enhance small holder farmers access to high value markets; to increase the productivity and competitiveness of the smallholder enterprises; to enhance the farmer's trading capability and market knowledge.
- The execution partners for the project include Enterprise Uganda as the Implementing Partner (IP), Kilimo Trust and the regional Private Sector Promotion Centers as the Responsible Parties (RPs).
- The four project outputs mentioned included:
 - ✓ Business linkages established and operationalized
 - ✓ Capacity of business support associations and institutions strengthened.
 - ✓ Innovative pro-poor business concepts developed and operationalized
 - ✓ MSMEs access to assets for productive uses (finance, market information and technology) increased.
- The total resources required for the project amount to USD 4,112,000. It was mentioned that USD 2,600,000 had already been secured from UNDP, but there was a variance of USD 1,512,000. The members were implored to source for additional funds to bridge the resource gap.
- The project organization structure was presented and agreed as thus:

<p>Senior Beneficiary PSFU, UNADA, UNFFE, MAAIF</p>	<p>Project Implementing Partner Enterprise Uganda</p>	<p>Executive Chair MTI/MAAIF</p>	<p>Senior Supplier UNDP</p>
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Minute 3: Brief on the role of the Board

- The UNDP Country Director mentioned that it is critical for all the identified members of the Board to be present in all the meetings of the board .
- He also mentioned that it is important that all the members need to be known by name as well as the institutions they represent to ensure continuity in board deliberations. However, it was agreed that all the institutions identify and submit the name of an alternate person for their respective institutions in case the substantive person is unable to attend the meeting. It will be the responsibility of the substantive person to notify and brief the alternate person on the board deliberations as well as giving them access to board documents.
- The board provides the overarching management oversight on the project with a focus on strategic direction and thrust, and not be involved in the day-to-day management, which is the role of the IP.
- The board will also be responsible for approving annual work plans. The approved work plans are the basis upon which UNDP releases the operational funds.
- The Board will also be responsible for reviewing the midterm and final evaluation and the financial audit reports.
- The board can also recommend the termination of the project if the conditions so permit and it is deemed impossible to continue project activities.
- The Board determines its own membership and may invite other relevant parties whenever necessary.
- UNDP will not pay sitting allowances and Daily Subsistence Allowances (DSA) to the board. It is assumed that the board works in the interest of the Government of Uganda. However, in case board meetings take place at the different upcountry project sites, then the project will pay DSA only if a member spends a night at the meeting venue. It was also agreed that mileage and DSA will be provided to only those coming from outside the project venue using the Local Development Partners Group (LDPG) schedule of standard rates of allowances applicable to government officials.
- It was agreed that the board will be meeting three times in a year – January, July and November/December. At the bare minimum, the board will meet twice a year. The quorum for the meetings shall comprise of the representatives from Government of Uganda (from either MTI or MAAIF), UNDP, Enterprise Uganda and any one of the senior beneficiaries.

- The board will receive quarterly progress reports and can request the Chairman to convene a meeting as necessary. Such meetings will be limited to strategic guidance and not micromanaging the project.

Minute 4: Presentation of the fourth quarter work plan

- The fourth quarter work plan was presented by Daniel Joloba from Enterprise Uganda and was approved with a few revisions as indicated below.
- It was noted that the numbers in the "corporate validation" activity were on the high side and the IP agreed to scrutinize them further.
- It was also agreed that the exchange rate to use shall be that provided by UNDP.
- The budget for audit should be placed in the 2012 annual work plan.
- The budget notes need to be corrected to rhyme with the amount in the work plan.
- It was also agreed that the project should leverage resources and opportunities provided by other in-country projects managed by other agencies.
- It was also agreed that a project technical advisory committee be formed. The composition will be made of UNDP, the Implementing Partner and a representative from each of the two Responsible Parties as well as a technical expert from an area of the project interest.
- It was also agreed that the Implementing Partner appoints an Interim Project Manager pending the commencement and completion of the recruitment of a substantive Manager by UNDP. The name and resume of the appointed person will be forwarded to UNDP by 28th September 2011.
- It was agreed that during the implementation of the project, the IP would consult closely with PSFU, ABi Trust and other stakeholders, in order to take advantage of any synergies and mobilize resources earmarked for related activities.

Minute 5: AOB

- UNDP will provide a template of the MoU that will be customized by the Implementing Partner. This will specify the roles and obligations between the Implementing Partner and the responsible parties.
- There is a launch of a SIDA funded program called Innovations against Poverty. It is a Challenge Fund, supporting businesses in developing products and services which will benefit poor people. This program is to be launched on 29th September 2011, at Arena Hotel. The Implementing Partner and the Responsible Parties were urged to register their interest with the organizers and be part of the launch.

End Time: 5.20 pm

These minutes are hereby signed by the following members

Chairman

Raymond Agaba



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Project Implementer

Charles Ocici



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