

MINUTES OF EXTERNAL PROJECT APPRAISAL COMMITTEE (PAC) MEETING
FOR PULSE LAB KAMPALA PROJECT

25th May 2016

UNDP BOARDROOM

Prepared by:

1. Ms. Paula Hidalgo-Sanchis (1st Secretary)
2. Mr. Chris Lukolyo (2nd Secretary)

Approved by:

Ms. Maris Wanyera (Chairperson) – Commissioner, Development Assistance and Regional
Cooperation (DARC), Ministry of Finance Planning and Economic Development (MoFPED),
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4. DISCUSSION OF PROJECT DOCUMENT HIGHLIGHTS
- 4.1 Chairperson invited Paula Hidalgo-Sanchis to take members through the project document.
- 4.2 Dr. Paula Hidalgo-Sanchis took members through the project document section by section.
- 4.3 Explained the two outputs – ecosystem catalyst and innovation driver.
- 4.4 Shared with members the challenges that the Lab hopes to help address including the lack of data and the rarity of skills – like those of data science.
- 4.5 Explained the data privacy risks and how these are being addressed at Pulse Lab Kampala.
- 4.6 Explained the lack of legal frameworks to govern the sharing of data with private sector companies.

Copy Presentation in Annex

- 3.1 Chairperson invited the Lab Manager to explain the work of the lab

3. PRESENTATION OF THE PULSE LAB KAMPALA PROJECT 2016-2020 BY PAULA HIDALGO-SANCHIS

- 2.3 Explained that this PAC process is important and that the Pulse Lab Kampala project supports the Delivering as One process and supports all UN Agencies.
- 2.2 Thanked Commissioner for chairing the meeting and for her time and commitment.
- 2.1 Welcomed the members and appreciated all stakeholders who participated in the PAC Meeting.

2. OPENING REMARKS BY MS. ALMAZ GEBRU – UNDP COUNTRY DIRECTOR

- 1.6 For this reason, the meeting wasn't expected to be too long.
- 1.5 Expressed the understanding that members had received a copy of the project document prior and so were expected to be at least somewhat knowledgeable about the content.
- 1.4 Gained consensus on the agenda.
- 1.3 Acknowledged the presence of the different stakeholders.
- 1.2 Explained to members that the purpose of the day's meeting is to appraise the Pulse Lab Kampala project.
- 1.1 Asked members to introduce themselves.

1. OPENING REMARKS BY CHAIRPERSON MS. MARISS WANYERA – COMMISSIONER, DARCI, MOFFED

1. OPENING REMARKS BY CHAIRPERSON MS. MARISS WANYERA –

- 4.7 Talked about the different stakeholders that the Lab has engaged with including several Ministries, Departments and Agencies (MDAs).
- 4.8 Summarized the "Project Management" approach.
- 4.9 Asked by Chairperson to stop at "Project Management" since all members were expected to have seen the project document before.
- 5. QUESTIONS / COMMENTS**
- 5.1 Mr. Karl Marx Musunguzi (Ministry of Gender, Labor and Social Development – MGLSD):
- 5.1.1 He said Pulse Lab Kampala is a very good idea because we have been relying on traditional data for too long.
- 5.1.2 His concern was on the language used on the "Intended Outcomes" (page 13) results framework (including outcome 3.3 and others).
- 5.1.3 He asked if MGLSD be added to the list of senior beneficiaries on the project board (page 20)?
- 5.2 Dr. Engineer BainoMugisha (Makerere University, Computer Science):
- 5.2.1 He mentioned he was glad to see an initiative like Pulse Lab Kampala.
- 5.2.2 He highlighted the need to incorporate privacy and data protection principles to the different projects that Pulse Lab Kampala will produce.
- 5.2.3 He suggested including the National Information and Technology Agency (NITA) as a relevant stakeholder for the project.
- 5.3 Ms. Virginia Saiz – Plan International, a Non-Government Organization (NGO):
- 5.3.1 She expressed great appreciation for the Pulse Lab Kampala Project.
- 5.3.2 She suggested more engagement with civil society organizations, especially to ensure the localization of the SDGs.
- 5.3.3 She explained that, while the document mentions SDG localization there is not much explanation on what approach will be taken to achieve the "localization".
- 5.4 Mr. Karl Marx Musunguzi (Ministry of Gender, Labor and Social Development – MGLSD):
- 5.4.1 He expressed his concern about the use of the term "labor market" under the "Intended Outcomes" (page 13). To this, Ms. Almaz Gebru (UNDP Country Director) explained that the outcomes were copied from the UNDAF document.
- 5.5 Ms. Almaz Gebru (UNDP Country Director):

- 5.5.1 Asked whether partners have an inclination to fund the innovations highlighted in the presentation.
- 5.6 Mr. William Epiaka (National Planning Authority - NPA):
He referenced the organizational structure on page 20 and asked for the project strategy for sustainability. She encouraged more detail explanation on the strategy.
- 5.7 Ms. Maris Wanyera – Ministry of Finance Planning and Economic Development (MOPED):
5.7.1 She expressed the need to ensure that the project caters for gender, environment and also for ownership.
5.7.2 She highlighted the need to better explain the strategy for project sustainability.
5.7.3 She expressed the hope that in the end there would be no need for licenses to the tools built with the project.
5.7.4 She expressed the opinion that at the end of the day the owner of the project outputs should be Uganda Bureau of Statistics (UBOS).
- 5.8 Mr. Ssansa Mugenyi – Office of the Prime Minister (OPM):
5.8.1 He reiterated the need for ownership and also agreed with the opinion that UBOS should be the leading agency for Government involvement.
5.8.2 He mentioned that UBOS should be the accountable as a sustaining partner and this should come out very clearly.
5.8.3 He reminded members that UBOS is the government's custodian of data and will therefore ensure sustainability and keeping track of quality standards.
- 5.9 Ms. Maris Wanyera – Ministry of Finance Planning and Economic Development (MOPED):
5.9.1 She reminded members that there is mention of Uganda Bureau of Statistics UBOS in the project document as a main partner and stakeholder. However, she agreed that its role should come out more clearly.
- 5.10 Dr. Eddie Mukooyo (Ministry of Health – MoH):
5.10.1 He mentioned that MoH is maintaining a very good working collaboration with Pulse Lab Kampala.
5.10.2 He also highlighted the existence of a forum where all Government Ministries, Departments and Agencies (MDAs) meet with UBOS regularly to coordinate the work related to the monitoring and achievement of the Global Goals.
5.10.3 He suggested that Pulse Lab Kampala presents the work done with different Government counterparts in the forum on a regular basis.

- 5.11 Ms. Azizah Nabitalo (MOFPED):
5.11.1 She referenced page 14 – the indicators and mentioned that they should align with the stakeholders mentioned on page 10.
- 5.12 Mr. Karl Marx Musinguzi (Ministry of Gender, Labor and Social Development – MGLSD):
5.12.1 He highlighted the funding gap of 76% as of today.
5.12.2 He also mentioned the challenge that MGLSD has employment creation in Uganda – he said this should be also added.
- 5.13 Ms. Maris Wanyera – Ministry of Finance Planning and Economic Development (MOFPED):
5.13.1 She mentioned that the funding gap and funding strategy for the project may be explained in the project document.
- 5.14 Ms. Flavia Ouma (UBOS):
5.14.1 She mentioned that UBOS has had several engagements with Pulse Lab Kampala
5.14.2 She talked about the need for UBOS to have a formalized forum for engagement with Pulse Lab Kampala which so far hasn't existed but rather engagement has been in scattered meetings and as need arose.
5.14.3 She highlighted that UBOS is working 18 different MDAs and 14 Local Governments to improve the collection, management and use of data in their work through the Plan for National Statistical Development (PNSD). She informed the meeting that however one of the areas of focus is improving the statistical infrastructure in every MDAs in the various MDAs.
- 5.15 Ms. Maris Wanyera – Ministry of Finance Planning and Economic Development (MOFPED):
5.15.1 She asked whether UBOS finds the Pulse Lab Kampala project aligned with government plans?
5.15.2 The representative from UBOS reaffirmed that the Pulse Lab project is aligned with government plans. It will greatly complement the ongoing PNSD activities related with using and producing data. UBOS as the official provider for statistical information for the Country appreciates the role of UN partnerships in improving data collection and use. The current statistical capacity is mainly used to handling administrative and survey data, big data is still a new concept and few data users can fully comprehend it. UBOS believes that it will leverage on the Pulse lab project to build more capacity,

improvement of tools and applications that will support the collection, management and use of the data in the National Statistical System (NSS) and government at large. It was also mentioned that there was need for formalization of an official team from the MDAs to work the pulse lab for sustainability of the project and proper documentation of the roles of the different entities.

5.15.3 She asked UBOS should to give formal written comments to be included in the minutes by close of Business on Monday 30th May

6. RESPONSES TO COMMENTS

6.1 Ms. Maris Wanyera – Ministry of Finance Planning and Economic Development (MOPPED)

6.1.1 In response to question 5.1.2 from Mr. Karlmarx Musunguzi, the chairperson explained that the Intended Outcomes were the same than those included in the current United Nations Framework of Assistance (UNDAF).

6.1.2 In response to the question 5.1.3 from Mr. Karlmarx Musunguzi – she responded that (Ministry of Gender, Labor and Social Development – MGLSD) can and will be added to list of senior beneficiaries but this isn't crucial since the ultimate beneficiary is the government.

6.1.3 In response to comment 5.3 by Ms. Virginia Saiz from Plan International – she mentioned that the project prominently highlights the role of Civil Society Organizations (CSOs) on project implementation but acknowledged that better explanation can be included upfront and throughout.

6.2 Dr. Paula Hidalgo-Sanchis (Pulse Lab Kampala)

6.2.1 In response to question 5.5.1 by Ms. Almaz Gebru – Country Director of UNDP – She explained that several donors (including Bill and Melinda Gates Foundation, Government of Belgium, Government of Belgium, Government of The Netherlands had confirmed contributions to fund year 1. She also responded that partners engage in cost sharing. She cited the example of Pulse Lab Kampala's work with UNAIDS.

6.2.2 In response to questions 5.6 by Mr. William Epiaka (NPA) and 5.8.1 by Mr. Sansa Mugenyi (OPM) on ownership – she gave an example of the ongoing work with MoH and mentioned that Pulse Lab Kampala is building an application on the database that MoH currently uses, so as the end of the project, MoH owns the final product. She also mentioned that this is the way Pulse Lab Kampala works – the Lab doesn't do capacity building by training but with "hands on" work with doing partners so that innovations are integrated into existing systems already owned by the partners. She also

- 7.1 He asked members whether they were ready to endorse the project.
- 7.2 *All members unanimously agreed to endorse the project and the chairperson emphasized that the team forward any additional comments before Monday May 30th.*
- 7.3 The Project Document will be revised and sent to Ministry of Finance Planning and Economic Development (MoFPED) for signature. The the issues of UBOS? involvement as well as that of ownership tools and initiatives develop by Pulse Lab Kampala and partners will be addressed.
- 7.4 Then there will be the formation of the Project Board.
- 7.5 Written comments will be received from UBOS by Monday May 30th.
- 7.6 The notes on the PAC meeting will be compiled and share with the chairperson by Monday May 30th.
- 7.7 The final Project Document will be signed by the Minister of Finance Planning and Economic Development.

AKANKWATSA (UNDP)

7. PRESENTATION OF THE WAY FORWARD BY POLLY MUGISHA

- 6.3 Almaz Gebru:
6.3.1 In response to 5.12.1 – she mentioned that the project funding strategy should be clearly stated in the project document.
- 6.2.4 In response to 5.12.1, the funding gap Ms. Paula Hidalgo-Sanchis explained that Pulse Lab Kampala is part of the UN Global Pulse network and that its Head Quarters in New York has guaranteed funding to run operations until more resources are mobilized locally.
- 6.2.3 In response to comment 5.8.3 – Ms. Paula Hidalgo – Sanchis mentioned that UBOS is already an important partner of Pulse Lab Kampala.
- 6.2.3 In response to comment 5.8.3 – Ms. Paula Hidalgo – Sanchis mentioned that innovative tools leveraging the data collected by others.
- emphasized that Pulse Lab doesn't collect any data. It simply builds

Time	Session	Responsible
9:00am – 9:15am	Arrival and Registration	UNDP / PULSE LAB
9:15am – 9:30am	Introductory remarks from i) Government (MoFPED) ii) UNDP Country Director	MOFPED / UNDP
9:30am – 9:40am	Overview of the Pulse Lab Kampala Programme 2016-2020	PULSE LAB KAMPALA
9:40am - 10:00am	Discussion of Project Document Highlights	GOU / UNDP / OTHER STAKEHOLDERS
10:00 pm – 10:30pm	Way forward	UNDP / PULSE LAB
10:30am	Tea Break & Departure	CAFETERIA

Chair: Ministry of Finance, Planning and Economic Development

UNDP Project – Pulse Lab Kampala
 Project Appraisal Committee (PAC) Meeting
 UNDP Office, Kampala – 26th May 2016



Annex 1. Agenda of the PAC meeting

ANNEXES:



Annex 2. Participants of the PAC meeting

Name	Job title	Organization	e-mail
Ms. Maris Wanyera (Chairperson)	Commissioner, Development Assistance and Regional Cooperation (DARC),	Ministry of Finance Planning and Economic Development (MoFPED)	maris.wanyera@finance.go.ug
Ms. Almaz Gebru	Country Director	UNDP	almaz.gebru@undp.org
Mr. Polly Mugisha	M&E Specialist / Team Leader – Management Support Unit	UNDP	polly.mugisha@undp.org
Dr. Engineer BainoMugisha	Head of Department, Computer Science	Makerere University	baino@cis.mak.ac.ug
KarlMarx Musinguzi	Senior Labor Officer – Employment	Ministry of Gender, Labor and Social Development	karlmususinguzi@gmail.com
Ms. Virginia Saiz	Head of Programmes	Plan International, Uganda	virginia.saiz@plan- international.org
Mr. Azizah Nabitalo	Economist	Ministry of Finance Planning and Economic Development (MoFPED)	azizah.nabitalo@finance.go.ug
Ms. Flavia Ouma	Senior IT Officer	Uganda Bureau of Statistics (UBOS)	flaviaouma@gmail.com
Ms. Sanaz Sedigh	Programme Officer – Human Rights	UNAIDS	zadehss@unaids.org
Trouble Kikoko	IE Advisor	UNAIDS	chikokot@unaids.org
William Epiaka	Statistician	National Planning Authority (NPA)	wepiakaka@gmail.com
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Mr. Okiror John	Planner	Ministry of Gender, Labor and Social Development	idokiror@yahoo.co.uk
Mr. Sansa Mugenyi	Director	Office of the Prime Minister	ssansamugenyi@yahoo.co.uk
Dr. Paula Hidalgo - Sanchis	Manager Pulse Lab Kampala	UNDP	paula.hidalgo- sanchis@one.un.org
Mr. Chris Lukolyo	Partnership Coordinator, Pulse Lab Kampala	UNDP	chris.lukolyo@one.un.org

Annex 3. Formal written comments on the role of the Uganda Bureau of Statistics (UBOS) in the project

By Ms. Flavia Ouma, Senior IT Officer

Uganda Bureau of Statistics

UBOS by the 1998 Act of Parliament is the nodal and autonomous government agency responsible for coordinating, monitoring and supervising the National Statistical System.

Role of UBOS on the Project

UBOS will be the technical leading organisation of the Pulse lab project because of its role in data collection and management. UBOS is spear heading the Plan for National Statistical Development (PNSD) amongst the local governments and the Ministries, department and agencies (MDAs). It is through this program that UBOS has been

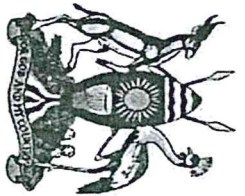
- Providing high quality central statistical information services on social, environmental and economic conditions in the country.
- Promoting standards in the collection, analysis and publication of statistics to ensure Uniformity in quality, adequacy of coverage and reliability of the statistical system.
- Promoting cooperation, coordination and rationalization among data users and providers at national and local levels to avoid duplication of effort and ensure optimal utilization of scarce resources.
- Promoting and being the focal point for cooperation with statistics users and providers at regional and international levels.
- ensure that agreed standards and methods of data collection, and analysis are adopted and maintained.
- sharing programmes across the NSS to maximize on synergies and supporting other key stakeholders that may not be able to participate in the NSS.

Data availability and use

UBOS through this existing structures will encourage the use of non restrictive statistical and administrative data that it collects through surveys and censuses, secondary data and other producers of official statistics that include government ministries (Health, Education, Agriculture, Water, etc.), departments (Immigration, Police, Prisons, etc.), and agencies (Central Bank, Revenue Authority, Tourism Board, etc.) to support the Pulse lab Project.

Provide Guidance

UBOS will provide guidance on issues related to the methodology, quality, technology, data access, legislation and privacy.



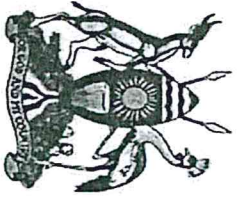
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External Project Appraisal Committee (EPAC) Meeting

UNDP Office, Kampala – 25th May 2016

Chair: Ministry of Finance, Planning and Economic Development

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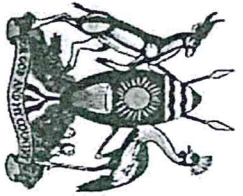
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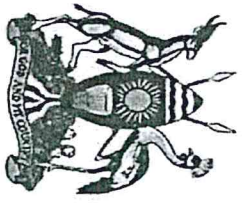
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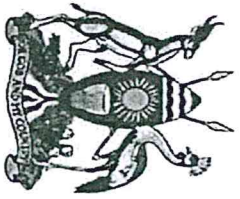
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Flavia Duma				

