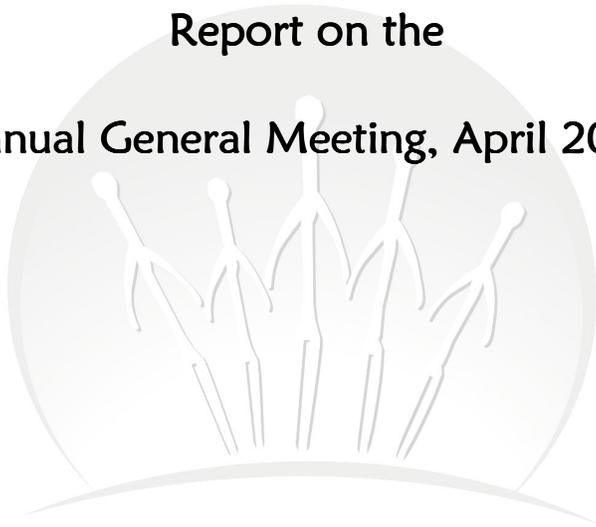




policy forum

Report on the
Annual General Meeting, April 2007



policy forum

The Policy Forum Annual General Meeting was held on the 12th and 13th of April at the White Sands Hotel in Dar es Salaam. Representatives from over 45 member organisations attended, all of whom were welcomed by the Coordinator, Ms. Gertrude Mugizi.

Day 1 – Pre-AGM Activities

The first day of the AGM was set aside for three main activities which included a morning debate on the NGO Code of Conduct, a bazaar event and field visits to member organisations during the afternoon.

The Code of Conduct debate was intended to furnish participants with a broader understanding of how it should be applied to Civil Society Organisations. It was also an opportunity for those who normally do not attend Breakfast Debates to obtain a grasp of their nature. A draft code of conduct was presented as a tool to help with the discussions. The main comments that emerged were as follows:

1. It was generally taken as a good document and people were pleased with the initiative. However, there were questions about what incentives could be put in place to motivate NGOs to adhere to this code of conduct.
2. Section 1.3 was contentious. It was suggested that it should be rephrased to prevent it from being used as an excuse to limit the rights that are awarded to us under the Constitution. One suggestion was that PF limit it to "We will work in a lawful manner". Others felt that the reference to violence and subversion should be removed but the rest should remain.

After that, there were two groups that convened for discussions:

1. The group discussing Local Government were led by Mr. Hebron Mwakagenda of The Leadership Forum who did a presentation on the rights of citizens to hold their village chairpersons accountable.
2. Ms. Pelagia Kijuu, on behalf of the Youth Action Volunteers (YAV), did a presentation on the organisation's work with regards to Public Expenditure Tracking (PETS), specifically in the health sector. YAV also distributed the 'Fuatilia pesa' manual to PF members.

The Bazaar was intended to enable PF members to share their work experiences amongst themselves, for PF networks and working groups to recruit new members, and for different working groups to explore synergies and innovative ways of collaborating. A full list of those who participated is attached (see Appendix II).

The Field Visits to member organisations was an opportunity for participants to see how different groups undertake policy advocacy and the successes, challenges and lessons in this area. The event also aimed at enabling PF members to learn from each other and share experiences including successes and challenges. The feedback, presented on day 2 by representatives of the groups that visited the organisations, was mainly positive and the highlights include (for a list of Field Visit hosts, see Appendix III):

Youth Action Volunteers (YAV): A participant from the group that visited this organisation was impressed by their host's ability to mobilise people, particularly the young so that they can become healthy and active citizens. Also attributed to YAV was their ability to understand policy issues that relate to health in general and more specifically, their rights to health and their role within the community. Volunteerism and high-level commitment was also recognised as a strong YAV trait and the results of hard work

were evident. The problem of funding was also noted as one of their major challenges but YAV had some ability to mobilise resources and diversify.

MKUKUTA Secretariat: A participant representing the group that visited the National Strategy for Growth and Reduction of Poverty offices felt they had gained a better understanding of the role of the public in poverty reduction and the importance of information sharing with the public and other stakeholders.

Foundation for Civil Society: According to a representative of those who visited this organisation, they learnt of the importance of communication and gained a better understanding of FCS work which focuses on enabling citizens to engage in the democratic process, promoting human rights and contributing to poverty reduction. FCS also had a good relationship with donors and its clients. Visitors also learnt the importance of feedback and the willingness to change in light of new information on workable strategies.

Legal and Human Rights Centre (LHRC): The good working and well-organised environment was enjoyed by those who visited the organisation. One of the participants said she enjoyed the advocacy work and dedication of the committed staff. For her, the resource centre was exemplary in its organisation of materials and the range of subjects covered.

Media Institute of Southern Africa (MISA) Tanzania Chapter: Visitors gained an understanding of what the organisation was doing to ensure information reached outside Dar es Salaam to ensure their work focuses on the whole country. According to one of those who visited, their host outlined the importance of resources and government openness in accessing information.

HakiElimu: Those who visited this organisation saw a nice big library which was open to the public and had a lot of policy and education information. They learnt of HakiElimu's advocacy work which entails the encouragement of public debate and questioning of decision-making in education policy. Also gained was a grasp of how the organisation relates to its staff. According to the person reporting on this organisation, there was good staff involvement in organisational decision-making at the office.

DAY 2 – Main AGM

The day began with an introduction of the participants and because the Chairperson, Ms. Helen Kijo-Bisimba was unable to attend, Mr. Toroka was appointed unanimously by the participants to chair for the day. He accepted the task and duly oversaw the adoption of the agenda for the AGM by members.

Annual Report 2006

The PF Coordinator, Ms. Gertrude Mugizi, then presented the PF Annual Report (from January to December 2006).

Ms. Mugizi began the presentation by outlining five main achievements:

1. The establishment of two main working groups (the Budget Working Group and the Local Government Working Group).
2. Enhanced participation in the budget process
3. Consistency in regular events (monthly meetings, breakfast debates, working group meetings).

4. Stronger collective civil society voice (LG Bill, donor funding to CSOs, and Freedom of Information Bill). The government has acknowledged the efforts and has mentioned PF by name.
5. PF is now a registered organisation and has its own brand and logo.

She also outlined four main challenges:

1. Mistrust from government and resistance to PF participation in certain policy processes.
2. Limited capacity to take up some policy spaces that become available. There was a need to have a better dialogue with stakeholders to correct this problem.
3. Under-spent considerably last year due to limited capacity in terms of personnel.
4. There was a need to work better with members from upcountry and increase and revive the mutual collaboration. There was also a need to work together to ensure we all have one strong voice.

The lessons learnt included:

1. Policy advocacy is a long term endeavour and only long-term strategic investment will lead to sustained social transformation.
2. Progressive and sustained institutional learning is PF's greatest asset.
3. Accountability begins at home.

Ms. Mugizi finished the presentation by thanking HakiElimu once again. She also noted LHRC and the Lawyers' Environment Action Team (LEAT) for their help during registration.

While answering questions, Ms. Mugizi said feedback from organisations up and down the country had helped PF in terms of donors contributing more finances. She also thanked HakiElimu for nurturing PF from its inception to its financial and administrative independence. She also informed participants that PF had managed to set up a new Policy Unit which consisted of a Policy and Advocacy Officer, Semkai Kilonzo, and two interns, Ms. Sekela Mwambuli and Ms. Enna Lutengano. She also thanked the previous Policy and Advocacy Officer, Ms. Elsie Eyakuze for having taken the role earlier on.

Resolution 1: The Annual Report for 2006 was adopted by Policy Forum Members.

Adoption of Audited Accounts

So as to enable members to approve PF's audited accounts, Mr. Rakesh Rajani, HakiElimu's Executive Director with the help of Ms. Mugizi, presented the income and expenditure accounts. Mr. Rajani began by stating that the auditors were content with the international standards employed by PF in its financial reporting. However, they spotted a few problems including the fact that PF assets were not marked. They recommended that this be done soon. There were also some taxation issues that needed to be resolved, he noted.

He mentioned that at the moment, MEKONSULT were overseeing PF's accounts but a junior administration and finance officer was about to be recruited. Because he doesn't have a CPA, he will be supervised by the company meanwhile.

A member raised a query regarding the copy of the audited report not being signed. Mr. Rajani proposed that the members approve the report on condition that a signed copy is sent to the members in two weeks from that day.

With regards to the choice of auditor, PF members proposed that in the future they should be supplied with a written form which has profiles of each auditor so that they can be involved in the appointment of the company to audit PF accounts.

A member raised query over discrepancy in the budget but this was clarified by Ms. Mugizi.

Resolution 2: Audited accounts for 2006 approved on condition that the corrections listed above are made and that a signed and final version is received and circulated to members.

Resolution 3: Grant Thornton will continue as Policy Forum's auditor for the year 2007.

Strategic Plan for 2007 – 2009 and 2007 Annual Plan

Strategic Plan for 2007 – 2009

Ms. Mugizi presented the Strategic Plan for 2007 – 2009 and highlighted four new objectives as part of the work plan to take PF forward:

1. Independent and bottom-up analysis for more effective advocacy.
2. More informed public debate on policy issues.
3. Enhanced capability of CSOs to constructively influence national and local policy processes.
4. Strategic and selective policy engagement for greater impact on a social movement for positive change.

She mentioned examples of the above which included influencing processes rather than engaging in them; inclusive impact rather than quick fixes; and the production and dissemination of monthly *Jukwaa* Issue Guides.

Annual Plan for 2007

Ms. Mugizi said the focus for 2007 would be on:

1. Strengthening PF as an institution both in terms of staff and outputs.
2. Deepening PF's public engagement through a communication strategy and gave examples which included the new *Jukwaa* publication, the *Pilika pilika* radio soap opera and the PF website.
3. Increasing meaningful interaction with members through Working Groups, and the *Sera* PF Newsletter.
4. Deepening policy analysis through PETS, budget analysis and policy briefs.

The Co-ordinator then gave some final thoughts which included stressing the importance of institutional growth; a need to focus on a long-term approach to achieving PF objectives as sustainable change does not happen overnight; and the need to expand PF's constituencies so that there can be broader interaction across regions, professions and various points of view.

General comments from members

The questions and answers session regarding the Strategic Plan and 2007 Annual Plan produced several general questions and comments which included:

1. The font size on the documents was too small. The Co-ordinator explained that the documents had been photocopied in such a way as to limit the use of paper. However, she promised that in future, the secretariat would try to take issues like font size into account.

2. There should be a balance between strengthening the PF Secretariat and strengthening Policy Forum as a whole.

Resolution 4: The Strategic Plan for 2007 – 2009 and 2007 Annual Plan was then unanimously passed by the PF members.

Election

Before the casting of votes, 5 nominees for the new Steering Committee were presented to the AGM participants and each had to speak for a minute as part of introducing themselves and allowing members to consider their suitability. The nominees were:

1. Hebron Mwakagenda (The Leadership Forum)
2. Maimuna Kanyamala (Kivulini) – represented by Jimmy Luhende
3. Fred Kwame (Oxfam, GB)
4. Thomas Nzumbi (TACOSODE)
5. Andrew Williams (TNR)

According to PF regulations, 7 members are required to occupy the Steering Committee. However, because only 5 were obtained, it was agreed that the remaining 2 vacancies be filled by election in one of the Steering Committee sessions (as per MEMARTS). However, because of a contentious issue of gender imbalance among the 5 nominees that arose, some members requested that the remaining 2 vacancies be filled by women. This matter had to be decided by votes:

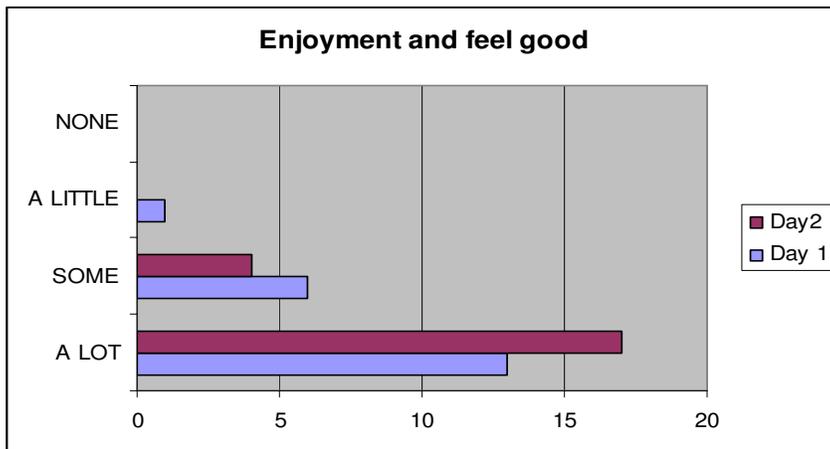
Both remaining positions should be filled by women = 14
 At least one female should occupy the vacancies = 9
 Abstained = 2

Resolution 5: It was decided that both the remaining positions be filled by women. As for the 5 nominees presented to participants, they were all unanimously passed and declared Steering Committee members.

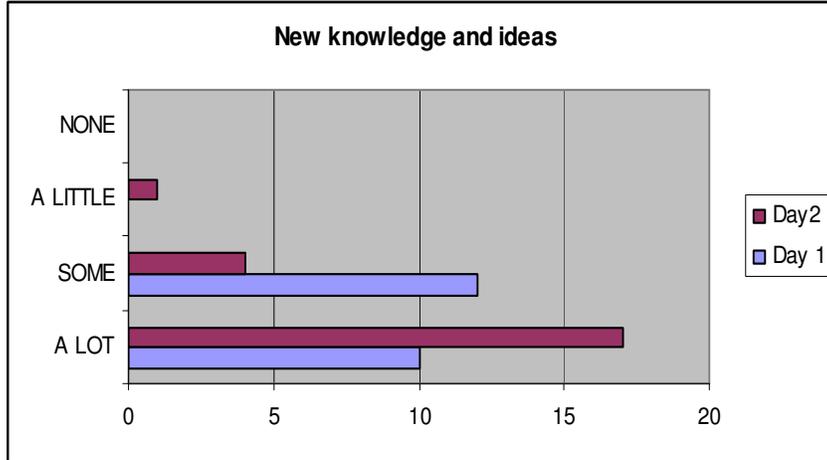
AGM Evaluation

Thereafter, evaluation and feedback forms were distributed. The following are the results of the assessment by the participants on how the AGM was organised:

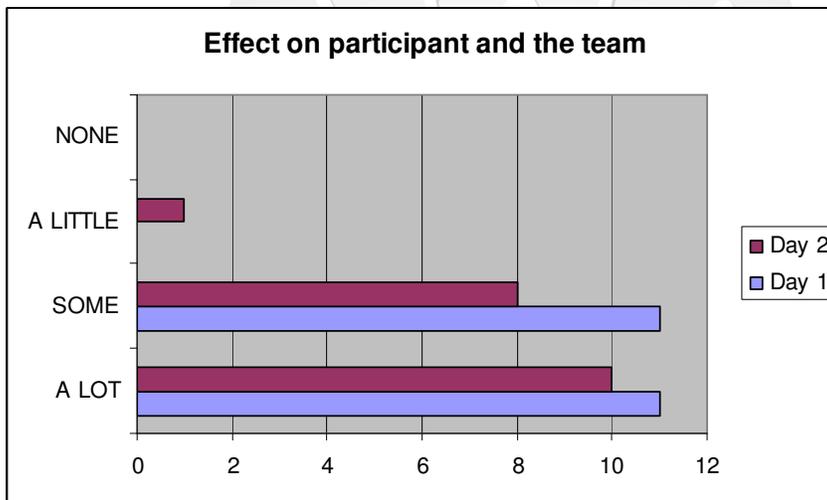
1. Did you enjoy the activity and do you now feel good about it?



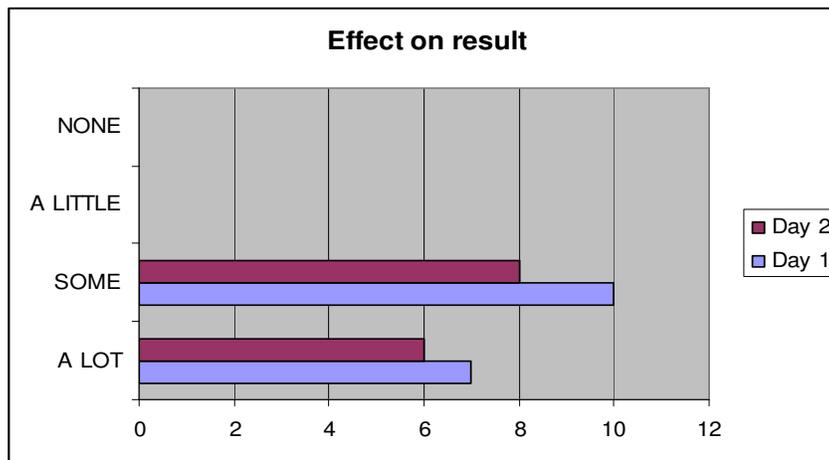
2. Did you learn and/or experience something new and helpful about yourself and others?



3. Will the activity enable helpful change to the way you and/or the team(s) think and behave afterwards?



4. Do you think that any change(s) resulting from the activity will improve the effectiveness of me and/or the team(s)?



General Comments:

1. Regarding the election: "Make sure that you adhere to the provisions of our MEMARTS. The word 'casual' in article 46 has been not properly interpreted as far as today's election was concerned."
2. Field Visits: "The field visits brought members together and increased relationship between members."
3. AGM Location: "The distance between White Sands Hotel to town centre cost a lot."
4. PF work: "I think PF needs to elaborate more to members how they work because I still need deeper understanding."
5. Language: "In the future, please use both languages fully."

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Appendices

Appendix I

List of Participants

12th APRIL 2007

NO	Name	ORGANISATION
1	ABDILAH NAMPULA	SAHRINGON TZ
2	EDWARD SHIGULA	WORLD VISION
3	KEES DE GRAAF	SNV TANZANIA
4	ABDALLAH JAFFERY	CONCERN
5	CASSIAN SIANGA	TNRF
6	PETER MASIKA	TAYOA
7	JOSEPH MAKANZA	ENVIROCARE
8	RUTH MDOE	ENVIROCARE
9	MARTIN PIUS	MVIWAMO
10	THOMAS JOHN LAISER	MVIWAMO
11	OCTAVIOUS KISINDA	TEN/MET
12	RUTH CARLITZ	HAKIELIMU
13	HEBRON MWAKAGENDA	THE LEADERSHIP FORUM
14	PAUL SANGIJA	SFF
15	FRED KWAME	OXFARM GB
16	ESTHER MKEYAMU	OXFARM IRELAND
17	JANS SINKAMBA	TUSHIRIKI
18	TIM COOK	VSO
19	SULEIMAN TOROKA	NPA
20	EMMANUEL MBWAMBO	TANGO
21	FELICIAN LYIMO	HEMFA
22	GODWIN SANANA	ICD
23	AGNES MICHAEL	SAHRINGON TZ
24	MOSES KULABA	AP 2000
25	JOSEPHINE NAFUNA	SANGO
26	RICHARD SHILAMBA	SAHRINGON TZ
27	RICHARD RUGEMALIRA	WORLD VISION
28	LEONARD ELIAS	LHRC
29	DR. PETER BUJARI	HDT
30	DR.EVA MATIKO	OXFARM
31	KISSUSI BOLINGA	MES
32	DENNIS MASUSA	MES
33	ANDREW WILLIAMS	TNRF
34	IRIS KILAVO	MAARIFA NI UFUNGUO
35	JACKSON MKANGO	CYVA
36	THOMAS NZUMBI	TACOSODE
37	NEMENCE IRIYA	KCS FORUM
38	JOANITA MAGONGO	REPOA
39	GASIRIGWA G.S	YPC
40	SAMWEL STANLEY	YPC
41	DONATI ALEX SENZIA	PELUM
42	PELAGIA KIJUU	YAV
43	DEVOTHA MUSHUMBUSI	CARE INTERNATIONAL
44	THEO MACHA	PACT TZ
45	REGINA KATABI	MUDUGU-WACOD
46	YITNA TEKALIGNE	ACTION AID TZ
47	SARA TERI	YAV

13th APRIL 2007

NO	Name	ORGANISATION
1	EDWARD SHIGULA	WORLD VISION
2	KEES DE GRAAF	SNV TANZANIA
3	CASSIAN SIANGA	TNRF
4	JOSEPH MAKANZA	ENVIROCARE
5	RUTH MDOE	ENVIROCARE
6	MARTIN PIUS	MVIWAMO
7	THOMAS JOHN LAISER	MVIWAMO
8	OCTAVIOUS KISINDA	TEN/MET
9	RUTH CARLITZ	HAKIELIMU
10	HEBRON MWAKAGENDA	THE LEADERSHIP FORUM
11	PAUL SANGIJA	SFF
12	FRED KWAME	OXFARM GB
13	JANS SINKAMBA	TUSHIRIKI
14	SULEIMAN TOROKA	NPA
15	FELICIAN LYIMO	HEMFA
16	GODWIN SANANA	ICD
17	MOSES KULABA	AP 2000
18	JOSEPHINE NAFUNA	SANGO
19	LEONARD ELIAS	LHRC
20	KISSUSI BOLINGA	MES
21	DENNIS MASUSA	MES
22	ANDREW WILLIAMS	TNRF
23	IRIS KILAVO	MAARIFA NI UFUNGUO
24	JACKSON MKANGO	CYVA
25	THOMAS NZUMBI	TACOSODE
26	NEMENCE IRIYA	KCS FORUM
27	JOANITA MAGONGO	REPOA
28	GASIRIGWA G.S	YPC
29	SAMWEL STANLEY	YPC
30	DONATI ALEX SENZIA	PELUM
31	PELAGIA KIJUU	YAV
32	REGINA KATABI	MUDUGU-WACOD
33	HASHIM RUNGWE	CDHRC
34	KIDANI MAGWILA	TNCHF
35	YITNA TEKALIGNE	ACTION AID TZ
36	ANNA MUSHI	TGNP
37	NAOMI MAKOTA	WAT-HST
38	AMANDUS CHITPELA	DONET
39	RICHARD MFUNE	CDHRC
40	HASHIM RUNGWE	CDHRC
41	SARA TERI	YAV
42	JIMMY LUHENDE	KIVULINI
43	IGNAS TILIA	CGG
44	FESTA ANDREW	WDP
45	RAKESH RAJANI	HAKI ELIMU

Appendix II

List of Bazaar participants

No	Organization	Contact person	Profile
1	PF Budget Working Group (BWG)	Ruth Carlitz	This group analyses the use and acquisition of public money at national and sub-national levels.
2	PF Local Governance Working Group (LGWG)	Hebron Mwakagenda Kees de Graaf	Promoting good governance practices by ensuring LGAs are more participatory, democratic, transparent and accountable to the poor and marginalised.
3	PF HIV/AIDS Working Group	Peter Bujari	Deliberates on HIV/AIDS issues
4	<i>Agriculture WG (MVIWATA a Member)</i>		Network of Farmers Groups in Tanzania
5	Health Equity WG (YAV lead for the group)	Deus/Stella	Deliberates on Health Equity issues.
6	TEN/MET	Mr. Kisinda	Education policies and practices to promote accountability and meaningful learning.
7	FEM/ACT	Anna Mushi	
8	TNRF	Andrew Williams	Improving natural resource management in Tanzania by addressing fundamental issues of natural resource governance.
9	INFORMATION CENTRE ON DISABILITY (ICD)	Mr. Kaganzi	Promoting the rights of people with disabilities.
10	ECD NETWORK	Henry Wimile	HIV/AIDS issues
11	TACOSODE	Theofrida Kapinga	Promoting sustainable development through human resource development and CSO capacity building.
12	Southern Africa Human Rights NGO-Network (SAHRINGON - Tanzania)	Richard Shilamba	Striving to empower its members for individually and collectively promoting, safeguarding human rights and good governance in Tanzania and across countries of Southern African.
13	Pelum-tz	Y. Tibamanya	Building the capacity of farming and rural community groups to accumulate ecological capital and stimulate farmer learning.
12	Policy Forum Secretariat	Enna Lutegano	Policy Forum is a network of over 50 NGOs registered in Tanzania. The secretariat coordinates facilitates, monitors and reports on the activities of the network.

Appendix III

List of Field Visit hosts

	Organisation	Contact person	Location	Profile
1	MISA – Tanzania Chapter	Mohamed – 0713 593132	Mnazi Mmoja	Promoting a free, independent and pluralistic press in Tanzania.
2	HakiElimu	Ruth – 2151853/2	Upanga	Advocating for children’s right to basic education in Tanzanian schools
3	Tanzania Gender Networking Programme	Gemma and Anna 2443205/2443450	Mabibo	Promoting gender equality through policy advocacy
4	Youth Action Volunteers	Ms. Lyda Kamwaga and Ms. Stella Munisi Stella@yav.or.tz 2773416	Kinondoni	Empowering young men and women in Tanzania to become healthy and active citizens
5	Lawyers’ Environment Action Team	Mr. Lisu – 0754 447323 / 0787 882660 / 2781098	Laureate International School	Ensuring sound natural resource management and environmental protection in Tanzania.
6	African Youth Development Foundation	Mr. Kasanzu Kitwana – 0754 471150		Involved in general youth development activities
7	MKUKUTA Secretariat,	Ms. Anna Mwashwa 2124108 Devplan@plancom.go.tz	Magogoni	The National Strategy for Growth and Reduction of Poverty
8	Foundation for Civil Society	John Ulanga	Haidery Plaza	Working towards the development of a vibrant, effective and innovative civil society sector that enables citizens to engage in the democratic process, promote human rights and contribute to poverty reduction
9	Womens’ Dignity Project	Festa Andrew	National museum	Enhancing the dignity and rights of those living with fistula, and promoting gender and health equity.
10	Legal and Human Rights Centre	Harold Sungusia	Mwenge	Promoting respect and observance of human rights and democracy; and promoting the observance of rule of law and due process.