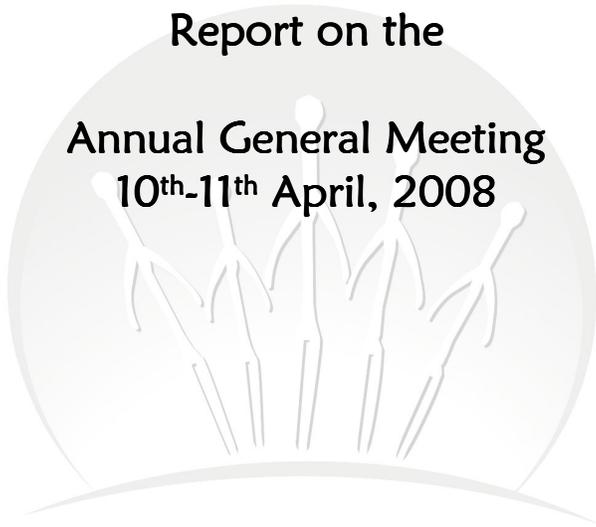




**policy forum**

Report on the

Annual General Meeting  
10<sup>th</sup>-11<sup>th</sup> April, 2008



**policy forum**

Policy Forum Annual General Meeting was held on the 10<sup>th</sup> and 11<sup>th</sup> of April at the White Sands Hotel in Dar es Salaam. Representatives from over 47 member organisations attended, all of whom were welcomed by the Coordinator, Ms. Gertrude Mugizi. The meeting started by a warm welcome from the Coordinator and there was a round introduction from all the participants.

### **Day 1 – Pre-AGM Activities**

The first day of the AGM was set aside for new members' orientation. This involved an introduction of what PF is as a network, how far it has come since its inception four years ago, and how it envisions the future in making policies work for the people of Tanzania. Participants were also told of activities of the Budget and Local Government working groups and were shown videos of public expenditure tracking and clips of the breakfast debate which is organised in collaboration with HakiElimu, a PF member organisation. Participants were also treated to a social event at the PF Secretariat offices in Mikocheni where there was a play performed by the Buzwagi Drama Group.

The first orientation presentation by **Mr. Semkae Kilonzo**, the Manager for Media, Communications and Advocacy, was a general overview of the past four years intended to particularly acquaint new members on PF's short history, its vision, mission and focus which centres on poverty reduction, equity and democratisation; local governance; public money; and active citizen's voice.

He also described PF's organisational structure which showed how the General Assembly is the highest body empowered to make key decisions like elect Steering Committee members and approve audited accounts. He then mentioned the elected Steering Committee which oversees the running of the network, and the monthly meetings and thematic working groups that also make decisions on various activities of Policy Forum. Mr. Kilonzo then mentioned the Secretariat as the organ coordinating the activities of the network.

Mr. Kilonzo then mentioned the main successes that PF has enjoyed since its inception as:

- Information sharing among NGOs
- coordinated approach to participation in policy processes
- broader and deeper CSO understanding in policy making processes and
- Increased space for quality of civil society participation in the policy dialogue.

He mentioned the main challenges as:

- How to better support participation of NGOs not based in Dar es Salaam in influencing national policies
- How to improve participation by & information sharing with PF members
- The collective versus the individual voice

In building successful coalitions, Mr. Kilonzo said several lessons had been learnt:

- Objectives have to be clearly articulated, realistic and well understood
- Coalition objectives help members to achieve objectives of their own organisations
- New members have to be oriented properly
- Leadership has to be inclusive
- There has to be clear and robust internal mechanisms for monitoring and accountability
- There has to be information sharing that is timely, relevant, accessible and interesting.

He mentioned what PF was now doing differently in light of experiences of previous years. He said there was now focus on influencing rather than just engaging with policy processes; more interaction with other parts of government and Non- Government stakeholders, media, PCCB, Parliament; consistent, progressive and inclusive impact rather than quick wins and lastly; focus on deepening the quality of our work.

Ms. Gertrude Mugizi then welcomed participants for a plenary discussion. The Questions and comments were:

1. What are the activities of the LGWG and what are the challenges facing the group?
2. What are PF's plans to reach out of Dar es Salaam members through the Social Accountability and monitoring department?
3. What are the criteria used for selection- Social accountability monitoring?

**Response:**

- We have introduced a new system where members from the regions will be able to attend several meetings in Dar es Salaam. PF will bear the cost for transport, and accommodation. We shall have 4 meetings a year where PF will enable members from outside Dar es Salaam to attend. Also, we are looking into the possibility of holding some monthly meetings outside Dar es Salaam.
- Criteria for selecting a network to participate in PF's Social Accountability Monitoring have been sent to all members via email and are available on the website.
- There is a session later on that will cover what the LGWG does.

The next presentation was by **Ms. Gertrude Mugizi** which was intended to enable members attain a grasp of the future direction of PF, and to see the findings of the institutional assessment. It was also intended to introduce Social Accountability Monitoring (SAM) as part of PF's desire to concretize its strategy.

Ms. Mugizi began by demonstrating the social accountability cycle which once executed, is intended to realise socio-economic rights and increase our leverage in the policy dialogue. She mentioned these socio-economic rights as the right to information and explanations about public decisions and actions; the right to give feedback; and the right to have that feedback taken seriously.

In order to obtain these rights, she said that every process of the social accountability cycle has to followed and monitored. She outlined the main components of the cycle as:

- Process 1- Planning and Resource allocation this is where we can see what public funds/resources are available to officials/ service providers? and how do they plan to use them
- Process 2- Expenditure Management this is where we know how effectively are public funds spent
- Process 3- Performance management- this is where we know how do service providers perform in implementing their plans? Is quality public service delivered?
- Process 4- Public Integrity- in this process we can find mechanisms exist to prevent& what corrective measures are taken in response to misuse and abuse of public resources
- Process 5- Oversight- Are officials/service providers called to account by oversight bodies for their performance

She demonstrated how to monitor these rights:

- By looking at systems and processes rather than isolated events, fight
- Fight for equitable access to these rights
- Examine the whole process in an integrated manner

- By applying Process 5' throughout the cycle
- Apply the cycle to all levels of Government

Ms. Mugizi demonstrated how PF fits within the Social Accountability System:

- In Process 1- Planning and Resource allocation PF works with Budget Analysis, Policy Analysis and Development of Policy and Laws
- Process 2- In Performance management PF do engage in PETS, work with Audit Reports
- Process 3- In Performance management-PF works in clusters in MKUKUTA Monitoring and Local Governance booklets
- Process 4- with Public Integrity- PF has done with dissemination of PCCA booklets, Code of Conduct and LG Bill advocacy
- Process 5- In oversight - PF produced JUKWAA last Quarter, Breakfast Debates, Media work/monitoring, Policy engagement with Bunge/ Government, and work with others in Civil Society.

She added that PF achieves this by working through working groups, and in 2008, will facilitate monitoring of social accountability at community level through collaboration with one district network.

Suggestions raised in a Plenary Discussion:

1. Information sharing is of high importance.
2. PF should share information with Ubungo Development and sometime participate in City Council's meetings

**Mr. Moses Kulaba** then came next to present on the activities of the Budget Working Group. He began by giving a justification of Budget analysis – Tanzanians' need to understand the budget process and benefit from it. He described budget analysis as a policy instrument, a pointer of national vision and direction, a hint of government performance and as a livelihood tool.

He said the BWG reviews an array of documents such as: - Budget Guidelines, approved Budget Estimates (Budget Books), CAG Reports, Policy statements and documents, Government circulars, Legislation, National goals and targets, National Poverty reduction targets- MKUKUTA, VISION 2025 etc, Policy elaborations, Statistics- MOF, BOT, DHS, UNDP etc and internal Accepted Standards.

Mr. Kulaba then explained the 2007/08 national budget analysis the BWG did last year by taking them through the funds the government allocated in different sectors, the main components of revenue and expenditure, and the priorities the government set.

**Questions/ Comments: -**

Are there any outcomes from the Government that came from the BWG?

**Response**

- The last budget for Education changed (rose).

The next presentation was about the LGWG by its Co-convenor, Mr. Hebron Mwakagenda, also chairman of the PF Steering Committee. He began by explaining that the LGWG is a group interested in monitoring local governance and comprised of members from the PF coalition and focusing with emphasis on governance and accountability. He said the vision for this working group is to see local government authorities working well, responsive and delivering better services to the people at local level.

He outlined the group's activities as participation in government processes like the Local Government Reform Programme through PMORALG-CSO cooperation, participation in the Governance Taskforce, and attending strategic meetings with

parliament (e. g. Prevention & Combating Corruption Act in 2007 and the Local Government Miscellaneous Amendment Act, 2006).

After the presentation there was a preview of a video on Public Expenditure Tracking video shown to participants. The video is being prepared as part of the LGWG's efforts to help educate citizens on the importance of following up public money, understanding the planning process in their locales and tracking to see whether budget allocations are followed as planned.

Thereafter, participants were welcomed to PF's- Secretariat office for a social event which was organised to show members the PF Secretariat Office and give them an opportunity to network. A short play on Governance and accountability was also performed by the Buzwagi Drama Group. There was also a short presentation of Breakfast Debate clips to enable those who don't normally attend the sessions to see what they are like and also to show how the Breakfast Debates link with our overall objectives.

## **DAY 2 – Main AGM**

This was the main AGM event to address the formal PF agenda items. It began after the Steering Committee chairman, Mr. Hebron Mwakagenda, gave opening remarks and the AGM chairperson, Mr. Felician Lyimo of HEMFA, was selected to preside over the proceedings (as per MEMARTS article 18). Thereafter, all the agenda items were adopted by members.

### **Annual Reports 2007**

The PF Coordinator, Ms. Gertrude Mugizi, then presented the PF Annual Report (from January to December 2007).

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

1. The two working groups (Budget and local governance) are increasingly vibrant as is demonstrated by the improved quality of our budget advocacy
2. Four briefs were produced analysing the budget guideline to generate and inform public debate prior to the 2007/2008 National Budget Speech.
3. analytical support to civil society policy engagement (contribution to the advocacy around 2 bills that have been discussed extensively this year, that is, PCCB act and freedom of information Bill)
4. Proactive participation in the Budget Process(The BWG has been visible and active this year)
5. PETS project source book is now completed and 1000 swahili and 500 English copies have been printed and a DVD to raise awareness of and market PETS is in the final stage.
6. Consistency in regular events (monthly meetings, breakfast debates, working group meetings).

She also outlined four main challenges:

1. Consistently accessible information to members continues to be an issue.
2. The establishment of regional policy networks and assistance in organisational planning for policy engagement are primarily dependent on the readiness of these organisation/networks and there demand for this service.
3. While there is participation by various members of civil society in many policy discussions, the basis on which participants are selected is still unclear.

4. Consistent and strategic use of policy spaces continues to be a problem.
5. Funding constraints caused by delay in fundraising leads to postpone some activities due to limited funds, eg. Governance study activity was postponed.

The lessons learnt included:

1. Policy Forum briefs have been used by civil society organisation, academics, politicians etc, as information sharing and awareness.
2. It has become very clear that increased member participation is unlikely to occur without a greater proactive effort by the secretariat to remain relevant to the organisational interest of members.

Comments and questions on the annual report from members:-

1. What exactly was the reasons for government not inviting us in the PER?
2. Why do we have only two working groups, what happened to the HIV/AIDS working group? Since we need to mainstream HIV/AIDS this working group should be under PF coordination.
3. The PF participation in other events is very minimal.

Response on the comments: - This was done by PF- coordinator.

1. PF participation in others events is not only when the secretariat attends. If any member is participating then that is PF participation.
2. We are not aware what the reasons are for us not being invited in the PER. It has been the government's decision but we are in a dialogue with them to determine the reasons.
3. We have the two working groups because of our intention to remain focused. We will let others establish working groups that do not centre on our core focus and PF will just participate and contribute but not coordinate their activities.

**Resolution 1:** The Annual Report for 2007 was adopted by Policy Forum Members.

#### ***Main Financial Issues/ Audit Report 2007:-***

This was mainly done by the PF Coordinator and the PF Finance Officer.

Ms. Mugizi started by giving a brief financial background of PF. She described how the Secretariat was formally under the supervision of HakiElimu and how it has been using an external accountant thereafter. She then mentioned that the current audit received a clean certificate from auditors selected during the previous AGM. The other issues that arose from the financial and audit report presentation session were:

- The secretariat is working to get tax exemption since PF is a charitable organisation.
- There has been under-spending due to delay in fundraising which happened in September 2007 instead of June because the audit report came late.
- On the revenue for 2008, PF now has three donor agreements
- Last year, members contributed a lot to the network (about 34%). Donors contributed 9% and the balance brought forward from 2006 amounted to 55% of the budget. Other revenue sources amounted to 2% (e.g. Honorariums and consultation fees given at external meetings/work that staff members return to the Secretariat coffers).
- There was a minor error on page 17 of the audit report. This was rectified and elaborated to members on the same day.

Comments and questions on the financial report from members:-

- Members appraised the good financial report especially after becoming independent from HakiElimu
- Why does the policy require us not to have more than a 1/3 of our revenue from one donor?
- Clarification on the honorariums/consultation money returned by staff: Is the whole sum of money given to staff by the paying organisation returned to PF? If yes, why not have a system of returning only a percentage?
- Is there any mechanism of building capacity internally?
- Do we have a deficit this year?
- Is the member's contribution to the network is it statutory or voluntary?
- The office rent shown is it for Upanga's or Mikocheni Office?

Respond on the comments: - This was done by PF- coordinator and Steering committee:

- On why we do not want more than 1/3 from a single donor: too much dependence on one donor leads to strict conditionality. Besides, there is risk of being unstable if the donor pulls out, which could result in failure of the project.
- The deficit this year is due to higher interest compared to last year, but we encourage members to contribute more.
- The issue of whether staff should return money or not from external meetings is for members to decide. However, it is a good idea to have them return such money since we do not want to create negative incentives for staff. Also, some staff members do not go to meetings creating an unfair environment if only certain staff get to keep the money.
- All taxes are paid except for renting of the office building where we are not paying holding taxes. However, we will consult with the commissioner of taxes so as to get more clarification.
- Member's contribution is voluntary but PF depends more on member's financial contribution to succeed, so even if it's voluntary, members are encouraged to contribute. We agreed on it not to be statutory.
- The office rent shown is for Mikocheni office. The reason to move to Mikocheni was due to the old landlord deciding to increase the rent to almost twice as much as what the Mikocheni office rent currently is. The rent shown in the finance report is from January to August 2007. For the September to December 2008 rent, we agreed with Oxfam, our co-tenants, to pay it later on this year. This was possible to agree on since oxfam is also our member.

**Resolution 2:** Audited accounts for 2007 approved on condition that the corrections on page 17 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 2008.

***Strategic Plan for 2008 – 2010 and 2008 Annual Plan***  
*Strategic Plan for 2007 – 2009*

Ms. Gertrude assumed that everybody had read the Strategic Plan beforehand and was familiar with it so there was no need of going through it.

The SC Chairman elaborated on part of Deputy Coordinator's post to members. When this position was advertised in December 2007, only one person applied for this post! He said in the view of the SC, PF should wait for a while to see if other candidates will apply for the post. Unfortunately, nobody applied. Thus this post will be re-advertised in the newspapers giving the chance for members to apply

and all of those who attended the 2008 AGM were encouraged to apply. The deputy coordinator will later on become the coordinator since Ms. Gertrude will be leaving the post.

**Resolution 4:** The Strategic Plan for 2008 – 2010 and 2008 Annual Plan was then unanimously passed by the PF members.

**Election**

The Annual General Meeting delegated the mandate to the PF monthly meeting to elect members to fill the two steering committee vacant positions. Also agreed was that the other members should continue with their current SC positions.

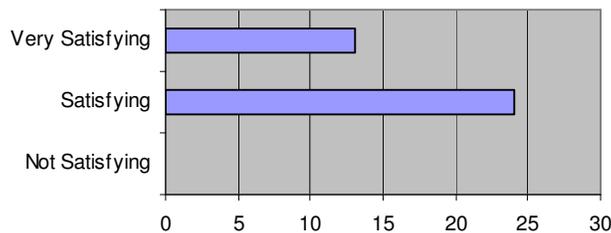
**Resolution 5:** It was decided that both the remaining positions be filled after deliberations in the next coming PF monthly meeting.

**Resolution 6:** It was agreed that the Steering Committee change its name to Board of Directors in line with requirements of The Companies Act of 2002.

**AGM Evaluation**

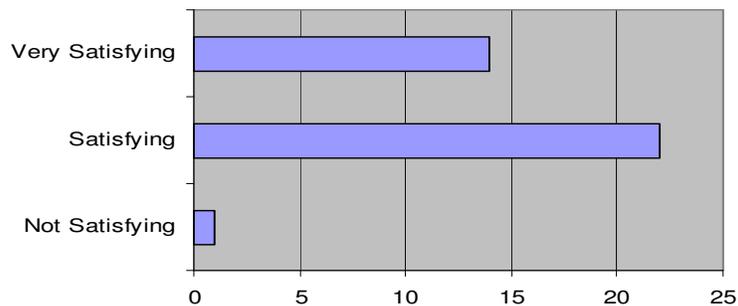
Thereafter, evaluation and feedback forms were distributed. The following are the results of the assessment by the participants on how the AGM was organised:

1. Generally, the 2008 AGM programme was (kwa ujumla mpangilio wa AGM)  
**AGM Programme**



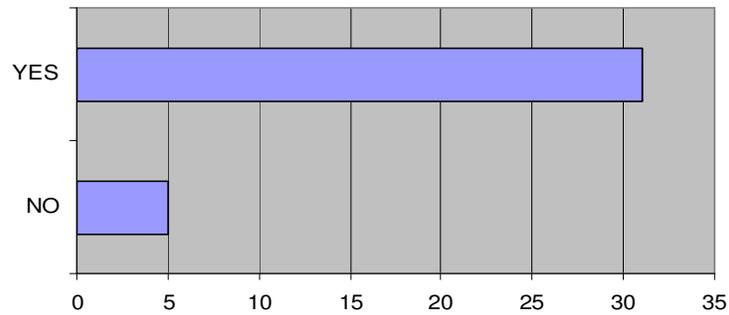
2. How would you rate the AGM proceedings on Friday overall? (Ulionaje shughuli za AGM siku ya Ijumaā kwa ujumla)

**The Overall Friday AGM Proceedings**



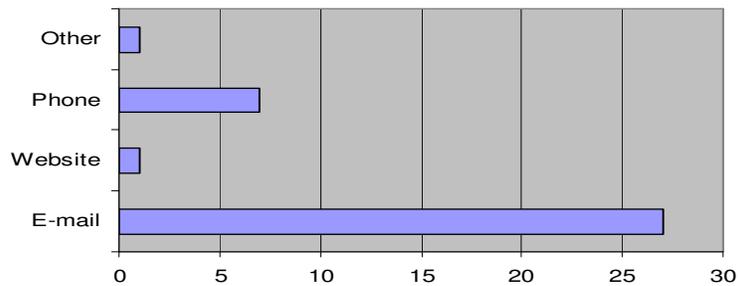
3. Do you think the current schedule is sufficient to conduct important PF business? (Unafikiri ratiba ya mkutano mkuu inatosheleza kushughulikia maamuzi yote muhimu yaliyoletwa mbele?)

### General AGM Schedule



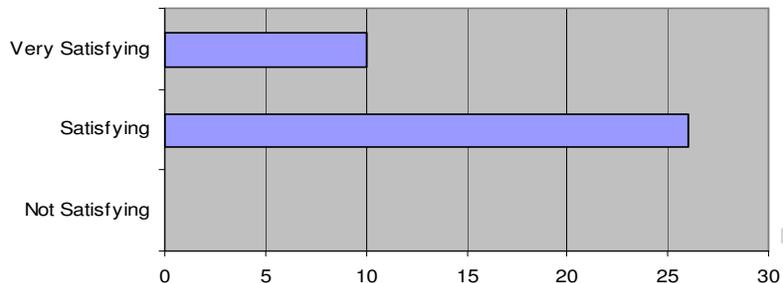
4. How did you find out about the AGM? (Ulipataje habari kuhusu AGM? )

### AGM Invitation



5. How did you find the venue? ( Ulipaonaje mahali palipochaguliwa kufanyia AGM?)

### AGM Venue



### General Comments:-

1. If possible documents should be in both English and Kiswahili for effectively and active participation.
2. Venue allocation is a problem especially when it comes to finding transport after the meeting.
3. Let us think of conducting the AGM in other regions not only in Dar es Salaam
4. Visits to PF Members and Bazaar should be included in the timetable as it was previously.
5. The time is very limited which makes participants rush some of the activities of the AGM.
6. The two presentations about the working groups were very nice, this should be done in every AGM if possible.

## Appendix I

### List of Participants

10<sup>th</sup> APRIL 2007

<b>NO</b>	<b>Name</b>	<b>ORGANISATION</b>
1	DONATI ALEX SENZIA	PELUM-TANZANIA
2	NICHOLAS LEKULE	YAV
3	JANETH MZIRAY	TACOSODE
4	AMANI SOSPETER	SAHRINGON-TANZANIA
5	JANS SIKAMBA	TUSHIRIKI
6	REV. ABDIEL MOLA	FEWACM
7	ODDVAR BJORKNES	NPA
8	PASCHAL CHAMBILI	NPA
9	BENARD NDUGURU	GULUKA- KWALALA
10	ZITTA BATAMANAGWA	SHIVYAWATA
11	FLORA DAMA	SHIVYAWATA
12	REGINALD MARTIN	LHRC
13	FESTA ANDREW	UTU MWANAMKE
14	MASWE N.M	TANGO
15	REGINA KATABI	M-WACOD
16	JOSEPHINE NAFUNA	SANGO
17	THOMAS J. LAISER	MVIWAMO
18	OSCAR MASANGWA	MVIWAMO
19	JACKSON MKANGO	CYVA
20	GEAROID LOIBHEAD	CONCERN
21	ISRAEL ILUNDE	YPC
22	MARTIN MUNG'ONG'O	YPC
23	PAUL SANGINJA	SFF
24	BONIPHACE MASUI	MES
25	ASTRONAUT BAGILE	WISE
26	EDWARD TIMOTH	TUSHIRIKI
27	STEVEN SHIKUKU	PINGOS
28	HAROLD MAKUNDI	UDI
29	JOSEPH KIJAZI	MOCUBA
30	DONALD KASONGI	ACORD
31	MAZIKU BONIFACE	TADESO
32	RASHIDI MNGOJA	AFRICAN YOUTH
33	ELSON MAKAYE	TAPHGO
34	FELICIAN LYIMO	HEMFA
35	GODWIN	ICD
36	ISSAYA ANDREW	MOCUBA CODEFO
37	LETICIA RWECHUNGURA	WOMEN DIGITY
38	ROSE MUSHI	ACTION AID-TANZANIA
39	ESTHER MUHAGAMA	OXFARM-IRELAND
40	PETER MASIKA	TAYOA
41	THOMAS NZUMBI	CFNDE
42	KIDANI MAGWILLA	TNCHF
43	EDWARD SHIGILU	WVT
44	FRIDA MGAYA	THE LEADERSHIP
45	HEBRON MWAKAGENDA	THE LEADERSHIP FORUM
46	ALLAN SWILLA	HAKIKAZI CATALYST
47	MOSES KULABA	AP2000

11<sup>th</sup> APRIL 2007

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8	PASCHAL CHAMBILI	NPA
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10	ZITTA BATAMANAGWA	SHIVYAWATA
11	FLORA DAMA	SHIVYAWATA
12	REGINALD MARTIN	LHRC
13	FESTA ANDREW	UTU
14	MASWE N.M	TANGO
15	REGINA KATABI	M-WACOD
16	JOSEPHINE NAFUNA	SANGO
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22	IRENEI KIRIA	YAV
23	PAUL SANGINJA	SFF
24	BONIPHACE MASWI	MES- MWANZA
25	ASTRONAUT BAGILE	WISE
26	EDWARD TIMOTH	TUSHIRIKI
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47	MOSES KULABA	AP2000
48	EDSON NYINGI	CARE-TZ
49	KIERAN BREEN	VSO