



**policy forum**

*Making Policies Work for All People in Tanzania<sup>1</sup>*

# **Annual General Meeting<sup>2</sup>**

*Held on 12<sup>th</sup> - 13<sup>th</sup> April, 2010  
Blue Pearl Hotel, Ubungo Plaza  
Dar es Salaam*

# **Report**

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<sup>2</sup> British English (*BrE*)

## **1. Introduction**

Policy Forum, an umbrella platform for over 90 member civil society organisations (CSOs) and/or networks in Tanzania, regularly conducts annual general meetings as stipulated in its MEMARTS. The Annual General Meeting (AGM) for the year 2010 was held on 12<sup>th</sup> and 13<sup>th</sup> of April, 2010 at Blue Pearl Hotel, Ubungo Plaza, in Dar es Salaam. Representatives of the said organisations/networks came from across the country to fully participate in making 2010 AGM a success. As of April, 2010, Policy Forum had 96 member organisations with full voting powers.

Preparations for all necessary needs, inputs, logistics and accommodation for AGM participants were properly arranged and fulfilled accordingly - not least smooth financial facilitation. All documents, papers and other materials were put in place for perusal and tracking. Likewise, the tentative timetable was circulated in advance to all representatives to give them an ample time to align to the daily proposed schedule and agenda.

## **2. First Day Activities (12<sup>th</sup> April, 2010)**

### **2.1 Registration of Participants**

Early in the morning of Monday, 12<sup>th</sup> April, 2010 - the first day of the Annual General Meeting, representatives started by registering their particulars in registration forms inside a spacious ground hall of Blue Pearl Hotel. After completion of enrolment, representatives assumed their respective seats ready for the welcome address which was headed by Chairperson Moses Kulaba.

Moses Kulaba began by asking each participant to make her/his self introduction before the audience for formal familiarisation. Thereafter highlights of the 2010 Annual General Meeting were introduced and the AGM declared opened.

### **2.2 Paper Presentations**

#### **2.2.1 Policy Forum: An Overview for the Past 6 Years**

Alex Ruchyahinduru presented an overview of Policy Forum by beginning with its growth that has led to 96 member organisations from around the country. Apart from other mandatory obligations, he affirmed that these organisations also have full voting powers in making decisions for running and organising the roles of personnel and other pertinent issues of Policy Forum. Such powers are mostly applied in conducting democratic elections within the institution.

Policy Forum is supported by executive Secretariat focusing on good governance and accountability in order to make policies work for all people in Tanzania, the Presenter said.

He said the **Vision** of Policy Forum is to see participatory and broad based policy processes with a full involvement of civil society organisations, in accountable, empowered, informed and informing manner at all stages and levels of the entire Tanzanian society.

The Presenter continued to say the **Mission** of Policy is:

- To improve the lives of all people in Tanzania
- To empower people to self organise and join together in social movements for change that will have impact in poverty reduction, equity and democratization.

Alex Ruchyahinduru showed that administrative structure of Policy Forum is headed by General Assembly at the top of the hierarchy, then followed by Elected Board of Directors, Monthly Meetings, Thematic Working Groups (Budget and Local Governance), and respectively the Executive Secretariat.

The Presenter narrated the **Objectives** of Policy Forum as follows:

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

**Achievements** made so far were mentioned as:

- Supported CSOs through working groups on how to analyse government budgets both at national and council level
- Improved communication channels through websites, emails, telephone, weekly updates and IEC materials
- More members involved in Social Accountability and Monitoring (SAM), including training in South Africa through CSA
- More coordination and involvement of members in national policy processes including preparation for MKUKUTA II through the Ministry of Finance and Economic Affairs.

**Challenges** were explicitly highlighted as follows:

- Active participation in working groups is needed
- Effective outreach to grass root levels is needed
- High demand for SAM training is more than what Policy Forum can offer
- Sometimes there is a limited room for CSOs to fully engage in policy processes

**Concerns, comments, queries and questions from participants**

One participant warned that failure of Non Governmental Organisations (NGOs) to allocate enough time and resources to capture arising opportunities and fully participate in advocacy could negatively hamper intended achievements.

The second respondent said that the role of government is to supervise equal distribution of resources to our people. “If the government does not do so, CSOs should actively engage in addressing and fighting for fair distribution of resources,” he added. For instance, he pointed out that distribution of benefits of mineral wealth, revenues, wildlife resources and land, are not fairly distributed.

Other participants expressed their queries and doubts as follows:

- What do we do with these challenges?
- What do we do with more demand of SAM trainings?
- What are those trained in SAM doing?
- What has monitoring come up with?
- Why don't we have, for example, a strategic plan for 3 years in conducting SAM trainings?

The Secretariat had to respond generally to some comments raised. First of all, it was noted that the Secretariat of Policy Forum informs all members on all available issues and opportunities. “Therefore, we have to ask ourselves as to why we don't capitalize on the arising issues and opportunities”, Semkae Kilonzo, the current Coordinator responded.

It was also noted that training of trainers (ToT) was established so that more member CSOs can conduct SAM trainings. As for now, there are 31 certified members, nevertheless though, there are some who are trained but do not respond in any way whatsoever on their progress to train others.

Lastly but not least in the order of importance, the Secretariat concluded that SAM is just an addendum (nyongeza). Members were reminded that there is a Strategic Plan for 3 years as from 2008 through 2010. Hence, the next one, once Policy Forum gets the evaluation done, will fully incorporate SAM. All representatives who are trained in SAM were urged to likewise train others in their respective proximity areas.

### **2.2.2 Social Accountability and Monitoring (SAM - Ufuatiliaji na Uwajibikaji wa Jamii Katika Sekta za Umma)**

Marcossy Albanie presented an Implementation Report on Social Accountability and Monitoring (SAM). He said that SAM is all about rights - rights to social well being, information, explanations and feedback on issues that directly and/or indirectly affect our people.

He sighted the following five stages of accountability:

- Planning and resource allocation
- Expenditure management (PETS - working with audited reports)
- Performance management (e.g. MKUKUTA Monitoring)
- Public integrity
- Oversight

The Presenter said the package for SAM in Tanzania comprised of introduction, setting legal framework, preparing question and answer tools, SAM score cards, and system cycles.

#### **Achievements**

Marcossy Albanie showed that in 2008 SAM was implemented in Dodoma by drawing up to 167 participants (59 women) and 32 CSOs. He also said SAM trainings spread to Mwanza, Kibaha, Kiteto and Babati in Manyara region. And that in 2009, Magu, Ukerewe and Sengerema were added.

He said there are notable and commendable success stories; for instance, the people of Kiteto raised their voices and concerns on the poor construction of the maternity ward. He also praised the Regional Commissioner (RC) of Manyara Region, Honourable Henry Daffa Shekifu, for his commitment, not only to attend SAM training, but to play a personal front role in sensitising others to do so.

“The Regional Commissioner is a role model leader in fostering social accountability and monitoring as he went on to the extent of taking his own initiatives to organise one of SAM events in Manyara. The RC did more than what is expected, or rather, he did better than what he was supposed to do,” Marcossy Albanie added.

The Presenter also said knowledge gained empowers citizens to better participate in making local government authorities reasonably responsible, responsive and accountable.

**Challenges learnt:**

- Poor reporting – inconsistency, incomplete and repetitions. Purchases do not tally or show what has been purchased and likewise financial reports do not indicate actual expenditure
- Poor performance of local government authorities in various social aspects including poor monitoring of service delivery
- Government information not easily accessible or totally inaccessible
- Undoubtedly there is a major difference between planning and implementation

**Concerns, comments, queries and questions from participants**

One participant wanted to know how do we face, deal and address those challenges. He cautioned that sometimes speaking the truth is costly as it breeds enmity and other counter challenges from government leaders/officials.

Another participant suggested that the CSOs should be using mobile phones to get information from the local people who don't happen to have appropriate platforms to timely air their views and concerns.

Other participants expressed their queries and doubts as follows:

- What should be done to bring change in the country?
- Is there any law put in place that can be used to address issues raised by PETS/SAM?
- Why Policy Forum Secretariat does not inform member organisations to watch/listen when local media are used to air our concerns?

The Policy Secretariat, including the Presenter made the following responses:

- When government leaders/officials listen to issues raised by citizens they become mobilised and immediately start engaging and making necessary changes in demand.
- Some CSOs are repeatedly over-trained, and surprisingly yet, they do not continue to train others contrary to the commitment they make.
- The Policy Forum Secretariat urged member organisations around the country to follow suit in seeking media programmes to increase awareness raising opportunities through available local media channels.

### **2.2.3 Selecting Two Partner Networks for SAM**

Mr. Israel Ilunde from Youth Partnership Countrywide (YPC), and Member of the Board of Directors of Policy Forum, led the audience in selecting two partner networks in SAM trainings.

Criteria were set for the candidate organisations. Among the key criteria for qualification were:

- *Should be a registered network of non governmental organisations (NGOs) and not for business*
- *Should be a regional network with member organisations in all or some districts in a particular region, especially working in districts and/or having district offices*
- *Should be Dar es Salaam non-based.*

The candidate organisations were:

- Mbozi-Ileje-Isangati Consortium (MIICO) from Mbeya
- Hakikazi Catalyst from Arusha
- Union of NGOS (UNGO - Morogoro) from Morogoro
- TUSHIRIKI from Mbeya

Representatives of the candidate organisations were allowed to briefly defend their suitability and capability to qualify for partner networks in SAM.

Hebron Mwakagenda, former Policy Forum Chairperson insisted members with voting powers to abide to the criteria set by dropping non network candidates. Some suggested they should not stick on the nature of the organisation but rather on the capacity to deliver. This was turned down as it does not conform to the criteria that clearly demand an organisation to be a network.

Finally it was decided non networking organisations of Hakikazi Catalyst and TUSHIRIKI to be dropped out of the race. Therefore Mbozi-Ileje-Isanganti Consortium (MIICO) and Union of NGOS (UNGO-Morogoro) were unanimously elected as partner networks in SAM.

#### **2.2.4 Site Visit to Legal and Human Rights Centre (LHRC)**

Legal and Human Rights Centre (LHRC) was introduced as one of the leading organisations in Tanzania in defending and promoting human rights. LHRC is a private, voluntary, non-profit making and non-partisan organisation. It was registered on 26<sup>th</sup> September, 1995 as a company limited by guarantee without shares.

It was also revealed that LHRC has its permanent headquarters at Justice Lugakingira House in Dar es Salaam, a location where a site visit was paid. It has its regional sub office in Arusha. Currently, apart from Dar es Salaam and Arusha, this organisation works in Mara, Morogoro, Mwanza, Iringa, Ludewa, Makete and Shinyanga.

The vision of LHRC envisages a just and equitable society. Its mission is to create legal and human rights awareness and empower the general public through education. The Presenter of the debriefing said among other activities, LHRC carries out research, advocacy and provision of legal aid, especially to underprivileged sections of the society.

So far, there are many success stories achieved by LHRC in providing legal aid and safeguarding human rights in Tanzania, but one of the landmark achievements is building a university in Bagamoyo over an area of 200 hectares. It was announced the university will be opened in September 2010.

The presenter also said there are many challenges and hurdles they face, some of them are:

- Impunity
- Failure of the government to adhere to human rights standards
- Lack of political will
- Delay in ratifying international agreements
- Many laws enacted since colonial era do not support human rights
- Paralegals not recognised in Tanzania
- Ignorance in laws and human rights among citizens. For instance, pregnancy cases to school girls are regarded as civic issues to be settled by parents

- Citizenship without identity cards in Tanzania is apparently a major issue of concern, especially among cross border tribes such as Maasai.

Another Presenter supplemented by saying LHRC has taken to court the issue of controversial and non-starter Constituency Development Catalyst Fund (CDCF - Mfuko wa Kuchochea Maendeleo ya Jimbo). “LHRC firmly believes that the court has been always fair in opposing laws enacted against human rights, but on other hand, the government and sometimes the National Assembly entertain unlawful laws,” the Presenter claimed.

He added that, LHRC invites members of Policy Forum to sign the petition to sue the National Assembly and the government for respectively approving and assenting CDCF.

### **3. Second Day Activities (13<sup>th</sup> April, 2010)**

#### **3.1 Opening**

On Tuesday of 13<sup>th</sup> April, 2010, the Chairperson Moses Kulaba opened the meeting by making roll call to crosscheck the turn up of representatives on the second day. After the roll call, one minute silence was observed to honour late Joseph Kisanji (TEN/MET). Moses Kulaba succeeded the Chair after the departure of Rose Mushi who was previously the Director of Actionaid.

#### **3.2 Policy Forum Annual Report - 2009**

Semkae Kilonzo, Coordinator of Policy Forum, presented the annual report for 2009. He reminded representatives that Policy Forum has grown to nearly 100 member organisations. He also said in 2009 Policy Forum locally increased advocacy work especially on issues regarding CDCF, mining and SAM; whereas internationally it increased partnership with MUHURI, IBP, RWI and CSA.

##### **The Presenter highlighted the following key achievements:**

- More analysis from members and partners
- Enhanced participation in budget processes
- Conducting regular events such as breakfast debates with increased participation
- Stronger and collective voice from civil society realm
- More knowledgeable and proactive members
- More inclusion of non-Dar es Salaam members

### **Challenges learnt were revealed as follows:**

- Too high demand for SAM to be duly fulfilled
- Opposition to CDCF saw a hampered and derailed relationship with legislators
- Limited access to some policy issues
- Filling one of the Secretariat vacancies (Policy and Budget Analyst) is still at large

Semkae Kilonzo continued by mentioning the following 3 important lessons:

- Policy advocacy is a long term venture
- Member-driven demand for participation is needed
- Everyone should bear in mind that effective accountability begins at home

### **Comments and concerns that rose from the audience**

One representative insisted that it's high time a qualified Policy and Budget Analyst should be employed soon. Another one suggested looking for someone from within who seems to be capable in analysing policies will save time. He warned that it is not necessary to look for certificates. Someone else advised the Secretariat to pick any competent person within the working groups.

Semkae Kilonzo responded as follows:

- It is difficult to find a Policy and Budget Analyst because most suitable candidates declare a minimum salary which is always more than the maximum set by Policy Forum
- Most people we have can qualify to be Policy and Budget Analyst if can be purposely groomed and see how one progresses

## **3.3 Discussion and Adoption of Audited Accounts as at 31<sup>st</sup> December, 2009 Financial Statements**

Khadija Nguli explained that the total amount of assets for the year 2009 was T.Shs 348,532,000. The balance at the end of the year was T.Shs 301,202,000. She also told the audience that auditors are supposed to be changed after three years. At the moment auditors from Ernst and Young have been appointed for the year 2010. She said, apart from experience and competence, the appointed firm is the cheapest.

### **Comments and concerns raised by the audience**

- The first representative suggested that credentials of the appointed auditors should be clearly explained
- The second one advised for auditors to present their audit reports soon after finalizing their work
- The third comment was based on the need for presenting the management letter at the AGM which is the supreme decision making body
- The fourth respondent expressed his concern for a vehicle having a price tag of T.Shs 80 million! He said it is too expensive for the Policy Forum. He wondered whether we can maintain integrity, and if it is credible to blame government leaders who use very expensive vehicles, if at all we do the same thing

Semkae Kilonzo said that in the initial years of PF's existence, the organization did not need a vehicle because the staff size at the Secretariat was very small (2) but now it has expanded to 9 with staffers required to go to remote areas upcountry where the roads were poor, to implement SAM. Besides, he said, it was much safer for staff to travel by office vehicle and certainly a new one was needed as opposed to a cheap second-hand one. "All procurement procedures were properly followed," he added.

Finally the financial report for the year 2009 was overwhelmingly passed.

### **3.4 Policy Forum Workplan (January - December 2010)**

Semkae Kilonzo led the audience through the objectives and activities proposed in the workplan for 2010. The objectives of the workplan based on policy analysis, information dissemination to policy makers, civil society and the general public, capacity building of civil society organisations in policy enhancement, and participation of Policy Forum as a network in policy processes.

The Presenter asked representatives to contribute to Policy Forum so that it gets the capacity to fund its projects. "Contributions in kind and time are also fully recognised," he urged.

### **Comments and concerns that rose from the audience:**

- Policy Forum should be evaluated for its 7 year existence to know what have been achieved and what have not and why
- Most crucial indicators on impact of Policy Forum are not shown, they only base on the work of the Secretariat
- All issues of Policy Forum must be owned by AGM not the Secretariat
- More participation and involvement of member organisations far from Dar es Salaam should surface

Semkae Kilonzo made a general response by urging members to regularly visit their emails to share information and to be informed. He also encouraged members to capitalize on chances/opportunities that arise in increasing advocacy and awareness raising.

### 3.5 Election of Board Members

There were six candidates vying to be members of the Board of Directors. Candidates were categorised into two candidates from non-Dar es Salaam based organisations, two candidates from Dar es Salaam based international organisations and two candidates from Dar es Salaam based local organisations.

It was directed that only one member from each category of non-Dar es Salaam and Dar es Salaam based organisations should be elected. Two members from the international category were to be elected. Therefore four candidate members were supposed to be elected. The table below shows categories of candidates, their respective organisations and votes scored.

Candidate's Name	Organisation	Category	Region	Votes Cast	
				Yes votes	Remarks
Adam Lingson	Hakikazi Catalyst	Non-Dar based	Arusha	39	<b>Elected</b>
Nemency Iriya	MACSNET	Non-Dar based	Manyara	15	Dropped
Esther Mongi	World Vision Tanzania	International organisation	Dar es Salaam	38	<b>Elected</b>
Julie Adkin	SNV	International organisation	Dar es Salaam	42	<b>Elected</b>
Irenei Kiria	SIKIKI	Local organisation	Dar es Salaam	26	Dropped
Kellen	HAFOTA	Local	Dar es Salaam	27	<b>Elected</b>

Mngoya		organisation			
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### Results:

- Under the category of non-Dar es Salaam based organisations, Adam Lingson representing **Hakikazi Catalyst** was elected.
- Under the category of Dar es Salaam based international organisations, Esther Mongi and Julie Adkin were elected representing **World Vision** and **SNV** respectively.
- Under the category of Dar es Salaam based local organisations, Kellen Mngoya representing **HAFOTA** was elected.

### 3.6 General Comments Raised by Representatives

- a) Voters' education grant should be applied by the Policy Forum Secretariat on behalf of member organisations
- b) Campaign Financing Act should be revised
- c) Appropriate bags should be supplied to participants for carrying documents of the AGM
- d) Next year AGM be advertised through local media

## 4. Evaluation of the Annual General Meeting

### 4.1 AGM Rating

#### 4.1.1 Programme

- a) Level of Satisfaction

Generally how was the 2010 AGM?	Points	Percentage (%)
Very satisfying	33	66
Satisfying	17	34
Not satisfying	0	0
Total	50	100

How do you rate Pre-AGM activities on Monday?	Points	Percentage (%)
Very satisfying	29	58
Satisfying	21	42
Not satisfying	0	0
Total	50	100

How did you find the resource materials provided during the AGM?	Points	Percentage (%)
Very satisfying	18	36
Satisfying	32	64

Not satisfying	0	0
Total	50	100

b) AGM Schedule

<b>Do you think the current schedule is sufficient to conduct important business of Policy Forum?</b>	<b>Points</b>	<b>Percentage (%)</b>
Yes	34	68
No	16	32
Total	50	100

### 4.1.2 Logistics

a) Communication

<b>How did you get information about the AGM?</b>	<b>Points</b>	<b>Percentage (%)</b>
Through e-mail	42	84
Through website	1	2
Through phone	6	12
Other means (please specify) <i>My colleague who got information by email invited me to attend</i>	1	2
Total	50	100

b) Level of Satisfaction

<b>How did you find refunding process and provision of per diems?</b>	<b>Points</b>	<b>Percentage (%)</b>
Very satisfying	13	26
Satisfying	37	74
Not satisfying	0	0
Total	50	100

<b>How did you find the venue?</b>	<b>Points</b>	<b>Percentage (%)</b>
Very satisfying	31	62
Satisfying	19	38
Not satisfying	0	0
Total	50	100

## **4.2 AGM Comments**

### **4.2.1 Programme**

a) What would you like to be done differently?

- Include technical session about advocacy as part of capacity building for CSOs
- Time was too tight to exhaust everything
- Next time prepare bags to carry documents
- Working groups should be presenting their work
- Exhibition of the work of member organisations should be combined in the next AGMs
- The agenda for AGM should be prepared separately and be specific rather than being included in the time table
- Prepare matrix for matters arising and the management letter should be presented in the AGM
- The profile of all member organisations should be posted in the website of Policy Forum
- Time management is very poor as it is not kept as scheduled
- Selecting a partner network for SAM should not be basing on a network nature of the organisation but rather on the capacity to deliver

b) What pre-AGM activity interested you the most?

- Good organisation, arrangement and welcome of guests
- Convenient venue
- Enough AGM documents
- Good collaboration

### **4.2.2 Logistics**

a) What would you like to be done differently?

- Perdiems should be reconsidered basing on the number of days spent on traveling
- Increase perdiems

b) What should be done differently concerning the venue?

- Blue Pearl is too much a luxury place for Policy Forum, look for a simple venue
- Next AGMs should start being organised upcountry so as to learn more about other CSOs outside Dar es Salaam

### 5. List of Participating Representatives

S/No	Name	Organisation/Network
1		Action Aid
2	Moses Kulaba	Agenda Participation 2000
3	Jackson Mkango	Coastal Youth Vision Agency (CYVA)
4	Christina Macha	Shinyanga Foundation Fund (SFF)
5	Tausi Mbalamwezi	Mwanza Press Club
6	Said Mwaipopo	Youth Empowerment Society (YES)
7	Gervas Sikanyika	TUSHIRIKI
8	Demai John	Action Based Community Foundation (ABC)
9	Adam Mlela	WAT – Human Settlement Trust
10	Joyce Shoo	Ileje Environmental Conservation Association (IECA)
11	Omari S. Ngaromba	Guluka-Kwalala Youth Empowerment Group
12	Fatuma Mshana	Kilimanjaro Women Informationa Exchange and Consultancy Organisation (KWIECO)
13	Maria Mongi Lyimo	Tanzania Women of Impact Foundation (TAWIF)
14	Andrew Nkunga	Amani – Early Childhood Care and Development (Amani-ECD)
15	Revabdiel R. Mola	Free Ambassador Women and Children Mission Tanzania (FAWACM-TZ)
16	John Mashimo	Women in Social Entrepreneurship (WISE)
17	Alex Mbwilo	Sakale Development Foundation (SADEF)
18	Astronaut Bagile	Women in Social Entrepreneurship (WISE)
19	Kellen Mngoya	Habitat Forum Tanzania (HAFOTA)
20	Tumaini Mwailenge	Habitat Forum Tanzania (HAFOTA)
21	Henry P. Kandore	Human Development Trust (HDT)
22	Sakware Joseph	UNGO – Morogoro
23	Mary Pesambili	Mocuba Community Developemtn Foundation (MOCUBA-CODEFA)
24	Amiri Mbegu	PAMOJA TRUST
25	Nemency Iriya	Mnayara Region Civil Society Organisations Network (MACS-NET)
26	Wayda Dawite	Mbulu Environmental Society (MBESO)
27	Jane Kabogo	VICOBA
28	G.M. Kajege	Tanzania Coalition on Debt Development
29	Elias Loidiso	Hakikazi Catalyst
30	Monica Gorman	Oxfam Ireland

31	Immakulata	TEN/MET
32	Esther Mongi	World Vision Tanzania
33	Alphonse Mutaboyewa	Kuleana
34	Caroline Chumo	Tanzania Natural Resources Forum (TNRF)
35	Francis Kiwanga	Legal and Human Rights Centre (LHRC)
36	Manuel Galán	Tiedicos del Mundo (Doctors of the World - Spain)
37	Adam Lingson	Hakikazi Catalyst
38	Laiser Thomas	Mtandao wa Vikundi vya Wakulima wa Wilaya ya Monduli (MVIWAMO)
39	Modester Mathias Macha	Health and Medicare Foundation for Albinism (HEMFA)
40	Felician Casmir Lyimo	Health and Medicare Foundation for Albinism (HEMFA)
41	Gabriel Marite Ole Tuke	Kiteto Civil Society Organisation (KCS - Forum)
42	Hassanali A. Seif	Kibaha Network of Civil Society Organisations (KNC)
43	Samiji Eneza	Community Development for All (CODEFA)
44	Birdele R.I.	Biharamulo Originating Socio Economic Development Association (BOSEDA)
45	Rugemalira Florence	Kivulini Women's Rights Organisation
46	Hebron Mwakagenda	The Leadership Forum