

**POLICY FORUM MONTHLY MEETING – DECEMBER 13, 2007**  
**OXFAM OFFICES- MIKOCHENI,**  
**TIME: 10AM-1PM**

**MATTERS ARISING:**

- Proposed addendum to Policy forum Strategic Plan- November 2007
- Proposed Estimated Budget Jan 2008- Dec 2010

**OPENING**

The meeting was officially started by the Chairman of Policy Forum's Steering Committee, Mr. Hebron Mwakagenda at 10:25am. There was a round of introduction as there appeared to be a few new faces.

**ATTENDANCE:**

1. Thomas Nzumbi	CFNDE
2. Suleman Toroka	NPA
3. Lina Magoma	PF
4. Festa Andrew	WDP
5. David Maleko	TACOSODE
6. Namwaka O Mwaikinda	PF
7. Hebron Mwakagenda	The Leadership Forum
8. Gertrude Mugizi	PF
9. Semkae Kilonzo	PF
10. Reginald Martin	LHRC
11. Khadija A. Nguli	PF
12. Angelina Mtowa	PACT TZ
13. Frederick Kwame	OXFAM
14. Agnes Michael	SAHRINGON
15. Gervas Sikanyika	TUSHIRIKI

**Agenda**

1. Proposed addendum to Policy forum Strategic Plan- November 2007
2. Estimated Budget Summary of Jan2008- Dec 2010:
3. Working Group Updates
4. AOB
5. When shall we meet

**PROPOSED ADDENDUM:**

- The proposed addendum was introduced to the members by the Policy Forum Coordinator Ms. Gertrude Mugizi, She elaborated on 4 objectives, the problems relating to Policy Forum Strategy, Objectives, The social Accountability Cycle, Rationale: How will social Accountability Monitoring contribute to Policy Forum objectives, Methodology, Additional Resource Requirements, Monitoring and Evaluation and Assumptions.
- Explaining the problems relating to Policy Forum Strategy that there have been repeated calls by member Organization that the Secretariat needs to support the members based outside Dar es Salaam, and Civil Society needs to find a way to power balance so that it becomes necessary for the Government to listen to civil society, and there is a need for bottom up activities not top down, however monitoring of accountability mechanisms is uncoordinated and often reactive.
- Explaining the Objectives i. e. poverty reduction, greater equity, and democratisation enhancing the capability of CSOs to influence bottom up accountability through more effective monitoring of the social accountability cycle, and to progressively increase CSOs leverage in the policy dialogue, in the social Accountability Cycle in Planning and Resource allocation as Process 1, Expenditure Management as Process 2, Performance Management as Process 3, Public Integrity as Process 4, and Oversight as Process 5. These all are to ensure Progressive Realization of Human Rights and Capabilities.

- The social accountability Cycle contribute to Policy Forum Objectives on that it provides a systematic framework for building and understanding, it also empower the people to monitor accountability, it also provides a simple way of increase of prevalence of proactive engagement by a wider group of members, as a member -led network it builds the capacity of members to engage in proactively and effectively with the Policy Forum's work. The social accountability Cycle have the direct impact on the Policy Forum objectives in several ways:-
  - I. The implications and impact of policies and their implications are analyzed, monitored independently and the resulting information is used by a broad base of civil society. This will enable Policy Forum to improve the credibility of their advocacy and will empower citizens groups to contribute concretely to the realisation of socio- economic rights and capabilities of Tanzanians.
  - II. Analysis and monitoring information produced by Policy Forum is widely used by the targeted audience. This will enable Policy Forum to be more focused and targeted in terms of its public engagement and advocacy work.
  - III. It gives the civil society capability to understand, monitor and to strategically, proactively and effectively engage in influencing national and local policy processes. This will enable Policy Forum in strengthening its network and become stronger institutionally, and gain knowledge to sustain.
  - IV. Active participation by Policy Forum as a network in national policy processes in order to enhance the quality of engagement. This will enable Policy Forum to have basis to be used by PF in national Policy processes and increase its leverage in the dialogue process.
  
- Proceeding with methodology as the rationale saying that social accountability cycle takes a central role, then there will be 4 levels that is:-
  - I. Social Accountability Cycle at central level: at this stage it will be monitored by two Policy Forum working groups: - the Budget working group and the Local Government working group. In these working groups will use the SAM as a tool to monitor work done at central level.
  - II. at local level
  - III. sustaining the approach
  - IV. consolidation, advocacy and Strategic use of media
  
- The key outputs will be a resource pack, simple tools including forms for analysis, local SAM reports, radio and Television spots at national and local level with targeted advocacy messages arising from SAM outputs and findings.
- For this new approach to take place there are human resource outcomes implications to be addressed for it to take effect:- Continuation of old human Resource Structure, and also the other way is through the Proposed new HR Structure where Policy Forum will employ other Officers.
- The members had a chance to respond on the presentation by asking several Questions to the presenter and there were suggestions and answers as follows.

**Qn: Does the SAM link with what you are doing at PF/ working groups?  
Are there any plans so far to reach those members outside Dar es Salaam?**

With reference to the Social Accountability Cycle it shows that we don't link, we do things the way they were done, this is a member- led Organisation, members are the ones deciding what to be done, and advantage of being a network is that we get a lot of ideas. However, we need a systematic way in advocacy this is why we need more members in Secretariat.

Through the working groups we shall work in Dar es Salaam though members are blaming on why we are Dar es Salaam based, we are still working on this.

In order to be proactive, Secretariat has to be effective to help the members. We would like to work through other networks, we do not want this to be a Secretariat- led, but a member led. Idea is not to duplicate from what others are doing but try to work with those areas which are not reached.

Also the idea for the people is to know that the Government is not doing things in favour as for example if you ask information you can not force them to, and if you do so they will ask you who are you?

It is true that it is hard to separate the functions, in terms of linking with working groups, we have identified it as a problem, we have already started to find the way we can link, the other way is to put both working groups under one working group.

In the vacancies that we have announced we have advertised the Manager for Policy and Budgeting who will deal with working groups.

**Qn: What can you say about the Deputy Coordinator Post; Is it a temporary post, how can you advertise a post that can last for only one year?**

Surely, So many questions have arisen on why we create a post for only one year, this means the Deputy Coordinator's Vacancy. But this is to prepare him/ her for the coordinator's seat to be vacant after a year.

#### **ESTIMATED BUDGET FOR JAN 2008- DEC 2010: WHERE CAN WE MEET THE FUNDS?**

After the budget for 2008- 2010 was read members wanted to know where the funds come from and also they wanted to know the comparison between this 2008-2010 budget compared to the former: -

Most of the funds that Policy Forum depends are waiting for the Report of Institutional Assessment which will be ready on January. This budget is a bit higher compared to the former.

#### **WORKING GROUP UPDATES**

- Pets manual to be delivered soon, members will be informed once they are ready.
- Sarah Teri leaving YAV joining the other Organization.
- Policy Forum Website is now available and can be viewed for more information.

#### **AOB**

- There is a paper from ILO- asking comments from the Health Working Group.
- HIV- AIDS bill is ready it can be accessed
- Policy Forum will advertise several job vacancies very soon through magazines i. e. Nipashe and The Citizen the deadline to be on 31<sup>st</sup> Dec, 2007
- Policy Forum Website also is ready [www.policyforum.or.tz](http://www.policyforum.or.tz)
- Namwaka O. Mwaikinda the Policy and Advocacy Officer Policy Forum is leaving Policy Forum.

#### **WHEN SHALL WE MEET?**

- We agreed together that monthly meetings will not be every month; we will be meeting once members have issues to be discussed. This is due to inappreciable attendance of members to the Monthly Meetings thus it is decided it be only once there is an issue to be discussed.