



## policy forum

*Making Policies Work for People in Tanzania*

Annual General Meeting  
Held at the Blue Pearl Hotel  
3<sup>rd</sup> to 4<sup>th</sup> May 2012



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## 1.0 DAY ONE

### 1.1 OPENING REMARKS

The meeting was opened at 9.30 a.m. by Mr. Audax Rukonge who is the Board Chairperson. In his opening remarks he said that “this is a yearly Annual General Meeting and all members are invited both from up country and Dar based members”. He asked participants to stand for one minute in remembrance of two members who had passed away namely, Mr. Tibamanya from PELUM and Mr. Kajege from TCDD

The chairperson went through the two days timetable so as to introduce to members the issues which will be discussed during the meeting. In day one, “there will be a presentation by Policy Forum followed by TACOSODE and ANSAF on what they have done in SAM programme since last year to date. Then two partner networks will be selected to implement SAM this year. On that same day members will watch a film/movie titled “Kijiji cha Tambua Haki” the main actor being the late Steven Kanumba. The chairperson then asked the participants in the attendance to stand for one minute in his remembrance”.

He informed members that, day two will mainly involve discussions on annual workplans, audited accounts, approving the new auditor for this financial year; selecting new board members to take the place of SNV and World Vision for International organisations; HAFOTA in Dar es Salaam, and Hakikazi Catalyst from upcountry who have served their term in the board for two years. He urged members who are interested to fill in the forms for the positions. He introduced Tanzania Forestry Conservation Group as the new members in the network. Members were also informed that only two member organisations had applied for SAM Partnership Programme for the year 2012 who will be approved by PF members in the AGM meeting. The chairperson then asked the participants to introduce themselves, after which he called the presenter from Policy Forum to make a presentation on Policy Forum’s work and achievements since inception.

### 1.2 Introduction to Policy Forum

New members were introduced to Policy Forum by the Manager of Communication and Advocacy of Policy Forum, this exercise was followed by questions/comments and answers to the paused questions.

He further mentioned the four main objectives of Policy Forum as:

#### **1. Analysis of implications and impact of policy achievements:**

- Through working groups, the capacities of CSOs are strengthened so that they are able to analyse government budget and to inform their advocacy work, at national and council levels e.g. Tanzania Governance review and Mkukuta II.

- Proactive participation in the budget process producing various analytical think-pieces and policy briefs e.g. Citizen' Budget

***Challenges:***

- Getting documents, attendance of members

Solution: Continue raising it as an agenda in the PER/GBS and other Govt/Donors/CSO's dialogue

***1. Analysis and Monitoring information***

***Achievements:***

- More channels of communications: PF website, face book, twitter, SMS, weekly updates, and info packs
- Engaged more media e.g. shifting from radio shows to -SAM film with accountability and governance messages and airing of TV spots
- Popularised different documents for easy access to the community and ensure that the documents reach the intended clients and disseminated to different regions e.g. Utawala wa Kidemokrasia, Mwongozo wa Katiba kwa Raia and Citizen's budget
- Broaden the engagement with stakeholders in policy debates e.g. The debate on capital flight which was conducted in Mwanza

***Challenges:***

- Need to develop an efficient way to reach more public at the grassroots level
- Need to develop an effective and quick way to receive feedback from members

***Solution:***

- Breakfast debates which are held every last Friday of each month.
- Directory showing members and where they are located and what they are doing so as to assist the secretariat in taking follow ups from members
- Develop an effective way of disseminating publication e.g. use transporters

***3. Enhance capabilities of CSOs to influence policy processes***

***Achievements:***

- 8 organizations were trained on Social Accountability Monitoring namely, MPI, MACSNET, KCS Forum, TAWIF, KNC, UNGO, MIICO, ANSAF and TACOSODE

- Members trained in South Africa at the CSA on SAM are now 50 (15 females and 35 males). Among which 5 were trained on TOT of the same

**Challenges:**

- Increasing demand on SAM training.

**Solutions:**

- PF secretariat have increased to 10 staffs
- Arrangements are being made for another training on SAM-TOT for this year which will meet the increasing demand of SAM training.

**4. Engage Strategically in national policy processes**

**Achievements:**

- A Book titled “*Bringing the Billions Back*”- PF had a chapter in the book in collaboration with Forum Syd.
- Continues to coordinate the participation of its members in national policy processes e.g. PER/GBS
- Build constructive alliances and maintain good relationship with others e.g. RWI, IBP, TJN-A, PMORALG, PCCB, Parliament etc
- Engage in budget processes in parliament
- Engage with other international networks.

**Challenges:** CSOs in engaging with the international networks is still a problem

**Solutions:** Gradually building capacity of CSOs to effectively engage with government:

- Introducing SAM at national level
- Creating better linkages at local and national level
- Working closer with stakeholders in PER/GBS
- Stronger links with mentors (IBP, CSA, RWI and TJN-A)

**What we are:**

- A network which is led by members.
- The network focuses on good governance and accountability.

- We are strategic in our engagement
- We are not a grant making organization
- We perform our activities through two working groups: Budget Working Group and Local government Working Group.
- We are not a reference for CSOs /NGOs to get funding.

### **Questions /Comments/Suggestions**

1. Why are there a few number of women who attend SAM training in South Africa as compared to men. Are there any strategies put in place to encourage more women to apply for the trainings?
2. As members of PF what role do we have in supporting PF and how can we be facilitated
3. Clarification on how far have it been possible to make use of the technical working groups and how successful have we been?
4. has the Breakfast meetings been assessed on its impact to the community?
5. Lets look again on the issue of PF not being a reference of NGOs in getting fundings because we(PF members) send our reports to Policy Forum

### **Answers/Clarification**

1. Few women request for the South Africa trainings than men that's why we get few women to attend the trainings.  
Selections are done as per the applications brought forth which in most cases show applications from men are many as compared to women, therefore members were encouraged to promote gender equity in their respective organisations so as encourage more women to apply for these trainings. This year 2 women and 1 man had attended the training which is a good thing. .
2. Members contribution in the last year has not been very good and does not reach 10% of Policy Forum budget, major contribution has been from the donors. This will be discussed further in the day 2 agenda. A member can contribute 500,000 to 1,000,000 to make Policy Forum function.
3. The groups are comprised of member organisations and meet once every month to discuss progress of activities agreed in their annual plans. They make work plan from the issues agreed upon in the working groups and accomplish their targets as planned. The working groups are technical groups formed by PF members e.g. Hakielimu is involved in education issues. Therefore their fields of expertise are being used in the working groups. Working groups originate from the members themselves. An example of the impacts that have been registered by the Budget working Group is a publication entitled "Global Studies: Bringing the Billions Back" which covers issues of capital flight.

The publication contained one of the works of the Budget Working Group's briefs that covered the area of Taxation. The publication was launched at the World Social Forum in Dakar, Senegal and various presentations based on it have been made here in Tanzania and abroad.

4. We have not yet conducted a scientific evaluation to determine the impact of breakfast meetings but indicators show success because of the increasing number of people from the government, CSOs, academicians, developmental partners attending the debates. Messages/emails are sent every month informing them about the topic and the presenters of the debate. For instance during the presentation on the citizen's budget the Deputy Permanent Secretary, Dr. Likwelile of the Ministry of Finance attended the session and when invited to comment, he gave a commitment of the government to produce a citizens budget for the financial year 2011-2012 which came to be when a joint working group of the MoFEA and the BWG sat at sessions on producing the CB which came to be published in November 2011.
5. We can only make reference to donors if the CSO is a member, that we know the organisation. However we cannot make reference on financial regulations or the ability of NGO or CSO to take funds and be accountable.

#### **Questions/Comments/Suggestions**

1. The different publications produced by PF have caused a lot of challenge in our region and are of great demand especially the "Utawala wa Kidemokrasia katika Jamii" booklet, how will PF address this?
2. What is the way forward on the issue of Community Development Catalyst Fund (CDCF)?
3. The answer to PF not being a reference to funding is not satisfactory. What will PF do for its members regarding this. Maybe the answer may not come from this meeting but let's think more about it.
4. After SAM training what else should the participants do? A member organisation will collaborate with Policy Forum for two years and then from there they are expected to continue but it's a challenge due to lack of funds. Maybe Kibaha and MACSNET can give us their experience. Let us work together with the network to put systems in place.

#### **Answers/Clarifications**

1. The publications (Utawala wa Kidemokrasia katika Jamii and Mwongozo wa Katiba kwa Raia) will be reprinted this year.
2. The case will come again for mention on 15th May 2012. There is a problem with the judiciary system the speed for hearing cases is very slow (floodgate of cases in courts)

3. I am not sure if the audited accounts are usually submitted to Policy Forum. But when we look at government accountability as CSO's we should also be accountable ourselves.
4. May be its an issue of putting system together.

### **1.3 SAM IMPLEMENTATION PROGRESS**

#### **TACOSODE**

Vision: To have NGOs and CSOs which are strong with capacity to oversee community rights in mainland Tanzania

Mission: To have sustainable development and build capacities on human resource, to organisations and the community through training , funding and cooperation with different stakeholders

Tacosode conducted SAM in Lindi and the objective was to follow up on the whole concept of good governance and accountability of the government and capacity building for community to followup on the use of their public resources, track revenues and expenditure of public funds.

#### ***The process of SAM implementation looked at:***

1. Planning and Resource AllocationT
2. Expenditure Management d
3. Performance Management
4. Public Intergrity Management
5. Oversight Management

#### ***Observations:***

1. On planning and distribution of resources statistics showed that planning starts at the community level using O & OD tools. But after visiting several wards there was no enough proof to show the use of O and OD. They were using previous years plans to develop new financial plans

2. Income for the council 2009/2010
  - i. The council planned to use TShs bil. 11,877.627,900/- in its budget out of which TShs 3,423,750,900 was planned for Development projects and 8,453,877,000/- for recurrent use. The council's contribution to the budget was 4% of the total budget.
  - ii. This shows the inefficiency of the council to collect income and failure on implementing activities as planned once there is a delay in releasing funds by the government.
3. Council priorities of 2009/2010
  - Primary Education
  - Agriculture
  - Water
  - Health
  - Governance
  - Service provision
  - Infrastructure
4. Priorities for Primary Education Department in 2009/2010
  - Increase enrolment for primary education
  - Improve teaching/learning environment and materials
  - Maintain education standards by facilitating teachers to deliver quality education
5. Primary education is one of the priority areas in the Strategic plan and the district MTEF but it was given the least budget compared to other departments. It only received 3% of the 2009/2010 council's budget.
6. Funds for development projects normally come late and with deficits. The council used the money below standard to finalise construction projects.
  - i. Finalising construction of teacher houses in Mnyangara, Luhokwe and Lihimilo
  - ii. Some of the projects planned to be finalised were not finalised although funds were received E.g. Construction of Teachers houses in Kinyope, Narwadi, Litipu, Malugo, Mbuta primary Schools and finalising construction of a class in Muungano Primary school
  - iii. Differences in amount of money in construction/finalizing school projects is not the same as reported by the council . Example:
    - The Planned amount for finalising construction of teacher's house at Mtua Primary School was 1,292,127/- but the amount remitted by the council was 1,000,000/- only
    - At Nyangao primary school the planned amount was TShs 60mil but the amount remitted to the contractor from the council was TSh 42mil. But it was reported

during the Uhuru torch that the construction costed TShs 78mil out of which 22,121,600/- was for the blind students in the school.

***Issues for advocacy:***

1. There are no toilets for teachers and pupils in most primary schools in Lindi district for example:
  - At Mtua primary schools; teachers go to their homes or to the neighbours and pupils goto the bush.
  - Mihogoni primary School; there are no teachers toilets except that the one which is there is broken and cannot be used. The one for pupils is broken and its dangerous to be used.
  
2. House rent for teachers is not equivalent to the quality of the houses
  - Teachers were being deducted 6% of their salaries to pay rents and the houses are not in good condition which resulted in teachers moving from the government houses to rent better houses in the neighbourhood
  - Some of the houses do not have toilets e.g. in Nyengedi and the teachers still paythe same amount of rent
  - Some of the houses have cracks and are of substandard construction.
  - The issue of rent was taken to the Director and the CIT team,they acknowledged receipt of the complaint. They said that it was not for the teachers houses only but also to other council empolyees and were working on how to review the rent.
  
- 3 Construction of domitories and misallocation of funds for children with special needs in Nyangao
  - The funds allocated in MTEF 2009/2010 was TShs 60m but it was only TShs 42m which was disbursed which was not enough and resulted in taking funds from children with special needs budget amounting to TShs 22, 1221, 600.
  - The council should make processes to return the funds for children with special needs TShs 22, 121, 600
  - CIT should lobby and advocate to make sure that the funds released from children with special needs is returned
  
- 4 The condition of the Schools environment
  - The council should create a conducive school environment to enable teachers and pupils to teach and learn comfortably. things like, the availability of good houses and enough toilets.

## **ANSAF**

Objective: To understand best practices in agriculture and share with stakeholders e.g. umbrella organizations.

ANSAF implements SAM using its members at district level. Last year it managed to do SAM to Kaderes, CEMDO, Katani , Action Aid.

- The organizations were asked to identify and formulate SAM teams which included CSOs, Councillors and District Executives
- Capacity building trainings were conducted to impart knowledge and create awareness on SAM , Data analysis and report writing.
- SAM team analysed district documents and visited some identified projects
- The whole work was supported with report writing and feedback meetings to councillors, District Executives and stakeholders in agriculture in the respective districts
- Two Districts have managed to conduct feed back sessions to stakeholder

## **KADERE'S FEED BACK**

SAM activities were conducted in Karagwe district

1. Training conducted to 25 participants from the council, farmers and voluntary organisations on the SAM concept and analysis of statistics
2. Analysis of distribution of resources:
  - Discovered that the district has a 5 years strategic plan
  - More budget allocated to Livestock and Cooperatives than Agriculture sector. Livestock had 77%, Cooperatives 13% and Agriculture was 10% of the total budget of 2008/2009 and there was no explanation of the criteria used.
  - There was over budgeting in fuel in relation to the distance covered and the ratio of distance and fuel was not in the documents.
  - Financial regulation documents used were reports from the council and the Controller and Auditor General
  - Budget allocated for fuel was more than the kilometers travelled

## ***Observations***

- i. Implementation reports show differences in budget and actual amount used. In agriculture the budgeted amount was TShs 531,581,600 and actual used was 663,232,600

- ii. There were no indicators in the plans/report. Example implementation report 2010/2011 page 52.

Project name	Establish 2 farmer field classes in Rukole.
Objective	Establish 2 farmer field classes
Implementation	100%
Total budget	7,240,000
Actual used	7,240,000 group member
Implementation	3 farmer classes established and every group member is keeping chickens

- iii. The council did not get a clean certificate on finances from the controller and auditor general report of 2008/2009.

### 3. Effective Management

Visited a dam construction project in Kajumulo subvillage in Kigorogoro village to observe on the quality of the services

#### **Observations**

- i. Leaders have changed the project from dam construction to road without following official procedures
- ii. Budget and report on implementation of the project was not found in the village office
- iii. Amount contributed by the community for the construction of dam is not known neither where the money is kept
- iv. The community still need the dam and are complaining on how the project was changed without them being involved
- v. The road has been constructed to 8 km but the village executive does not know how much money was used
- vi. The community was informed that the costs for soil testing were high about TShs 15m but no documents provided by the district council Karagwe
- vii. Council reports page 50 indicate that reasons for changing the project was due to lack of technical expertise
- viii. The budget is TShs 33,560,000/=, the village is aware that the budget is TShs 33,300,000/= and the councils implementation report is shows the budget being TShs 33,000,000/=

#### **Lessons learnt**

- i. There is poor accountability from planning to service delivery

- ii. Education on advocacy is needed by the citizens in order for them to know their role in designing and managing projects
- iii. Systems in place are not enough to ensure community accountability and hence making it impossible for the community to get required services

### ***The wayforward***

- i. The council should conduct feasibility study for development projects before approval
- ii. All information conveyed to the lower levels should be in form of writing
- iii. Conduct training to village leaders to carry out their responsibilities

### ***What should be done***

- Councillors as monitoring instrument reported that they don't get time to visit projects and during budget plans there is no time for discussion
- During feedback meeting of the executives they acknowledged that there were shortcomings and agreed that SAM training be conducted to other stakeholders in the district and experts conduct feasibility study before implementing projects

### **Questions/Comments/Suggestions**

1. TACOSODE did not tell us the documents used for analysis, the language used in the documents and if the citizens understood the documents. How will they ensure that the outcomes reach citizens? Will there be any monitoring to find out that the results reach council and if they have changed or not after making followups.
2. Clarification on the issue of livestock sector being given more funds than agriculture. Secondly, SAM can turn out to be a source of allowances to councillors, it is better to make it clear that the project committees should be the ones to visit the projects
3. To identify issues is one thing and implementation is another thing, where are these issues forwarded to?
4. When councillors complain that they are not allowed to visit projects, this shows that councillors do not know their roles in managing public resources. A training was conducted to councillors and in some districts councillors knew their responsibilities others didn't. We should view this critically to make sure they know their roles.

5. What challenges did you face in getting documents for analysis because councils are capable of giving you wrong data. To whom did you give feedback ? Can you give us your experience of visiting these public projects without being given restrictions.
6. who did you involve in the cities? At Kibaha we tried to do SAM and we involved the media people and in the previous years the council was getting dirty certificate and after SAM they are getting clean certificate because of the noise we made to the media
7. There are duty bearers and the citizen, Feedback was given to the district and is there a plan to give feedback to PMORALG or Local government?
8. on the issue of management of ethics in Karagwe, they did not go to the managers was it because they were not there or they had an agreement with them?
9. It seems there are a lot of problems especially in schools. Has the community shown any plans for solving these e.g. the toilet, through making use of school committees to rectify the situation?
10. It seems as if the SAM was looking more at expenditure and forgot the responsibility of the inspectors to allow the school to continue to be used; even the parents. The community should also see that they have to take responsibility
11. ANSAF has given us very good explanation but without evidence(pictures).
12. On the collection of data and reports, I would like to know the assurance of security and the way of packaging the information.

### **Answers/Clarifications**

#### TACOSODE

1. Documents used were the strategic plan of district council of Lindi, MTEF, MEM 2009/2010, and The work plan of Education department. The language used was english. TACOSODE made feedback to the community and the feed back session was not conducted in a hall. Announcements for the feed back session were made using drums and music broadcasts. The

councillors and the district chairman were invited. The information was given in simple swahili language

2. After this step followups on SAM will be made at the district level. Teachers were called and asked if last years activities were implemented and if not implemented they were told to put the activities in their plans. On the issue of councillors monitoring project activities-they are not pleased with the monitoring team as they feel offended by them and one of the councillor a teacher was invited to join to visit the projects but did not show up. PETs has also contributed to the changes in government expenditure.

3. After noting that the council has agreed to work on the raised issues, TACOSODE is making policy briefs which will be shared at national level and the community.

4. The issue of project ownership after TACOSODE leaving Lindi-We are building capacities of members and how to fundraise. Foundation for Civil Society gave them funds and we provide reference for them.

5. The challenges of getting documents which are original or fake- There is a challenge we never got the report on internal audit, or other information and committee such as discipline we couldn't get the information. We are still following up

6. Priorities of the council and budget come from the council, the community does not provide priorities for projects plans.

7. Feedback we will make policy briefs and lobbying. On the issue of the toilet, those were the efforts of the community and not the council and this was confirmed by the headmaster.

8. When inspectors come its a responsibility of an individual and they inspect what they are sent to inspect and not other things. The community said each time they construct a toilet, when it rains it becomes swept away.

## **ANSAF**

1. Fund allocated was small and there were changes more allotment went to Livestock although objectives were 8 for Agriculture and 2 for Livestock

2. Allowances: When they are in doing their activities they should visit projects which they oversee. We were in Ulanga and the councillors wanted to be paid the government rate and not CSOs rates. The council should allocate money so that they can visit all the projects

3. How limitations /deficits are handled: During feedback we prepared work plan and the citizens were present. No one prevented us. We engaged the people, TV and two radio stations and they are members of the committee.
4. Getting statistics: We involved the committee especially the committee for environment to make sure that we get the document.
5. Evidence: We made video shootings and still picture showing the the whole process and how citizen's were contributing to the discussions.
6. The committee for economics to visit projects: They are given one project and the distance is too long and use the whole day . We proposed that the allowances be removed so that they can inspect various projects, when SAM visited the project was changed from dam construction to road.
7. The councils are complaining that there is a delay in the release of funds, we will meet with the parliamentary committees for advocacy
8. Citizens have not featured in the presentation: We meet with citizens in the SAM, the project was dam and it was changed to road construction and the citizens became angry. Projects should be initiated by citizens.
9. Case study the dam project: In the feasibility study an expert was paid TShs 16m and the dam was not constructed. SAM realised that the project has been changed and its not known where the money came from for road construction.  
Ulanga Case study: A lot of money was used to construct the abator

### **Comments/Resolutions**

1. Expenditure in some areas is high than for development projects this is found even in the central government. These are systems and we have broad systems for handling development budget. SAM will be strong and will have good results. SAM should call for development we should not leave this to political parties lets motivate the citizens to make noise.

What we are doing is building blocks, at sometime Policy Forum will collect these case studies in form of reports for continuity.

If you are at the district level talk to citizens and continue with actions in our own areas, this is a catalyst for continuation. We have to put systems to show consistency in our projects when we build capacities to the citizens we should not wait for Policy Forum to fund us. In Ulanga the chairperson for the council was surprised because they normally don't read these reports. The director asked why don't you read these reports? They said that they don't have budget for making more copies. Some of the councillors can't read and write. We have conducted civic education so that citizens will select educated councillors.

#### **1.4 Selecting two partner organisations for SAM**

Three organisations applied but KNC did not qualify because they have already conducted SAM. It was agreed that there was no need for voting, but the two organisations TNRF and Forum Syd should stand and convince the meeting on their capabilities.

TNRF

Is a collective organization of civil society for improving governance of natural resource. We have members whom we build capacity for them to advocate for natural resources. We work in Forestry, Wildlife, range lands, pastoralists and climate change thematic areas. In SAM there is mama misitu project which started as a campaign for 2 years. In 2007 a wild life trade monitoring network came with the campaign of mama misitu to look at Forestry governance on illegal logging which causes a lot of loss on revenue. We have funds for 5 years on mama misitu. To address this you have to address SAM. The project will be implemented in Rufiji, Kibaha and Kilwa districts. We have not yet decided where SAM will be conducted.

#### **Questions/Comments/Suggestions:**

1. Who are the other stakeholders in implementing SAM?
  - I am not sure if they have already been identified but there are other partners like Femina who are responsible for educating the community. In principle I can send the documents for the plans through emails.
2. They have not yet identified areas where they will work we have many questions without answers. When he was delegated he should have come with full authority
3. This is a challenge when we delegate we should send the right person to make presentations therefore Policy Forum should communicate with TNRF to get the right facts.
4. TNRF is a partner in the implementation but as partners we can do the SAM and we have started working on it at the Ministry level. TFCG has the capacity and resources and we have people who went to South Africa for training.

5. It was concluded that it was not good to delegate someone to attend AGM meetings its proper if the CEO attends. Suppose there is an issue which needs decision making a junior staff cannot make decisions.

### **Forum Syd**

Is in Mwanza and works in Karagwe, Magu and Ukerewe districts. We work with stakeholders who are at the district. We have staff who attended SAM training in South Africa and a number of staff who have conducted the trainings.

### **Questions**

1. Which Sector would you like to work on?
2. SAM has 5 steps or will you use the social accountability of Forum Syd
  - Forum Syd does not select a sector for working on e.g. Karagwe there is Education and water , Ukerewe and Magu there is Education and health.
  - There are people who have been trained at TCDC and South Africa and they have the 5 steps and we will use the same sytem of 5 steps.
  - On the issue of Partnership some come in inorder to get money, we will go in areas where our members are present the criteria are in the folder.

It was commented that Forum Syd should have discussed with the community and do analysis and come here with a decision instead of going to the community to make decision.

The meeting decided to endorse the two organisaitons after all it is a learning process.

## **1.5 WATCHING SAM FILM**

Alex told the participants that, “Kijiji cha Tambua Haki”film was acted by the late Steven Kanumba and others. Policy Forum provided a script to them and they produced the film which will be used for sending messages on accountability and good governance in radio broad casts.

After these explanations members watched the film and aired their comments/questions

### **Comments/suggestions on the film**

1. We should find a way of sending the video to schools to build a movement and we will not regret.
2. Steven Kanumba has done great work, apart of sending to schools we should have forum for decision makers to take action. The film touches our daily life we have to find a way on how to proceed with this work.

3. Lets look at the target group, my relatives, sisters, in the rural areas, using mobile film cars so that the villagers can watch. Lets educate the rural areas.
4. Lets start every organisation to show the film in the villages moving from ward to ward there will be changes and Policy Forum continue to demonstrate in the media. This film is being sold like other films.
5. Produce a short version of the film like 45 minutes and use it for training villagers
6. lets think on how to bring other actors and orient them in making films for educating the community and overcoming the good governance problems
7. Its a something to convince to provoke and continuation of debate – Forum Sysd is ready to contribute for production of the short version 45 minutes
8. South Africa CSA have requested to be given a copy of the film when ready
9. The video has come on the right time. Musoma rural all the shootings we saw of lack of desks, dilapidated schools, this video will help me in the community which I work with.
10. We should send them to the ward level so as to stimulate people to continue with the process. We should send to secondary schools as an addition to the dialogue which is going on at the community and make competitions on who will compete well.
11. The part on funeral be shortened and the video taken to the leaders to see what is happening in the villages. Let villagers view the film and feel the pain and explain to their leaders. We have to force for development of policies and their use.
12. The video can be used as TOT for following up income and expenditure,

## **2.0 DAY TWO; ANNUAL GENERAL MEETING**

### **2.1 Introduction and adoption of agenda**

The chairperson opened the meeting by welcoming members to second day and announced that, If the quorum has not been reached after one hour then the meeting will be postponed for one week but later the quorum was reached and the meeting proceeded.

The chairperson declared interest and proposed that a temporary chairperson be elected to run the meeting for the agenda items which involves presentation of the Policy Forum activities, budget, audited accounts and new board elections. Rev Abdiel Mola from FAWACM was elected as the temporary chairperson .

1. The previous minutes were approved by members as the true record of the minutes

2. Annual general meeting report on the part of matters arising, all activities were performed as agreed in the last years AGM

The report on matters arising was accepted and approved as it was presented

## **2.2 Annual Plan 2012**

There are 4 objectives in this financial year and the expected outputs are as follows:

- Produce 4 policy briefs
- This year we are to produce 3 statements in the newspapers one of them being the constitution. Some of our members were held by police during doctors strike following this we produced a statement for the same.
- Explore possibilities of using OBI indicators to assess budget. Methodology for the survey will be developed and pilot survey undertaken in three districts
- Conduct a governance and accountability review. A consultant has already been assigned to do the work. He is the same person who had written the previous reviews.
- Last year it was suggested that we add some case studies in the major report on the issue of expenditure at district level.
- Evaluation of website users, produce promotional materials and documentation of lessons learnt and case studies
- Four simplified versions of possible documents .e.g. the constitution and its major weaknesses, member's publications upon demand, CDCF survey report and TEITI law. To put them in simple language to motivate people to read.
- Policy Forum information packs sent to all members, we also invite members to bring reports for distribution to other members in the network.
- 2012 Television Spot: LGWG/BWG to suggest the focus of spot. Last year the spot focused on transparency in the mining sector.
- 30 members to travel to Dar es Salaam to participate in PF quarterly meetings.
- Training on SAM for TNRF and Forum Syd, and strengthening and monitoring of 2011 SAM partnerships ( TACOSODE and ANSAF)
- Conduct meetings with PMORALG on budget transparency at local government level and organise for a joint platform for civil society organisations.
- Advocate for establishment of the parliamentary budget office in order to understand the budget and make the government accountable
- Policy Forum offices moved to Sembeti Street, Plot 14, House No. 752 (Off Old Bagamoyo Rd) Mikocheni B. Telephone numbers have changed to +255 22 2780200.

### **Questions/Comments/Suggestions**

1. A member from upcountry said that, the booklets that are disseminated in upcountry are of great demand.
2. Statement produced PF during the doctors strike when the activists were arrested should have been circulated to all members earlier in order for them to participate
3. UNGO has its own building and have focused on having information centre, Policy Forum can also learn from this
4. SAM is one of the approaches for accountability. Accountability starts from the family. Its not enough to teach few people in a district and monitor with the expectation of encouraging them to start being accountable we should therefore have other approaches
5. Doctors strike was based more in Dar es Salaam that's why it was taken as being political
6. Doctors strike was based more in Dar es Salaam that's why it was taken as being political. Details on participation of people from the villages and regions touches all of us up to the ward level. There should be localised debates and breakfast meetings on water and agriculture and should not wait for permission from the board. If issues are raised from there and we pick them here it can create big impact instead of bringing a person here from Kigoma for a two hour meeting its very expensive.

The issue of doctors strike was sensitive, people come to your homes to watch it was difficult to organise. You in your position what did you do or had to wait for AGM to do, it was difficult because of security purposes. And it was difficult to have time for organising because people were dying in the hospitals.

### **Responses from the Coordinator**

1. On the issue of participation we have started working on it and now there are 30 and we are continuing to evaluate.
2. On the issue of building we will find out how our members were successful on getting their own office buildings e.g. Haki elimu
3. Newspaper: Its not necessary that Policy Forum should have their own newspaper if in the network these assets are already there we will use them. We will continue to explore its a good idea but needs more exploration and it may need capital.
4. The issue of relying on the public through media we have to contribute our ideas to have a common understanding and the secretariate to send to the community. E.g. The issues of allowances to the parliamentarians the government has remained quite, but if the government takes action its easy to talk about it and control. The doctors were sworn that they will not kill anybody and the employer should have made them accountable. But the employer remained quite, issues like these we have to take time to work on the issue so as to give a balanced statement. We have to work on the issue to find out how it has ended

The planned activities were approved by members as presented.

### **2.3 Audited report**

The costs for running the office are now very high than last year. In the old office we were sharing electricity bills and the costs of running the generator with Oxfam, we have now moved to new office because its more accessible from the bus stop and the house has enough rooms for staff. Cost of rent is high while during sharing was USD 1200 now 2500. There is need to acquire a generator. For security we also have to pay all 100 %. The challenge is that after 3 years the owner might want to use his house for something else or increase the house rent. Some members help with contributions e. g. SAM training in Dodoma ANSAF contributed for the training some part of the budget. We should have that kind of initiative. Agha Khan Foundation contributed in making one of the briefs. In 2010 four members made contributions, more members need to contribute.

Financial expenditure as related to project activities was as follows:

Objective1: Governance report was conducted for a longer period from 2007 to 2009 it was thought to be done in two years hence caused an increase in expenditure

Objective 2: Was over budgeted because the tentative planned budget was high but during activity implementation didn't cost that much

Objective 4: Constitution was expected to be done and didn't take off.

Objective5: Over budgeting due to AGM expected all members to be present but came less, contractor for evaluating organisation auditing costs internal and external. Administration and assets due to Staff costs, insurance, exchange rates fluctuation to 107 or 105

Income the highest is SDC 75 % and submitted funds in October and we had only one month for implementation. Between April and August you have dilemma for salaries and activities to be conducted and money delayed gives problems to conduct the activities hence most of the activities were done in the 4th quarter of the year. Funds were received mostly at the end of the quarter. EU and HIVOs had outstanding disbursement by end of 2010 and had to have USD 3000m from 2010 to the next year.

Fund transfer timelines: 400m SDC due to impact decided to increase contribution for the coming 3 years and in doing so has covered the budget by 37%. This year will be okay. Tax exemption is a problem.

Inflation is another big problem and we have 3 year budget and in January 2011 6% inflation and December 4% inflation and affects salaries because they were already prepared for 3 years

Audit has to be done by international organisation and was done by RSM Ashvir Certified Public Accountants.

### **Auditor reporting**

PF obtained a clean certificate of audited accounts. The auditor made some few recommendations as follows:

- 1 PF is registered in Tanzania companies not under NGOs Act. It has to be given a formal NGO status and work on the formal tax exemption and be able to avoid taxes and other involved duties.
1. When out sourcing for services they should seek for three quotations
2. Avoid delays in balancing the accounts books

### **Questions/Comments/Responses**

1. Inflation was 6 to 10+ variation this affect very much PF's budget. Why shouldn't we convert the budget in Forex to over come inflation in our work situation? The remaining 2 years have been done in USD, SDC wanted to send TShs and we are in a basket funding and we refused so as to mitigate the issue of exchange rate. EU and the rest sent in USD.
2. Members were also concerned on the issue of PF having a budget which is 100% donor funded and they can stop funding anytime e.g. TDC and they couldn't stand on their own. It was reported that the budget is basket funding and currently it is the best approach. We should not rely on one donor
3. The contribution made by ANSAF should have appeared in the budget and expenditure. It was clarified that this was an activity and was removed from the PF budget but we will have to consider 0.5% ANSAF contribution to the total budget

Members officially approved the audited report and suggested the same auditors to continue auditing PFs accounts.

However members showed concern on the issue of sustainability of PF is to find its own office. This can be done by buying a house from national housing. Members are ready to contribute but PF should send requests to national housing. If each NGO contributes 100,000 and we are 100 NGOs then we will have 10m. They gave the mandate to PF to work on the issue and they should come with answers in the next meeting on how to fundraise.

### **2.4 Election of board members**

Organisations which requested to be board members are:

1. Dar es salaam: LHRC, UNA
2. Region: HEMFA, CYVA, MACSNET
3. International : VSO, Action Aid, Forum Syd Tanzania

A total of 50 members were present during voting. Candidates were given 1 minute each to explain their suitability. For the organisations which brought two participants only one person was allowed to vote. Observers were not allowed to vote and voting members were only those who are decision makers to PF. Kibwegere People Living with Orphans and Widows and PACT, are non voting organisations and non of them attended the meeting. The members who were elected as board members were Forum Syd, LHRC, Action Aid and MACSNET.



**The new and outgoing board members**

On congratulating the new board members, the outgoing board chairperson said that there are two main challenges which are the office building for PF and members contributions. Lets show accountability by contributing and members should look for opprotunities which are given by PF and unite to move forward as much as we can.

Involve as much as possible those members from upcountry. He thanked the outgoing board members from SNV, World vision for being in board and said,for them being out of the board

does not mean that it will be the end for them to contribute their ideas so lets give the board and the secretariat challenges so as to serve us better

### Vote results

ORGANISATIONS	LOCATION	NO. OF VOTES	ELECTED
LHRC	Dar es Salaam	31	√
UNA	Dar es Salaam	19	
MAKSINET	Region	27	√
HEMFA	Region	9	
CIV	Region	14	
VSO	International	25	
FORUM SYD	International	32	√
ACTION AID	International	37	√

### 2.5 Payment of Consultant Fees

The board decided that its good to avoid paying them because there are working groups and they are using time and resources from their organisations. If these will be paid then it will kill the spirit of volunteerism which cut through all our organisations. Secondly PF sponsored them to attend the training in South Africa so that when they come back they would be capable to train others. It was agreed that there should be a contractual agreement that they should facilitate by training others for a certain period after attending training sponsored to them by PF. Currently we have only 5 TOT and the load is heavy if we will have another TOT it will reduce the load lets be accountable and collaborate to reduce the work load on members.

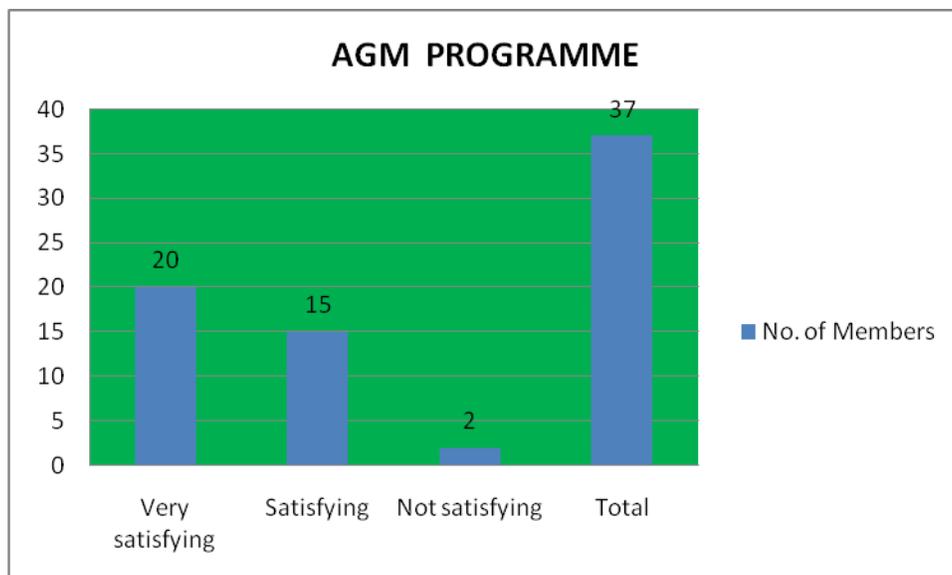
### 2.6 Membership Fees

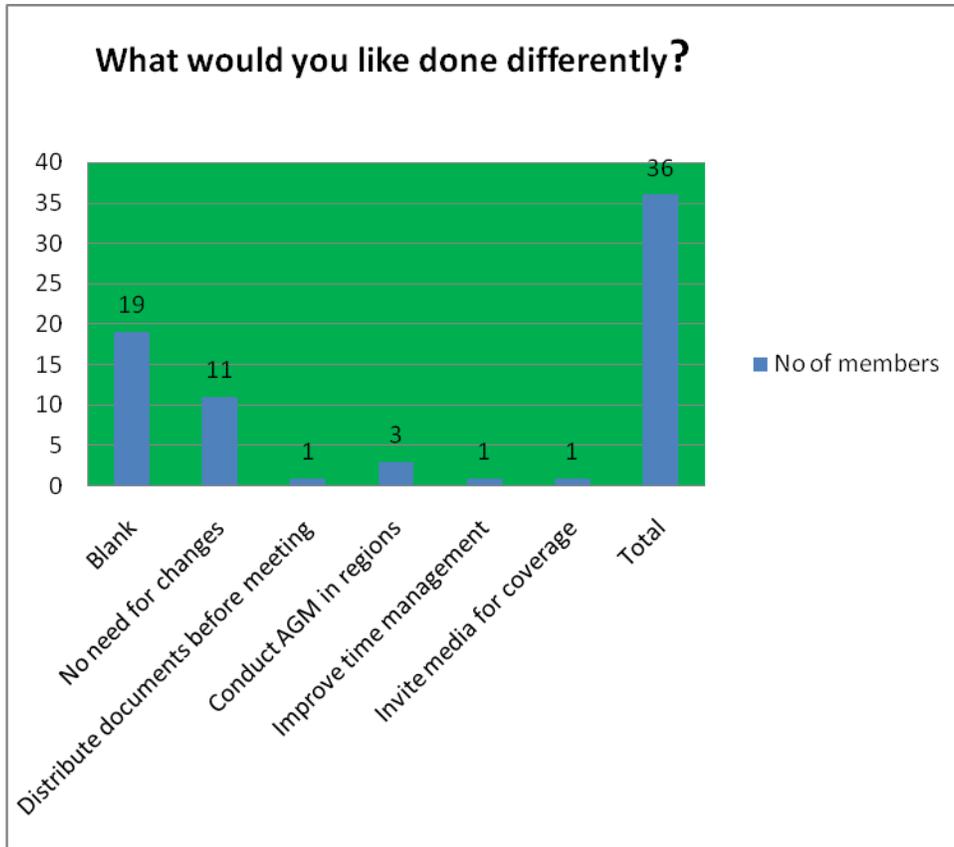
it was proposed that organisations who are members of Policy Forum should contribute 100,000 per year which can be put in main pool for purchasing office or plot. Members discussed the issue of membership fee with variuos fee charges fro local and international members contribution. It was resolved that, the issue be left for discussion by board members at the next meeting after which resolution will be reported to members at the next quarterly meeting e.g. if an organisation fails to pay then it will not be allowed to attend AGM or giving certificates to recognise contributing members etc .

### 3.0 EVALUATION OF AGM

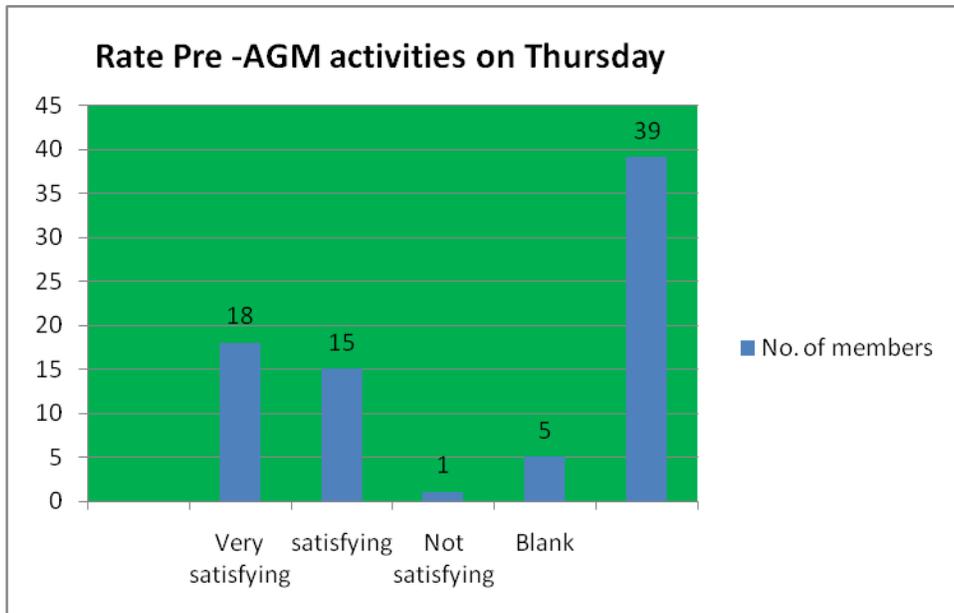
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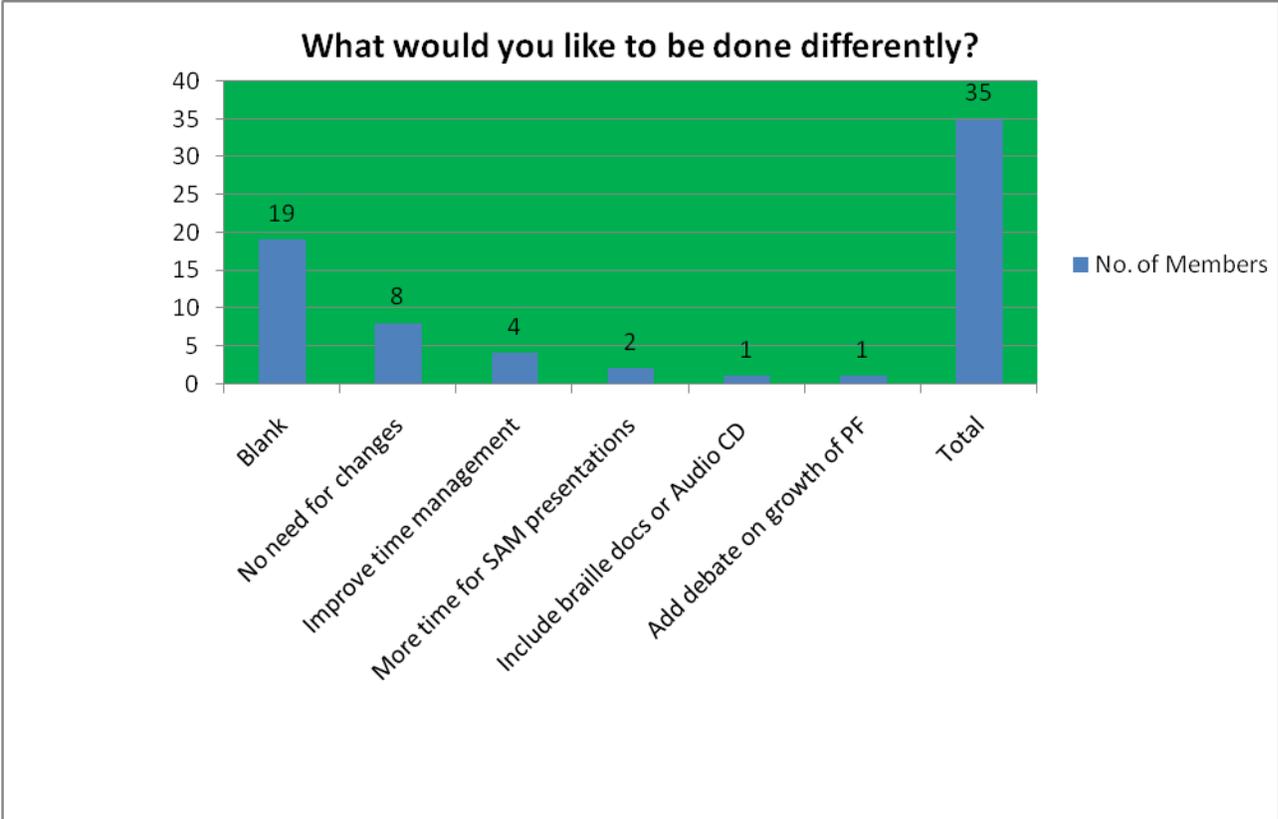
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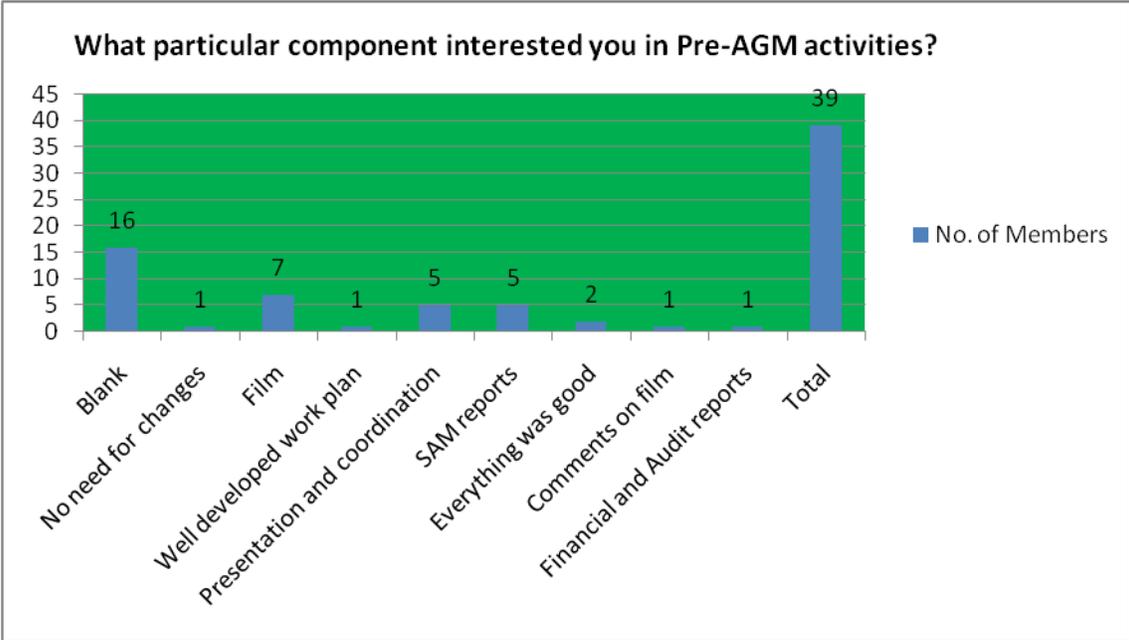


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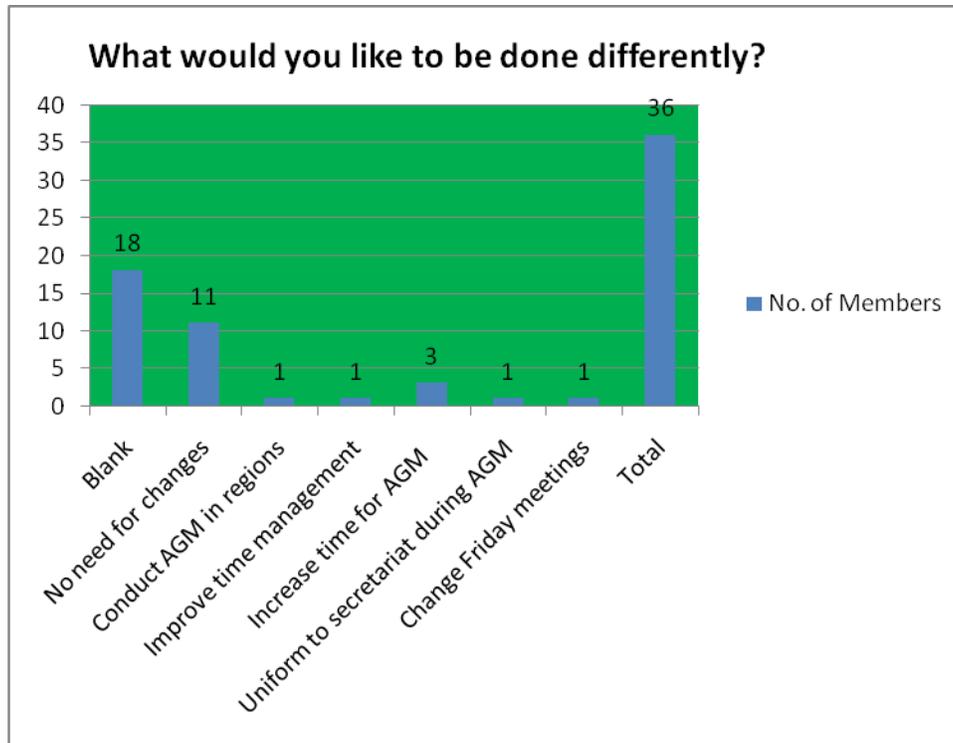
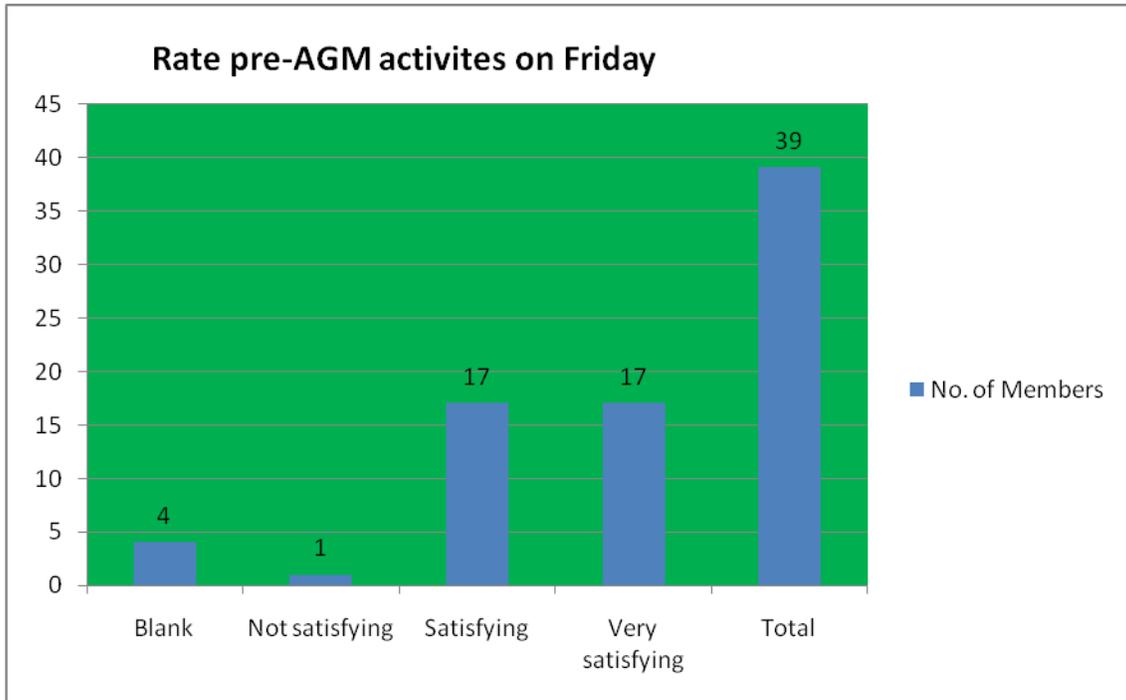




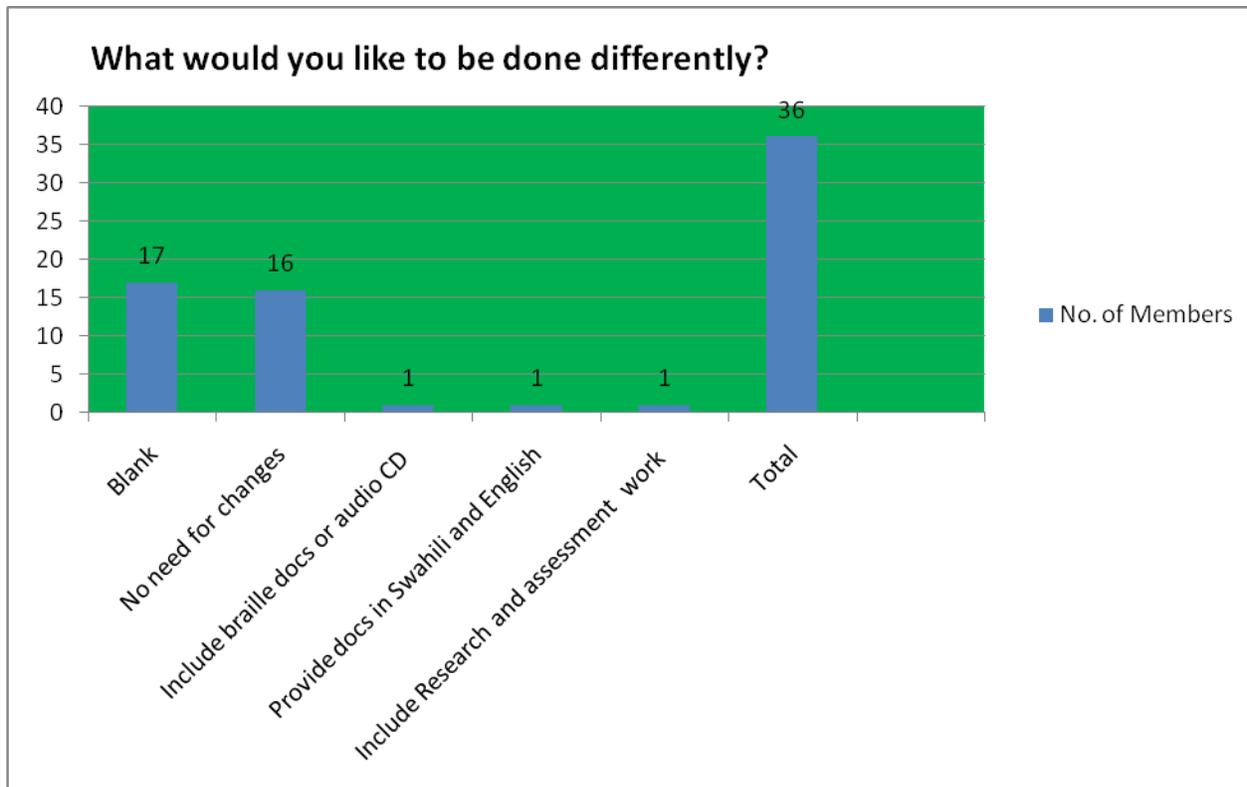
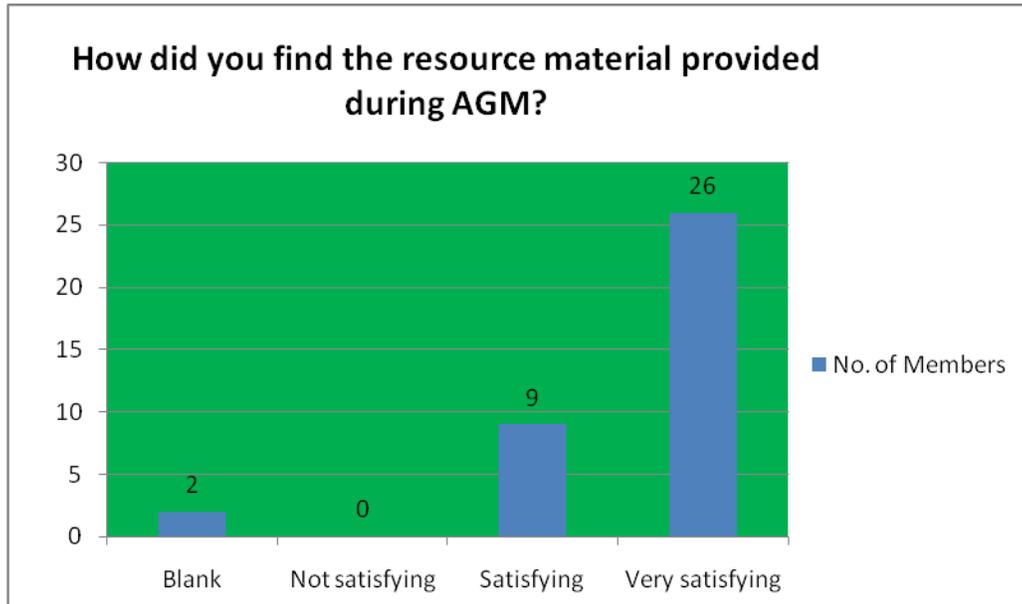
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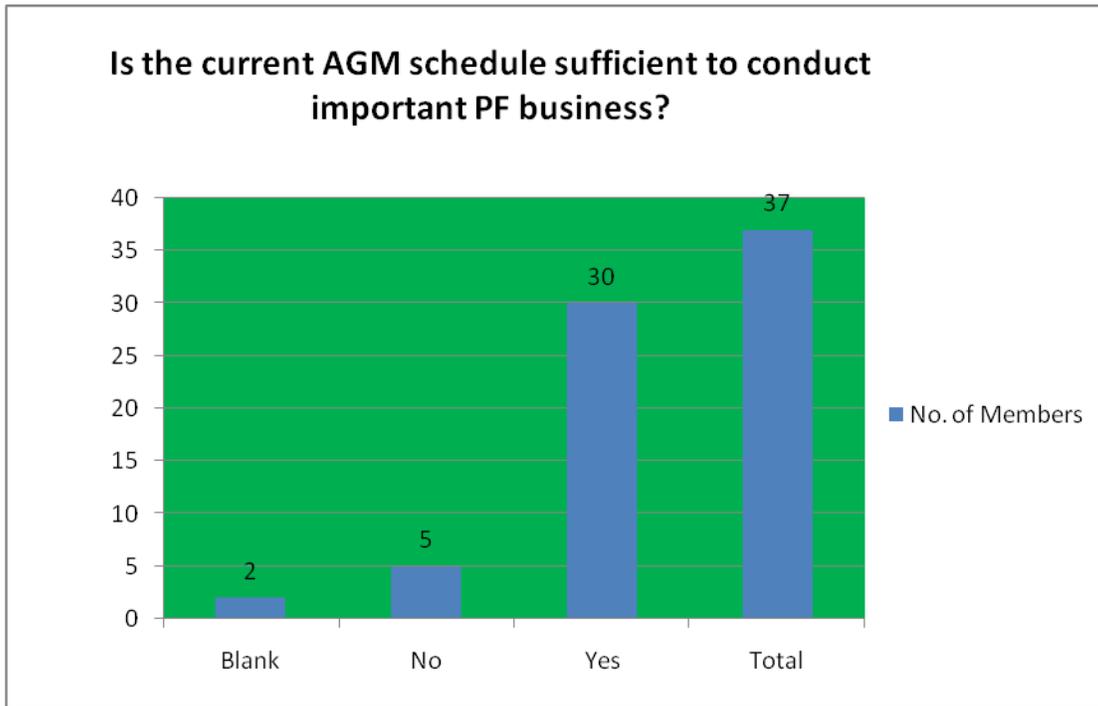
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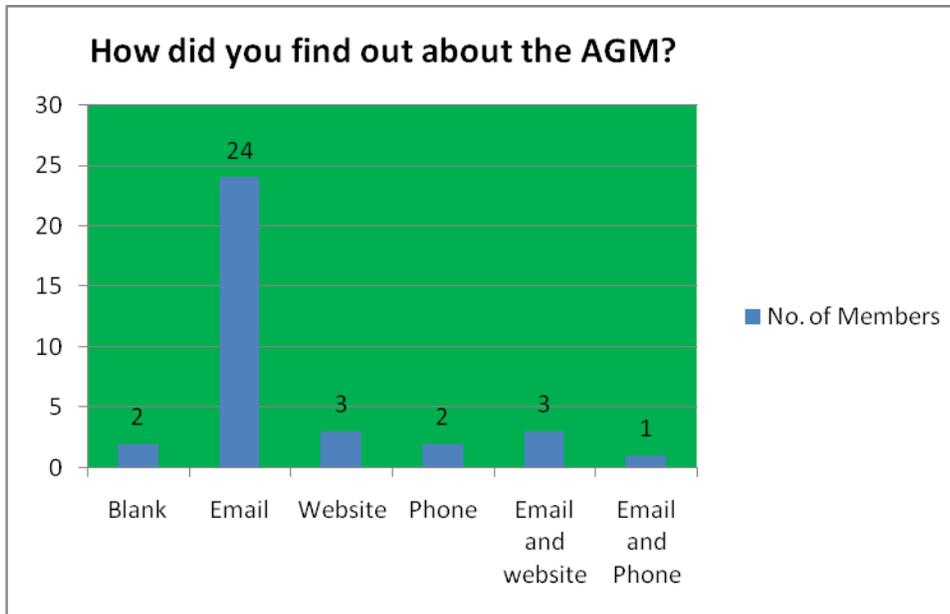


**Suggestions:**

- Accomodate all participants in the same place, which would allow them to work up to evening
- Two days fully
- Full day not half day
- Members to read documents and make comment through emails, instead of giving few minutes in the venue to go through the documents
- Three days

**II LOGISTICS**

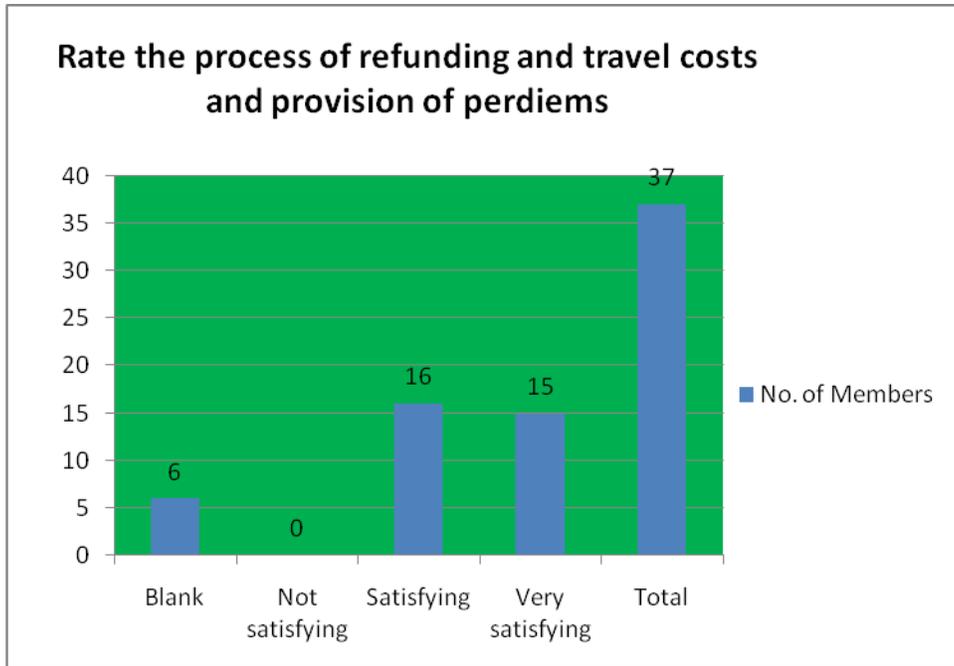
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#### Suggestions of other means of communication:

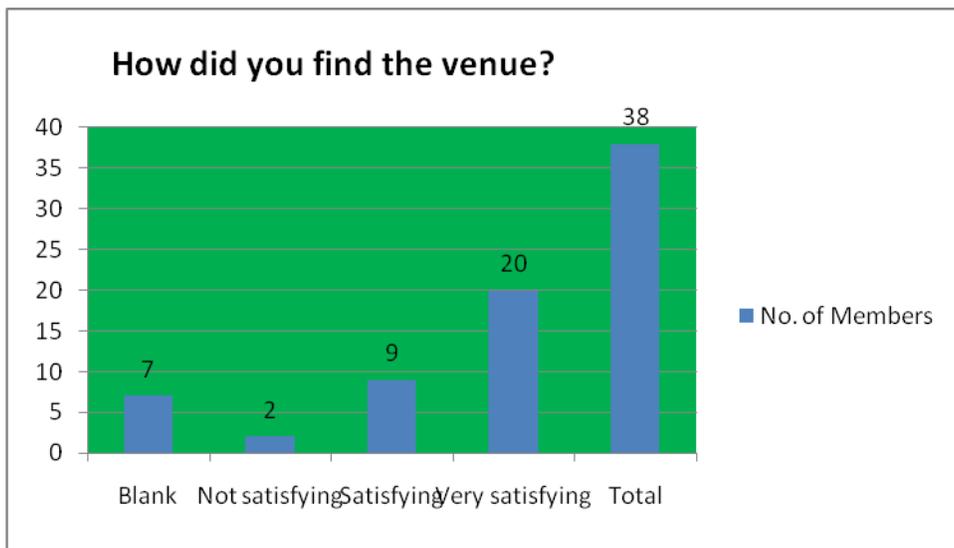
- SMS
- Newspaper
- Letters
- Radio

2.



**Suggestions:**

- Increase transport because some members live far away from Dar es Salaam city centre
- Provide tax component instead of being accommodated in 75,000 per diem or should not be indicated that it covers tax expenses
- Increase transport for Dar es Salaam members so that they can take taxi to avoid traffic jam



**Suggestions:**

- Its the same venue each meeting its boring, make a change, please next AGM  
Conduct it in the regions

**Participants List**

SN	NAME	ORGANISATION	SEX	TELEPHONE
1	Adam Siwangwa	MIICO	M	0759301131
2	Alex Mbwilo	SADEF	M	0717475915
3	Asia Lembariti	MACSNET		-
4	Athanas Sanga	LHRC	M	0657492774
5	Audax R	ANSAF	M	0787374665
6	Bakaiz Bakaiz	KEPA	M	0717750772
7	Beatrice Madedu	VICOBA SONGEA	F	-
8	Boniface Komba	TCDD	M	0653473282
9	Boniface Maziku	TADESO	M	07543860
10	Catherine Mulagi	MIICO	F	-
11	Cunegunda Ngereja	KIVULINI	F	-
12	Denis Mkirikiti	VICOBA DSM	M	0758381112
13	Deo Seimu	PACT	M	0784301640
14	Elias Loidiso	HAKIKAZI CATALYST	M	-
15	Elinasi Monga	TFCG	M	0713225787
16	Elvin Mushobozi	WISE	M	0753501315
17	Elizaph Jackson	HAKIKAZI CATALYST	M	07154330341
18	Emma Mashauri	FORUM SYD	F	-
19	Emmanuel Simon	TLB	M	0784704232
20	Esther Mogi	WVT	F	0754563037
21	Eustace Nyarugenda	ABC FOUNDATION	M	-
22	Fancy Nkuhi	UNA TZ	F	0713614444
23	Felician Lyimo	HEMFA TZ	M	0753214711/0715214711
24	Festus Mpita	AEA	M	0754776979
25	Flora Duma	TLB	F	0784732326
26	Florence Rugemalira	FORUM SYD	F	-
27	Frank B Amulike	PEVODE	M	
28	Fransisca	TAWIF	F	0754855432
29	George Mboje	ASAF	M	0754816812
30	Gerald Dismas	YES	M	0712508331
31	Gloria Mafole	LHRC	F	0784445394
32	Gotfried Sangana	CODEFA	M	0713608339
33	Gwandumi Mwakatobe	THE LEADERSHIP FORUM	M	0714511622
34	Hassanali A. Seif	KNC	M	0786314371
35	Helima Mengele	TENMET	F	0784306102
36	Hilary Tesha	KWIECO	M	-

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37	Idd Mdanku	UNGO	M	0754879301
38	Israel Ilunde	YPC	M	0754772212
39	Jackilin Joseph	KCS	F	-
40	Jackson Mkango	CYVA	M	0755805589
41	Jackson Sikahanga	SIKIKI	M	0712569662
42	Jaliath Rangi	HDT		0713839494
43	Janeth Magoho	SAHRINGON	F	0713004130
44	Jans Sinkam	TUSHIRIKI	M	-
45	Joan Chamungu	TAF	F	0755761905
46	Joanita	REPOA	F	0763177031
47	John Magafu	AP 2000	M	0754481026
48	Joseph J.B. Coudece	MLAYH	M	0787300276
49	Josephat Mshigati	SIKIKI	M	0683021614
50	Jovin Bifabusha	KADERES	M	0784709200
51	Julie Adhune	SNV	F	0704220202
52	Julius Muungano	PELO	M	0712008700
53	Kellen S M	HOFOTA	M	0754495066
54	Kidani Magwilla	TNCHF	F	0713587400
55	Kissussi Tbounda	MES		0767447228
56	Koga Muheme	TACOSODE	M	0715819940
57	Mark Okello	YITA	M	0715763186
58	Martin Mung'ong'o	YPC	M	-
59	Martina Kabisawa	SAHRINGO	F	-
60	Mbonea Mshana	SANGO NETWORK	M	0765724572
61	Mary Mwanjelwa	MOCUBA CODEFO	F	0718400777
62	Mary Mwasijengo	MOCUBA CODEFO	F	0712622868
63	Masud Hossain	KEPA	M	
64	Masudi Kisamfu	TNRF	M	0688764220
65	Michael Dalali	AP 2000	M	0717611112
66	Moses Kulaba	AP 2000	M	0754844410
67	Muhaimina Mblilo	VSO TZ		0787683868
68	Muhsin Mohamed	Integrity Watch	M	0713752901
69	Nasson Konga	TACOSODE	M	0767201618
70	Noel Kasisi	IECA	M	0713438592
71	Parmet J. Koromo	TAPHGO		0785130965
72	Peter Matonyi	CADA	M	0787067215
73	Ramadhani Bivolele	BOSEDA	M	0789236907/0756581897
74	Regina Katabi	WACOD	F	0784315693
75	Rev. Abdiel Mola	FAWACM TZ	M	-
76	Rose Tesha	VSO TZ	F	0784316556
78	Scholastica Haule	ACTION AID TZ	F	0754777065

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82	Stanley Mshana	RANGO	M	0787701281
83	Wayda E. Dawile	MBESO	F	-
84	Willard Barongo	CODEFA	M	0752740785
85	Zakayo Mahindi	SIKIKA	M	0652713010
86	Zitta Batamanajwa	TLB		0754342767