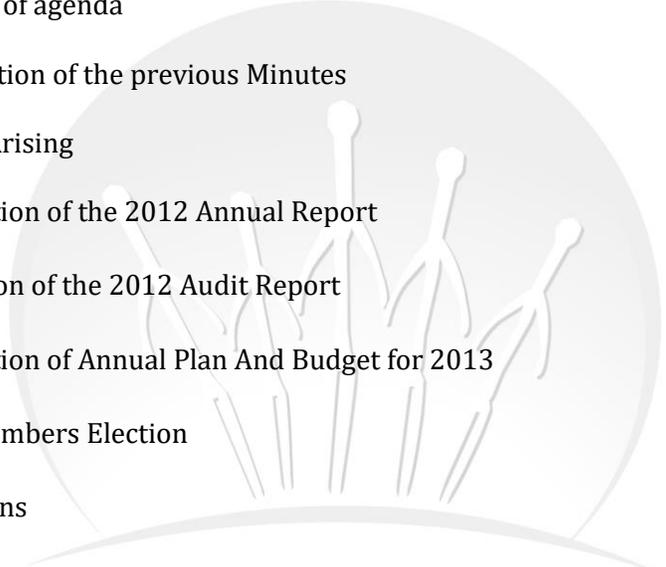


**AGENDA**

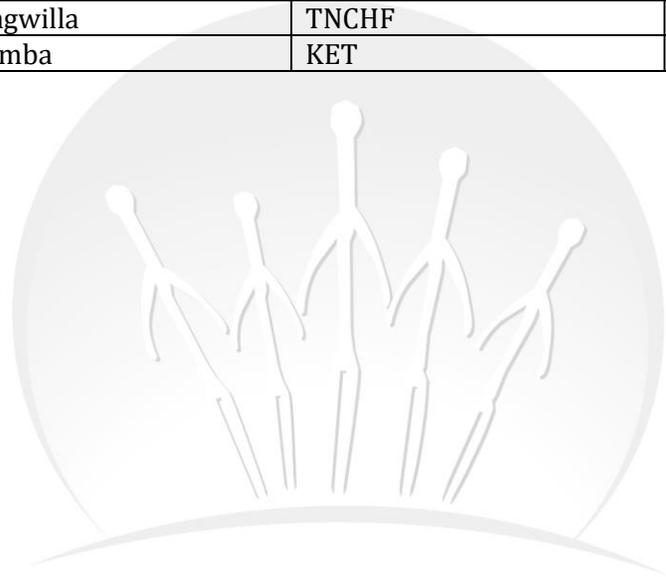
- 1. Opening**
- 2. Adoption of agenda**
- 3. Confirmation of the previous Minutes**
- 4. Matters Arising**
- 5. Presentation of the 2012 Annual Report**
- 6. Ratification of the 2012 Audit Report**
- 7. Presentation of Annual Plan And Budget for 2013**
- 8. Board Members Election**
- 9. Resolutions**
- 10. AOB**



**policy forum**

<b>NO.</b>	<b>NAME</b>	<b>ORGANIZATION</b>	<b>TITLE</b>
1.	Rita Mgullo	WORLD VISION	CHAIRPERSON
2.	Gabriel M. Tuke	SWEAT	MEMBER
3.	Mary Mwasijengo	MOCUBA CODEFO	MEMBER
4.	Rev. Abdiel Mola	FAWACM	MEMBER
5.	Angelo Mtimba	FUO	MEMBER
6.	Monica John	HAKIKAZI CATALYST	MEMBER
7.	Gerald Dismas	YES	MEMBER
8.	Alex Mbwilo	SADEF	MEMBER
9.	Irene Baisi	WISE	MEMBER
10.	Nemence Iriya	MACSNET	MEMBER
11.	Japhet Kurwa	ABC FOUNDATION	MEMBER
12.	Leah Fidelis	CODEFA	MEMBER
13.	Israel Ilunde	YPC	MEMBER
14.	Camillus Haule	TNCHF	MEMBER
15.	Joan Chamungu	TAF	MEMBER
16.	Imani Tinda	TABCO	MEMBER
17.	Ikungasya Mwakatumbula	MIICO	MEMBER
18.	Rashidi Mng'oi	AFRICAN YOUTH	MEMBER
19.	Wayda Dawite	MBESO	MEMBER
20.	Simon Kamnyoge	IECA	MEMBER
21.	Hilary Tesha	KWIECO	MEMBER
22.	Gloria Jimwaga	HAKIARDHI	MEMBER
23.	John Ndunguru	TACOSODE	MEMBER
24.	Jansi Sinkamba	TUSHIKIRI	MEMBER
25.	Felician Lyimo	HEMFA	MEMBER
26.	Martina M. Kabisama	SAHRINGON TZ	MEMBER
27.	Julius Muungano	PELO	MEMBER
28.	David Kiputu	TNRF	MEMBER
29.	Glory Mlaki	ACORD	MEMBER
30.	Fred Mpendazoe	SNV	MEMBER
31.	Elvia Mushobozi	WISE	MEMBER
32.	Bakar Bakar	KEPA	MEMBER
33.	Parmet Koromo	TPHGO	MEMBER
34.	Hassanali A. Seif	KNC	MEMBER
35.	Alex Modest	PF SECRETARIAT	MEMBER
36.	Nuru Ngailo	PF SECRETARIAT	MEMBER
37.	Semkae Kilonzo	PF SECRETARIAT	MEMBER
38.	Christina Genda	PF SECRETARIAT	MEMBER
39.	Amani Ndoiyella	PF SECRETARIAT	MEMBER
40.	Rashid Kulewa	PF SECRETARIAT	MEMBER
41.	Richard Angelo	PF SECRETARIAT	MEMBER
42.	Prisca Kowa	PF SECRETARIAT	MEMBER
43.	Rose Mwalongo	LHRC	RAPOTTEUR
44.	Kisiel Mwita	CSD	MEMBER
45.	Donati Alex Senzia	PELUM-TZ	MEMBER
46.	Yusuph Mohamedi	KCS FORUM	MEMBER
47.	Aggrey Kandonga	MYDO	MEMBER
48.	Reynald Maeda	UNA-TZ	MEMBER

49	Festus Mpita	Aide et Forum	MEMBER
50	Joseph Ogana	AP 2000	MEMBER
51	Charles Pallangyo	JET	MEMBER
52	Rehema Mwateba	TGNP	MEMBER
53	Regina Katabi	M-WACOD	MEMBER
54	John R. Mono	ABC FOUNDATION	MEMBER
55	Omary N.	GULUKAKWALALA	MEMBER
56	Boniface Komba	TCDD	MEMBER
57	Steven Aloyce	AP 2000	MEMBER
58	Hebron Mwakagenda	The Leadership Forum	MEMBER
59	Said Badru Suleiman	BOSEDA	MEMBER
60	Kellen M.	HAFOTA	MEMBER
61	Jaliath Rangi	HDT	MEMBER
62	Boniface Maziku	TADESO	MEMBER
63	Kidani Magwilla	TNCHF	MEMBER
64	Kelvin Komba	KET	MEMBER



policy forum

## 1. Opening

The Board chairperson made an official opening of the AGM at 9.30 stressing that the session will only involve members once the quorum was one third of the members which was found to be the case.

After the opening members elected the chairperson of meeting as per the regulations which do not allow the board chairperson to chair the AGM meeting (who basically is to represent his organization).

Three aspirants were nominated through an open ballot to vie for the chairperson post(with their votes in brackets) namely; Simon Kaminyoge- ( 4 votes) Ritha Mgulo-World Vision- (27 votes ) Peter Matonya- ( 12 votes). Ritha Mgulo was therefore elected as a chairperson.

## 2. Adoption of Agenda

The chairperson asked participants to table additional agenda of which none was added and the tabled agenda were approved.

## 3. Confirmation of the Previous Minutes

Members began to pass through the minutes where a member suggested that Ratification of report, presentation of plan and budget should be separate.

It was further advised that the AGM should have matters arising. Another member suggested that new members should undergo an official introduction to the network

The following were some of the typos observed in the previous minutes; The name on page 56 should read as Koga Mihama, the organization on page 53 should read as HAFOTA, Adam Siwingwa, Bakar Bakar, Waida Dawite, Number 86 Batanagwa should read as male

**Comment:** a member observed that the minutes lacked the place to sign for approval he therefore asked for it to be included.

### Questions and Responses

- CDCF case- members wanted to know on the progress made in regards to the CDCF case and were informed that, the case is now a written case, they were informed that once the judgment is made members will be informed.
- Members wanted to know how far had PF gone in making sure they acquire a building of their own where it was reported that the Board had instructed the secretariat to find funds from either membership fees or donors to buy its own premises.

- The issue of PF- being registered under the NGO Act, it was reported that the Board suggested that it remains under the Companies Act.

Members suggested that the first day should be regarded and written as a pre AGM activity and the second day should be written in form of minutes as a proper AGM meeting.

#### **4. Matters Arising**

The matters arising were from previous AGM meeting of 2012, the following were the issues discussed;

- Constituency Development Catalyst Fund (CDCF) case update
- Policy Forum Office Premises
- Policy Forum to be registered under the NGO Act.
- Discussion and adoption of audited Accounts where Ashvir was approved to be the auditors for the coming year.
- Policy Forum's Members Annual Fee.

#### **5. Presentation of the 2012 Annual Report**

The Coordinator said, there had been some notable changes of reporting saying it used to be by activity wise but now we have adopted outcome mapping in our reporting.

Clarification was made on the content on the Page 4 reading advocating for citizen's budget where it was reported that the publication Citizen Budget was used to influence the government (MoF) to produce a Citizen Budget of its own, wehre in the 2012/2013 Financial Year the MoF produced the same, something which is an achievement to Policy Forum.

- Remarks were made on Pg 7 of the report regarding a publication on '*Utawala wa Demokrasia katika jamii*,' where members were told that it was one of the most loved publications as its demand was high where it was reported that some organizations like Oxfam have even gone further to photocopy the publication for their trainings.
- He also highlighted that Policy Forum has continued to collaborate with the PMO-RALG where , on the 4th of October 2012, a letter with Ref. Na. BA 254/307/01 was issued to Regional Administrative Secretaries for transmission to LGAs instructing them to make available 19 different LGA reports to CSOs whenever they are conducting activities related to public resource management.
- Chapter 4- Members were told is still trying to push the government to establish a Parliamentary Budget Office (PBO).

## 6. Ratification of the 2012 Audit Report

### Administrative Issues.

PF's Finance and Admin Officer made a presentation of the accounts books where he began by stressing that financial integrity was vital to an organization.

His presentation began with the administration where he said one

- A Staff had left and hence a need to recruit a new one.
- He mentioned challenges in the department as the escalating costs where in the old premise PF used to pay 8m/- to 9m/- quarterly for rent and utilities but in new office costs had shot to 14m/- for rent without utility costs. He said the only solution was to mitigate the costs.

### Finances

- In 2012, only fewer members had contributed an amount of 32,392,000 towards PF activities
- PF was growing in terms of income from the previously 326,341,000 in 2005 to 1,267,252,000 in 2012. It was further reported that PF's name had gained recognition and as such managed to secure so much funds due to its integrity and sensible funds utilization.
- Notable achievement mentioned was being able to maintain clean records with well-recognized auditing firms.
- For year 2012 PF had two funders mainly foreign dominated and had managed to convince a donor to forward his funds in 2013 and not 2012 where it was accepted
- Other incomes to boost the PF's coffer were mentioned as membership contribution and they were reminded to pay their fees on time. Furthermore members were told that membership fee funds should have its goals as failure to set goals will mean being taxed and as such a wastage.
- On funds utilization, members were told that PF can't predict on whether it can utilize more than 100 percent as so far its utilization was 96 and only 4 percent was not utilized.
- Members were however told that the main challenge was to solicit funds for the new strategy. Other challenges were mentioned as the Income Taxes Act and effect of exchange rates and inflation.
- Members were informed that PF had paid its taxes for the first time ever and the Board had blessed the move.

## The Auditors Presentation

The Chairperson invited auditors to present the audit report for the year ending December 2012

- Where it was reported that the financial statement gave a fair view of the financial as per laws of the country. Members were told that the firm managed to obtain all key information necessary for its auditing.
- Key points from the report:
  - It was further reported that no withholding tax had been deducted on the rent paid by PF to the landlord and that at least one percent of rent paid was supposed to be paid as stamp duty to the Tanzania Revenue Authorities and It was recommended that the stamp duty should be paid immediately on execution of lease agreements. It was further reported that the landlord paid some these liabilities although the tenant was the one who was supposed to do so.
  - Auditors said they had observed noncompliance with donor requirements. In which a point was raised that budget partnership requirement had not been taken heed of as funds are not maintained in an interest bearing account. It was recommended a compliance with the donor requirement. It was reported that the management had said the cost will be high but auditors stressed that PF should work with donors as non-compliance will not be advised.  
**Clarification** the Coordinator said if PF were to open accounts using each donor's restriction it will not make it. The only solution was to be keen on signing making sure PF gets all the details before signing donor's contracts
  - On accounting system, it was reported that funds for PPF are deposited in the benefit accounts; recommendations were made to the management that they should set separate accounts for PPF and SDL. The Management- said they had noted the point and the situation was under review with its total costs

## Discussions, questions, clarification and observations:

**A question** was raised by members on PF being a company by guarantee and on whether members' contribution can be identified as shares or something else?

**Response** from the secretariat: members were told that fees are directed towards certain usages and being a member did not mean buying a share as they were like an association. Members were told that it was upon them to decide how fees should be used as the MEMART restricts the secretariat from doing anything.

Members Paid tribute to the secretariat for the good report by the accountant saying it did correlate well with the auditors' one.

Another concern raised was on reasons for paying the Skills Development Levy (SDL) while as PF was a voluntary sector.

**A suggestion** was raised on whether PF could raise an advocacy issues that paying taxes was unfair for a non- profit organization. A member said PF should be sad that it paid taxes, and should find an agenda to talk to the government to ensure it enjoys tax holiday.

**Clarification:** The Coordinator said PF has been advocating against tax holidays by mine or companies through tax evasion saying paying taxes was a resolution by the Board. He said it will be absurd for PF to advocate tax compliance and do the opposite.

**A suggestion** was made that withholding tax was supposed be paid by the landlord and that PF is to deduct it by 10 percent. It was also reported that PF was only helping the landlord to pay at TRA

**A Question** was raised on regulations used by PF in disposing assets and guidelines used and if not on reasons behind it. Asset disposal-

**Clarification:** Members were informed that Action Aid will share with PF an asset disposal policy as PF's MEMART has declared that there should be no conflict of interest. It was reported that PF had lot of outdated computers there filling space but there was nothing that the secretariat could do .

The Coordinator said PF may have no assets now but queried what will happen if it had a bigger building with a policy in place to dispose it to its members saying members may want to kill the organization so that they can divide the properties amongst. He however noted that the secretariat will try to see on the prons and cons of disposing properties.

**Clarification:** Members were told on disposal by its nature that in 2011- airconditions were stolen. The accounts expert clarified that under the accounts, stolen goods are regarded as disposal no matter the circumstances.

**Clarification** on the policy on disposal – The Secretariat responded that PF has never sold any equipment as the law makes the situation hard and thus challenging. Members were told that most of the outdated tools are still in the office as sending to members was also a challenge as MEMART has given mandate to no one to say he owns PF a situation calling for further discussion. It was further clarified that most used or non-used equipment came out of donor's funds and thus costly to call for an auction mart.

**Question:** Members raised a concern saying 5 or 7 years ago PF used to have excess funds due to shortage of staff and wondered why it now continued to

have unutilized funds by refusing funds for 2012 and forwarding it to the following year. A concern was raised that perhaps the secretariat had been given too much mandate suggesting that perhaps some joint activities should be put in place to ensure secretariat partners instead of refusing funds while as some members have none.

On excess funds- a member raised concern that it may be positive that the PF has guts to convince donors to forward funds to the other year and that it shows integrity but it should be looked into absorption capacity of PF.

**Clarification from the Secretariat:** It was clarified that in 2010 PF embarked onto MKUKUTA and funds from EU arrived and at that time PF had a budget of 1.5 bn/- but EU had 40 percent which was to arrive in 2011. Members were told that HIVOS failed to honor its agreement in 2010 and honored it in 2011. It was further reported that by that time, PF had already guaranteed funds for the 2011 and another one by the American Jewish. Members were further told that PF cannot use money for the sake of using it as they had to plan beforehand.

**Question:** a member asked on why PF returned funds while as it needed to empower members on SAM but had no financial resources to do so. Members suggested that PF should have talked to donors for that.

**Clarification:** The Secretariat clarified that SDC disbursed other funds to the tune of 500m/ in October and not July but PF had already managed to do all the things it had planned to do and thus requested the donor to withhold due to the delay. Members were informed that PF does not want to have a lot of money that is differed income. The secretariat said it concurred with joint activities as it helps to cut costs on PF. The Coordinator stressed further that it was an issue of an image as that was PF's main asset saying people trust it wherever it goes.

## **Resolution**

**Members endorsed the auditors' report in unison and** approved the RSM Ashvir to continue auditing PF's books.

## **7. Presentation of the Annual Plan and Budget for 2013**

PF Finance and Administration Officer made a presentation of the PF's budget where he said an amount of 181m/- had been set for Policy analysis, including salaries for staff. On the other hand, 261m/- had been set for communication and public engagement while as 112.300.000/- had been set for Constitution, CDF analysis, equality in taxes. Subsequently, 93m/- was set for the AGM, retreat, and for the strategic plan for three

years. Meanwhile, fixed assets and computers had an amount of 30m/- set while as other running costs such as rent had 132m/ set summing the total budget to 1bn/-

### **Contributions/questions/observations**

- Members hailed the secretariat for a job well done.
- A member asked on whether the strategic plan has taken heed of gender issues where it was clarified that PF now intends to mainstream gender in its programs.
- It was suggested that PF members should take part in contributing in PF plans and budget
- **Question:** A member wanted to know on why salary's budget are fixed into programs and not as not of administration costs.
- **Clarification** - staff have been hired from programs and therefore their salaries should be fixed in the same
- **Suggestion:** A member requested the secretariat to see on whether they can publish a booklet on Ward Councilors as most of them seemed not to understand their responsibilities.
- **Clarification:** it was reported that PF will ponder through on whether they could come with a simplified version in language as the government had already published such a booklet.

## **8. Board Members Election**

The chairperson said there were only 2 posts for Dar based members while as upcountry based members had 1 post. She said there were voting and nonvoting members where non voting ones were instructed to go outside. Organizations with 2 representatives were ordered to have one go out as the other one vote. Regional representatives were given a yellow card. Organizations vying for the post were : MIICO-Mbeya, KWIECO-MOSHI, YPC-KIBAHA, HEMFA – MOSHI and CYVA - BAGAMOYO. Dar based were HakiElimu, The Leadership Forum and SAHRINGON Tanzanian Charter and TAF.

### **Criteria**

The Chairperson announced the criteria for vying for the post are that; a person should either be a chief executive or shared responsibilities ; also the organization should be a member of PF for no less than a one year. Another criteria required was for an organization or member maintaining a good record in attending meeting by PF, and if necessary Board meetings, their contribution to PF's mission and vision and what they intend to bring aboard once voted in office as board members.

Election Results

## 1. Dar based-

- HAKI ELIMU- 29
- The Leadership Forum-21
- SAHRINGON Tanzania Chapter- 43
- TAF-11

## 2. UPCOUNTRY

- MIICO- 5
- KWIECO-12
- CYVA-5
- HEMFA- 2
- YPC- 18
- SWEAT- 12

SAHRINGON and HAKIELIMU were nominated to become board members from Dar while as YPC was nominated for upcountry regions.

## 9. Resolutions

- PF will now be taxed and no longer will it pursue exemption.
- All members should pay their contribution fees by September 30<sup>th</sup>, 2013 failure of which will mean their membership being null and void.
- PF should honor activities conducted in upcountry regions.
- Members should be more involved in PF budget as this time around it has not been very good..
- RSM Ashvir was approved to be the auditing firm for the coming year.
- Policy Forum's MEMARTS should be reviewed
- PF should remain to be registered under the Companies Act
- PF will continue to work with MPs as it has done in the past
- PF to bring SAM practitioners' from inside and outside the country to a conference in Tanzania.

- PF will continue to collaborate with TNRF on *Mama Misitu* campaign and empower them on social accountability monitoring.

## 11. AOB

- A suggestion was made that there should be some restrictions over membership and once a person fails to fulfill it they it should be revoked.
- **Observation:** It was proposed that the agenda for the AGM should be in summary instead of it being put in the timetable
- **Suggestion:** It was suggested that membership representation ought to go all way to the ward level to ensure that policies are implemented due to the national vision being unknown. Members said the national office may deal with national agenda and the rest will be dealt with people at the grassroots level.
- **Clarification:** The Coordinator said the Board discussed it a lot but was also keen on the interest of their joining. He said PF was worried with the motives of some of the members as some seem to want to join with hidden motives. He said the more the members the more the confusion would be. He said PF needs few and focused members to achieve its goals as by September 9 PF may remain with only few. He said if PF does introduce the criteria that a member who does not pay a fee should be eliminated, then it will lose some and this will help to size down the number. He mentioned that 30<sup>th</sup> September 2013 will be the final deadline.
- A member gave an example over how his coalition demanded for fee at the doorway and those who failed to pay were removed from membership.
- It was reported that only 7 out of 107 Policy Forum members had paid their annual fees but the rest are yet to do so
- Not all citizens are aware about SAM something should be done to educate them.
- Applications for SAM have gone down due to costs. Let the PF strive to see if they can assist. (increase budget for SAM)
- Some members can afford to conduct SAM so long as PF can support but some are committed but have no financial resources. Find if there are some funds which can be given to members who have nothing.

### **Clarification-** Coordinator:

- PF envisages partnering with sustainable CSOs and has even sold the idea to the Foundation for Civil Societies.

- PF has to get deeper before it enters into partnership.
- A question was asked on whether PF can form its own Constitutional Fora
- **Clarification:** Members were informed that LHRC had invited PF to join and form the Constitution forum.
- It was reported that no one had applied for the Fundamental SAM Training in South Africa.

The session ended up with the filling of the assessment forms and a group photo.

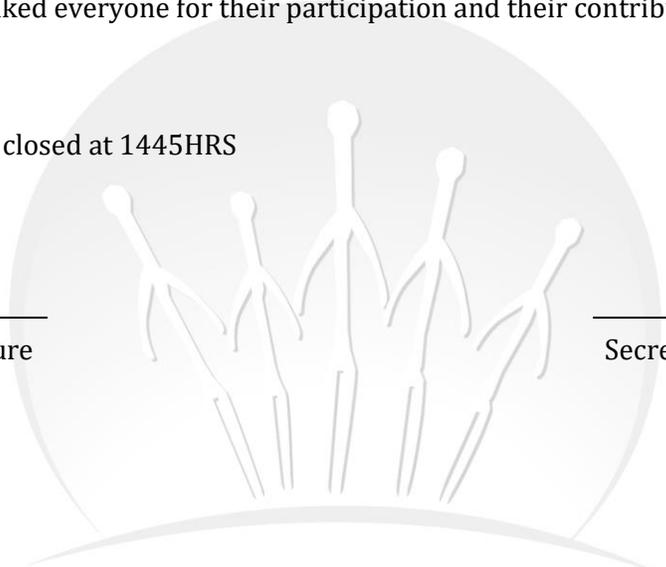
Chairperson thanked everyone for their participation and their contribution.

The meeting was closed at 1445HRS

\_\_\_\_\_  
Chairman Signature

\_\_\_\_\_  
Secretary Signature

Date:



policy forum