

MINUTES

AGENDA

1. Opening
2. Approval of new agenda
3. Confirmation of 2015 AGM Minutes
4. Matters Arising
5. Presentation of 2015 Annual Report - PF Coordinator
6. Discussion and adoption of audited Accounts FY 2015 Auditor's report - Auditor
7. Annual Plan and Budget 2016 - Coordinator
8. Election of new Board of Directors - AGM Chairperson
9. AOB
10. Meeting adjournment



policy forum

POLICY FORUM MEMBERS PRESENT

No.	Name	Sex	Organization	Title
1.	Jimmy Luhende	M	ADLG	Chairperson
2.	Baby Mwidowe	F	YPC	Member
3.	Felician Lyimo	M	HEMFZA TZ	Member
4.	Wayda E. Dawite	M	MBESO	Member
5.	Asia Lembariti	F	MACSNET	Member
6.	Boniface Maziko	M	TADESO	Member
7.	Parmet Koromo	M	TAPHGO	Member
8.	Aggrey Kandonga	M	MYDO	Member
9.	Alex Mbwilo	M	SADEF	Member
10.	Rose A Lyimo	F	FAWACM	Member
11.	Godson Chengula	M	PELUM	Member
12.	Harry D. Mavula	M	CODEFA	Member
13.	Kaisi Kyamba	M	IECA	Member
14.	Regina Katabi	F	M-WACOD	Member
15.	Gabriel Ole Tuke	M	SWEAT DEV	Member
16.	Angelo Mtimba	M	FUO	Member
17.	Ramadhani I. Birolele	M	BOSEDA	Member
18.	Anna Kombe	F	HEMFZA TZ	Member
19.	Adam Siwingwa	M	MIICO	Member
20.	Kisiel Mwita	M	CSD	Member
21.	Emmanuel V. Mapigano	M	UNGO	Member
22.	Jans Sinkamba	M	TUSHIRIKI	Member
23.	Peter Matonyi	M	CADA	Member
24.	Jackson Mkango	M	CYVA	Member
25.	Rev. Abdiel Mola	M	FAWACM	Member
26.	Esther Mwakipuba	F	TABCO	Member
27.	Yassin Ally	M	KIVULINI	Member
28.	Israel Ilunde	M	YPC	Member
29.	Evenieth E. Kasigwa	F	BOSEDA	Member
30.	Matheus Lazaro	M	ABC-FOUNDATION	Member
31.	Costantine Deus	M	STIPRO	Member
32.	Faustina Baisi	F	WISE	Member
33.	Humphrey Makussa	M	WAT- HST	Member
34.	Haika Mcharo	F	TCDD	Member
35.	Julius Muungano	M	PELO	Member
36.	Kidani Mhaya	F	TNCHF	Member
37.	William B. Kahale	M	LHRC	Member
38.	Mkuku M. L	M	YPC	Member
39.	Kellen Mngoya	F	HAFOTA	Member
40.	Omari Ngaromba	M	GULUKA	Member
41.	Esther Mongi	F	WVT	Member
42.	Jane Luvanga	F	TFCG	Member
43.	Athanas Sanga	M	LHRC	Member
44.	Stephen Mwombela	M	REPOA	Member

45.	Martine Kabisama	F	SAHRNGON	Member
46.	Masud Hossain	M	KEPA	Member
47.	Mary Liwa	F	TAWLAE	Member
48.	Hebron Mwakagenda	M	The Leadership Forum	Member
49.	Wilson Kitinya	M	Sikika	Member
50.	Irene Fugara	F	LEAT	Member
51.	Bakar Khamis	M	KEPA	Member
52.	Sharif Maloya	M	LANGO	Member
53.	Jilala C.D	M	MPC	Member
54.	Saddam Khalifan	M	TYVA	Member
55.	Sophia Komba	F	TAWF	Member
56.	Greysmo Mutashobya	M	HDT	Member
57.	Hilary Tesha	M	KWIECO	Member

ABSENT

No.	MEMBER ORGANISATION	REASON
1.	ACORD	NONE
2	ANSAF	NONE
3	BBC Media Action	NONE
4	VICOBA	NONE
5	HakiElimu	NONE
6	Care International	NONE
7	HDT	NONE
8	MES	NONE
9	NCA	NONE
10	OXFAM	NONE
11	PACT TZ	NONE
12	PINGO's FORUM	NONE
13	Save the Children	NONE
14	TAYOA	NONE
15	UNA	NONE
16	VSO Tanzania	NONE
17	WaterAid	NONE
18	WLAC	NONE
19	World Vision	NONE
20	UTSS	NONE
21	HAKIMADINI	NONE
22	YES	NONE
23	CVM	NONE
24	TAF	NONE
25	ActionAid	NONE

POLICY FORUM SECRETARIAT PRESENT

NO	NAME
1.	Richard Angelo
2.	Alex Modest
3.	Nuru Ngailo
4.	Anna Kwayu
5.	Amani Ndoyella
6.	Rashid Kulewa
7.	Semkae Kilonzo
8.	Neema Kihwelo
9.	Gibons Mwabukusi
10.	Prisca Kowa
11.	Nicholas Lekule

policy forum

1. Opening

The Chairperson of the meeting called the meeting to order, and issued a notification that only PF voting members would be allowed to participate and vote in the meeting.

2. Adoption of Agenda

The meeting adopted the agenda which had been circulated prior to the meeting, following the additional one AoB item.

3. Confirmation of the Previous Minutes

The secretary of the meeting presented the minutes of the previous AGM to seek approval of members. Members made some few changes to the minutes and approved the minutes for signing.

4. Matters Arising

The secretariat passed members through matters arising from the previous AGM;

Policy Forum Office Premises

- Kellen Mngoya from HAFOTA gave an overview of progress made on how to acquire PF premises, stating that the ministry of land proved problematic but through using local realtors they were able to narrow down three potential houses with prices ranging 200-300 million.
- During the discussion it was suggested that the search for new premises be expanded outside of Kinondoni district and Policy Forum resorts to searching for a building that can also serve as a source of revenue.
- It was cautioned that there is a need to be careful on acquiring land so as to avoid land fraudsters and to keep in mind that location is crucial for sustainability purposes.

Resolution

- It was resolved that, the board should take on discussions about purchase of Policy Forum premises taking into account the points raised by members during the AGM.

5. Presentation of the 2014 Annual Report - PF Coordinator

The PF Coordinator gave a presentation on the activities undertaken by PF in 2015. He mentioned key challenges such as; timelines, funding gap and missed opportunities in policy spaces.

The coordinator stated the lessons learnt as being; increased relevance of BD spaces, he encouraged members to adopt the concept and carry out the debate in their respective regions as done by some PF member such as YPC. He further emphasized the importance of sustained institutional learning, encouraged members to provide in kind contributions, he gave an example of HAFOTA through its assistance to look into PF new premises as a means towards which members can continue to build the organization.

Discussion and Questions

- A comment was made regarding engagement with TACCEO not being included in the report.
- There was a recommendation that the Secretariat and Members should organize one big event in a year so that members outside Dar can participate.
- Policy Forum should look into creating a policy report for enforcement of policies so as to address missed opportunities in policy spaces.
- Policy Forum publications such as “Utawala wa Kidemokrasia katika Jamii” do have a huge impact therefore PF should seek to hire an M and E consultant to follow up on it.
- It was also suggested that platforms such as AGM and QM that are normally attended by PF members can also be used as a means of getting feedback for the publications.
- How does Policy Forum engage in gender issues using platforms such as SAM and the breakfast debate?
- PF coordinator appreciated the comments made and said that as this is not the final report TACCEO engagement shall be included into the report. In regards to PF and Gender, he mentioned that since 2016 is the last year of the strategic plan implementation, there is an opportunity to enhance PF’s stand on this.

Resolutions

- *The report was approved by members*

6. Discussion and adoption of audited Accounts FY 2014 Auditor’s report – Auditor

The report was presented by CROWE HORWATH TANZANIA who audited the 2014 PF financials

Policy Forum obtained a **Clean Financial Statement** for the 2015 Financial Year.

HORWATH Tanzania presented the significant matters arising from the management letter noting that;

- There is a need to work on removing LIMITED as it presents an issue of noncompliance with the Companies Act.
- Some inconsistencies between organization policies and grant policies exist that could result into future noncompliance issues.
- There are some missing quotes on fixed assets.
- There is a need to include dates of travels on Per-Diems to increase clarity, transparency and reduce risks.

- Unsigned documentation that may present risks in future
- According to the Income Tax Act , anything exceeding 5000 Tshs needs an EFD and this may result into a compliance issue
- Payment voucher needs to be indicated on impress form.

Discussion and questions

- It was suggested that the audit be presented in Swahili so as to enhance understanding of members.
- A member asked what is the board's way forward in regards to the matters brought forward in the management letter.
- It was suggested that the secretariat works on creating a summarized version of the audit report by stating the key issues to PF members.
- The Finance Manager explained to members that all the concerns raised by auditors in the management letter had been clarified minus that of LIMITED.
- It is difficult for the audit to be in Swahili due to the issue of time, expenses and international financial reporting standard aspects.

Resolution

- *Members passed the Financial Audit Report for the year 2015*

7 Appointment of the Auditor for FY ending 2016 – Chairperson

The coordinator proposed following the three years best practice and given that HOWARTH has been helping the organization improve its financial practices, PF should continue with the same auditor for FY 2016.

This was agreed by all members and HOWARTH TANZANIA was again chosen to audit the PF's financials for 2016. It was also agreed that new shortlisted auditors will be presented to members at the next AGM.

8. Annual Plan and Budget 2015- Coordinator

PF 2016 Budget

PF Finance and Admin Manager presented the PF 2016 budget which he mentioned the total budget to be **TZS 1,977,561,736/= In USD, \$919,796**

Resolution

- *The annual plan and budget 2016 was approved by members.*

9. Election of New Board of Directors - AGM Chairperson

The chairperson announced that there was 1 position available for Dar based members, following the departure of UNA, 2 positions available for an international organization following the departure of Water Aid and Care International and 1 position available for an up-country member following the departure of ADLG.

Criteria

The Chairperson confirmed the eligibility criteria for candidates.

- They must either be a chief executive or a representative of their organization.
- Their organization must have been a member of PF for not less than one year.
- The organization or member must have a good record of attendance at PF meetings.
- They should declare their intended contribution to PF’s mission and vision, and declare what they intend to bring to PF if they are elected as board members.

Election Results

For upcountry member: MACSNET was elected.

For Dar member: The Leadership Forum.

For International members: Kepa was elected.

10. AOB

SWEAT DEVELOPMENT

- Mr Gabriel Tuke called upon members to consider partnering with them in supporting the Kiteto Maasai Women Movement group to attain their goal which is to be free from violation of human rights that have been identified and reported .

11. Meeting Adjournment

The chairperson thanked the members for their attendance and participation.

The meeting was closed at 1440hrs

Chairperson Signature

Date

Coordinator Signature

Date

