

AGENDA

1. Opening
2. Adoption of agenda
3. Confirmation of the previous Minutes
4. Matters Arising
5. Report of the previous minutes
6. Ratification of the 2013 Audit report
7. Presentation of the Strategic Plan and Budget 2014 – 2016
8. Appointment of the Auditor for FY ending 2014
9. Special resolution requiring approval by the members
10. Board members election

11.AOB

policy forum

Presents

No.	NAME	ORGANIZATION	TITLE
1.	Oliva D. Kinabo	Care International, Tanzania	CHAIRPERSON
2.	Fidelis Paul	Water Aid	MEMBER
3.	Scholastica Lucas	SIKIKA	MEMBER
4.	Mary D. Ngowi	TAWLAE	MEMBER
5.	Elizabeth H. Ndakidemi	TAYOA	MEMBER
6.	James Mlali	HDT	MEMBER
7.	Nancy Kissanga	World Vision	MEMBER
8.	Lenick Joachim	YES	MEMBER
9.	Hebron Mwakagenda	The Leadership Forum	MEMBER
10.	Festus Mpita	Aide et Action	MEMBER
11.	Kellen Mgoya	HAFOTA	MEMBER
12.	Jane Luvanga	TFCG	MEMBER
13.	Julius Muungano	PELO	MEMBER
14.	Meramba Tawa	Tanzania Network TNCHF	MEMBER
15.	Grace Zambi	WISE	MEMBER
16.	Consolatha Claude	VICOBA SUSTAINABLE	MEMBER
17.	Daama Mbaga	VICOBA SUSTAINABLE	MEMBER
18.	Humphrey Makussa	WAT - HST	MEMBER
19.	Stephen Mwombela	REPOA	MEMBER
20.	Gloria Jimwaga	HAKIARDHI	MEMBER
21.	Elizabeth Edward	Guluka Kwalala	MEMBER
22.	Faidha Yassin	WLAC	MEMBER
23.	Martina M. Kabisama	SAHRiNGON	MEMBER
24.	Robert Kasenene	UNA Tanzania	MEMBER
25.	Kisiel Mwita	CSD	MEMBER
26.	Sunayrithe Mapunda	VICOBA SONGEA	MEMBER
27.	Esther Mwakipuba	TABCO	MEMBER
28.	Gerald Msendwa	FUO	MEMBER
29.	Peter M. Mosha	KWIECO	MEMBER
30.	Japhet Kurwa	ABC FOUNDATION	MEMBER
31.	Chengula Godson	PELUM TANZANIA	MEMBER
32.	Irene Mshana	RANGO	MEMBER
33.	Aggrey Kandonga	MYDO	MEMBER
34.	Alex Mbwilo	SADEF	MEMBER
35.	Adam Siwingwa	MIICO	MEMBER
36.	Samwely Stanley	YPC	MEMBER
37.	Elias Loidiso	HAKIKAZI CATALYST	MEMBER
38.	Jackson Mkango	CYVA	MEMBER
39.	Felician Lyimo	HEMFA	MEMBER
40.	Lulu Silas	HAKIMADINI	MEMBER
41.	Jimmy Luhende	ADLG	MEMBER
42.	Emma Mashauri	Forum Syd	MEMBER
43.	Yusuph Mohamed	KCS FORUM	MEMBER
44.	Kisiel Mwita	CSD	MEMBER
45.	Donati Alex Senzia	PELUM-TZ	MEMBER
46.	Reynald Maeda	UNA-TZ	MEMBER
47.	Festus Mpita	Aide et Action	MEMBER
48.	Regina Katabi	M-WACOD	MEMBER
49.	John R. Mono	ABC FOUNDATION	MEMBER

50.	Omary N.	GULUKAKWALALA	MEMBER
51.	Boniface Komba	TCDD	MEMBER
52.	Steven Aloyce	AP 2000	MEMBER
53.	Hebron Mwakagenda	The Leadership Forum	MEMBER
54.	Said Badru Suleiman	BOSEDA	MEMBER
55.	Kellen M.	HAFOTA	MEMBER
56.	Jaliath Rangi	HDT	MEMBER
57.	Boniface Maziku	TADESO	MEMBER
58.	Kidani Magwilla	TNCHF	MEMBER
59.	Gabriel Ole Tuke	Sweat Development Organization	MEMBER

Absent

No.	MEMBER ORGANISATION
1	Action Aid
2	ACORD
3	ANSAF
4	CRS
5	Concern
6	HakiElimu
7	LEAT
8	LHRC
9	MES
10	SNV
11	OXFAM
12	PINGOS
13	NCA
14	Save the Children
15	TAPHGO
16	VSO Tanzania
17	TAWIF
18	IECA
19	CODEFA
20	KEPA
21	MBESO
22	CVM, Bagamoyo
23	TAF
24	Restless Development, Tanzania

Secretariat

NO	NAME
1	Semkae Kilonzo
2	Alex Modest
3	Richard Angelo
4	Nuru Ngailo
5	Nicholas Lekule
6	Prisca Kowa
7	Amani Ndoiyella
8	Gibons Mwabukusi
9	Rashid Kulewa
10	Rehema Mkuli

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 since the board chairperson is not allowed to chair the meeting as per regulations. From the last Board meeting the chairperson said the board had suggested three names to vie for the post i.e. Oliva Kinabo- Care International, Elias Loidiso - HAKICATALYST and Samwel Stanley - YPC. The three names are to be voted therefore each contestant spoke in front of members to request their votes.

The election was through an open ballot and the following were the results,

1. Samwely Stanley - YPC (10)
2. Elias Loidoso - HAKIKAZI CATALYST (22)
3. Oliver Kinabo - Care International, Tanzania (22)

The elected Chairperson was Oliva Kinabo after Elias withdrawn from the position.

2. Adoption of Agenda

The chairperson passed the members through the agenda asked participants to table additional agenda where AOB was suggested to be included; the chairperson said few AOB will be included.

3. Confirmation of the Previous Minutes

Members began to pass through the minutes whereby a member suggested that, the names of the members who did not attend the meeting should be included in the minutes as well, PF secretariat are not members as shown in the minutes therefore they should have a separate list.

CADA asked to be included in the list of participants

The minutes were then approved by members for signature

4. Matters Arising

The matters arising were from previous AGM meeting of 2013, the following were the issues discussed;

- Policy Forum MEMARTS
- Discussion and adoption of audit accounts, Ashvir was approved by the members to continue working with Policy Forum
- Social Accountability Practitioners Conference, which was conducted in August 2013 and was a successful one
- Popularization of Councilors responsibilities booklet

- Policy Forum Office Premises

Questions

- A member asked on the status of the membership fee so far
- And an update on the Office Premise

Response and Comments

- Membership fee is part of the agenda so it will be discussed later on
- The coordinator said that, the board suggested that, we find other organizations with their own premises and see how they got the same (the way they had fundraised with their donors). PF is still looking for potential donors to fund the same.
- Members suggested that, more effort be done to acquire our own premises, PF should also think of purchasing a plot
- A member suggested that, PF can seek the houses which are sold by the NHC
- The coordinator said that PF had pursued the option for purchasing houses from the NHC and they were told that the houses that are being sold are only for residential purposes and not for office use but PF will see if this was changed

RESOLUTION: The secretariat should come up with a detailed plan and fundraising strategy to acquire their own premises and share with members during the next AGM

5. Report of the previous Strategic Plan 2011 - 2013

The report was presented by Michael Onesimo, consultant hired by PF to review its SP.

He presented the following;

The methodologies used during the review which were, direct interviews, focus group discussions. And members from Mwanza, Babati and Mbeya were directly interviewed by the consultant.

RATIONALE FOR THE REVIEW

- Capacity building to members
- Analysis done how does it improve the work of PF's Advocacy
- Lessons learnt providing improvement to the future strategic plans
- Effectiveness of the publications by PF (a quote from Angela Kairuki)

OBSERVATIONS

- There was a gap between what is done at the national level and how it reflects the local content
- M&E systems were found weak which results to heavy loss of outcome harvest.

- Mismatch between the publications/reports and how common citizens are using them
- PF be proactive rather than reactive
- Communication strategies be improved

RECOMMENDATION

- Gender issues be mainstreamed into PF programs
- PF to have a full time M&E officer
- Sustainability of SAM be improved

The report will be approved after the members have thoroughly read the report.

6. Ratification of the 2012 Audit Report

The report was presented by Ashivir who audited the 2013 PF financials and highlighted the following;

1. Underpayment of taxes arises from staff gratuity, PF should have divided the gratuity over the 12 months and add to the monthly emoluments before recalculating the PAYE or filling for lump-sum payment form for each staff, management appreciated the comment raised.
2. Implementation of the financial regulations: as per the manual PF is required to maintain the income register so it should adhere to that.
3. Administration Policy issues: there was no quarterly asset status prepared before, also there was no monthly asset status report and lastly there is no vehicle analytic report.

Management responded that in regards to PAYE underpayment, it had sought the advice of internal auditor at the time of paying gratuity and heed to his advice. In response to internal policies, management has all the systems in place and therefore they will abide to the comments raised.

Generally Policy Forum obtained a CLEAN FINANCIAL STATEMENT for the 2013 Financial Year.

COMMENTS:

It's not easy to comply with all regulations, but the recommendations given by the auditors should be worked upon.

The observations are not very serious therefore it still reflects a good situation in the institutions.

Chairperson applauded the secretariat and the network for the clean financial statement.

RESOLUTION: Members in unison passed the Financial Audit Report for the year 2013

7. Presentation of the Strategic Plan 2014-2016 and Budget

Coordinator presented on the following:

The language used to PFs documents were too cumbersome, the SP review report recommended to simplify the language and now PF Vision and Mission have been simplified. Objectives have also been simplified.

Enhancements:

- Gender mainstreaming in PF activities
- On revenues from the extractives industry
- Increase the awareness of tax justice issues
- M&E system in place

He also presented on a new gradual theory of change of Policy Forum.

FINANCIAL ISSUES were presented by the Finance and Administration Manager;

2013-2016 the total budget is 5.2

2014 - 1.7 billion

Status of Financing: Already established a Contract with American Jewish for three years.

Revenue Watch Institute

SDC

In total there are 9 million equivalents to 56% of the total budget. There are potential donors whereby the discussions have begun already.

Contributions/questions/observations

Concern: how does PF influence the policies that reflect directly the daily lives of the communities, in improving the quality of people's lives?

PF as a secretariat has done its part, for instance the publications produced, and at the same time through SAM activities in a way we are working on improving the policies that exists.

Concern: to visit members is very important so that to reflect on how members' activities complement the work of PF then during PF meetings to share on the findings as a result of the visits.

Member applause the PF Board for a good work they have done especially on guiding secretariat on Fundraising strategies

Responses:

Visiting members is a good thing because it will help to know where their offices are and also, to understand what they are doing, and for this year PF secretariat visited members in Morogoro as well as those in Chalinze and Kibaha. The strategy in place is to visit members who are located in district/region where secretariat is working with another member, this is an easy since you will not need to use a lot resources

He applauded the Policy Forum Board for doing a good work.

RESOLUTION: The plan was adopted and approved by the members

8. Appointment of the Auditor for FY ending 2014

This was presented by the Board Chairperson, and explained on the process they went in selecting the company for auditing the PF financials for the year 2014. There was an advert and PF received three expressions among which the current Auditor applied but since the regulations doesn't allow him to audit PF for consecutive three years, the company was disqualified,

Among the three companies; Policy Forum Board suggested HORWATH TANZANIA considering the criteria which were put in place, the selected one had previous worked with the Policy Forum and his work is of a quality.

QN: the question was asked if it is allowed to work with the previous Auditor

RESPONSE: Yes it is allowed, since the time has passed from the last contract with the suggested Auditor

RESOLUTION: Members in unison agreed with the suggested company and therefore 2014 PF financials will be audited by HORWATH TANZANIA

9. Special Resolutions requiring approval by the members

➤ ***Members who have not paid membership Fees***

Board Chairperson presented the recommendation given by the board regarding the same and they said the following;

- Following those members who have not paid the membership fee on the agreed due date a letter should be written notifying them that they membership has

ceased. The letter was sent to 30 member where by the secretariat got 2 feedback – one member agreed the cessation and the other one repaid its membership fee.

- Therefore the board considered those remaining 28 their membership has ceased. In case one wants to renew her membership, the organization will need to apply as a new member and all the procedures in recruiting a member will be followed.

Questions/Comments

Before the final notice were there any reminders in regards to paying membership fees?

Response:

Coordinator: there were notices given for a year and a half. And members were also called to confirm if the letters sent to them have been received.

Resolution: It was agreed those who have not paid their annual fee, their membership has ceased.

➤ Changes to MEMARTS

The assembly resolved to adopt the following text in the MEMARTS:

5. *Members of Policy Forum shall be required to pay annual subscription fee which will be set and reviewed by the Annual General Meeting from time to time.*

10. *Policy Forum membership shall cease when a member fails to pay the annual subscription fee.*

29. *Policy Forum shall normally in each quarter hold a meeting in Dar es Salaam in addition to any other meetings in that year and shall specify it in the notices calling it. The Quarterly Meetings shall be open to all members of Policy Forum and to Observers invited by the Chairperson of the Policy Forum.*

Chairperson insisted that, members should make sure that they are doing works related to policies so as to make their contribution to the network be tangible.

10. Board Members Election

- The chairperson said there were only 2 posts for International members following the departure of ACTION AID and FORUM SYD, 1 posts for Dar based member following the departure of LHRC, and 1 post for upcountry member following the departure of MACSNET

Criteria

- The Chairperson announced the criteria for vying for the posts; a person should either be a chief executive or shared responsibilities; also the

organization should be a member of PF for not less than a year. Another criteria required was for an organization or member maintaining a good record in attending meetings 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

- UNA - Tanzania

2. UPCOUNTRY

- MIICO (18)
- ADLG (26)
- SWEAT DEVELOPMENT (12)

3. INTERNATIONAL

- CARE INTERNATIONAL, TANZANIA
- WATER AID

ADLG was elected by members through the secret ballot to be in the Policy's Forum Board representing upcountry members, whereas CARE International in Tanzania, Water Aid Tanzania and UNA were elected through an open ballot

11. AOB

There were 3 AOB

1. Depreciated Assets: what are the mechanisms put in place for managing the depreciated assets?

Response: PF consulted different organizations like Hakielimu and TACOSODE on how they dispose their assets. We also considered the MEMARTS and it says that we cannot dispose property by giving them to members. What we can do is to see whether we can sell them so as to avoid being biased in case we want to give them to members. We can identify organizations interest in buying them and do it at a lower price. The other option is auctioning them but making sure that we do sell them to our members.

2. Local Government Working Group to consider starting a special fund to assist members in terms of capacity. This was supposed to be discussed by the board but unfortunately it was not discussed. It should be taken back to the board for discussion

The chair adjourned the meeting at 14:50 by thanking the secretariat for the preparations of the meeting. She also thanked the board for a job well done in preparation of the AGM

The session ended up with the filling of the assessment forms.

The meeting was closed at 1450HRS

Chairman Signature

Secretary Signature

Date



policy forum