

MINUTES

AGENDA

1. Opening
2. Approval of new agenda
3. Confirmation of 2015 AGM Minutes
4. Matters Arising
5. Presentation of 2014 Annual Report - PF Coordinator
6. Discussion and adoption of audited Accounts FY 2014 Auditor's report - Auditor
7. Appointment of the Auditor for FY ending 2015 – Chairperson
8. Annual Plan and Budget 2015 - Coordinator
9. Election of new Board of Directors - AGM Chairperson
10. AOB
11. Meeting adjournment

policy forum

POLICY FORUM MEMBERS PRESENT

No.	Name	Sex	Organization	Title
1.	Nemence Iriya	M	MACSNET	Chairperson
2.	Oliva Kinabo	F	CARE International Tz	Member
3.	Omary Ngarumba	M	GULUKA KWALALA	Member
4.	Grace Lugano	F	VICOBA	Member
5.	David Mwandaluma	M	YES	Member
6.	Grace Zambani	F	WISE	Member
7.	Andrew Mbega	M	AATZ	Member
8.	Martina M. Kabisama	F	SAHRINGON Tz	Member
9.	Boniface Komba	M	TCDD	Member
10.	Costantine Deus	M	STIPRO	Member
11.	Aichi Kitalyi	F	TAWLAE	Member
12.	Irenei Kiria	M	Sikika	Member
13.	Omary Mfaume	M	UTSS	Member
14.	Elinasi Monga	M	TFCG	Member
15.	John Iteba	M	TAF	Member
16.	Gertrude Mugizi	F	PSAM	Member
17.	Greysmo Mutashobya	M	HDT	Member
18.	Humphrey Makussa *	M	WAT- HST	Member
19.	Camillus Haule	M	TNCHF	Member
20.	Boniface Maziku	M	TADESO	Member
21.	Deoglas Shakiula	M	AIDE ET ACTION	Member
22.	Hebron Mwakagenda	M	The Leadership Forum	Member
23.	Julius Muungano	M	PELO	Member
24.	Steven Mwombela	M	REPOA	Member
25.	Kellen Mgoya	F	HAFOTA	Member
26.	Oscar Kimaro	M	RESTLESS DEVELOPMENT	Member
27.	Ramadhani Birolele	M	BOSEDA	Member
28.	Evance A. Mvamola*	M	HAKIKAZI CATALYST	Member
29.	Stanley Moses	M	CVM	Member
30.	Jansi Sinkamba	M	TUSHIRIKI	Member
31.	David Ntiruka	M	HAKIMADINI	Member
32.	Regina Katabi	F	M-WACOD	Member
33.	Irene M. Kyamba	F	TABCO	Member
34.	Parment Koromo	M	TAPHGO	Member
35.	Felister M. Oswald*	F	BOSEDA	Member
36.	Yassin Ally	M	KIVULINI	Member
37.	Stewart Shuma	M	KWIECO	Member
38.	Kisiel Mwita	M	CSD	Member
39.	Moses Kanzieni*	M	CODEFA	Member
40.	Jackson Mkango	M	CYVA	Member
41.	Jimmy Luhende	M	ADLG	Member
42.	Aggrey Kandonga	M	MYDO	Member
43.	Kurwa Japhet	M	ABC Foundation	Member
44.	Angelo J. Mtimba	M	FUO	Member

45.	Irene Mshana	F	RANGO	Member
46.	Jilala Calvin D	M	MPC	Member
47.	Peter Matonyi	M	CADA	Member
48.	Alex Mbwilo	M	SADEF	Member
49.	Emmanuel Joseph	M	KCS Forum	Member
50.	Nyambe Mwiambago	M	YPC	Member
51.	Wayda E. Dawite	M	MBESO	Member
52.	Catherine Mulaga	F	MIICO	Member
53.	Gabriel Tuke	M	SWEAT DEV. ORGANIZATION	Member
54.	Abdiel Mola	M	FAWACM – Tz	Member
55.	Dibson Mwakabungu	M	IECA	Member
56.	Israel Ilunde	M	YPC	Member
57.	Felcian Lyimo	M	HEMFA	Member
58.	Godson Chengula	M	PELUM Tz	Member
59.	Bakar Bakar	M	KEPA	Member

ABSENT

No.	MEMBER ORGANISATION
1.	ACORD
2	ANSAF
3	BBC Media Action
4	Forum Syd
5	HakiElimu
6	LEAT
7	LHRC
8	MES*
9	NCA
10	OXFAM
11	PACT Tz
12	PINGO's FORUM
13	Save the Children
14	SNV
15	TAYOA
16	UNA
17	UNGO MOROGORO*
18	VSO Tanzania
19	WaterAid
20	WLAC*
21	World Vision

POLICY FORUM SECRETARIAT PRESENT

NO	NAME
1.	Richard Angelo
2.	Alex Modest
3.	Nuru Ngailo
4.	Anna Kwayu
5.	Amani Ndoyela
6.	Rashid Kulewa

7.	Semkae Kilonzo
8.	Rehema Mkuli
9.	Gibons Mwabukusi
10.	Prisca Kowa
11.	Nicholas Lekule

1. Opening

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

2. Adoption of Agenda

The meeting adopted the provisional agenda which had been circulated prior to the meeting. Two AoB items were added to the agenda.

3. Confirmation of the Previous Minutes

The secretary presented the minutes of the previous AGM, to seek the approval of members. There were some changes made to the minutes, eg. to the list of participants, and to address some grammatical errors.

The members approved the minutes for signature.

4. Matters Arising

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

Policy Forum Office Premises

- Members suggested that PF should consider purchasing its own premises. It was proposed that secretariat should come up with an initial plan, costings, and fund-raising strategy to acquire premises; and should report back to members at the next AGM
- Finance Admin Manager gave a presentation on the strategy employed, and the options which PF has identified. He made the point that there was a need to be strategic in our engagements on this issue, since it might be difficult to find a donor for funding the purchasing of premises.
- The Finance and Admin. Manager said that PF's ownership of premises is amongst the current priorities. Therefore the secretariat will be looking for other sources of funding, including the annual membership fees; although it is a long term plan.

Resolution

- Kellen from HAFOTA together with the Secretariat to work on this and come up with the suggestion to acquire premises and share with members during the next AGM

5. Presentation of 2014 Annual Report - PF Coordinator

The PF Coordinator gave a presentation on the activities undertaken in 2014. Within that, he noted missed opportunities; of which ESCROW was one. He suggested there was a lesson to be learnt from that: as an organization acting in the civic interest, we should not be afraid of political issues around matters concerning public money.

Discussion and Questions

- A comment was made regarding publications, whereby it was suggested to reprint more copies of *“Utawala wa Kidemokrasia katika Jamii”* since this booklet has brought a big impact within communities.
- PF coordinator appreciated the comments made and said that reprinting of that booklet is one of PF’s priorities.

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 HORWATH TANZANIA who audited the 2014 PF financials

Policy Forum obtained a ***Clean Financial Statement*** for the 2014 Financial Year

Resolution

- *Members passed the Financial Audit Report for the year 2014*

7 Appointment of the Auditor for FY ending 2015 – Chairperson

The coordinator presented a proposal to members that, as the current auditor has worked with PF for only one year, the PF board agree continuing with the same for FY 2015.

This was agreed by all members and HOWARTH TANZANIA was again chosen to audit the PF’s financials for 2015.

8. Annual Plan and Budget 2015- Coordinator

The Coordinator presented the 2015 annual plan and stated the following as priority areas;

- General Election; where PF through members will be engaging through civic education.
- Academia; where PF will continue collaborating with Academics within fields of research which relate to the work of PF.
- Communication Strategy; where PF is currently updating its communication strategy. When that is finalized it will be shared in the following Quarterly Meeting.

This year, Policy Forum will also:

- Work to mainstream gender to members; the plan being to commence with the working groups.
- Continue its engagement in constitution and tax justice, including its advocacy for the Parliamentary Budget Office (PBO).
- Engage in Gas and Revenue Management bills through HakiRasilimali working group.

Coordinator also mention challenges which secretariat faces including;

- Inconsistency in the participation of members,
- Monitoring & Evaluation
- Systematic documentation; where he noted that the secretariat is currently working on a simplified template for documentation. Once that is approved by the board it will be shared with members.

Discussions and Questions

- One comment from a member was that the visibility of PF in policy issues is minimal. He recommended that the Secretariat and Members should organize one big event in a year which would help to address the issue of visibility.
 - The response to the above comment was that, in PF, we don't have a single activity in a year which distinguishes between a member and secretariat. However, at National level the visibility of PF is high.
- What is the attribution of members in the PF report?
 - PF is a network, and it is working through PF working groups; which are BWG and LGWG. The members of these working groups are members of PF. There is nothing which will be conducted in PF without their approval. Therefore everything in the report has been implemented by members through these working groups.
- How does the PF work plan reflect the issues we have been advocating, considering the fact that 2015 is the election year?
 - Through PF working groups, members will discuss how they are going to engage

PF 2015 Budget

PF finance and Admin Manager presented the PF 2015 budget which he mentioned the total budget to be **TZS 1,780,715,629/= In USD, \$1,066,297**

Resolution

- *The annual plan and budget 2015 was approved by members.*

9. Election of new Board of Directors - AGM Chairperson

The chairperson announced that there were 2 positions available for Dar based members, following the departure of HakiElimu and SAHRINGON; and 1 position available for an up-country member following the departure of YPC.

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: PELUM Tanzania was elected

For Dar based members: TAWLAE and TFCG were elected

10. AOB

TNHCF

- A member from Tanzania Network of Community Healthy Fund (TNHCF) presented to members on the importance of enrolling into the National Health Insurance Fund (NHIF). TNHCF together with NHIF has a project where individuals can form a group of up to 6 members and enroll into the NHIF. The cost for will be Tsh. 76,400 per year. He believes this is a good opportunity for PF members to explore.

M- WACOD

- A member from M-WACOD wanted to know if PF is a member of TASEO.
 - The answer given was that PF is not a member of TASEO; however PF and TASEO work together in overseeing the election process.
- A suggestion was made that secretariat could contact REPOA and obtain CDCF research findings to be used as evidence during the CDCF litigation hearing.
 - The PF Communication manager worked on this and the report was published then presented in one of the PF breakfast debate.
- It was recommended that, in raising awareness about 2015 election, PF members should also use the media i.e. radio and television programs. Also that members should be capitated in the proposed constitution referendum vote, and furthermore that the proposed constitution should be popularized by PF.

11. Meeting Close

The chairperson thanked the members for their attendance and participation.

The meeting was closed at 1440hrs

Chairperson Signature

Date

Coordinator Signature

Date