

2017

# Policy Forum's Pre- Annual General Meeting Report and Minutes



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## **EXECUTIVE SUMMARY**

The Policy Forum (PF) is a network of 76 Tanzanian civil society organizations drawn together by their specific interest in augmenting the voice of ordinary citizens to influence policy processes that help in poverty reduction, equity and democratization with a specific focus on public money accountability at both central and local levels. The overall goal is to contribute to the evolution of democratic governance in Tanzania through enhanced capacity of various actors involved with holding their government to account. Policy Forum works together to influence policy processes that improve the lives of all Tanzanians through enhanced governance and accountable use of public resources and effective protection for human rights.

PF's MEMARTS requires members of Policy Forum located in 16 regions of Tanzania to meet on an annual basis to conduct an Annual General Meeting (AGM). The rationale of the two days meeting is to orient PF members on network activities and decide on PF's strategic direction including electing Board Members and Approving New Auditors.

This report aims at capturing the first day of the meeting commonly referred to as Pre-Annual General Meeting that took place on 16<sup>th</sup> March 2017 at Blue Pearl Hotel, Dar es Salaam.

Basically during the first day of the meeting, members were oriented on PF; this was done through an introductory presentation to PF, A panel discussion was conducted on some of the strategic areas that PF will be working on in 2017-2020 which includes; gender and budgeting, service delivery at local level and ended by presentations from members of the Budget Working Group (BWG) and Local Governance Working Group (LGWG) on the activities they had conducted in 2016 and their planned activities for 2017.

<b>ABBREVIATIONS</b>
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AGM	Annual General Meeting
ALAT	Association of Local Authorities in Tanzania
BWG	Budget Working Group
HDT	Health Promotion Tanzania
LGWG	Local Governance Working Group
NAOT	National Audit Office
NGO	Non-Governmental Authorities
PF	Policy Forum
PO-RALG	President's Office- Regional Administration & Local Government
SP	Strategic Plan
TDHS -MIS	Tanzania Demographic and Health Survey - Malaria Indicator Survey
TGNP	TGNP Mtandao
YPC	Youth Partnership Countrywide
O& OD	Opportunities and Obstacles to Development

## **PRE-ANNUAL GENERAL MEETING – DAY ONE**

The meeting started with registration of PF members and when the quorum was present, PF's Coordinator asked a board member to chair the meeting as stated/required in the MEMART.

Donati Senzia, a representative of Policy Forum's Board of Directors chaired the first day of the meeting; he began by welcoming members of Policy Forum (PF) to the meeting. He gave the rationale of the Annual General Meeting which he said is to orient PF members on the network's activities and decide on various crucial issues related to PF's strategic direction such as electing new Board members etc.

He asked participants to introduce themselves before doing anything, so he asked new members to introduce themselves first.

### **Introductory Presentation to Policy Forum**

A brief presentation on Policy Forum was provided with the aim of orienting new members about Policy Forum especially on its; Mission, Vision, History, Objectives, Activities, highlights of the PF's Strategic Plan (SP) for 2017-2020 (he said more details of the SP will be discussed during the second day of the AGM).

In the presentation, it was accentuated that Policy Forum is neither a grant-organization nor a reference for NGO's to getting funds.

After members were invited to comment or ask questions on the presentation made, the following were the issues raised;

- A participant asked to be provided more details as to why PF will not provide reference for members in getting funding.
- Why PF does not operate in Zanzibar despite the fact that there are some policies which are cross cutting.
- PF should think of getting members from Zanzibar as well
- Vigilance should be taken on the issue of having members from Zanzibar
- We should also try and see the legal aspect of this; is the same law that is used to register NGOs in Tanzania having effect to NGOs in Zanzibar?

### **Response to the Questions and Comments**

The Secretariat together with the Board Members responded to the questions and comments raised by PF members as follows;

- PF will not be a referee for members in getting funds but can provide a letter stating that the NGO is a member of PF. The rationale for this is to avoid the risk of liability in case the NGO is not accountable in managing the funds.
- The presentation should have stated that PF is not a guarantor instead of a referee in getting funds. The secretariat should therefore rephrase the presentation and put a more suitable word that won't raise more questions to members.
- The issue of Zanzibar is noted, the secretariat should seek to find a law which registers NGOs in Tanzania and see how it affects Zanzibar NGO as well.
- The coordinator responded that PF has never received membership application forms from NGOs in Zanzibar; the reason to this has not been clear however as a network we still can look into this and immerse them into the network.

### **PANEL DISCUSSION ON GENDER AND GENDER BUDGETING**

Members had a panel discussion on Gender and Gender Budgeting, the rationale of this session was to orient PF members on some of the areas that PF will undertake in its new Strategic Plan 2017-2020 (which includes Gender and Gender Budgeting). The session was partly organized by TGNP Mtandao, a member of Policy Forum.

The moderator of the session, Gloria Sechambo from TGNP Mtandao welcomed speakers to the panel. The speakers were from Care International, TGNP Mtandao, ActionAid-Tanzania and Youth Partnership Countrywide (YPC).

#### **Panelist 1: Edward Mhina from TGNP Mtandao**

Key Issues that emerged from Mr. Mhina's discussion were;

- How gender is addressed in SDGs and Gender Responsive Budgeting.
- How the economy and SDGs have an impact on gender.
- Economy Empowerment starts at our homes so does SDGs. We should ask ourselves how we are contributing towards the goals.
- Goals of SDGs and its impact on gender.
- We should first start to ask ourselves what we have done before we put all the blame on the government; how are we empowering the male and female children at our homes towards the economy and SDGs.
- Some people are actually practicing gender budgeting unconsciously without knowing for instance through building dormitories for both male and females, condoms for both males and females etc. Therefore, this is the kind of system we should try to enhance.

#### **Panelist 2: Geoffrey-YPC**

The following were some key aspects that were raised by Geoffrey in the panel discussion;

- Around 60% of the youths who graduate do not have formal jobs therefore most of these youths face a lot of challenges such as being sidelined in economic issues with the belief that they lack the capacity to plan.
- Most of the Youth (both male and female) are not fully aware of the opportunities available to them such as the 5% budget allocation provided for them at the council level.
- Taking an example in the education sector, it's evident that there are some subjects which are taken by males more than females so empowerment can also start here.
- CSOs should provide empowerment to youths in issues of leadership, entrepreneurship and politics.

#### **Panelist 3: Samwely Mkwatwa- ActionAid International**

The following were some key aspects that were raised by Samwely in the panel discussion

- The issue of budget should be looked into the context of governance and democracy. It underpins aspects of human rights. In this aspect every group in the society should take part in it including women and youth; they should not be left behind.
- These are also the same people who have a massive contribution to the national economy through tax.

- Most of the national policies are in support of men than women. Therefore effort should be taken first to provide empowerment to these women.

#### Panelist 4: Mwanahamisi- Care International

The following were some key aspects that were raised by Mwanahamis in the panel discussion

- Budget determines where resources should go. The fact still remains that there has never been equality between men and women. This being the case, if we want to bring sustainable development then we need to resort to gender budgeting. Every aspects of the sector should be given a gender eye because gender is a cross cutting issue.
- It is seen that, 70% of bank account holders are men, she suggested that this in the gender aspect should not be dealt blindly but ways should be sought to make sure that more women are able to open bank accounts through providing awareness.
- It should be known that, care economy contributes a lot than cash economy therefore this should also be valued as the contribution of women in development.
- What are we as CSOs Doing towards this? Most of our organisations are not doing gender budgeting. This should start within our organisations to address this.

#### **SECOND PANEL DISCUSSION ON SERVICE DELIVERY AT THE LOCAL LEVEL**

The second panel discussion on Service Delivery at the Local Level emanated from another theme that underlies PF's strategic area of focus. Apart from orienting members on the theme the session also aimed at sharing experience from PF members and PO-RALG on service delivery at the local level.

The moderator of the session, Moses Kimaro from Association of Local Authorities (ALAT) invited the following panelists;

1. James Mlali from Human Promotion Tanzania (HDT)
2. Richard Msittu from Sikika
3. Sebastian Kitiku from PO-RALG

#### Panelist 1: Richard- Sikika

Mr. Richard presented on the experience of Sikika in improving health service delivery in Tanzania.

- He said it is important to have three things; policies, systems and structures in order for service delivery at the local level to work, which must target the citizens. In this regard two sides are involved namely service users (who are the citizens) and service providers.
- In providing service it is equally important to abide to aspects of accountability and good governance.
- To ensure provision of health services it is important to improve infrastructures, hence policies must be implemented to ensure they serve the needs of the citizens.
- The increase 40% on development budget, how has this led to the improvement of service delivery in Tanzania?
- Community inclusion is still a challenge at the LGA level. The major challenge that affects the health sector is insufficiency of medical supply at the health care centers and dispensaries.

- Citizens must know that they are all entitled to have information hence they should demand for their right in order to enjoy them.
- Do client service charters work?

#### Panelist 2: James Mlali-HDT

These are the issues communicated by James:

- Appallingly, the Tanzania Demographic Health Survey (TDHS) report of 2015/2016 indicates that the maternal mortality rate (MMR) has increased from 454 to 556. More than 50 women die per day.
- Tanzania population increases by 1 million per annum. This means that demand for quality services increases by 1 million per annum as well.
- Tax payment has an impact in budget increase. How much is the citizens' contribution towards tax?
- In most cases the allocated budget is usually not disbursed.
- He mentioned that it is important that the rate of revenue increase should go hand in hand with the rate of population increase.
- Councils face a lot of challenges in handling revenues, human resources. Given the fact that councils have been given the mandate to provide services. What should be done?
- O&OD should be revived at the local level to ensure citizen inclusion. Government should adhere to the rights demanded by its citizen. Collective accountability is important.

#### Panelist 3: Sebastian Kitiku - PO-RALG

Sebastian had the following arguments:

- Some of the ministries have not devolved their mandate completely and this has been a very big challenge. E.g. the Ministry of Water.
- In 2015/16, 40% of the water projects were not completed
- The development budget for the 2016/17 increased to 40% and up to 20% of the budget was already disbursed.
- The local authorities' financial management has been improved so as to make sure there is accountable use of financial resources.
- All financial transactions are monitored by the PO-RALG, with these improved financial systems; the ministry believes it will lead to improved service delivery.
- PO-RALG monitors financial transactions from LGA
- Social Service Delivery: standard and quality of social service delivery
- The service delivery department oversees all issues related to rights and service delivery at local level. The challenge they face is that, some of the village leaders do not conduct the governance meetings as required because of fear of being held into account.
- 251 Million was allocated for purchasing health and medical supplies for all health infrastructures
- There is still the challenge of Decision Making. For instance, there is a case where 400 million was present in the account at the same time health centers do not have medicine.
- Improved O& OD to enhance community participation and ownership.

- Collaboration between CSOs and PORALG has been stretched.
- Most of the appointed DED are new therefore they lack experience.

### Questions

The following were the questions emerged after the third panel dialogue:

1. Challenge to information accessibility. LGAs website is not up to date. How will the government address this?
2. How has the ministry addressed the challenge of fearful decision making by the new DEDs; continue building their capacity.
3. Improved O&OD: Have trained 5 zones on the same. Simplified LGDG by April they will go all over the country to train the councils on the same.
4. In adherence to the needs of the communities by the government
5. Allowance of VCs: LGAs to decide on the mode of payment

### WORKING GROUP PRESENTATIONS

Policy Forum's working groups on Local Governance and Budget had the opportunity to present to other members of Policy Forum on the activities they had conducted in 2016, the challenges they had encountered and their planned activities for 2017.

A representative from the Policy Forum secretariat presented on behalf of the Budget Working Group (BWG) as follows;

The activities implemented by the group in 2016 were as follows;

- Produced policy briefs on education, health, agriculture and illicit financial flows
- Contribution to the preparation of the Citizens Budget
- Engagement with NAO

### Challenges

- Unsatisfactory attendance (patchy participation of working group members)
- Delays in publishing citizens budget booklet
- Members not actively contributing to the production of governance study.

### Activities intended to be conducted by BWG 2017

The BWG intends to conduct the following activities for 2017;

- Analysis of the National Budget
- Collaborating with MOF, NAO
- Capacity building
- Engaging with MPs
- Advocacy on PBO
- Producing Governance Study
- Conducting Monthly Working Group Meetings

Israel Ilunde, a convener of the Local Governance Working Group (LGWG) presentation.

Activities implemented by LGWG in 2016.

The following activities implemented in 2016;

- Popularization of 3 local governance documents

- Identifying the theme for PF's TV spot (Freedom of Information)
- Councilors Training Kiteto and Mafinga
- Conducting the Monthly Breakfast Debates
- Engaging with ALAT
- Engaging with PO-RALG

LGWG planned activities for 2017

He presented on the LGWG planned activities for 2017 as;

- Popularization of SDGs & FYDP
- Conduct councilors training
- Engaging with PO-RALG
- 2017 TV Spot

#### Discussion

- A member requested the Secretariat to reprint "Utawala wa kidemokrasia katika Jamii" booklet.
- A Call was made to members to engage when the government sends miscellaneous amendments to the parliament.
- PORALG: requested copies of SDGs, MJUE DIWANI

After the presentations, the Chairperson of the meeting closed the meeting by thanking PF members for their attendance and participation during the half day meeting and welcomed them for lunch.

## **ANNUAL GENERAL MEETING – DAY TWO**

POLICY FORUM ANNUAL GENERAL MEETING - 17TH March 2017 Venue:  
BLUE PEARL HOTEL, DAR ES SALAAM. Minutes

### **AGENDA**

1. Opening
2. Approval of new agenda
3. Confirmation of 2016 AGM Minutes
4. Matters Arising
5. Presentation of 2016 Annual Report - PF Coordinator
6. Discussion and adoption of audited Accounts FY 2016 Auditor's report - Auditor
7. Appointment of the Auditor for FY ending 2017 - Chairperson
8. Strategic Plan and Budget 2016 - 2020 - Coordinator
9. Election of new Board of Directors - AGM Chairperson
10. AOB
11. Meeting adjournment

POLICY FORUM MEMBERS ATTENDANCE

No.	Name	Sex	Organization	Title
1.	Jansi Sinkamba	M	TUSHIRIKI	Chairperson
2.	Carolina Tizeba	F	ADLG	Member
3.	Omary Ngaromba	M	GULUKA KWALALA	Member
4.	James Mlali	M	HDT	Member
5.	Boniface Komba	M	TCDD	Member
6.	Jane Luvanga	F	TFCG	Member
7.	Kellen Mgoya	F	HAFOTA	Member
8.	Joseph Kweka	M	PELO	Member
9.	Reynald Maeda	M	UNA	Member
10.	Aika Kitalyi	F	TAWLAE	Member
11.	Samwely Mkwatwa	M	ACTION AID TANZANIA	Member
12.	Lucas E. Yamat	M	ANSAF	Member
13.	Charles Meshack	M	TFCG	Member
14.	Stephen Mwombela	M	REPOA	Member
15.	Grace Mwangamila	F	SAHRINGON	Member
16.	Saddan Khalfan	M	TYVA	Member
17.	Gloria Sechambo	F	TGNP	Member
18.	Hebron Mwakagenda	M	The Leadership Forum	Member
19.	Winifrida Matutu	F	TAWLAE	Member
20.	Bakhar Khamis	M	KEPA	Member
21.	Remmy Lema	M	LEAT	Member
22.	Neema Bwaira	F	Save the Children	Member
23.	Irenei Kiria	M	SIKIKI	Member
24.	Boniface Maziku	M	TADESO	Member
25.	Asia Lembariti	F	MACSNET	Member
26.	Felician Lyimo	M	HEMFA TZ	Member
27.	Peter Matonyi	M	CADA	Member
28.	Kais Kyamba	M	IECA	Member

29.	Wayda E. Dawite	M	MBESO	Member
30.	Hilary Tesha	M	KWIECO	Member
31.	Japhet Kurwa	M	ABC	Member
32.	Sharifu Maloya	M	LANGO	Member
33.	Godfrey Daniel	M	YPC	Member
34.	Donati Alex Senzia	M	PELUM TANZANIA	Member
35.	Said Badru	M	BOSEDA	Member
36.	Alex Mbwilo	M	SADEF	Member
37.	Yohana O. Parmelo	M	TAPHGO	Member
38.	Amani Mhinda	M	HAKIMADINI	Member
39.	Rev. Abdiel Mola	M	FAWACM	Member
40.	Gabriel Ole Tuke	M	SWEAT	Member
41.	Regina Katabi	F	M-WACOD	Member
42.	Jackson Mkango	M	CYVA	Member
43.	Ahmed Mohamed	M	ACORD	Member
44.	Jimmy Luhende	M	ADLG	Member
45.	Bonventure Mtalimbo	M	UNGO	Member
46.	Aggrey Kandonga	M	MYDO	Member
47.	Angelo Butimba	M	FUO	Member
48.	Kisiel Mwita	M	CSD	Member
49.	Vicent Joseph	M	TABCO	Member
50.	Magesa Nathaniel	M	CVM	Member
51.	Ally Seif Ramadhani	M	LHRC	Member
52.	Samiji Eneza	M	CODEFA	Member

#### ABSENT

No.	MEMBER ORGANISATION	REASON
1	BBC Media Action	NONE
2	CRS	NONE
3	Children in Crossfire Tanzania	NONE

4	HakiElimu	NONE
5	Hakikazi Catalyst	NONE
6	KCS Forum	NONE
7	MIICO	NONE
8	MPC	NONE
9	PACT TZ	NONE
10	PINGO's FORUM	NONE
11	RANGO	NONE
13	TAYOA	NONE
14	TNCHF	NONE
15	VSO	NONE
16	WAT	NONE
17	Water Aid	NONE
18	WISE	NONE
19	UTSS	NONE
20	World Vision	NONE
21	Care International	NONE

#### POLICY FORUM SECRETARIAT ATTENDANCE

NO	NAME
1.	Richard Angelo
2.	Elinami John
3.	Nuru Ngailo
4.	Anna Kwayu
5.	Amani Ndoiyella
6.	Rashid Kulewa
7.	Semkae Kilonzo
8.	Amne H. Islam
9.	Gibons Mwabukusi
10.	Prisca Kowa

11.	Nicholas Lekule
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#### 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.

#### 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 on names 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*

Hebron Mwakagenda gave the updates and mentioned they continue to solicit the areas with CDA, and they have requested for the place as NGOs. More than 20 NGOs have requested for the same. At the moment, they are waiting feedback from CDA where they will give the update as how many plots will be sold then this will be communicated to the next AGM.

##### *Resolution*

- Board will give updates on the same in the next AGM.

#### 5. Presentation of the 2016 Annual Report - PF Coordinator

The PF Coordinator gave a presentation on the activities undertaken by PF in 2016. He started by giving out the PF objectives as per the 2014- 2016. He then went on presenting the activities implemented in 2016 as follows;

- Producing Policy Briefs on Agriculture, Livestock
- Engaged in the Stop the bleeding Campaign where MPs signed a declaration form to support the campaign
- Produce analytical think piece on Double Taxation Agreement
- Issuing Positions statements on policy issues

PF also continued on disseminating relevant policy materials, Statistics shows the number of users of PF website have increased. Statistics are as well showing most users reach our website through mobile phones.

PF continued to popularize different policy documents, for 2016 LGWG reprinted the booklet on "Mjue Diwani", and popularized SDGs on the view of LGAs. PF continued to organize Breakfast Debates with an increased participation of different stakeholders. The production of TV spot on Right to Information was aired in different TV stations i.e. ITV.

On Capacity Enhancement, PF in collaboration with MMC-TNRF implemented SAM on Forestry Governance. On oil and Gas Pf partnered with LANGO- Kilwa and MRENGO, Mtwara, Both sites focused on service levy. Findings showed there was mismanagement of revenues from oil gases, something which the authorities have promised to work on.

On Policy Engagement, PF engaged with MPs on Policy Week in Dodoma, PF also conducted a meeting with NAO, engaged with the tax taskforce of the Ministry of Finance and

Planning. Also conducted workshop for women and youth MPs on how to do Budget Analysis.

#### Discussion and Questions

- On page 11 of the Annual Report DTA, a member wanted to know more about this, and asked if the document has been translated into Swahili, it was responded that, the document will be translated this year and it is in the implementation plan.
- On page 14, on the review of the Understanding Budget Process in Tanzania; A member needed further clarification on this; it was responded that from the WG workshop conducted in 2016 PORALG offered to review the book.

#### Resolutions

- *The report was approved by members*

7. Discussion and adoption of audited Accounts FY 2016 Auditor's report - Auditor  
The report was presented by CROWE HORWATH TANZANIA who audited the 2016 PF financials Policy Forum obtained a ***Clean Financial Statement*** for the 2016 Financial Year. Gave a snap shot on how they undertook the audit process

- Review internal controls where there were adherences
- Compliance report
- Procurement Policy are followed
- Management operation
- Compliance with the Tax regulations
- Compliance to the administration and financial Policies

#### Discussion and questions

- On management letter, it was advised that management letter should not be presented to AGM; there was a different view in regards to this, that management letter should continue be presented to the AGM

Presence of an Auditor was seen important due the fact that there might be instances that requires his/her expertise.

*Resolution: Auditor should come and read the opinion while the management letter be read only to the board*

- Communication and Public Engagement; Expenditure of the monthly breakfast debates is seen, but the expenditure of the WGs are not seen. He needed clarification of this: Finance Manager gave explanation that, their expenditures are costed on the specific activities that involves the WG. And they are shown in an aggregate way.
- WG specific budget: explanation WG activities are in the entire plan as the secretariat implements its activities through the WG

#### Resolution

- *Members passed the Financial Audit Report for the year 2016*

#### 8. Appointment of the Auditor for FY ending 2017 - Chairperson

Finance Manager presented to the meeting that, there were two names presented to the board to be chosen as Auditors. The names were PWC and HLB MEKONSULT. The Board chose HLB MEKONSULT to be the next auditor.

Board Member cautioned that before presenting this to members, there should be at least a write up which shows how the board chose the auditor. Hence in future this should be considered.

Board Chairperson clarified to the members on the processes they went up to selecting the current auditor. And they analyzed the following criteria: Auditors Cost, Credibility, experience etc. He requested members to endorse the proposed Auditor

Member asked is it important for the Board Resolution to be presented to the AGM; not everything discussed by the board needs to be presented to the AGM. Another Member insisted it is valid and very relevant to bring the matter to the AGM for endorsement.

#### *Resolution*

*Members Agreed for the HLB MEKONSULT to be the PF auditor for the next two years.*

#### Strategic Plan and Budget 2016 - 2020 - Coordinator

Coordinator presented to the members an overview of PF objectives. He then presented to the members on the theory of Change of the outgoing PF SP 2014- 2016.

As the PF SP was coming to an end, PF conducted the SP evaluation focusing on the three areas i.e. relevance of PF advocacy initiatives, SAM as a tool for PRM and Longer impact of the SP.

The result of the evaluation as per the four PF objectives saw that the activities implemented do not result to the improved service delivery as per the PF theory of change. The consultants gave a recommendation that in new SP, ToC should be detailed and thoroughly constructed.

In current SP-PF has formulated a detailed TOC, Formulate a detailed MEL framework and currently PF works with PSAM to strengthen MEL

The new SP has major three outcomes:

1. Strengthened PF members' capacity to influence and monitor the implementation of policies relating to public resources
2. Improved State responsiveness to Policy Forum's advocacy agenda relating to the accountable use of public resources
3. Institutional effectiveness and efficiency of Policy Forum network is sustainably enhanced.

PF will continue to work with CSOs outside Dar es Salaam, tax justice issues, sustain its efforts to mainstream gender, Member-led in reviewing and adopting new ToC. An animated video of the PF ToC was showed to members.

#### Discussion and Questions

Pg 20 on the ToC - on the roles, she suggests the structure of the working groups be improved so that they go hand in hand with the changes. There should also be a scheme of service?

Pg 19, on first bullet last two paragraphs needs to be rephrased. Add other areas where there are extractive sources. Regional representation should be spelled out in the SP, as there are some members who are engaging in such processes. EAC:

How are we moving forward in regards to SAM implementation; PF is not in the structure of sub-granting. Members who are implementing SAM can request for financial support from FCS. Requested members to feedback the secretariat on what they are implementing on the ground- this will ease the referencing process.

Request a link of ToC: Link will be shared

What is new in the New SP: this question was responded by the coordinator and he mentioned that - PF has now focused more in a convening Role, the SP is for 4 years, and PF has strengthened the MEL systems.

#### Resolution

- *The SP for 2017 -2020 was approved by members.*

#### 9. Election of New Board of Directors - AGM Chairperson

The chairperson announced that there was 1 position available for Upcountry Members, following the departure of PELUM, 2 positions available for Dar Based Members following the departure of TFSG and TAWLAE.

#### 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.

HAFOTA showed interest on vying for the post, however the interest was declined following her outdated information in her file which do not comply to the criteria. Chairperson advised her to update her information to fit the criteria.

STIPRO withdrew her interest.

Every member has the right to vie for the post in the network; however, the acceptable procedures must be followed.

Dar Based, Following the withdraw of STIPRO from the contest; HDT was voted a yes VOTE as he was the only one.

To fill in another post for Dar based member it was agreed for the board to work on it, if this will not be successful then the election will be conducted in the coming QM.

#### *Election Results*

For upcountry member: HAKIMADINI

For Dar member: HDT

Outgoing Board members gave a word of thanks to the network and appreciated the support the network offered during their tenure. Appreciation certificate for their leadership was presented

#### *Resolution*

*Board to review the criteria for Election and the process should be conducted in a proper way. Learn from the like-minded organization.*

#### *Members Contribution Fee*

A representative from board of directors presented to members that, the board of directors have suggested to increase the annual fee from Tshs 50,000/= to 100,000/=

#### *Discussion & Questions*

A member supported the idea, but wanted to know when will this changes be effected?: the changes will be effected from next year 2018

Wanted to know for those organizations which do not pay annual fee, are the measures still apply: Suggested the proposed Annual fee be paid in installments: accepted

#### *Resolution*

Members accepted the increment and the changes will be effective from January 2018 and members were allowed to pay in two installments. And by September a member who has not paid his annual fee by 100% he will be regarded as non-member.

#### 10. AOB

#### *CADA*

Presented to members on the opportunities availed to the CSOs in terms of youth participation.

They have been communicating with UN on issues related to SDGs and they have been elected to be members of UN-ECOSP

11. Meeting Adjournment

The chairperson thanked the members for their attendance and participation.

The meeting was closed at 1424hrs



Chairperson's Signature

Date 21.3.2018



Coordinator's Signature

Date 21-3-2018

**\*The End\***