



1st Steering Committee Meeting Minutes
Protected Areas System Strengthening (PASS) Project



27 October 2014

Fürstenhof Protea Hotel, Windhoek

ATTENDED:

Ms L. Mupetami:	Deputy Permanent Secretary, Natural Resources Management, MET
Ms A. A. Tsuses:	Director Administration, Finance and Resource Management, MET
Ms E.T. Hashikutuva:	Deputy Director, Tourism Development, MET
Mr N. Willemse:	Programme Officer, Energy and Environment Unit, UNDP
Mr C. Sikopo:	Director, Regional Services and Park Management, MET
Mr B. A. De Klerk:	Chief Inspector, NAMPOL - PRU
Mr K. E. Shilongo:	Field Coordinator, PASS Project
Ms M. Mbapaha:	Senior Forester, Directorate of Forestry, MAWF
Captain R. S. Matengu:	Head: Traffic, Provost Division, MoD
Mayor F. Kangootui:	Head: Operation and Training, Provost Division, MoD
Ms M. Boonzaier:	Prosecutor: Office of the Prosecutor General, MoJ
Ms H. N. Haidula:	Administrator Accountant, PASS Project
Ms T. N. Iileka:	Young Professional Apprentice, Energy and Environment Unit, UNDP
Mr J.N. Heita:	Manager, PASS Project
Ms R. Hasheela-Haipinge:	Technical Advisor, PASS Project

APOLOGIES

Mr T. Nghitila:	Environmental Commissioner, Department of Environmental Affairs, MET
Ms E. Hamunyela:	Acting Director, Scientific Services, MET
Mr F. Nghifwenwa:	Director, Economic Policy Advisory Services, MoF
Mr N. Boyer:	Deputy Resident Representative, UNDP
Mr N. Amadhila:	Senior Forester, Directorate of Forestry, MAWF

AGENDA

1. Opening and Welcoming
 2. Introduction of Participants
 3. Adoption of the agenda
 4. PASS Project Presentation
 5. PSC decisions and recommendations
 6. AOB
 7. Next meeting
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1) OPENING AND WELCOMING

The chairperson, welcomed the members to the first Project Steering Committee (PSC) meeting for PASS project. She highlighted that, as it was the first PSC meeting, that the aim was to introduce the project and provide information for the members to understand what the project entails, its focus, interventions and specific targets.

2) INTRODUCTION OF PARTICIPANTS

All participants introduced themselves and the institutions they are representing.

3) ADOPTION OF THE AGENDA

The agenda was adopted without amendments.

4) PASS PROJECT PRESENTATION

In-line with the Chairperson's remarks, the Project Manager gave an overview presentation of the project, giving background information on the project financing as well as implementing and executing partners. In addition, he shed some light on the project management arrangements, project objective and the project components, namely: 1) Improving current systems for revenue collection and developing new mechanisms for revenue generation; 2) Cost-effective law enforcement through applying sound principles of the enforcement economic model; and 3) Improved Fire Management Strategies leading to reduced degradation of wildlife habitats.

He further presented the recommendations that have been captured in the Inception Report that was produced after the project Inception Workshop which took place on the 16th of June 2014, just before the commencement of the project in July. The committee was expected to approve the Inception Report.

The project manager also presented the work plan for 2014, with particular focus on the key activities for implementation and on the budget as follows:

- Review of the progress made by the Millennium Challenge Account (MCA) on the implementation of the automated revenue collection system for the Etosha National Park (ENP);
- Covering of the outstanding components from where MCA left off and continue implementation of the ENP park entry and revenue systems;
- Upgrading of the Waterberg radio system from analog to digital;
- Conducting a communication need assessment for the Kunene Region;
- Upgrading of patrol camps in the ENP and the Kunene Region, including water provision (elephant proof), strategically located to cater for a larger law enforcement and anti-poaching operational area;
- Providing essential law enforcement equipment for the ENP and the Kunene Region; and
- Procurement of law enforcement boats (amphibious) to access islands in the flood prone north-east regions.

The presentation also included the preparation for a work plan for 2015. He informed the meeting that a field trip has been planned to all project intervention sites, planned to take place between the 10th and the 28th of November 2014. The aim is to conduct an assessment of the management needs at the site level and to establish a baseline on which for the target management activities for 2015.

Furthermore, project manager brought to the attention of the PSC that the PASS Project in conjunction with UNDP is in a process of developing Standard Operational Procedures (SOPs), which will clarify how the project should operate. Once finalised, they will be shared with the PSC.

Finally project manager highlighted the key roles of the PSC members, and advised all members to go through the Terms of Reference (ToR) for them to understand their roles and to make suggestions where necessary.

5) PSC DECISIONS AND RECOMMENDATIONS

No	Action	Responsible	Time Frame
1	The Project Management Unit (PMU) should summarise information on the project document and share it with the PSC members, to aid and simplify the project focus.	PMU	Nov 2014
2	The Inception Report should be shared with the PSC members for them to study and approve the recommendations that were made at the inception workshop.	PMU	Nov 2014
3	The PMU should brief the the Directorate of Administration, Finance and Human Resources (DAFHR) should be briefed on the automated park entry and revenue collection system.	PMU	Dec 2014
4	The IT personnel should be involved in the implementation of the ENP automated revenue generation system from the beginning, as IT will be responsible for the maintenance, repairs and general upkeep after the system has been implemented by the consultants.	PMU	Project Life Span
5	The PASS Project should assist MET and other law enforcement agencies (i.e. NAMPOL's Protected Resource Unit (PRU), Conservancy Game Guards, Prosecutors, Magistrates) with training in response to sophisticated methodologies used by poachers in the fight against escalating wildlife crimes in the country.	PMU	Project Life Span
6	The PASS Project should support the office of the Prosecutor General to act as a centre of coordination between the law enforcement agencies, who are part of its Task Team for Rhino Poaching.	PMU	Project Life Span
7	The PASS Project should assist the law enforcement agencies to develop a system of reporting wildlife crime incidences, especially high value species such as Rhinos and Elephants	PMU	Project Life Span
8	All PSC stakeholders are urged to study their roles in the PSC, and are expected to advise the project on aspects pertaining to their institutions and the areas of expertise to ensure that the project adds value to government efforts on the three (3) main project focal areas.	PSC members	Nov 2014
9	Relevant / resourceful people can be invited to attend PSC meeting, but they will not necessarily be PSC members.	PMU	Project Life Span
10	The PASS Project should assist MET to amend the outdated environmental legislations that are related to wildlife crime handling and prosecution.	PMU	Nov 2014
11	At times, it may be difficult to secure a date for the PSC that suits all members, which may delay decisions, hence for urgent decisions, such as the approval of Work Plan, e-mail communication is an accepted practice.	PMU	Project Life Span

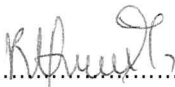
6) NEXT MEETING

The proposed date for the next meeting is the 28th of January 2015.

7) MEETING ADJOURNMENT


Ms Mupetami thanked the members for attending the meeting and for their meaningful participation.

8) CERTIFICATION OF MINUTES


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Raili Hasheela-Haiping
Secretary

Date: 09/05/17


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Louisa Mupetami
Chairperson

Date: 11/05/17