



5th Steering Committee Meeting Minutes
Protected Areas System Strengthening (PASS) Project



09 May 2016

Arebbush Travel Lodge, Windhoek

ATTENDED:

Mr C. Sikopo: Director, Wildlife and National Parks, MET
Ms E. Hamunyela: Director, Scientific Services, MET
Mr V. Kaulinge: Deputy Director, Planning and Coordination, MET
Ms T. Emvula: Deputy Director & Financial Advisor, Finance Division, MET
Mr F. Nghifwenwa: Director, Economic Policy Advisory Services, MoF
Ms V. Tjiho: Economist, Economic Policy Advisory Services, MoF
Ms I. Morota: Deputy Resident Representative, UNDP
Ms M. Boonzaier: Prosecutor: Office of the Prosecutor General, MoJ
Col. Willem Morkel: SSO Civil Military Operations, MoD
Mr B. de Klerk: Deputy Commissioner, MSS, NAMPOL
Ms P. H. Ithana: Intern, UNDP
Mr J.N. Heita: Manager, PASS Project
Mr U. Matundu: Field Coordinator, PASS Project
Ms H. Sakaria: Administrator Accountant, PASS Project
Ms R. Hasheela-Haiping: Technical Advisor, PASS Project

APOLOGIES

Mr T. Nghitila: Environmental Commissioner & GEF Focal Point, MET
Ms M. Mbapaha: Senior Forester, Directorate of Forestry, MAWF
Ms L. Mupetami: Deputy Permanent Secretary, Natural Resources Management, MET
Ms A. Tsuses: Director Administration, Finance and Resource Management, MET
Ms E.T. Hashikutuva: Deputy Director, Tourism Development, MET
Col. F. Rugharo: Head: Traffic, Provost Division, MoD
Mr K. E. Shilongo: Field Coordinator, PASS Project

AGENDA

1. Welcoming
2. Adoption of the agenda
3. Matters arising from the previous minutes
4. Project implementation progress
5. Way forward
6. Next meeting

1. OPENING AND WELCOMING

The chairperson welcomed qll members in attendance to the meeting.

2. ADOPTION OF THE AGENDA

The agenda was adopted without additions.

3. MATTERS ARISING FROM THE PREVIOUS MINUTES

3.1. Training of Prosecutors

Pertaining to the discussions at the last PSC meeting, the Terms of Reference (ToR) for the training of prosecutors and investigators were shared with the PSC members for comments. In addition, the ToR were also discussed with Advocate Danny Small (retired), for finalization and endorsement.

As part of the feedback and update to the PSC, the project reported that, a team of three (3) Trainers has been contracted to carry out the envisaged training. The trainers were carefully identified through a reliable references and based on their expertise and experience in the required subject matters. The trainer's team comprised of:

- i. Mr Bernd Brell (Scene of Crime Expert, specialized in wildlife crime),
- ii. Mr Tommy Hall (Intelligence Expert and Wildlife Investigation Specialists), and
- iii. Advocate Danny Small (Prosecution Expert and still contracted by the PG as the lead prosecutor for all high profile wildlife crime in the high court).

The training is designed for MET's Law Enforcement Officers (Rangers and Wardens), the Namibian Police (NAMPOL), specifically Police Officers from the Protected Resources Division (PRD) and Public Prosecutors from the Office of the Prosecutor General (Ministry of Justice). The training schedule is as follows:

Session	Date	Target Group	Venue
1	28 – 30 April 2016	Law Enforcement Officers from areas north of Etosha	Uukwaluudhi (Uukwaluudhi Lodge)
2	12 – 14 May 2016	Officers from Kunene Region	Kamanjab (Farmers Hall)
3	19 – 21 May 2016	Officers from Northeast Regions	Divundu (Popa Falls, NWR)

3.2. Monitoring and Evaluation Framework

The Monitoring and Evaluation (M&E) Framework, also referred to as the Strategic Results Framework (SRF) is a tool that is used to track and measure the implementation of project outputs (achievement/failures), as outlined in the project document. The M&E or SRF appears incomplete in the project document (which is an omission during the formulation of the project document) and the project has been working with the UNDP country office (UNDP-CO) and the UNDP Regional Technical Centre (RTC) for Africa (based in Ethiopia) towards the finalisation of the SRF.

As feedback, the project reported that the SRF has not been finalised as yet, but there is progress. The Project Management Unit (PMU) and UNDP-CO worked on the SRF and submitted it to the UNDP-RTC in Ethiopia for comments. The omission from the SRF, as it appears in the project document, is the Score Card for Capacity Development (a tool used to measure capacity development in the project interventions sites), which is part of the M&E SRF, but the score card was nowhere to be found at Project and UNDP-CO level. Feedback from Ethiopia is that they will obtain the relevant score card from UNDP Head Quarters in New York and share it with the UNDP-Namibia. Both the Project and UNDP-Namibia are waiting for final guidelines from the RTC in Ethiopia.

Action 1:

The UNDP representative (Ms Izumi Morota) and the Project Technical Advisor (Ms Raili Hasheela-Haipinge) to review the SRF together and UNDP will communicate to the RTC in Ethiopia for the finalization and endorsement of the SRF as soon as possible.

3.3. Feasibility Assessment to out roll the Computerised Electronic Permitting System (CEPS) to other parks

The PSC was updated on the feasibility assessment that was conducted for the purpose of out rolling the computerised park entry and revenue collection system. The need to conduct the assessment was explained, as well as the challenges associated with the out rolling of the system, which were identified during and after the assessment.

Action 2:

The Project Management Unit (PMU) should share the Feasibility Assessment Report with the Steering Committee members for input.

3.4. Maintenance for the Computerized Electronic Permitting System (CEPS)

A System Administrator has been appointed to take care of the maintenance of the Computerized Electronic Permitting System (CEPS) in Etosha National Park. This appointment followed the recommendation by the project and subsequent approval by the Steering Committee at the first PSC meeting for 2016. The challenge was that the entire MET IT section is centralised in Windhoek which makes it impossible and or rather difficult to attend the daily IT needs of the CEPS and other electronic systems and management information system, and hence the objective of appointing an IT specialist based in Etosha is to ensure comprehensive maintenance of the system, timeously.

3.5. Wildlife Crime Monitoring System

The PMU is in consultation with the Directorate of Scientific Services and the Directorate of Wildlife and National Parks (DWNP) regarding the available systems related to wildlife crime monitoring. It will further engage with NAMPOL's PRD to discuss and assess if there is an existing system for integration and strengthening. This particular activity is planned for Quarter 3 (July - September, 2016).

A proposal has been drafted by the Etosha National Park Division under the DWNP for funding from the Game Products Trust Fund (GPTF), for an application known as Spatial Monitoring and Reporting Tool (SMART). SMART is a computer programme that is used to monitor wildlife poaching, with specific focus on high value species (Rhinos and Elephants). The Director for DWNP, Mr Colgar Sikopo recommended that the PASS project should review the SMART tool and ascertain the possibility for integration under this output.

Action 3:

The PMU should liaise with the Director for DWNP and study the SMART programme, and assess the possibility of incorporation under the Wildlife Monitoring Output.

3.6. Anti-poaching awareness

There is a need to strengthen anti-poaching awareness through a diversified approach a diversity of public awareness mediums (Billboards, Posters, Burners, Leaflets, Radio and TV programs). International border posts and roadblocks have been identified as some of the strategic points for anti-poaching awareness. The PSC further stressed that it is essential the awareness raising materials should present clear information and should not mislead or confuse the end users (the one million dollar reward advert that appeared in the local newspaper for anti-poaching reports was cited as an example of awareness information that may confuse the public).

It was emphasised that there is a need to strengthen anti-poaching awareness coordination between the MET, PRD and the Intelligence Support Against Poaching (ISAP), the non-profit organization that aims at creating awareness and support against poaching in Namibia, which is now housed at the MET Head Quarters.

Action 4:

The PRD recommended that the following toll free number for the Namibian Police: 061 228383, should appear on the anti-poaching awareness materials.

3.7. Satellite Phones

At the last PSC meeting, it was discussed that the Project procured Satellite phones to enhance communication during anti-poaching and other law enforcement operations, especially in areas without network coverage. However, a challenge regarding the monitoring of the satellite phone use was detected and there is a concern for abuse with private calls. The satellite phones are normally loaded with 6 month credit, upon which the credit lapses, hence the importance to monitor the use thereof (abuse/under use).

Action 5:

The PMU has requested the satellite phone air time supplier to provide monthly statements in order to monitor the usage.

3.8. Maintenance of Equipment/Facilities

Maintenance plans and service contracts will be developed for all the equipment and facilities that have been procured with funding from the PASS Project. This is being done for the purpose of ensuring sound maintenance on a regular basis. The PMU has engaged the Directorate of Planning and Technical Services (DPTS) to share information related to routine maintenance for such facilities. All the maintenance plans (the existing ones and those that are yet to be developed) will be shared with the DPTS.

Action 6:

The PMU should share all the maintenance plans and operational manuals for the various system equipment/facilities it implemented with the DPTS for ownership, monitoring and the sustainability after project closure.

3.9. Finalization of the MET Fire Management Strategy

MET appointed a consultant for the final editing and proof reading of the Fire Management Strategy (FMS). The editing is in progress, and it is expected to be completed by the end of quarter 2 (June, 2016). The printing design and layout was already finalized by the project in 2015 and upon completion of the editing, the document will be submitted for printing and distribution to the respective stakeholders.

Action 7:

The PMU to follow up on progress on the editing and proofreading of the Fire Management Strategy (FMS).

3.10. Law Enforcement, Fire Management and Human Wildlife Conflict Forums

As outlined in the project document, one of the project outputs is to strengthen and harmonise the enforcement chain and establish platforms for information and intelligence gathering among law enforcement agencies (NAMPOL, MET, Customs, Immigration and Communities).

In some of the project intervention areas, such communication and coordination platforms already exist and hence the project has joined forces and is working towards filling the gaps and strengthening of such platforms. However, in areas where such platforms do not exist, the project is working towards establishing such platforms.

In some areas (such as the Northeast regions), the platforms are more institutional based and one may find different forums for law enforcement and fire management. Whilst in other areas (such as Etosha National Park), emphasis is more on Parks and Neighbours as guided by the Parks and Neighbours policy, and you find one platform that covers both law enforcement and fire management aspects. The project outputs are inclined on law enforcement and fire management only, but it emerged during these platforms that Human Wildlife Conflict (HWC) is an equally important aspect and it therefore became an integral agenda component for these coordination platforms.

Regarding HWC, the NAMPOL representatives to the PSC indicated that, MET is not as widely spread as NAMPOL and thus there are no MET offices in some areas. Therefore, in such areas Human Wildlife Conflict (HWC) incidences are reported at police stations and the challenge is that Police Officers are not well acquainted with the provision of the HWC Policy and they are therefore unable to assist the community as expected.

Action 8:

MET (with assistance from the PASS project) to distribute the Human Wildlife Conflict (HWC) Policy to Police Stations country wide and provide orientation on the HWC procedures, in-order to enable NAMPOL to assist the public accordingly.

3.11. Combination of baseline and feasibility assessments for outputs 1.1.1, 1.3.1 and 1.4.1.

A consultancy team has been appointed to conduct baseline and feasibility assessment for: 1) PA sustainable financing, 2) Diversification of fees and licensing structures, and 3) New and innovative revenue generation sources for PAs. The consultancy is in progress, and the final report is expected to be finalised by August, 2016.

3.12. International exposure on anti-poaching strategies

The Project Manager travelled together with an MET staff for an exposure trip to Kruger National Park in South Africa. This was a good opportunity for MET to learn how South Africa (one of the hardest hit country by Rhino poaching) and particularly the Kruger National Park, was dealing with the rhino and elephant poaching catastrophe. During the exposure trip, Kruger National Park indicated that they are more than willing to share their experiences and they are willing to embark on Rangers exchange programs so that they can also learn from Namibia or any other country facing similar poaching challenges.

As stated in the project document, capacity enhancement is an important aspect of law enforcement and exposure trips are vital to that effect.

Action 9:

MET (with assistance from the PASS project) to plan exposure trips for law enforcement agencies who are engaged with the day to day aspects of poaching, for them to gain exposure and insight into different law enforcement (particularly anti-poaching) strategies.

3.13. Fire management coordination with the Directorate of Forestry

The PASS Project and the Sustainable Management of Namibia's Forested Lands (NAFOLA) Project are organising a workshop on fire management this quarter. This workshop aims to bring together experts and various stakeholders on fire management. Through this workshop the two projects will be able to get better ideas on how they can add value to fire management activities. The date for this workshop is yet to be agreed upon, but the initial planning is that it should take place by October, 2016.

3.14. Support to Conservancies

The project document does allude to Conservancy support in general, however there are no specific outputs or targets for conservancy. During the project Inception Workshop, it was recommended that Conservancies benefits can be considered as in-direct benefits from project activities, such as improved law enforcement and improved fire management in the project intervention sites.

The PSC recommended that, the project should document project activities that are beneficial or have benefited conservancies and communities in general. To extrapolate the impact, the project should obtain information about conservancies with respect to the name, size, population, income, benefits, challenges, amongst others.

However, a concern was raised that some conservancies may be reluctant to provide such information and it was recommended the request should be made formal and signed by the MET Director of Wildlife and National Parks.

Action 10:

MET to provide conservancies information to the project (only conservancies of interest to the project) and where not available such information should be requested formally through the Director's office.

3.15. Attendance of meetings by Steering Committee and Alternate Members

As suggested at the 1st PSC meeting in (2016, January), PSC members nominated Alternate members have to represent them at the PSC meetings whenever they were not available. The aim of the alternate members is to avoid postponements of PSC meetings due to lack of quorums (simple majority 50% + 1).

However, there was a discussion on whether both the PSC members and their alternate members should attend when both are available. The argument for was that, allowing alternate members to attend even when the main members were available would provide alternate members an insight on the agenda items and enable them to contribute productively when representing the main members. However, arguments against the double representation were that, the whole idea of coming up with alternate members was to have a representative to represent the main member when he/she was not available.

Resolution 1:

Alternate members to attend PSC meetings only when the main member is not available, as it is costly for the institution (time wise), for both the alternate and the main member to attend the same meeting.

4. NEW MATTERS

4.1. PROJECT IMPLEMENTATION PROGRESS

The Project Technical Advisor presented the Project Progress Report for the 1st Quarter (January - March 2016). This presentation included both the technical and financial reports.

4.1.1 PSC Comments on the Implementation of Project Activities

The presentation reflected that significant achievements have been made and the PSC expressed satisfaction on the implementation of project activities.

4.1.2 Comments on the Financial Report

The Financial report indicated that the Quarter 1 expenditure or delivery (January – March, 2016) was relatively low (59.8%) and the PSC recommended that the project should plan wisely to avoid quarterly under spending in the future.

The project explained that in some instances, the low expenditure was attributed to by external factors beyond the Project's control, such as time availability for the Trainers to conduct the training of prosecutors and investigating officers. As indicated in the delivery table below, since project inception in 2014, it was the first time the quarterly delivery was below 90% and overall the project expenditure as of 30 March 2016, stands at USD 4,000,000 – 2,479,160.68 = 1,520,839.32 (2,479,160.68 = 62%).

	Q3 & 4_2014		Q1_2015		Q2_2015		Q3_2015		Q4_2015		Q1_2016	
	Amount USD	%	Amount USD	%	Amount USD	%	Amount USD	%	Amount USD	%	Amount USD	%
ADVANCE	773,066.46	100%	471,253.20	100%	455,176.09	100%	437,485.79	100%	362,842.75	100%	300,777.56	100%
EXPENDITURE	754,974.77	97.7%	469,643.73	99.7%	408,663.55	89.8%	314,160.64	71.8%	351,936.02	97.0%	179,781.97	59.8%
BALANCE	18,091.69	2.3%	1,609.47	0.3%	46,512.54	10.2%	123,325.15	28.2%	10,906.73	3.0%	120,995.59	40.2%

5. WAY FORWARD

The Quarterly Progress Report should be shared with the PSC members at least two (2) days before the meeting.

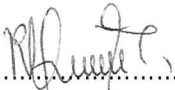
6. NEXT MEETING

The next meeting will take place on the 14th of July 2016.

7. MEETING ADJOURNMENT

The chairperson thanked the members for attending the meeting and for their meaningful contributions.

8. CERTIFICATION OF MINUTES



Raili Hasheela-Haipinge
Secretary

Date: 21/07/16



Victor Kaulinge
Acting Chairperson

Date: 21.07.2016