



3rd Steering Committee Meeting Minutes
Protected Areas System Strengthening (PASS) Project



20 July 2015

Polytechnic Hotel School, Windhoek

ATTENDED:

Ms. L. Mupetami:	Deputy Permanent Secretary, Natural Resources Management, MET
Mr. C. Sikopo:	Director, Regional Services and Park Management, MET
Ms. E. Hamunyela:	Deputy Director, Scientific Services, MET
Mr. V. Kaulinge:	Deputy Director, Planning and Coordination, MET
Ms. A. Tsuses:	Director Administration, Finance and Resource Management, MET
Ms. M. Mbapaha:	Senior Forester, Directorate of Forestry, MAWF
Mr. F. Nghifwenwa:	Director, Economic Policy Advisory Service, MoF
Ms. S. Mwilima:	Assistant Resident Representative, UNDP
Lt. Col. H. Mvula:	SSC Civil Military Operations, MoD
Ms. M. Boonzaier:	Prosecutor: Office of the Prosecutor General, MoJ
Mr. J.N. Heita:	Manager, PASS Project
Ms. H. N. Sakaria:	Administrator Accountant, PASS Project
Ms. R. Hasheela-Haipinga:	Technical Advisor, PASS Project

APOLOGIES

Mr. T. Nghitila:	Environmental Commissioner, Department of Environmental Affairs, MET
Ms. E.T. Hashikutuva:	Deputy Director, Tourism Development, MET
Mr. K. E. Shilongo:	Field Coordinator, PASS Project
Mr. U. Matundu:	Field Coordinator, PASS Project
Ms. T. N. Iileka:	Young Professional Apprentice, Energy and Environment Unit, UNDP
Col. Willem Morkel:	SSO Civil Military Operations, MoD
Captain R. Immanuel:	Special Force, MoD
Mr. Nico Willemsse:	Programme Analyst and Environment Unit Head, UNDP

AGENDA

1. Welcoming
 2. Adoption of the agenda
 3. Matters Arising from the previous minutes
 4. Progress Report
 5. Monitoring and Evaluation (M&E) Framework
 6. Next meeting
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1. OPENING AND WELCOMING

The chairperson, welcomed the members to the meeting and appreciated their efforts to attend the PSC Meeting.

2. ADOPTION OF THE AGENDA

The agenda was adopted without additions.

3. MATTERS ARISING FROM THE PREVIOUS MINUTES

3.1. Training of Prosecutors and Magistrates

With reference to the discussion at the previous meeting regarding the training of prosecutors and magistrates on environmental and wildlife related laws, the office of the Prosecutor General indicated that it is difficult to bring all prosecutors together at the sametime. However, the training of prosecutors is crucial and avenues should be explored to see how such training can be arranged.

Action 1: A committee consisting of Mr. Sikopo, Ms. Boonzaier and Mr. Heita will coordinate the envisaged training of prosecutors.

3.2. Monitoring and Evaluation Framework

The Monitoring and Evaluation (M&E) Framework was updated after the last Project Steering Committee (PSC) meeting, and was circulated to the PSC members for input. However, during futher consultations with UNDP, it later emerged that, the M&E version that we have been working on (from the Project Document) is different from the version with the Global Environmental Facility (GEF). However, the new version has some targets which are beyond the project's control and seem unlikely to achieve. Therefore, the PSC proposed that M&E should be reviewed and realistic targets should be set against which the project's performance can be measured..

Action 2: The PMU should review the new M&E Framework from GEF and set realistic targets against which the project's performance can be evaluated. The draft should be circulated to PSC members for their inputs before submission to GEF for approval.

3.3. Fire Management Strategy

As recommended in the previous minutes, the Fire Management Strategy was shared with the Directorate of Forestry (DoF).

3.4. Work Plan

Project activities that are phrased as support in the annual workplan have been discussed with the relevant department and the required "support" has been clarified.

4. NEW MATTERS

4.1 PROGRESS REPORT

The Project Manager presented the Progress Report for the second quarter (April – June 2015). The report highlighted the Project Objective, Components and Outcomes, and the progress made under each

component, both technically and financially. The financial report includes the cumulative expenditure for both Quarter 1 and Quarter 2.

RECOMMENDATIONS/ACTIONS

- 4.1.1 The Quartely Progress Report should make provision for signature by either the National Project Director or the PSC Chair Person for submission to UNDP.
- 4.1.2 The greater impact of anti-poaching awareness activities should be reflected. For example, the impact / outcome of the Maswahu Cultural Group's Anti-poaching drama on the target communities should be reflected in the report. Details on the following need to be provided: What is the size of the audience? Did the target communities get the message? Has the awareness paid off? Is the community now eager to report suspicious activities to the authorities and do they know who to report to?
- 4.1.3 The Quarterly Progress Report should reflect the number of trainings that have taken place during the Quarter.
- 4.1.4 The financial report should present the annual budget and quarterly expenditure clearly.
- 4.1.5 The report should be revised and updated to include more details that are currently missing. More information on the Law Enforcement Training school, the usefulness of satellite phones, law enforcement operations and camping equipment.
- 4.1.6 The report should include information on transformational change with respect to Project Outputs.
- 4.1.7. Section 2.1.7 of the Quarterly Progress Report should not be titled as "Effective Prosecution and Penalties", but rather as "Law Enforcement Detection and Intelligence Gathering".
- 4.1.8. When it comes to the development of the Fire Management Standard Operating Procedures (SOPs), the institutional framework should be clearly indicated. All relevant activities should be clearly set out in the SOPs.
- 4.1.9. It is not clear as to what extend are the communities involved on fire management as well as on law enforcement. More emphasis should be placed on community involvement on the two activities

5. NEXT MEETING

The proposed date for the next meeting is the 15th of October 2015.


6. MEETING ADJOURNMENT

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

7. CERTIFICATION OF MINUTES


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Raili Hasheela-Haiping
Secretary

Date: 09/05/17


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Louisa Mupetami
Chairperson

Date: 11/05/2017