



2nd Steering Committee Meeting Minutes
Protected Areas System Strengthening (PASS) Project



30 March 2015

Arebbusch Travel Lodge, Windhoek

ATTENDED:

Ms. L. Mupetami:	Deputy Permanent Secretary, Natural Resources Management, MET
Mr. C. Sikopo:	Director, Regional Services and Park Management, MET
Ms. E.T. Hashikutuva:	Deputy Director, Tourism Development, MET
Ms. E. Hamunyela:	Deputy Director, Scientific Services, MET
Mr. V. Kaulinge:	Deputy Director, Planning and Technical Services, MET
Ms. M. Mbapaha:	Senior Forester, Directorate of Forestry, MAWF
Ms. M. van Turah:	Programme Officer, UNDP
Ms. T. N. Iileka:	Young Professional Apprentice, Energy and Environment Unit, UNDP
Col. Freddy Rugharo:	Legal Advisor, MoD
Col. Willem Morkel:	SSO Civil Military Operations, MoD
Captain R. Immanuel:	MoD
Ms. M. Boonzaier:	Prosecutor: Office of the Prosecutor General, MoJ
Mr. J.N. Heita:	Manager, PASS Project
Mr. K. E. Shilongo:	Field Coordinator, PASS Project
Mr. U. Matundu:	Field Coordinator, PASS Project
Ms. H. N. Sakaria:	Administrator Accountant, PASS Project
Ms. R. Hasheela-Haipinge:	Technical Advisor, PASS Project

APOLOGIES

Mr. T. Nghitila:	Environmental Commissioner, Department of Environmental Affairs, MET
Ms. A. A. Tsuses:	Director Administration, Finance and Resource Management, MET
Mr. N. Boyer:	Deputy Resident Representative, UNDP

AGENDA

1. Welcoming
 2. Adoption of the agenda
 3. Matters Arising from the previous minutes
 4. Project Progress & Workplan
 5. Monitoring and Evaluation Framework
 6. AOB
 7. Next meeting
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1. OPENING AND WELCOMING

The chairperson, welcomed the members to the meeting.

2. ADOPTION OF THE AGENDA

The agenda was adopted after an item 'Work plan' was added.

3. MATTERS ARISING FROM THE PREVIOUS MINUTES

3.1 Circulation of Project Document and Inception Report

As per recommendation at the previous meeting, a summary of the Project Document and the Inception Report were shared with PSC members.

3.2 Consultation & Involvement of MET divisions pertinent to Park Entry and Revenue Collection

The Project Management Unit (PMU) arranged a meeting with Simpology, the company contracted to implement the automated park entry and revenue collection system, to give a presentation on the functionality of the system. The meeting was attended by representatives from the MET Information and Communication Technology (ICT) Division, Budget and Revenue, Internal Auditing, Regional Services and Parks and the PMU. At this meeting, the identified departments / sections got a better understanding of how the system works, and how they can possibly support its implementation.

Resolution: MET divisions pertinent to the Park Entry and Revenue Collection Systems should be involved throughout project implementation to ensure that aspects pertaining to their divisions are incorporated in the system.

3.3 Consultations with the Office of the Prosecutor General

The PASS Project arranged a meeting with the Office of the Prosecutor General (PG) in September 2014. The PG indicated that prosecutors are not specialized and they operate as general practitioners for all laws in the country and therefore, it is imperative to arrange specialized training on Environmental and wildlife laws to enhance and hopefully improve the prosecution of wildlife cases. The same goes for magistrates.

3.4 Role of PSC Members

The PSC members indicated that they have studied and understand their roles in the PSC.

4. NEW MATTERS

4.1. PROGRESS REPORT

The Project Manager gave a presentation on the progress made by the project after the last Steering Committee meeting. In his presentation he included the findings from the field trip that was undertaken by the project staff to the project intervention sites between the 12th and 26th of November 2014. He also presented the progress made as per the 2015 Quarter 1 Work Plan .

Resolution: In-addition to the presentation, the Project should submit Quarterly Progress Reports to the PSC and should include the financial report.

4.2. WORKPLAN

The work plan for 2015 was also presented to the PSC. The Work Plan details all activities planned in line with project outputs and targets as guided by the Project Document. The Workplan also indicates the budget for each output.

4.3. MONITORING AND EVALUATION (M&E) FRAMEWORK

The Monitoring and Evaluation (M&E) framework was presented to the PSC. Together with UNDP, the project discovered that the M&E framework in the project document was incomplete. The incomplete M&E is holding up the printing and circulation of the Project Document and Inception Report.

Recommendation: The PMU to work on the incomplete M&E framework in-conjunction with UNDP and share the updated version with the PSC

5. RESOLUTIONS

- 5.1 Quartely progress should be submitted to the PSC and should include the Financial Report
- 5.2 As per activity 2.3.1, training focus should not only be on wildlife crime detection but also on prevention.
- 5.3 The phrase "support" activities should be clarified. MET should be specific and detailed on the activities that it would require support on.
- 5.4 MET divisions pertinent to the Park Entry and Revenue Collection Systems should be involved throughout project implementation to ensure that aspects pertaining to their divisions are incorporated in the system.

6. RECOMMENDATIONS / ACTION

No	Recommendation / Action	Responsible	Time Frame
1	The PMU to work on the incomplete M&E framework in-conjunction with UNDP and share the updated version with the PSC	PMU	Next meeting
2	There is a concern regarding the proposed shooting range at the Law Enforcement Training Centre in Waterberg. The concern is potential negative impacts the shooting range might have on the tourism, both in Waterberg and surrounding tourism establishments.	EIA Consultant (PMU)	To be captured in the EIA Report
3	Although part of the contract, Training of MET staff on the automated revenue collection and permit issuing system should be reflected in the work plan	PMU	System implementation period
4	Clarity should be made on the actual meaning of Output 2.4. "Appropriate mechanisms and incentives are set in place to reduce complicity in wildlife crimes, encourage public to report wildlife crimes, and to be disincentives for poaching", as it is not clear to the PSC.	PMU & UNDP	Next Meeting
5	Although there are no activities planned for 2015 under Output 2.2., it is ideal that the activites for 2016 are identified this year.	PSC members	December 2015
6	The Fire Management Strategy (FMS) should be shared with the Directorate of Forestry.	PMU	April 2015

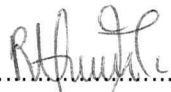
7. NEXT MEETING

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


8. MEETING ADJOURNMENT

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

9. CERTIFICATION OF MINUTES


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Raili Hasheela-Haipinge
Secretary

Date: 03/08/15


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Louisa Mupetami
Chairperson

Date: 03/08/2015