



4th Steering Committee Meeting Minutes
Protected Areas System Strengthening (PASS) Project



20 January 2016

Roof of Africa, Windhoek

ATTENDED:

Mr. T. Nghitila:	Environmental Commissioner & GEF Focal Point, MET
Ms. E. Hamunyela:	Deputy Director, Scientific Services, MET
Mr. V. Kaulinge:	Deputy Director, Planning and Coordination, MET
Ms. M. Mbapaha:	Senior Forester, Directorate of Forestry, MAWF
Mr. F. Nghifewa:	Director, Economic Policy Advisory Service, MoF
Mr. N. Willemse:	Programme Analyst and Head, Energy and Environment Unit, UNDP
Ms. M. Boonzaier:	Prosecutor: Office of the Prosecutor General, MoJ
Col. Willem Morkel:	SSO Civil Military Operations, MoD
Ms. Louretha Tsuses:	PRD, NAMPOL
Mr. J.N. Heita:	Manager, PASS Project
Mr. K. E. Shilongo:	Field Coordinator, PASS Project
Mr. U. Matundu:	Field Coordinator, PASS Project
Ms. T. N. Iileka:	Project Assistant, PASS Project
Ms. R. Hasheela-Haipinge:	Technical Advisor, PASS Project

APOLOGIES

Ms. L. Mupetami:	Deputy Permanent Secretary, Natural Resources Management, MET
Mr. C. Sikopo:	Director, Regional Services and Park 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
Ms. Izumi Morota-Alakija:	Deputy Resident Representative, UNDP

AGENDA

1. Welcoming
2. Adoption of the agenda
3. Matters Arising from the previous minutes
4. Progress Report
5. Project Workplan (2016)
6. Next meeting

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

The PASS Project and the Deputy Director for the Central Region under the Directorate of Wildlife and National Parks held a meeting with the former Prosecutor, Advocate Danny Small to discuss the possibility of contracting him to conduct the envisaged training of prosecutors and investigating officers (MET and NAMPOL). During the consultation, Advocate Small pointed out that he has been contracted by the Legal Assistance Centre (LAC) and WWF to assess the prosecution effectiveness of wildlife crimes in Namibia, of which the assessment has been completed and his contract will come to an end by January 2016. The report highlights that there are gaps hampering the effective prosecution of wildlife crimes across the prosecution chain (from investigating officers to Prosecutors). The MET via the PASS project would like to add value to assessment in context, and further contract suitable candidate/s to provide training to Prosecutors and Investigation officers as per the recommendations of the assessment. Advocate Small was requested to seek permission from the LAC and WWF to share the report with the MET.

With more than 30 years of experience in Namibian courts, it was evident from the consultation that Advocate Small has a very good understanding of prosecution in general and in particular the prosecution wildlife related cases. Therefore, he is a strong candidate to conduct the training either individually or as part of the consultancy team.

It was then agreed that Terms of Reference (ToR) for the training should be developed and shared with him, after which he should indicate his availability and the estimated budget for the training. Ideally, the training should start in February. Altogether, a total of 6 training sessions will be conducted, in the following areas: Katima Mulilo, Rundu, Oshakati, Outapi, Opuwo and Khorixas/Outjo.

Action 1:

- The draft ToR should be shared with the PSC members for comments.
- A meeting will be scheduled with the Consultant to verify and approve the ToR.
- Training contract to be drafted and entered into with the consultant or consultancy team for the training of prosecutors and investigating officers.

3.2. Monitoring and Evaluation Framework

The Monitoring and Evaluation (M&E) Framework was updated, whereby changes were made on the indicators that do not seem to be attainable. The updated version was sent to UNDP Head Office for advise on the changes made. UNDP responded that they are in agreement with the proposed amendments to the M&E framework and have forwarded the document to the UNDP Regional Technical Centre (RTC) in Ethiopia for endorsement. However, no feed has been received as yet. There are three (3) main issues pertaining to the outstanding finalization of the M&E Framework as follows:

Firstly, the M&E framework in the project document is incomplete, i.e some baseline figures, mid-term and end-term indicators are missing altogether. Meaning, for some targets, there are no reference points or yard sticks to measure on whether the target have been met or not during the mid-term and final project evaluations.

Secondly, some of the targets and indicators in the project document are not achievable and some are beyond the project's control e.g. increase in annual budget allocation to the Ministry by Central Government. How can the project ensure that the Ministry's budget is increased?

Thirdly, the project document has not been printed and distributed as yet, as the M&E framework is one of the most important components of the project document and the project was trying to avoid printing and distributing an incomplete document and re-printing again, once the M&E has been finalized.

Action 2:

UNDP Country Office in Namibia, will make a follow up on the revised PASS project M&E framework with the UNDP Regional Technical Centre in Ethiopia and commit to provide feedback by end of January 2016. If no comments are received, the project can go ahead with the printing and distribution of the project document, albeit an incomplete M&E framework.

4. NEW MATTERS

4.1 PROGRESS REPORT

The Project Manager presented the Progress Report for the Year 2015 (January – December 2015). The report highlighted the Project Objective, Components and Outcomes, and the progress made under each component.

DISCUSSION AND RECOMMENDATIONS

4.1.1. Feasibility Assessment of outrolling the Computerised Electronic Permitting System (CEPS) to other parks

By the end of 2015, the feasibility assessment for the outrolling of the computerized park entry and revenue collection system have been completed for all the parks along the coast line, the south and central and only Waterberg and the north eastern parks are outstanding. The project should ensure finalization of the feasibility assessment for the outrolling of the computerized park entry and revenue collection system to other National parks.

Action 3:

Feasibility assessment for the remaining National Parks to be completed during Quarter 1, 2016.

4.1.2. The exchange rate

The current exchange rate was viewed as unfavorable as the cost of implementation for project activities has increased due to imports at a higher exchange rate. However, it was argued that, the current exchange rate should not be seen as unfavourable, because it affects both ends of the project. The first end is that the advancement of Project funds is done in USD currency, (which is favourable), but then it balances out as the project implementation is done in NAD currency (which is not favourable). Meaning, although the project is spending more due to the higher exchange rate, it also getting more as funds are advanced in USD.

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

Like any other electronic system, the CEPS has multiple electronic devices and operates through a network, for which routine maintenance is required. Since installation, a number of defects and technical errors were diagnosed on the system, bearing the need for routine maintenance, upon which a maintenance contract was entered into with the consultant for a period of 3 months.

However, for sustainability, it is recommended that a maintenance technician, preferably with expertise in both IT and Electronic Engineering be appointed, and be stationed in Etosha to fulfil the required maintenance needs, not only for the system implemented by PASS, but for all IT and electronic equipment in Etosha. Although it is expected that the System Administrator / Maintenance Technician will be absorbed into the MET staff structure in the future, there is no guarantee that the recommended structure to decentralize the IT department will be approved.

Resolution 1:

The PSC approved the appointment of a maintenance technician / System Administrator for the Etosha National Park to ensure that the computerised park entry and revenue collection system is maintained, with the view and hope that the MET's re-structuring will be approved to take up the position.

4.1.4. Wildlife Crime Monitoring System

With regard to Output 2.2., which deals with the Wildlife Crime Monitoring System, it was advised that the project should consult the relevant institutions (MET, PRD) to assess the current system/s in place, and the project should rather aim to strengthen and add value to what is already existing as necessary.

Action 4:

The PMU should consult both the Directorates of Wildlife and National Parks and Scientific Services in the Ministry of Environment and Tourism, as well as the PRD to discuss issues related to Wildlife Crime monitoring Systems.

4.1.5. Anti-poaching awareness

There is a need to strengthen anti-poaching awareness raising at strategic points (e.g roadblocks). The toll free 10111 is the National Emergency Call Centre, where telephone numbers for each Police Station and other emergency services can be obtained, and it is recommended that the direct contact number for NAMPOL (PRD) be included on the information materials.

Action 5:

- More awareness raising materials must be distributed at the roadblocks.
- The PMU should work closely with the PRD and MET when it comes to the development and distribution of information materials.

4.1.6. Satellite Phones

The use of satellite phones need to be monitored. Perhaps the PMU should consider having a fixed rate of phone usage per year.

Action 6:

The Project should consult the Directorate of Scientific Services (DSS) to get information on the allocation of rates for satellite phone usage.

4.1.7. Maintenance of Equipment / Facilities

The project informed the PSC that it is working on maintenance plans and servicing contracts for all facilities / equipment that were procured / installed with Project funding to ensure functionality thereof. In essence, there is a need to have routine maintenance or servicing contracts and we should move away from the culture of waiting for something to get broken before reacting, some of which could have been avoided via routine maintenance / servicing.

Action 7:

The Project should work closely with the Directorate of Planning and Technical Services regarding the maintenance of facilities / equipment implemented by the project to ensure incorporation and sustainability after project closure.

4.1.8. Finalization of the MET Fire Management Strategy (FMS)

The Fire Management Strategy (FMS) has not been finalized as yet. The project initially assisted the Ministry with the printing design and layout, but final approval has not been granted as yet. The un-finalized FMS has a negative bearing on the implementation of Activity 3 of the Project, as it gives impetus and guidelines on fire management activities. In particular, the implementation of Standard Operating Procedures (SoP's) for each of the project demonstration sites are affected.

Action 8:

The acting chairperson (Ms. Elly Hamunyela) will make a follow up with the MET management

regarding the finalization and endorsement of the Fire Management Strategy (FMS).

4.1.9. Law Enforcement and Fire Management Forums

As guided by the Parks and Neighbours Policy, the project has embarked upon, both the establishment of new, as well the strengthening of existing Law Enforcement and Fire Management forums in the project demonstration sites. For the north east (Zambezi Region, two (2) separate forums were established, one for law enforcement and the other for fire management respectively. The committees are very active and meetings are held on a quarterly basis to discuss aspects and devise strategies pertaining to the relevant themes (fire or law enforcement) in accordance with the situation/s in the region as guided by their Terms of Reference (ToR). The main objectives of the committees are: to enhance the coordination thereof, discuss aspects pertaining to, devise strategies to address, and ensure implementation thereof.

For Etosha, small committee / forums are established for the entire extent of the park boundary geographically, but only one committee or forum is established to deal with Law Enforcement, Fire Management, Human Wildlife Conflict and all other aspects pertaining to the park management as guided by the Parks and Neighbors Policy.

As part of the discussion, NAMPOL indicated that there are no MET offices in some areas and sometimes incidents of Human Wildlife Conflict (HWC) are reported at police stations, but they do not have much information and guidance on how they should respond and assist the community accordingly. Hence, there is a strong necessity for MET to enlighten NAMPOL on the HWC.

Action 9:

- Project to continue with the establishment and strengthening of Regional Coordination Forums with emphasis on Law Enforcement, Fire Management and Human Wildlife Conflict (HWC).
- MET to enlighten NAMPOL on Human Wildlife Conflict (HWC) guidelines and Project to facilitate the distribution of the HWC Policy to NAMPOL (focus on mostly affected HWC areas).

4.2. WORK PLAN

The work plan was presented with motivation on the budget allocated to various activities.

RECOMMENDATIONS / ACTIONS

4.2.1. Work Plan and Budget

The PSC approved the Work Plan for 2016, but with recommendations on the budget with specific amounts recommended for decrease on some activities and increase on others.

Resolution 2:

The PSC approved the Work Plan and budget for 2016.

Action 10:

Adjust budget amounts as per the PSC recommendation on the budget spread sheet and submit to PSC for endorsement.

4.2.2. Combination of baseline assessments for 1.1.1, 1.2.1 and 1.4.1

The PSC agreed with the proposal to combine outputs 1.1.1, 1.3.1 and 1.4.1 as one consultancy, as they are all related and relates to fees and sustainable park financing.

Action 11:

The PSC agreed with the proposal to combine Outputs 1.1.1, 1.3.1 and 1.4.1, but the consultant or consultancy team should have expertise to ensure that each output is covered comprehensively.

4.2.3. International exposure on anti-poaching strategies

The PSC strongly recommended international exposure for the Project Management Unit (PMU), MET and other stakeholders, on dealing with poaching syndicates and advance anti-poaching strategies. The PSC pointed out that such exposure provides both knowledge and motivation.

Action 12:

Project to explore lessons learned and advance anti-poaching strategies in other countries, not only as exposure, but also motivation.

4.2.4. Fire coordination with the Directorate of Forestry – MAWF

Regarding Fire Management training, the project should consult the Directorate of Forestry (DoF) under the Ministry of Agriculture, Water, and Forestry (MAWF) should be consulted. This is due to the fact that DoF has some experts who can provide training on the subject matter, and are able to provide valuable information materials.

Action 13:

The project should arrange a meeting with DoF to identify synergies regarding f the training on Fire Management and fire awareness materials.

4.2.5. Support to Conservancies

The project document alludes to support for conservancies. However, during the project inception workshop, it was argued that it will be very difficult to allow for individual conservancy benefits from the project, given the number of conservancies in the country. The inception report recommends that conservancy benefits will be the spill-over benefits of the

successful implementation of the three (3) project components (Revenue Collection, Law Enforcement and Fire Management).

At this juncture of project implementation, under Component 2, some conservancies have benefited from the improved anti-poaching interventions and general law enforcement operations and under Component 3, conservancies are part of the Regional fire management coordination forums and have benefited from the general fire coordination which includes all stakeholders in a defined area.

Action 11:

- The project should capture the conservancy support and should provide additional information such as conservancy name, size, population, challenges etc.

5. WAY FORWARD

- All PSC members should have alternates to be able to represent them when they are unable to attend.

Action 12:

A formal letter should be written to the institutions that are represented in the PSC, to request for a nomination of alternate members.

- The meeting documents should be shared well in advance before the meeting.

6. NEXT MEETING

The next meeting will be held in Waterberg. The proposed meeting date is the 15th of April 2016.

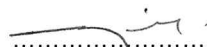
7. MEETING ADJOURNMENT

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

8. CERTIFICATION OF MINUTES


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Raili Hasheela-Haipinge
Secretary

Date: 23/05/16


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Elly Hamunyela
Chairperson

Date: 24/5/16