

Pollution Control and Other Measures to Protect Biodiversity in
Lake Tanganyika (RAF/92/G32).

Minutes of the First Meeting of the Project Steering Committee

Lusaka 19-20 September 1996

Distribution:

All participants

Nominated Burundi delegation

Mr C. Nyirabu, Permanent Secretary, Office of Vice-President, Tanzania

UNDP Resident Representatives, Burundi, Tanzania, and Zaire.

Ms K. Svadlenak-Gomez, UNOPS

Mr J. Hough, GEF

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First meeting of the Project Steering Committee
Lusaka 19-20 September 1996

THOSE PRESENT:

Tanzania

- | | | |
|------------------|---|---|
| Mr E. N Mugurusi | - | Director of Division of Environment |
| Mr R. P Yonazi | - | National Coordinator, Division of Environment |

Zambia

- | | | |
|------------------|---|--|
| Mr P. L Mwamfuli | - | Permanent Secretary Min. of Environment
and Natural Resources |
| Mr K Mbata | - | University of Zambia |
| Mr J. S Phiri | - | Director, Environmental Council of Zambia,
National Coordinator |

Zaire

- | | | |
|----------------|---|---|
| Mr B. K Mwauke | - | Secrétaire General, Min de l'Environnement. |
| Mr M Amule | - | National Coordinator, Min de l'Environnement. |

UNDP

- | | | |
|---------------|---|---|
| Mr G. E Davis | - | Resident Representative, Zambia |
| Dr P Chipungu | - | Programme Officer, Zambia |
| Mr S Sisila | - | Assistant Resident Representative, Tanzania |

The Secretariat:

PCU

- | | | |
|---------------|---|---|
| Dr A Menz | - | Project Coordinator |
| Dr K Banister | - | Project Scientific Liaison Officer (Rapporteur) |

NRI

- | | | |
|--------------|---|--|
| Mr T Bostock | - | Regional Manager Africa (Project manager UK) |
|--------------|---|--|

SUMMARY MINUTES OF THE MEETING.

Please note that the following minutes are not a verbatim record but represent a summary of the main points raised in discussion and the decisions made. As far as possible all comments are grouped under the relevant agenda item irrespective of when they were actually made during the course of the meeting.

Day 1, Thursday 19 September, Mulungushi International Conference Centre

1. The meeting was called to order by the *de facto* chairperson Mr Gary Davis, the UNDP Resident Representative for Zambia.
2. The Secretariat informed the Committee that the Zaire delegation had been delayed but were due the following day and that the Burundi delegation were unlikely to be able to attend because of the prevailing circumstances in that country. The Secretariat had, however, been informed by UNDP that the meeting should continue with three countries present. As soon as possible the minutes of the meeting would be sent to the Burundian authorities for their information.
3. In view of the absences the chairman did not formally open the meeting and suggested that all business be deferred until the next day. He welcomed those present and gave an informal address stressing the importance of safeguarding Lake Tanganyika for the benefit directly of the riparian states and indirectly for the world.
4. The delegates agreed that no formal discussion could take place until the following day when the Zaire delegation would be present. It was further agreed that the Tanzanian and Zambian delegations would hold informal discussions for the rest of the morning and possibly in the afternoon also.
5. In the event informal discussion were concluded in the morning and the heads of the two delegations met with the UNDP Resident Representative in the afternoon to discuss procedure for the following day and make amendments to the agenda.

Day 2, 20 September 1996 Mulungushi International Conference Centre

Item 1. Welcome and calling to order by Chairman Mr Gary Davis, UNDP Resident Representative for Zambia.

1. A new agenda was tabled with a new Item no. 2 "Election of Chairman". Mr Gary Davis (UNDP) formally opened the meeting and announced that he would act as chairman for the first two items on the agenda only; (Item 3. Below)

2. In his introductory remarks (given in full in Appendix 1.) he stressed the regional and global importance of such a large body of fresh water as Lake Tanganyika pointing out that it is of direct economic value to the 7 -10 million people who live around the lake as well as to the economies of the surrounding countries. He cautioned that a similar opportunity might not arise again and that it was important not only for the project to succeed in developing an effective management plan but that the plan should be boldly and courageously pursued by all parties. He reminded the meeting that the purpose of the steering committee was to guide and advise wisely for the good of the project and the lake.

Item 2. Election of Chairperson

1. As had previously been agreed the chair was then handed over to the head of the host delegation, Permanent Secretary Mr Peter Mwamfuli. The new chairman asked Mr Davis to stay to represent donor agencies until his delegated representative, Dr Chipungu arrived.

Item 3. Amendments and adoption of agenda and timetable

1. The adopted agenda is given at Appendix 2.

Item 4. Project work plan: Summary of key project activities to date

1. A summary of project activities up to the current meeting had previously been circulated to the committee (Appendix 3) and this was used for the basis of discussion.
2. The committee pointed out the lack of an overall work plan in the presented document. The secretariat noted that as the change to the agenda had not been suggested prior to the meeting no summary of the overall project work-plan had been prepared. It was pointed out, however, that the plan contained in the project proposal document was very much being adhered to and that all the special study sections in the Inception Report contained a work plan.
3. The committee requested that the secretariat provide an overall project work plan for consideration at the next meeting of the Steering Committee.
4. With reference to the circulated document the secretariat summarised the main project activities to date and those forthcoming in the short term. In particular, attention was drawn to:

5. the production of the base-line reviews which were circulated at the end of 1995; full French versions of which are to be issued shortly;
6. the second major milestone which had been the Inception Workshop held in March 1996, which provided the basis to further the planning process for the special studies and the production of the draft Inception Report due to be reviewed by this meeting; and
7. the occurrence during August and September of further visits to the region by all the special study co-ordinators and other experts to consolidate the planning process in collaboration with institutions in the region. A particular aim of these missions was to further identify current capacity in personnel and facilities in the lake shore stations and to finalise the identification of counterpart institutions and organisations for the special study phase of the project.
8. During the final quarter of 1996 it is expected that planning will be finalised and service contracts drawn up in readiness for the start of intensive field activities in early 1997. Also during the latter part of 1996 the project will produce the Preliminary Strategic Plan as indicated in the project documents. This will give current thoughts on an overall strategy toward regional collaborative lake conservation and provide full detail of the special study work and expected outputs.
9. In addition the first Project Performance Evaluation Report is due in preparation for the first Tripartite Review of the project, that is the principal monitoring tool of UNOPS/UNDP/GEF. The report is to be produced by Project and National Co-ordinators over the next few weeks for submission to UNDP.

Item 5. Inception Report.

Item 5.1 Overall project concept, purpose and strategy

1. The Zaire delegation drew attention to a number of typographical/grammatical errors in the French version and a number of inconsistencies between the French and English versions. The delegation provided the secretariat with a written list of the required corrections to be inserted in the final version of the Inception Report.
2. It was **decided** that the final version of the report should contain an executive summary.

Item 5.2 Project Management

1. All aspects covered under following sub-heads.

Item 5.2.1 Consequences of current situation in Burundi.

1. The secretariat drew the Committees attention to the current regional embargo on virtually all normal commercial activities with Burundi that effectively curtailed, for the time being at least, project operations in Burundi. And whilst hoping for rapid normalisation it was impossible to predict how long this might take. The current strategy of the project is to continue with project activities in the other three countries and to keep the Burundi participants as fully informed as possible through the UNDP system and National Coordinator. As there had been last minute indications that the Burundi delegates might have been able to get to the present meeting there was some hope that they might be able to participate in the next meeting.
2. The situation also affects the R/V Explorer which is a Burundian registered vessel under charter to FAO, with its home port in Bujumbura. FAO have requested government authorities in Burundi and Tanzania to allow the vessel to move from Bujumbura to Kigoma but there has been no final decision yet¹. The overall situation will have to be closely monitored and reviewed at each meeting of the Steering Committee.
3. The Zaire delegation noted that at the Inception Workshop a great deal of discussion had centred around the security in Burundi and that the possibility of movement of the HQ to Bujumbura had been mentioned. This was clearly out of the question at the moment. The Committee discussed the matter further and **decided** that the definitive location of the Project Co-ordination Unit should be Tanzania to avoid any future disruption.

Item 5.2.2 Responsibilities of implementing Contractors

1. The Secretariat explained that the role of the implementing sub-contractors (i.e. NRI) was essentially to advise, facilitate, co-ordinate and support all aspects of this complex project as and when required for the benefit of the riparian states. This included provision of advise and training in technical methodologies, development of an overall training strategy in line with project purpose, management of the project budget and overall project co-ordination to maintain a collaborative regional approach.
2. Figure 4 in the inception report was intended to clarify the linkages amongst the multiple project components. However, several Committee members thought it lacked clarity and that a figure showing the management structure with the Steering Committee in its proper place at the head of the pyramid would be more appropriate and that this should be reflected in the text. The Secretariat was requested to make the requested changes for inclusion in the final version of the Inception Report.

¹ Since the meeting Burundi and Tanzanian authorities have agreed that the vessel may move to Kigoma. This is expected to occur in late October.

3. UNDP representative from Tanzania noted that there were still some misconceptions in the region regarding the ownership of the project and that this had been brought about by the countries not having been consulted regarding the choice of the implementing sub-contractors and this in turn had led to confusion regarding the roles of national institutions and lead agencies vis a vis agencies contracted from outside.

4. It was **decided** that to help clarify the role of the implementing subcontractors the “description of services” in the NRI/UNOPS contract should be distributed to the heads of the country delegations.

Item 5.2.3 Roles of Regional Institutions

1. Regarding the roles of the many national institutions that had some stake in the project it was first of all noted that the NRI proposal put special emphasis on the role of the project in building the capacity of national institutions. It was, however, noted that the specific roles and functions of the various institutions were only just emerging from the detailed planning process and much depended on current capacity, training requirements, facilities available etc.

2. In response to a query from the Zaire delegation regarding the recent visits to the region of special study co-ordinators, the Secretariat explained that members of all the missions had visited at least Uvira and in some cases Kalemie and Moba accompanied by colleagues from CRH Uvira. It was noted, however, that none had had the opportunity to visit some of the Institutions based in Kinshasa and that this would be rectified in future visits.

Item 5.2.4 National Working Groups

1. The Tanzania delegation drew the Committee’s attention to the change in National Coordinator for Tanzania. The person now in this post is **Mr Rawson Yonazi** of the Division of Environment.

2. Regarding the National Working Groups it was noted that the draft Inception Report rightly stressed the importance of these groups. Their principal role was to bring together the principal institutional stakeholders at senior level and other interested parties who might not necessary be directly involved, in order to exchange information and views and ensure a collaborative approach. This committee was asked to consider the composition of these groups and how often they should meet.

3. The Committee noted that it was essential that the working groups were formalised and that their future meetings had a definite agenda and that minutes were produced which should be copied to the Project Coordinator for information and guidance. After some discussion it was **decided** that the working groups should have a core membership of 10 to be decided by the individual countries and that additional members could be co-opted on an *ad-hoc* basis as required. To ensure effective co-ordination it was **decided** that the groups should meet 4 times per year. It was stressed that the role of the National Co-ordinators in ensuring the proper functioning of National Working Groups was vital.

4. The question of payment for attendance at Working Group meetings was raised. It was suggested that without payment people would not attend or would do so without enthusiasm or much participation.

5. The Secretariat noted that “seating allowance” to attend National Working Group meetings would not normally be allowed under UNDP regulations, unless of course, long distance travel, was involved when subsistence would be paid. The convening and attendance at such meetings is generally considered to be part of country contribution in kind and seen as a normal part of the work of the government officials concerned.

6. Delegates pointed out that the recipient governments were very cash strapped and would in some cases have difficulty meeting the costs of convening such meetings and that furthermore the idea of government contribution in kind in the project document refers just to basic salaries, and attending such meetings would be seen by many to be extra duties which should attract extra payments.

7. The UNDP Res. Rep. for Zambia noted that UNDP policy does not permit pay for civil servants to do their normal job. He stressed that the project is for the countries not for UNDP and they should bear this in mind in all aspects of governmental participation; it is important for the countries to contribute themselves. He explained that if the Committee wished to take the matter further the UNDP Resident Representative in Tanzania (as the host country) should be contacted.

8. The Secretariat suggested that a way forward would be for the PCU to draw up contracts/memoranda of understanding with the lead agencies for the provision of a variety of services to the project that may be considered additional to their normal activities. Such a contract would have to be cleared by UNOPS but it is understood that such arrangements would be acceptable. The Committee **decided** that the Secretariat should pursue this and report to the next meeting.

Item 5.2.5 Steering Committee

1. The Secretariat reminded the delegates that the Steering Committee had not as yet been formally constituted and that it was for this extraordinary meeting to do so. The chair had already been passed from UNDP to a country representative as envisaged. It

was now for those present to decide on the future composition of the Steering Committee i.e. voting members, observers, what level of attendance would constitute a quorum and frequency of meeting.

Composition

2. The Committee decided that each country delegation should consist of a maximum of four members headed by the Permanent Secretary from the lead ministry in each country supported by the National Coordinator and two other senior officials.

3. Regarding the role of UNDP officials on the Committee, it was explained by Dr Chipungu (UNDP representative, Zambia) that UNOPS having decided that UNDP should assist with the implementation of this project, the expectation was that they would be non-voting members acting as “the eyes of UNOPS” and also representing the various countries in which the project takes place. Nevertheless, the Committee **decided** that UNDP representatives from the four countries should be full members of the Committee as indicated in the Project Document. The Committee felt that this would ensure that decisions are binding on both parties and that the Steering Committee was thus an effective policy-making body for the project, especially when it came to making recommendations to UNDP. The UNDP representatives present accepted this.

4. The Project Coordinator would be Executive Secretary to the meetings supported by the Scientific Liaison Officer.

5. Observers would be invited on an *ad-hoc* basis as and when required.

Quorum

6. The delegates **decided** that the presence of three member states would constitute a quorum.

Frequency

7. It was **decided** that the Committee should meet twice per year and that the precise timing would be guided by the Project Co-ordination Unit in order to fit in with the work plan and submission of reports to UNOPS. One meeting per year would coincide with the Tripartite review as required in the project document.

Terms of Reference

8. The Committee wished to make certain changes to the terms of reference given in the Project Document. The modified terms of reference for the Steering Committee are:

- to provide overall direction of the project;
- to review the progress of the project and the various national activities, ensuring a regionally integrated approach;
- to direct on policy matters, and monitor the utilisation and availability of counterpart staff;

- to approve future planning, and make recommendations to the executing agency as to changes in project timetables, inputs and budgets which may be necessary from time to time;
- and to provide guidance and support to the Technical Advisory Committee and Project Co-ordinator.

Chair

9. It was **decided** that the chair would be retained by each country in turn for one year starting with the current holder, Zambia.

Item 5.2.6 Project Technical Advisory Committee

1. The Committee discussed the proposal presented by the Secretariat (Appendix 4) and **decided** on the following format for the Technical Advisory Committee:

Composition

- Four senior environmental scientists (one from each country);
 - the lead consortium co-ordinators for the following three special study combinations:
 - socio-economic and environmental education,
 - sediment and pollution and biodiversity,
 - biodiversity and fishing practices;
 - senior research officers from the four lake shore bases;
 - the National Co-ordinators;
 - the Project Co-ordination Unit.
2. Thus the core committee would consist of 21 members. Other experts could be coopted on an ad-hoc basis as and when required.

Frequency

3. The Committee should meet twice per year.

Chair

4. The chair should not be the project coordinator as stated in the project document but an eminent environmentalist elected from the Technical Advisory Committee.

Terms of Reference

5. As stated in the Inception Report.

Item 5.2.7 Regional Task forces

1. The Committee agreed with the comments made in the Inception Report regarding these groups noting that it was still too early to decide on their exact composition. It was further noted that most of the special studies envisaged regional workshops early in their implementation and these would essentially constitute the first meeting of the various task forces. Their main role would be in the training in and standardisation of methodologies, the exchange of information and experiences and the pooling of data sets to ensure uniformity of approach throughout the region.

Item 5.3 Special Studies

1. The Project Coordinator reiterated the guidelines that had been sent to National Co-ordinators for response to the special study sections of the Inception Report. These indicated that comments on the technical issues were likely to be of three main types a) simple factual errors; that could be faxed direct to the project coordinator or passed over in written form at the Steering Committee meeting, b) requirement for clarification or comment on the technical detail - these were to be faxed to the project coordinator for forwarding to the special study co-ordinators for inclusion in the report or further correspondence and finally, c) any important issues the technical proposals might raise that could properly occupy the Steering Committee.

2. Accepting these guidelines and noting that this Committee would not be dealing with the detail of the technical proposals, the Committee decided to deal with all six special studies together under this agenda item.

3. The main points arising were:

- Zaire is developing a national plan and inventory of biodiversity which the GEF project is welcome to use.
- Full use should be made of the FAO/FINNIDA LTR project data as the two projects were comparable in some areas.
- The question of compatibility and ownership of data throughout the region was raised. The Secretariat explained that all data bases would be copied in each of the four countries using identical systems.
- The fate of biological samples taken for examination outside the region was queried: Such material would remain the property of the country of origin and would only be taken out through the established channels within each of the riparian states.
- Clarification was sought regarding ownership of project equipment during and after the project: The UNDP representatives explained that during the project all equipment is the property of UNDP although it is normal practice at the end of a

project for UNDP to transfer equipment to the recipient country. Its fate, however, may also depend on whether any aspects of the present work continue to be funded by UNDP. If so, then the equipment goes with that funding.

- The Committee **decided** that the project databases should include local names for the fauna and flora as well as scientific names.
- Clarification was sought on the reasons for the project using the R/V Explorer rather than any other vessel on the lake or having one especially built for the project.

4. It was explained that it had originally been assumed that it would be possible under the current interagency contract with FAO for the vessel to be sub-demised to the project at the same charter rate. However, owing to contractual detail this was not possible but an agreement had now been struck between FAO and the owners for use of the vessel both under the interagency agreement and for other project use, at an acceptable rate for such a vessel. The R/V Explorer is by far the best, indeed probably the only, vessel on the lake with which to carry out lake-wide scientific cruises of the type envisaged under the project. Several alternatives are available, however, for the more localised inshore studies. It was noted that the \$150,000 allocated for hire of the vessel was held by UNOPS and did not form part of the NRI managed project budget. The possibility of constructing a new vessel was out of the question on account of the high cost.

Item 5.4 Cross Sectoral and sustainable activities

1. There were no substantive comments or requests for alteration to this section of the Inception Report.

Item 5.5 Training and Capacity Building

1. It was noted that some copies of the English version of the inception report lacked pages 90-96 containing information relevant to this topic. The Secretariat apologised for the omission. In the mean time an outline the main features was presented for the Committee.

2. The Zaire delegation stressed the importance of this component of the project, noting that more scientists than are available at present were needed to protect the lake. Schools should be approached to run courses on ecology and it might be possible for older pupils to help the scientists with routine work to stimulate their interest and thus become involved.

3. They asked if it were possible to obtain more funds for this component. The Secretariat said that it would not be possible to request extra funds and that any

moneys moved to this component would mean less elsewhere and that such viring of funds was probably premature until the full extent of the training programme within the current budget allocation was established.

4. The committee agreed with the proposal, contained in the Inception Report, to work closely with the conservation training courses to be organised in the region through the IDEAL (International Decade for East African Lakes) organisation.
5. There were no further comments.

Item 5.6 Project Budget and Remuneration to regional staff.

Budget

1. Tables detailing the project budget were tabled by the Secretariat, (Appendix 5). It was explained that NRI had developed a computer based system to manage the complex budget such that the stringent UNOPS requirements for budgetary control were satisfied and further that clear summaries of expenditure under the various budget lines could be provided to the Steering Committee prior to future meetings. The Project Coordinator had received a request from one of the National Co-ordinators to indicate individual country allocations. It was explained that this was not possible because the original budget had been drawn up based on the overall requirements of each of the main project themes rather than country by country. Nevertheless it was part of NRI's responsibility to the executing agency and the riparian states to ensure equitable division of funds as well as value for money. The Secretariat pointed out that more detailed budgeting will be available once special study work plans were finalised.
2. Most of the expenditure so far has gone on the preparation of baseline reviews and setting up the various offices, and in infrastructure. Vehicles and some IT equipment are waiting to be distributed to the lake side offices. Delivery of the vehicle destined for Bujumbura had been postponed pending relaxation of the current embargo.
3. The chair wished to know if the Steering Committee could change budget lines. It was the Secretariat's understanding that within specific budget lines this would be possible if justification were made to UNOPS, e.g. moving some of the moneys currently allocated to regional staff expenditure under the biodiversity special study to, say, pollution, but that movement between major budget lines would not be possible at this stage.
 - In answer to a series of questions from the floor the Secretariat made the following clarifications:
 - Regional travel refers to all travel within the area of the riparian states but excludes travel to and from Europe etc.

- Expenditure on overseas fellowships will begin as soon as training requirements and a full training strategy is developed.
 - Regional staff budgets were drawn up on broad notional requirements rather than specific detail thus there are at this stage no fixed numbers of regional project staff. Much will depend on special study requirements and agreed remuneration rates.
4. Queries were raised regarding the possibility of revising the equipment and services budget line to reflect the geographical nature of the project, specifically in view of the fact that Bujumbura is on the lake but the other lake side sites are distant from the capitals and thus bases of national co-ordination. The main concern referred to the need for transport. It was noted that there was currently no specific provision in the budget at present but that once the equipment requirements for the special studies etc. had been finalised and costed a case could be made to UNOPS to reallocate remaining funds. On this same point the committee agreed that this should include office equipment such as computers in addition to vehicles.

Provision of Services and Remuneration

Item 5.6.1 Personnel from government institutions & National co-ordinators

1. The proposal placed before the Committee (Appendix 6) by the Project Co-ordination Unit formed the basis for discussion.
2. The Committee objected to the use of the term “project support staff” in the paper when referring to regional staff. The Secretariat noted that this was intended to imply support to the project in the sense of its overall purpose and encompassed all those involved both regional staff or from outside, but agreed that the term could give the wrong impression and would not be used in future.
3. Regarding the proposed “performance related allowances” the Secretariat explained these were based on the only other comparable UN agency model in the region which was the FAO/LTR project. He emphasised some of the main points relevant to the topic, especially the fact that direct salary top-ups could not be paid to civil servants assigned to the project for carrying out their normal duties and that any payments for additional duties related to project activities should be in proportion to their current salaries in order not to introduce undue distortions within any institution. He also stressed the need for a region wide scale.
4. Delegates from Tanzania and Zambia expressed a strong view that the proposed rates were far too low and that it would not be possible to get the best government scientists working for such small amounts of money. They suggested that the proposed figures were unrealistic and in spite of being based on the LTR rates they questioned how effective they were in ensuring effective work in that project.

5. The Secretariat explained that it was generally understood on such projects that once assigned to the project, the work involved would become part of the civil servant's normal duties, hence extra money is not normally paid. It would, of course, be different if the individual were an independent person and was contracted as such. Subsistence allowances would, of course, be paid to government employees for field trips as indicated in the background paper.
6. The UNDP officers present noted that UNDP would need to see the logic of the argument for additional payments and would not, under any circumstances, permit excessive figures. For non governmental employees and consultants the UN system has established rates which the project could use for guidance.
7. The Chair requested suggestions for appropriate rates. One suggestion was that, for Zambia at least, the government displacement allowance could be used - this would be equivalent to \$56 per day. A further suggestion was that the proposed rates should be changed to per week rather than per-month. The project coordinator noted that it would be useful to try and establish some criteria rather than random proposals.
8. Regarding payments to National Co-ordinators (NC) for extra duties, especially those related to liaison among institutions and arranging National Working group meetings, it was the opinion of the Chairman that the proposed rate (the same as a senior researcher i.e. \$100 per month) was reasonable. Others, however, thought it to be completely unrealistic if the NCs were to do the job with enthusiasm and that a figure in the region of \$500 to \$1000 per month would be more appropriate.
9. It was proposed that the Secretariat put the case for increased rates to UNDP.
10. The Secretariat noted that figures such as these would not be feasible given the UNDP regulations mentioned earlier and noted that \$1000 per month for the NCs would cost the project about \$ 200,000 which would be difficult to justify. The Secretariat suggested that possible alternative regarding NCs would be to present a case to the donors requesting that the National Co-ordinators should be funded by the project (although that would mean a change in the project document) such that NCs would be full-time employees of the project. The Committee felt that this represented too radical a departure from the agreed project arrangements.
11. The UNDP representatives pointed out that procedures must be followed but it may be possible to conduct discussions on special cases. The budget is limited, so decisions would have to be made on which areas the committee wished to lose or to diminish in quality. Moreover the UN is against high top-ups because it goes against the principle of sustainability. It is necessary to think to the future and what we are trying to achieve in the long term. Performance related allowances are probably best calculated as some percentage of current salary.
12. The Lake Victoria project was discussed as a possible precedent but it was not considered to be sufficiently close in its structure and operation to offer guidance.

13. The Secretariat proposed that as suggested in the background document, services (including staff) from government institutions could best be provided under a Memorandum of Understanding between the project and the institution and that this would include a complete package, including for example in the case of the lead agencies provision for fuel and incidental expenses, with specific terms of reference and schedule of deliverables. Great care would have to be taken to ensure that all was acceptable to UNDP and that any payment to staff was in respect of special study duties only.

14. Regarding the suggested fuel and other payments to the lead agencies, the Committee felt that the suggested 100 litres of fuel was adequate but that more than \$50 would be required for incidental expenses.

15. The Committee agreed that the Secretariat should convey the views of the Committee to the relevant authorities, draw up appropriate Memoranda of Understanding and report to the next meeting. In the meantime any interim agreements required to advance project activities would use the proposed rates which could be adjusted later.

Item 5.6.2 Directly contracted NGOs/individual consultants

1. The committee agreed with the proposals and comments made in the background document. Appendix 5.

Item 6. Summary of recommendations and adoption of Inception Report.

1. The chairman briefly reiterated the main decisions taken and moved to accept the Inception Report subject to the changes agreed upon.

2. The Committee adopted the Inception Report.

Item 7. Next meeting of the Steering Committee - Chair, Location, Date.

Chair

1. The chairmanship had already been decided under agenda Item 5.2.5.

Location

2. The delegation from Zaire proposed the next Steering Committee meeting be held in Tanzania. This was accepted as was the suggestion from the Secretariat that it be held in the town of Arusha where simultaneous translation facilities are available.

Date

3. It was **decided** that, as indicated in the Project Document, it should coincide with the Tripartite Review scheduled to occur around the end of December - early January 1997, depending on completion and feedback on the Project Performance Evaluation Report. A provisional date of the second week of January 1997 was agreed.
4. The chairman requested that all papers be circulated in good time.

Item 8. AOB

1. The Zaire delegation enquired about the date of the proposed legal workshop.
2. The Secretariat explained that it had been hoped that it would take place in December of this year, but no date, or venue, had been fixed because he had to date only received the names of participants from Zambia. He requested that the other countries nominate their participants as soon as possible.
3. The Tanzanian delegation asked if the proposed 100 litres of fuel, could be used immediately to facilitate present needs. The Secretariat thought that it would be possible
4. The Secretariat asked for the Committee's guidance regarding the appointment of "regional posts" . He explained that the current project structure called for a small number posts which were intended to operate throughout the region in all four countries. One of these posts was for a regional socio-economist. He noted that the response to requests for suitable CVs had drawn a complete blank, chiefly because it was very difficult to find individuals who were both fluent English and French speakers and had sufficient experience of both Francophone and Anglophone countries to act effectively throughout the region. Furthermore the logistics of any such individual trying to operate throughout the region was fraught with difficulties because of the lack of easy transportation within the lake basin.
5. He suggested that it might be better to employ more than one individual, each to cover a single country or to have one covering the Francophone and another Anglophone countries.
6. The Committee agreed that this would be the best approach and **decided** that the Secretariat should pursue it.
7. Mr Mugurusi thanked the Chairman for his excellent control of the meeting, and the Secretariat for assisting the Steering Committee to get to their conclusions. His remarks were warmly endorsed by all members.
8. There being no further business, the Chairman closed the meeting.