

**Steering Committee Minutes**  
10.00 – 14.00 hrs, Thursday 25<sup>th</sup> January 2007

A long steering committee, at which the following agenda was discussed.

1. GENERAL STATUS UP-DATE

A general up-date of TNRF's current activity was given in terms of:

- Progress on the up-grading of the accounting system and audit preparation
- Forest Working Group – draft strategy nearly ready for review by FWG;
- NPA Evaluation Mission
- IIED Evaluation Mission

2. STRATEGIC PLAN FOR 2007-2008

- Draft TNRF Strategy for 2007 – 2008 was discussed at length. Most of the draft was agreed to – but some outstanding points were raised:
  - a. That we should be careful to support the development of community forums in a non-partisan way;
  - b. As methodological point, community forum work should also refer to district registers of local CBOs, and look for beginning to partner with key education institutions working to train community facilitators for bridging some of the existing gaps in CBNRM facilitation;
  - c. Our links to government should be mainstreamed through our working groups, and not through particular individuals (if at all possible);
  - d. Tanzania Forest Conservation Group should have a representative on the TNRF Steering Committee
  - e. The Steering Committee needs to develop specialist oversight on key technical areas – so that different Steering Committee members have specialisations for different parts of TNRF's programmatic work;
  - f. We should link into SNV (Annie Francis) with regard to the Community Tourism Working Group;

3. ANNUAL GENERAL MEETING

- The preparations for the AGM were discussed – and the reason for its delay given (delayed audit process).

4. ANNUAL GENERAL REPORT

- A preliminary draft copy was made available for comments.

5. FUND-RAISING AND FINANCIAL STATUS

- a. SIGRID RAUSING TRUST – These funds have been largely unspent thus far – and will begin to be so with the arrival of the community liaison officer. The funding deadline for the SRT this year is 9<sup>th</sup> March – and we are hopeful that SRT will fund again.
- b. FORD FOUNDATION – These funds will begin to be used when the Community Liaison Officer begins in February

- c. NPA – NPA contributed a further USD 8,000 towards the costs of the Parliamentary Exchange trip to Namibia. This coming year NPA’s contribution will increase to TShs 40 million from 30 million.
  - d. BFE – An application was submitted as required in December, but again was lost/not received in the applications process. They have promised to consider it in March.
  - e. WCS – WILSON – have proven to be extremely useful – and our financial system is much improved. Work is continuing apace on the Annual General Report.
6. STATUS OF SECRETARIAT EXPANSION AND HIRING
- a. ADMINISTRATION – Nai Elibariki, Sand County Foundation’s Administrative Assistant has joined us. The main reasons for this are that she is an extremely hard worker, of high integrity and has shown a strong aptitude for good financial management and office administration. She has agreed to use part of her salary to go on English and Accounts courses over the next 6 months. She will also receive in-house training supported by PINGOs.
  - b. COMMUNICATIONS – interviews for this post will be held in mid February.
  - c. RANGELANDS AND LIVELIHOODS – funding has been made available by ERETO – and we will be holding interviews in February
  - d. ECONOMIC AND ENVIRONMENT POLICY – we found a suitable high calibre person, but unfortunately she decided that the post was not sufficiently long-term for her, insufficiently well paid and possibly too ‘junior’. The post has been re-advertised.
7. LAUNCH OF NEW WORKING GROUPS
- a. COMMUNITY FORUMS – we will be working with UCRT and others to launch community forums in due course, as means for improving TNRF’s linkages with rural communities – funded by the Ford Foundation.
  - b. HUMAN WILDLIFE CONFLICT – funding is in the pipeline through WCS to start this working group off.
8. INCREASED PARTNERSHIP WITH WWF-TZ – George Jambiya has now secured funding for his participation at TNRF Steering Committees, and we will become more involved in WWF-Tz’s longer term planning as a partner. There are also possibilities of collaboration in regard to looking at Local Government Reform, public expenditure and environment issues with our Economic and Environment Policy Officer.
9. STEERING COMMITTEE PERFORMANCE AND FUNCTIONING – there was discussion about the functioning of the Steering Committee and the need for it to become more functional and to take a greater lead in TNRF’s fast growth.
10. COORDINATOR PERFORMANCE ASSESSMENT – a steering committee member raised the point that the coordinator needed a performance assessment process, and had asked that the steering committee implement this. The coordinator was asked to develop performance criteria. Better information for the Steering Committee was requested of the Coordinator and the Coordinator needed to develop a reporting template for monthly reports – which should be implemented as soon as possible.

## 11. AOB

### EXTERNAL ISSUES

12. MINISTRY OF NATURAL RESOURCES MEETING IN DODOMA – C. SIANGA – gave a brief on the outcome of a internal ministry meeting to which some key stakeholders (including TNRF) were invited.