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The Sixth Meeting of the Project Steering Committee for the Great Lakes Trade  
Facilitation Project

**13 March 2018**

**Lusaka, Zambia**

**Minutes of the Meeting held in the ASGs' Boardroom at 11:00 hours**

(TB-jm)-17

## **Members Present**

1. Ambassador Dr Kipyego Cheluget, Acting Secretary General (Chair)
2. Mr. Clement Kanyama, Director, Budget and Finance
3. Mrs Beatrice Hamusonde, Director, Gender and Social Affairs
4. Mr. Tasara Muzorori, Senior Trade Officer
5. Mr. Julien Julien Razafintsalama - ICU
6. Mr. Thomas Barasa, Project Coordinator

## **Meeting Agenda**

**The agenda for the meeting was as follows:**

- 1) Welcoming Remarks by the Chair;
- 2) Adoption of Agenda;
- 3) Review of the Previous Minutes and Matters Arising;
- 4) Progress Report on Implementation of 2018 GLTFP Quarter 1 Work Plan;
- 5) GLTFP Financial Management- DSA, Approvals, Missions
- 6) Any Other Business

### **1. Welcoming remarks by the Chair**

The Acting Secretary General, Ambassador Dr. Kipyego Cheluget welcomed participants to the meeting and pointed out that the meeting could proceed since there was a quorum.

### **2. Adoption of the Agenda**

The meeting adopted its agenda as stated above without amendments.

### **3. Review of the Previous Minutes and Matters Arising**

The Chairman noted there were a number of issues that required clarification. He noted that although project disbursement had improved remarkably in the last quarter, overall, it was still low at 41.3% for the period under review. The variations in costs while procuring solar panels was due to the differences in the estimated costs at project planning stage and the actual costs during implementation.

### **4. Progress Report on Implementation of 2018 GLTFP Quarter 1 Work Plan**

The project Coordinator informed the meeting that the planned activities were generally on course, although some activities had experienced some delays. The

main activities planned during the quarter included development of training materials for Training of Trainers, development of the GLTFP Communication and Advocacy Strategy, completion of development of the Project Website, holding of awareness creation and training workshops at project borders, establishment of the section (web page) for Small Scale Cross Border Traders on COMSAT by a consultant. Other key activities were holding of meetings to review the Project's Monitoring and Evaluation Operations Manual, Stakeholders consensus building workshop on development of the project's Communication and Advocacy Strategy, meeting of experts on the COMESA Simplified Regime and other procurement activities. The PSC was informed that the two consulting firms developing training materials and the project communication and advocacy strategy had completed their field consultations at selected project borders and were preparing their reports.

The part time M & E expert had been recruited and was expected to attend the meeting to review the M & E Operations Manual. Two meetings were to be held in Lusaka the coming week, namely: meeting to review M & E Operations plan on 20-21 March 2018 and stakeholders consensus building workshop on development of project communication and advocacy Strategy on 22-23 March 2018. The PSC members were informed that the development of the Project Communication and Advocacy Strategy was expected to be ready by early April 2018 whereas the development of training materials and delivery of training was adjusted and training was expected to be completed by end of May 2018. The contract for development of SSCBT data web page on COMSTAT had just been awarded.

Another important procurement activity which had also been just completed was installation of solar panels at selected project borders, especially on the DRC side where there was poor power connection. Smart phones had also been distributed to Trade Information Desk Officers.

#### **5) GLTFP Financial Management- DSA, Approvals, Missions**

The PSC recalled that the matters raised by the Bank on financial management were important and had been discussed during the last meeting held in November 2017 during which some decisions had been made and broadly agreed with the Bank. It was noted that these decisions need to be included in a revised project implementation manual so that they provide a clear guideline on how to deal with issues such as payment of the Daily Sustenance Allowance (DSA) for both staff and delegates who should be treated equally. It was noted that challenges may be experienced in paying full board accommodation and paying an out of pocket allowance of USD 40.00 in cases where staff are on field missions where they will require to move from one project border to the next during implementation of activities. In such a case, full DSA needs to be paid.

#### **6) Any other business**

The meeting proposed that the GLTFP PSC meeting should be part of a wider Steering Committee at the Secretariat dealing with all projects. This committee would also deal with donor coordination. The meeting ended at 1.00 pm