

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

Minutes of the Third meeting of the  
Regional Steering Committee

Arusha, Tanzania

12 August 1998

**Distribution:**

All participants

Listed absentees

Ms K. Svadlenak-Gomez, UNOPS

Mr J. Hough, GEF

Special study co-ordinators

NRI management.

## **1. Introduction**

The third meeting of the project Steering Committee took place at the Arusha International Conference Centre (AICC) on the 12th August 1998. The meeting was followed immediately at the same venue by the first meeting of the Technical Advisory Committee which is reported on in a separate document.

## **2. Summary of principal resolutions**

1. Special Studies facilitators should be appointed as early as possible but that Special Study activities should not be delayed pending their appointment.
2. That the decision of the Second Steering Committee Meeting in January to employ a pollution facilitator be reversed.
3. That the mid-term evaluation be carried out as soon as possible.
4. That the project duration be extended by one year.
5. That members of the Regional Steering Committee should when possible make every effort to visit project activities in the field
6. That a Regional Training and Communications Facilitator be employed, from within the region, as soon as possible and that the assisting Country Training Liaison Officers be drawn from existing project personnel.
7. A strategy for collaboration between the Lake Tanganyika Biodiversity Project and the IW-LEARN initiative should be developed and that the identification of candidates for training under this programme commence.
8. Circulation of the newsletter should be increased. Photographs and figures should be labelled in future issues. There should be more input from project country nationals.
9. The proposed plan of project activities for the next period be accepted but that a detailed work plan to the end of the project be drawn up with the aid of special study facilitators and after the mid-term evaluation.
10. The date of the next meeting of the Regional Steering Committee be provisionally set for January 1999.

### 3. Those present

#### **BURUNDI**

M. Kinezero

Chef de Cabinet, Ministère de l'Aménagement du Territoire et de l' Environnement.

E. Kayengeyenge

Directeur General de l'Aménagement du l'Environnement

Territoire et de

National Coordinator, Director General, Institute l'Environnement et la Conservation de la Nature.

J-B. Manirakiza

National pour

Directeur du Département des Eaux, Pêches et

R. Kanyaru

Pisciculture.

#### **DR CONGO**

M. Amule

National Coordinator (Directeur-Ministère de l'Environnement et Conservation de la Nature)

T. Lomema

Professeur à l'UNIKIN ( Hydrologue)

#### **TANZANIA**

E.K. Mugurusi

Director, Division of Environment, Vice-

President's office

National Coordinator, Principal Environment

R. Yonazi

Officer, Division of Environment, Vice-President's

office.

#### **ZAMBIA**

S. Nsongela

Senior Inspector, Environmental Council of Zambia

R. Sinyiza

Fish Biologist, Fisheries Department

M. Nsomi

Senior Scientist, National Council for Scientific Research

#### **UNDP**

S. Sisila

Dar es Salaam

M. Moundabe

Bujumbura

#### **PCU**

A. Menz

Project Coordinator

K. West

Project Scientific Liaison Officer

D. Meacock-Bashir

Rapporteur

M. Hiza

Organisation

#### **NRI**

N. Hodgson

Resource person - Strategic Action Plan

### 4. Summary minutes

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.

All background documents referred to are given in Appendix 1, and it is recommended that those documents be read in conjunction with the relevant sections of these minutes.

**Item 1. Welcome by head of delegation:**

The meeting was formally opened by the head of the Tanzanian delegation, Mr E K Mugurusi the Director of the Division of Environment, Vice President's office. He expressed thanks that representatives of the four states were able to attend and welcomed all present. He noted that apologies had been received from the following delegates who were not able to attend:

DRC	
Mr Mbusu Ngamani	Directeur General, Ministere de l'Environnement et Conservation de la Nature.
Dr Nshombo Mudherwa	Directeur du Centre de Recherche Hydrobiologique
	d'Uvira
Tanzania	
Mr Peter Ngumbulu	Principal Secretary, Vice-President's office.
Zambia	
Mr Peter Mwamfuli	Permanent Secretary, Ministry of Environment and Natural Resources
Mr James Phiri	National Coordinator; Director, Environmental Council of Zambia
UNDP	
Mr M Ciowela	Kinshasa
Mr A Muchanga	Lusaka

Mr Mugurusi informed the meeting that Mr Benoit Kena Mwauke the previous Director General at the Ministry of Environment and Conservation of Nature for DRC, who had attended the first meeting of the Steering Committee had sadly died recently and requested a minutes silence.

**Item 2. Election of Chairperson.**

The head of the Zambian delegation proposed that the head of the Tanzanian delegation Mr Mugurusi be the chairman; this was seconded by the delegation of DRC and Mr Mugurusi was duly elected.

**Item 3. Adoption of agenda.**

After consideration of the proposed agenda (SCM3/3) The addition of two items was suggested - the TORs for the proposed National Steering Committees (as item no. 6) and the recently completed Training Needs Assessment (as item no.7). The amendments were approved and the agenda adopted as follows:

1. Welcome by the head of the Tanzanian delegation.
2. Election of chairperson.
3. Adoption of agenda.
4. Minutes of the second meeting of the Steering Committee, 20th January 1998.
5. Matters arising from minutes of second Steering Committee meeting.
6. National Steering Committees
  - 6.1 TOR for National Steering Committees
  - 6.2 TOR for National Working Groups
  - 6.3 TOR for Regional Steering Committee.

7. Training needs assessment.
8. Report on progress not covered above.
9. Goals and work plan for next period.
10. Any Other Business.
11. Date and venue of next meeting of the Regional Steering Committee.
12. Closure.

In addition it was agreed that time should be made available for Ms Janot Mendler representative of the GEF IW-LEARN initiative to give a short presentation on the aims of the IW-LEARN programme and the opportunities for LTBP participation.

#### ***Item 4. Minutes of the second meeting of the Steering Committee, 20th January***

The delegates examined the minutes of their second meeting (SCM3/2) and made the following corrections/amendments.

It was noted that on page 3 point no. 4.6 the term “as and when required” is ambiguous, and should be removed. The amendment was approved.

- Page 4 Item no. 5.2, it was raised that the role indicated for the Steering Committee “to develop the SAP with its prioritised interventions and to facilitate information collection which would allow better future management of the lake” was not the role of the Steering committee. Item 5.2 was thus amended to read :

*“The role of the Steering Committee was defined as being - To oversee development and approval of the SAP to allow better future management of the lake”*

- Page 4 Item 7, paragraph 2 the word “yesterday’s” to be deleted.
- In Appendix 1 the post of Congo participant Mr Ngamani was corrected to “Secrétaire Generale”.
- The posts of the Tanzania delegates were corrected to read :

6. E K Mugurusi President’s Office.	Director, Division of Environment, Vice
7. Rawson Yonazi Division	National Coordinator, Principal Environment Officer, of Environment, Vice President’s Office.

The minutes of the second meeting of the Steering Committee were adopted with the above amendments.

#### ***Item 5. Matters arising from minutes of second meeting.***

Delegates attention was called to background document SCM3/4 “Summary of developments regarding RSC recommendations” in which progress on all the recommendations recorded at second meeting of the Steering Committee was summarised. After presentation by the Project Coordinator (excluding items 2.2 and 2.13 of the document which have become items 6 and 7 on the agenda.) each recommendation was discussed in turn.

*5.1 The project should make every effort to bring the schedule of activities planned for the francophone region in line with those of the anglophone region.*

The Burundi delegation noted that progress in the francophone region had accelerated but requested a report of progress in the francophone countries, compared to that of anglophone countries. The Project Coordinator explained that progress in all four countries was reported on regularly in the Quarterly Progress Reports and that comparisons could be drawn from those. In addition progress in each of the four lake shore stations would be reported on later in the meeting. It was reported that further progress in Burundi (and DRC) does to some extent depend on the appointment of the special studies facilitators.

In the Democratic Republic of Congo it was explained that renovation work would be complete in October, and that all teams would be fully functional by that stage, provided normality was restored in the Uvira region and the border with Burundi opened in the near future. It was noted that the special studies facilitators would play a crucial role in bringing the project in the Francophone regions up to par with the activities in the Anglophone regions. It was estimated that information available from the various special studies would be on a par in the four countries within 12 months.

In answer to a question concerning information exchange on technical progress it was explained that this was the purpose of the Quarterly Progress Reports but to supplement these it was suggested that National Co-ordinators should also request specific reports oral or written from national special study leaders if they required further clarification. It was also pointed out that as the Scientific Liaison Officer is now based in Bujumbura she can more easily be contacted by staff in the francophone region to provide clarification.

*5.2 National Steering Committees are set up by the four riparian Countries*

To be covered under Agenda item 6.

*5.3 The role of the National Working Groups should be strengthened through clear terms of reference, and the enhancement of their role in the planning process.*

It was commented that the terms of reference for National Working Groups should be reviewed as currently there appears to be some overlap with the Regional Steering Committee role and furthermore the role of the National Working Groups needs to be reviewed in the light of the role of the National Steering Committees. It was agreed that this would be dealt with under Item 6 of the agenda.

There was also some confusion as to the current role of National Working Groups in the development of the Strategic Action Plan relative to their normal functions. It was explained that for the purpose of SAP development the membership of the NWGs had been expanded to include the much broader range of stakeholders required for this task. Meetings of this expanded working group should be considered as extra-ordinary meetings. For regular quarterly meetings the composition of the National Working Groups should revert to the standard core membership.

*5.4 An in-depth institutional analysis and assessment exercise should be carried out*

The Zambia delegation reported that they have gone ahead with the exercise but that some difficulties have been experienced in using all stakeholders - local people, technical people - Dept fisheries/Govt etc., and project personnel. It was reported that local leaders have been identified as primary stakeholders but that it is difficult to bring primary stakeholders - fishermen and chiefs to meetings. It was added that their

knowledge is vitally important in the process - however they do not actively participate in meetings due to language problems.

It was suggested that discussions with local leaders could be carried out in another forum not mixing high level national participants and local people but carrying out various meetings at different levels. This point of view was agreed to be the correct manner in which to include local representation. It was observed that it was the responsibility of project representatives to gather local views and represent these views in high level meetings.

The Burundi delegation were concerned about the degree of communication between technical staff in the field and national co-ordinators. It was agreed that improvement of communication at a national level was the role of National Co-ordinators as indicated in their terms of reference under Letters of Agreement with the lead institutions in each country.

*5.5 The process leading to a Lake Tanganyika Strategic Action Plan proposed should be adopted by the project.*

No issues were raised on this item .

*5.6 Additional full time bilingual facilitators/trainers should be placed in the field, one for each of the project special study areas : Socio-economics, Fishing practices, Sediment Studies, Pollution Studies and Biodiversity studies.*

The Democratic Republic of Congo delegates and others were concerned about the decision that a specific facilitator for the pollution special study was considered to be no longer required.

It was explained that the Project Co-ordination Unit had further investigated the need for this staff member, and had found that the staff currently in the field already fill the requirement for such a specialist. It was also a matter of limited financial resources, and since there is currently a senior Tanzanian consultant in Kigoma, an expatriate based in Mpulungu and good capacity elsewhere, the creation of a new post was less convincing. The committee agreed to accept the current position regarding the pollution but noted that any future changes of such a nature should be channelled through the Chair of the Steering Committee if time did not permit waiting until the Committee's next meeting.

Concerns were expressed about the time taken in the appointment of the facilitators. It was suggested that whilst awaiting the appointment of the facilitators some work could be carried out, by local experts working within the project, in the development of the overall plan. However it was also expressed that the facilitators would be an important factor in bringing about a more coherent regional perspective to the project special study activities. It was decided that pressing for the early appointment of the facilitators, whilst in the meantime continuing with the work that can be carried out prior to the appointment, would be the most appropriate course of action.

The Burundi delegates expressed a wish that the fishing practises expert who has left the project be replaced as rapidly as possible.

The Project Co-ordinator assured the delegates that the recruitment process was proceeding as fast as possible but that some delays had been caused by a limited

number of good candidates applying and some last minute drop-outs. It was anticipated that all candidates would have been submitted to UNOPS by the end of August 1998 and placement in the field would proceed as soon as clearances were received.

*5.7 Countries may recruit full time Assistant National Co-ordinators to take work load off National Co-ordinators and the resources available for National Co-ordination activities to be reviewed.*

The Tanzanian delegation wished it to be known that the appointment of a staff member in the joint role of assistant to the National Coordinator and National Coordinator for the Socio-economic special studies was not the only option under consideration for Tanzania as indicated in the background document. It was explained that the option of advertising the post separately was under consideration.

The Burundi delegation requested that it be made clear that the sentence "Resources available for National co-ordination activities were reviewed and increased" in background document SCM3/4 item 2.7 refers to the four countries and not just to Tanzania.

*5.8 Electronic communications should be enhanced between the capital cities, and between the capitals and the lake-side field sites.*

It was noted by the Project Coordinator that in addition to the CODAN HF radios, currently awaiting licences prior to installation, telephone communications and e-mail facilities were good between all field stations and capitals (UNDP office was used in Kinshasa), except for Uvira.

The Burundi delegation were keen to have electronic contact between field and national co-ordinator improved in Burundi, it was generally believed that this has not yet been done - yet it was observed that the title of the recommendation indicates that communication between capital and field will also be improved.

It was observed by the Project Coordinator that the best means of contact would be through the national Working Groups or direct with individual project staff. As the field sites in Burundi are close to the capital this form of communication was not seen to be a problem.

The installation of satellite communications as opposed to CODAN HF radios was suggested by the Burundi delegation. However it was considered to be an unjustifiable expense at this stage as the HF radios had already been purchased.

*5.9 Rates of remuneration for private consultants (including university staff) and allowances for all staff to remain under present guidelines.*

No comments were made.

*5.10 A mid-term evaluation of the project should take place in April 1998*

As the critical decision regarding an extension of the project had been previously delayed awaiting this evaluation, all delegations urged UNDP/UNOPS to arrange this to be undertaken as soon as possible.

*5.11 A decision for any extension of project duration should be considered as part of the Mid - Term Evaluation.*

It was noted that although the Special Study phase of the project would probably be completed in the time remaining, full implementation of the project - as described in the inception report would not be possible within the current 5 year time span of the project. In order for the project to establish a firm base for the sustainability of the Strategic Action Plan the committee reiterated their belief, expressed at the Tripartite



Review in January 1998, that it would be necessary for the project to be extended by one year.

*The project budget, as amended in Annex 1 of the Project Performance Evaluation Report should not be approved until cost implications of other recommendations are incorporated. This process should be initiated without waiting for the mid-term evaluation.*

Document SCM 3/8 "The Project Budget" was referred to and commented on.

Concerning code 9 of the budget - Special Studies : economic and sectoral studies - it was suggested that there should be no need to delay implementation of some of these activities. It was suggested that seed money be provided for fishing practices, and various other areas as a way of improving the planning process and encouraging local participation. It was also suggested that local level capacity building activities also be included in this budget line.

The Project Coordinator observed that the actual implementation of mitigating activities are not well covered in the budget but that where possible such activities would be implemented once priorities had been set under the Strategic Action Planning process. Moreover it was a mandate of the project to seek funding from other sources for such activities and this would become an important area of project work once priorities for action had been clearly established.

### ***Item 6 National Steering Committees***

Document SCM3/5 provided delegates with a proposed set of Terms of Reference for the National Steering Committees together with the existing Terms of Reference for National Working Groups and for the Regional Steering Committee. Using this document to guide their discussions the Committee drew up the following terms of reference for the various bodies:

#### ***6.1 National Steering Committees Terms of Reference***

- 1. To provide overall direction and guarantee the full involvement of the national institutions.**
- 2. To review progress and direct on the national implementation of the project ensuring an integrated approach across key institutions.**
- 3. To advise the Regional Steering Committee on policy of a regional character and monitor the participation of counterpart institutions.**
- 4. Approve project plans at a national level and make recommendations to Regional Steering Committee as to changes in project implementation as may be necessary.**
- 5. Provide guidance and support to the National Working Group and the Project Co-ordinator.**

#### ***6.2 Terms of Reference for National Working Groups***

The original terms of reference for the National Working Groups were amended to :

- 1. To provide overall co-ordination and support to the project at the national level.**

- 2. To review the progress of national implementation of the project, ensuring timely execution of national programmes and adequate stakeholder participation.**
- 3. To identify institutions and individuals for implementation of specific project activities.**
- 4. To make recommendations to the National Steering Committee on policy and other matters relating to project implementation.**
- 5. To bring together principal institutional stakeholders and other interested parties to exchange information and views to ensure a collaborative approach to project implementation.**
- 6. To inform the project co-ordination unit regarding relevant projects in other sectors, ongoing, planned or completed and provide copies, where available, of any reports produced for the project database.**
- 7. To provide guidance and support to the National Co-ordinator.**
- 8. To ensure that national management priorities related to the conservation of biodiversity in the lake region with respect to existing and proposed environmental policies, regulation and legislation, are incorporated into the Strategic Action Plan.**
- 9. Carry out periodic evaluation of performance of the project in the field.**

### *6.3 Terms of reference for the Regional Steering Committee.*

The Terms of reference for the Regional Steering Committee were also amended to remove overlap of duties with the other bodies. As amended the terms of reference are as follows :

- 1. To provide overall direction of the project at a regional level and direct on policy matters**
- 2. To review the progress of the project ensuring a regionally integrated approach.**
- 3. To approve project plans, timetables, inputs and budgets.**
- 4. To make recommendations to the executing agency on extra-budgetary allocations.**
- 5. To provide guidance and support to the National Steering Committees, Technical Advisory Committee and Project Co-ordinator.**
- 6. To seek supplementary sources of funding for additional priority activities as indicated by the Strategic Action Plan.**
- 7. To monitor and approve the development and implementation of the Strategic Action Plan.**

A repetition of the TOR no. 9 from the National working Groups was suggested by a Burundi delegate, however, it was considered to be a duplication of work and that the sentiments of the Burundi delegation were reflected in TOR no.1 and no.2.

The Burundi delegates considered it not to be fully covered, and were keen to stress the necessity to visit project activities in the four countries. It was agreed that this was desirable but should not be covered by an additional TOR. The Burundi delegates thus agreed that this not be a TOR, but that it should appear as a recommendation of the meeting.

The committee thus recommended that members of the Regional Steering Committee should when possible make every effort to visit project activities in the field.

### ***Item 7 Training needs assessment***

The Project Coordinator explained that the report of the Training Needs Assessment exercise had just been received and that an extract of the principal recommendations of the report had been circulated as the document entitled "Summary of Main Recommendations for the LTBP Training Strategy". The full report was undergoing some minor amendments for purposes of clarification after which it would be translated and distributed widely.

The co-ordinator invited observation on the document, particularly point no 3 concerning the appointment of a Regional Training and Communications Facilitator to co-ordinate all training activities and point 4 concerning the appointment of Country Training Liaison Officers to assist the Regional Training and Communications Facilitator.

During the course of discussion two points of view became apparent - the point of view that the role of a Regional Training and Communications Facilitator could be fulfilled by existing project staff, namely the Scientific Liaison Officer and Project Coordinator and the point of view that these staff were a) not qualified for this specialist role and b) the additional workload would be too great causing all their duties to suffer and hence the employment of an expert in the field would be the only solution.

The Burundi delegates were concerned about the time constraint in carrying out the training objectives of the project. It was considered that the employment of an international staff member would be a lengthy process. They expressed a desire to commence activities immediately using project staff and the training needs evaluation as the basis of training activity implementation.

However, on consideration of the terms of reference for the position of Regional Training and Communications Facilitator, the job description (Appendix 1) and of the Training Strategy Action Plan it was seen that the workload does indeed necessitate the employment of a training expert. It was also judged that the training needs evaluation was essential and constitutes an ongoing process.

It was added that the cost implications of employing a consultant as opposed to a full time regional facilitator should also be determined, although it was considered that consultants are likely to present a larger cost, and a smaller benefit than a full time regional facilitator.

To allay fears that the employment of the Regional Training and Communications Facilitator would be a time consuming process it was suggested that this staff member should be sourced locally from one of the four participating countries, as rapidly as possible.

It was thus agreed that the Regional Training and Communications Facilitator should be employed immediately on a full-time basis and that this person should come from within the provided that someone with the necessary skills for the job, as given in the TNA report, could be found. It was also felt that this post should be for one year only in the first instance rather than for the duration of the project.

Concerning the posts of Country training Liaison Officers it was decided that they were indeed necessary and would be drawn from existing personnel. It was suggested that the role of national co-ordinators for environmental education be extended to include the training development programme.

An amendment to point 5 of the Job description of the Regional Training and Communications Facilitator was suggested and approved to read :

“In conjunction with National Training Liaison Officers to identify on-going training needs for addressing each and all of the project Objectives and identify/design suitable training programmes to build up individual and organisational capacity so that the Project objectives are appropriately addressed”

Similar amendments to be made to points 6 and 7 of the TOR.

### ***PRESENTATION - GEF INTERNATIONAL WATERS LEARN***

At this point Ms Janot Mendler was given time to present the GEF International Waters Learning Exchange and Resource network, IW-LEARN.

It was explained that the project was a UNDP initiated distance learning network co-financed by UNDP, UNEP and the World bank, designed to link GEF international waters projects and facilitate knowledge and communications in the Southern hemisphere. The research and development group would consist of mature GEF waters project including the Lake Tanganyika Biodiversity Project. It was further expanded that information infrastructure and information exchange would be developed on the internet and that in the year 2001 participating projects would assess the first phase and the second phase would be planned.

Audio conferencing, on-line seminars, best practise database, distance masters degree, new collaborative work modes, technical assistants collaborative approach, a school link system and team project solving would be the means by which the project is carried out.

It was then explained how the Lake Tanganyika Biodiversity project could participate - initially with the nomination of at least one person for training in a 7 week workshop at Royal Holloway College, Egham, UK, or a Masters degree by distance learning. This was slated for the 1999 course. Participants should have an interest in communications technology in addition to another area of expertise.

Development of a strategy for collaboration between the Lake Tanganyika Biodiversity Project and International Waters learning was also proposed by the speaker.

The delegates welcomed the presentation, and agreed that the projects should collaborate and that LTBP should initiate the search for suitable candidates as soon as possible.

### ***Item 8. Report on progress not covered under previous agenda items.***

The Summary of progress for the period January 1998 - July 1998 (SCM3/6) was presented by the project Scientific Liaison Officer but on a country by country basis rather than by theme as given in the background paper. Although this covered essentially the same ground it provided delegates with a clearer impression of the fact

that although some special studies were more active in certain countries than in others, as is to be expected, the overall level of activity in each of the four countries was beginning to reach a more balanced outlook.

The floor was opened for observations and comment.

The Zambia delegates, had some concerns about the boat R/V Silver Shoal which is in need of repairs. It was explained that rather than repairs it was improvements that were pending and that the boat was fully operational. The delay in carrying out the proposed improvements is due to current increased lake level requiring modification to slipping facilities.

The Zambia delegates were also concerned that although sediment teams were due to start their work in October 1997 they have not yet commenced the work. It was explained that reconnaissance work had been undertaken and that the bulk of the work would begin in August owing to alterations in the original timetable after discussions between the national leader of this study at UNZA and the NRI study co-ordinator.

There was also a concern that analytical parameters may not be the same as in the other states. However it was explained that parameters have been standardised, although on occasion it was necessary to add or remove parameters depending on the characteristics of the area.

The Burundi delegates expressed their pleasure with the project progress to date. However they noted that some activities had not been mentioned in the background document such as the training in limnology and lake conservation in Kigoma of twelve American Students and ten African students under the Nyanza programme, the training of a Burundi staff member in Brussels, and the preparatory workshop on planning in Burundi.

The delegates were also interested in the purpose and target audience of the newsletter.

It was explained that the target group is as broad as possible and designed as an informal but informative document for a wide and varied readership. It was added that feedback would be sought on the newsletter.

It was observed by the Democratic Republic of Congo delegates that the photos and figures should be labelled in future issues of the newsletter.

A Burundi delegate hoped that the text in both languages would be seen side by side in future issues. However a consensus was not achieved on this subject.

A delegate from Zambia recommended that reports of progress include benchmarks stressing what should have been carried out by the project at each particular stage. This was agreed by all delegates and it was suggested that success should perhaps be gauged in terms of percentages.

It was also suggested that as the newsletter omits communication to grass roots communities other forms of communication should be developed to reach this audience. It was agreed that this was the role of the Environmental Education programme.

Continuing on the subject of the newsletter it was also suggested that the composition of the editorial team be expanded to include local expertise. The Project Coordinator said that this was most definitely the intention and that it was expected that all future issues would contain good proportion of contributions from project staff from the region.

Regarding the development of the web site the delegates encouraged the PCU to complete the work as soon as possible and looked forward to its full implementation particularly the distribution of the site on CD format.

***Item 9. Goals and workplan for the next period.***

Document SCM 3/7, "Summary of Planned Activities for the period August 1998 to January 1999" was presented, and the delegates invited to comment.

The Burundi delegates noticed that the strategic planning review had been wrongly placed in October instead of September.

The plan of proposed activities was accepted but it was noted that as explained in the background document a full and detailed plan to the end of the project would be prepared with the assistance of the regional facilitators, and in addition this planning would be of greater value if it could be done after the mid-term evaluation and in the knowledge of whether or not the requested extension is approved.

***Item 10 Any other business***

The Burundi delegation hoped that the project would be involved in the forthcoming Environment Week. They also hoped that a review of the state of security of Burundi be made by the relevant authorities with a view to moving the project HQ to Bujumbura and that the collaboration of project staff be improved in Bujumbura.

The Zambia delegation requested the rapid delivery of the report, and follow-up on recommendations.

The chairman expressed a wish to include site visits in future meetings and asked that it be recorded in the minutes.

***Item 11 Date and venue of the next meeting of the Regional Steering Committee.***

The Burundi delegation offered to host the next steering committee meeting in Bujumbura and this was accepted by the Committee.

The date was provisionally set for January 1999, to coincide with the next Tripartite Review.

***Item 12 Closure***

The chairman postponed formal closure of the meeting at 6.35 pm August 12th 1998, reminding the delegates of the need to re-visit items 6 and 7 on the following day. Having concluded these items at 11.30 am on August 13th 1998, the chairman thanked all concerned for their active participation in what he considered to be a successful and fruitful meeting. Each of the delegations and the Project Coordinator expressed their thanks to the chairman and delegates following which the meeting was formally closed.

## **APPENDIX 1**

1. SCM3/4 Summary of developments regarding RSC recommendations
2. SCM3/5 Terms of Reference for National Steering Committee
3. SCM3/6 Summary of project progress
4. SCM3/7 Work plan
5. SCM3/8 Budget
6. SCM3/10 List of documents
7. TOR for Regional Training and Communications Facilitator & job description

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

THIRD MEETING OF THE STEERING COMMITTEE  
Arusha 12 August 1998

---

TOR FOR NATIONAL STEERING COMMITTEES

---

The proposed terms of reference are based on those suggested by UNDP Dar es Salaam with some modifications by the PCU to reflect more closely the national nature of the committee as compared with the mandate of the Regional Steering Committee.

Once the terms of reference and composition of the National Steering Committees have been finalised at this meeting some alteration will be probably be required to the existing terms of reference for the National Working Groups.

**1. Proposed Terms of Reference for National Steering Committee.**

1. Provide overall direction and support to the project national components.
2. Review the progress of national components of the project and the various national activities, ensuring an integrated approach across key institutions
3. Advise on policy matters and monitor the participation of counterpart institutions.
4. Approve future planning at a national level and make recommendations to Regional Steering Committee as to changes in project implementation as may be necessary from time to time
5. Provide guidance and support to the National Coordinator the National Working Group and the Project Co-ordinator.

**2. Terms of Reference for National Working Groups**

1. To provide overall co-ordination and support to the project at the national level.
2. To review progress and advise on the various project activities taking place in the country, ensuring timely execution of national programmes and adequate stakeholder participation.



3. To identify institutions and individuals for implementation of specific project activities
4. To make recommendations to the Steering Committee on policy and other matters relating to project implementation.
5. To bring together principal institutional stakeholders at senior level and other interested parties to exchange information and views to ensure a collaborative approach to project implementation
6. To inform the project co-ordination unit regarding relevant projects in other sectors, ongoing, planned or completed and provide copies of any reports produced for the project database.
7. To provide guidance and support to the National Co-ordinator

### **3. Terms of Reference for Regional Steering Committee**

1. To provide overall direction of the project;
2. To review the progress of the project and the various national activities, ensuring a regionally integrated approach;
3. To direct on policy matters, and monitor the utilisation and availability of counterpart staff;
4. 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;
5. To provide guidance and support to the Technical Advisory Committee and Project Co-ordinator.

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

THIRD MEETING OF THE STEERING COMMITTEE  
Arusha, 12 August 1998

---

SUMMARY OF PROGRESS FOR THE PERIOD JANUARY 1998 - JULY 1998

---

The following summary deals largely with new project developments and not ongoing routine sampling activities that have already been established. Full details of project progress From December 1997 to June 1998 are available in Progress Reports, numbers 8 and 9.

### **Introduction**

Considerable progress has been made in almost all the special study components throughout the last seven months. Despite poor communications and transportation infrastructure along the lakeshore, the project has established a strong presence at the four riparian stations.

In Kigoma we have renovated an old storage building in the TAFIRI compound, which now houses a documentation centre, a meeting room, a computer room with communal workspace, and offices for a principal scientist and an administrative assistant. We have also added a Tanzanian administrator to our Kigoma team.

During the past six months our station at Department of Fisheries in Mpulungu, Zambia has received new furnishings and the renovations of the laboratories were completed. We are currently recruiting a Zambian administrative assistant for the Mpulungu Station.

The Burundian government has given us generous office space at the Department of Fisheries, Water and Fishculture. This includes offices for the Scientific Liaison Officer, the station administrative assistant, national scientists, a documentation centre and computer room, biology and chemistry labs and a museum. The station has recently been issued a project vehicle.

In the Democratic Republic of Congo, we have begun renovations of the Centre de Recherche en Hydrobiologie in Uvira. These historic laboratories are scheduled to be equipped and fully operational by mid October. The Uvira Station has also recently been issued a project vehicle.

The project has proceeded with recruiting four facilitators, as discussed at the last SC Meeting. These posts have been advertised in the four riparian countries and abroad. A candidate for the Biodiversity facilitator post has been submitted to UNOPS for approval and the other Special Studies Leaders are currently evaluating candidates and

conducting interviews to fill the other posts. We consider these posts crucial to future uninterrupted progress in the special studies.

### **Biodiversity Special Study**

Biodiversity workplan has been updated in light of field progress in previous months. The working document was circulated within the project and to special advisors.

- \_ Biodiversity literature database circulated to international experts for technical comments.
- \_ Final technical decisions made on survey protocols/forms which will allow development of survey database.
- \_ 9-day technical workshop for Francophone countries successfully held in Bujumbura. Training included strengthening of lab-based identification techniques, refinement of underwater survey skills, computation of biodiversity indices.
- \_ Zambian/Tanzanian participants for the next dive training identified and taught basic water skills.
- \_ BIODIVERSITY team in DR Congo now equipped and functioning.
- \_ BIODIVERSITY teams in Burundi and Zambia are now undertaking field work largely independent of international support. Both countries have completed surveys of their national parks and are currently mapping habitats of the remainder of their countries coastlines.
- \_ Overlap between BIODIVERSITY and SEDSS initiated in Zambia. Sampling at joint sites initiated with updated Zambian work programme for BIODIVERSITY divers.

### **Fishing Practices Special Study**

- \_ Tanzanian workplan drafted with initiatives from the FPSS team. The team has delegated the tasks of the workplan and detailed the logistics with the SLO.
- \_ Lines of communication between London and Kigoma well established. Tanzanian team contributing directly to quarterly reports. Consultancy reports received from Dr Philippe Petit: Gombe trip with preliminary synthesis of Tanzanian findings.
- \_ Tanzanian FPSS team conducted sampling visits to Luiche delta, Malagarasi. Analysis and report writing completed.
- \_ Tanzanian FPSS team re-visited Rukwa in a joint SEDSS/FPSS field trip.

- Regulation of beach seining in Zambia introduced through local committees. FPSS team is monitoring the implications of these regulations.

### **Sediment Discharge and Its Consequences**

- In Tanzania, monitoring programmes in the Gombe river system (hydrology and primary production) and the Luiche River are providing data and reports. The work on bacterial production has begun.
- In Zambia a programme for impact of sediment on biota has been combined with the side-scan sonar survey. Drs. Irvine and Duck, in co-operation with staff of the Zambian Department of Fisheries are currently in the field undertaking this work.
- An international research cruise used the R/V Explorer to study Tanzanian and Burundian Waters (6-26 January 1998). The main purpose of this cruise was to collect bathymetric data, sediment cores and water samples as part of an investigation of the long term changes in sedimentation rates resulting from watershed deforestation and subsequent soil erosion, and the effects those changes may have had on the ecology of Lake Tanganyika. Participants from all four countries took part.
- Study co-ordinator Dr Graeme Patterson visited Burundi and DRC and developed work plans for a number of national institutions, including CRH in DRC and Geominas, the University of Burundi, and IGEBU in Burundi.
- Consultant visited Mpulungu. A sediment sampling and invertebrate identification programme there is now fully operational and will be developed over the coming months.
- A staff member of Tanzanian Petroleum Dev. Corporation is currently visiting University of Arizona to carry out pollen analysis of cores collected during the cruise of January 1998.
- Monitoring programmes of river flow in the Zambian catchment are now providing data and reports from team leaders.
- Dr. M. Wooster of Kings College London travelled to Tanzania 12-26 June to develop a proposal for use of remote sensing data to aid in the estimation of soil erosion and sediment input to catchment.
- Dr. E. Nzeyimana completed his 6 week training period at VUB (Free University of Belgium) and returned to commence work in Burundi at the Department of Chemistry.

- Detailed proposal received from Geominas (Dept. of Geology and Mines) and IGEBU (Burundi Geographical Institute) to conduct river monitoring work in Burundi. Work to commence shortly.

### **Study on Pollution and its Effects on Biodiversity**

- Dr Chale (PSS Co-ordinator for Tanzanian) carried out an assignment to gather detailed information on all likely sources of pollution in the Kigoma area (e.g. sewage outfalls, domestic latrines, barges and other boats, factories and the local power generating plant) and design a monitoring programme to study these effects. Dr. Chale is currently based in Kigoma overseeing this work.
- Reports detailing causes of oil contamination in Kigoma Bay, Tanzania by Tanesco power station were produced. A proposal for remedial action has been developed.
- Dr. Baily-Watts visited Kigoma and Mpulungu to update work programmes, check progress and modify schedules for environmental recording, water sampling, chemical and biological analysis, data recording and verification.
- Ms. N. Wiltshire shifted to Mpulungu, Zambia for the remainder of her contract to provide additional training and oversee the operations of the PSS in Zambia.
- Dr. Bailey-Watts visited Burundi in May. At this time a PSS coordinator and a team of 3 technicians to analyse water quality and microbenthos were appointed. The team has been fully operation since 1 June, sampling water on a weekly basis, conducting analyses and reporting data.
- Dr Bailey-Watts visited DR Congo in May to assess needs for the laboratories at CRH. A Congolese PSS coordinator was appointed and invited to analyse his samples in Burundi until the CRH renovations are completed. A sampling programme for Congolese waters near Uvira has been made.

### **Socio-economics and Environmental Education components**

- Progress in the Socio-economic special study has been stalled due to the sudden and unexpected loss of the NRI study coordinator. A replacement, to be based in the region, is being actively recruited.

- An overall logical framework has been designed for the socio-economic and environmental studies component.
- Visit by NRI consultant to Tanzania and Zambia to improve co-ordination of the socio-economic components and develop detailed workplan for period May to November.
- Rapid rural appraisals conducted in key locations in Kigoma and Rukwa regions to further investigate land use practices and carry out institutional assessments.
- Subsequent to stakeholder meetings to discuss issues related to lake conservation and at instigation of village headmen, village environmental committees set up on Zambian lake shore and regulations imposed to limit use of damaging fishing practices and sale of undersized fish.
- Large and popular environmental education initiatives undertaken in Burundi and Tanzania on 5 June 1998 in commemoration of World Environment Day. Activities included: films and videos as a part of an education campaigns about the uniqueness of the Tanganyika ecosystem, public procession and speeches, clean-up campaigns.

### **Legal and Institutional Component**

- A regional workshop was held in Lusaka, Zambia in February with all four riparian countries well-represented at high levels. A forward workplan encompassing the main outputs/decisions of the meeting included:
- Outline of the Agreement with instructions for the drafting team. Technical points under the following headings were discussed: name of Agreement, preamble, objectives/aims, definitions, scope/application, guiding principles, fundamental rules and obligations (including: the obligation not to pollute the waters of the Lake, environmental impact assessment, prior notification of planned measures, conservation and management and exchange of information), procedural rules, institutions, dispute resolution, liability and compensation.
- The procedure for drafting the Agreement was finalised: Each country will nominate two lawyers and a technical expert to participate in the drafting process and the agency in each country which is the lead agency for the purposes of the project will take responsibility for the drafting process in each country.
- The Project should be responsible for producing an initial draft in English and French. This would then be discussed at two separate workshops, one for the Francophone countries and one for the Anglophone countries, both attended by

the international legal consultants. This would be followed by a joint meeting of the delegates from all the countries to produce harmonised texts in English and French. The harmonised texts would then be discussed informally within each country and another draft would be produced taking into account the comments from each country. This may necessitate another meeting of all the drafting team.

- Once the drafting team were satisfied with the draft Agreement it would be presented to the Project Steering Committee for approval. After approval by the Steering Committee it will be submitted to each government for negotiation and signature.
- Legal consultants anticipate that the draft international agreement will be prepared, translated and ready for circulation in the region by the end of 1998.

### **Database management and GIS**

- A metadatabase has been created that will document all the datasets available to LTBP. This will be soon available to all users both in the region and more widely.
- Progress has focused on the establishment of a GIS (provisionally called TANGIS) and database shell that will be utilised to store and retrieve the disparate datasets collected by the special studies thus far. The project is at a stage where much data are being generated but are not centrally catalogued or available to all collaborators.

### **Newsletter**

- The first issue of the project newsletter, *Lakeside/Au Bord du Lac*, has been produced. The next issue is due in three months and will contain, in contrast to the first issue, mostly articles written by regional staff.

### **Website**

- The development of the Project's website is largely complete and is seen as a major means of dissemination of information and communication between the disparate project components and collaborating institutions both within and outside the region. Individuals and institutions who do not have access to an internet connection will receive the website on CD-ROM at regular intervals.

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

THIRD MEETING OF THE STEERING COMMITTEE  
Arusha 12 August 1998

---

**SUMMARY OF PLANNED ACTIVITIES FOR THE PERIOD AUGUST 1998  
TO JANUARY 1999**

---

The work programme for the next six months, attached in the following tables, was drawn up prior to the recruitment of the four full-time regional facilitators who will support the Biodiversity, Fishing Practices, Sediment and Socio-economic special studies. One of their first tasks of these facilitators will be to review progress in the region, discuss current programmes with field teams in each country and review the overall strategy for the region. Consequently we expect these plans may be subject to revision. In addition, recommendations from the mid-term review will also have a bearing on these work plans, particularly if the project is to be extended. Hence the production of a full and detailed workplan for the remaining duration of the project will be produced as soon after the mid-term review as possible.



Lake Tanganyika Biodiversity Project  
Steering Committee Meeting

Project Work Plan

Activity Area								
1998	Project Coord.	Strategic plan	Legal	Biodiversity	Socio Econ/EE	Sediments	Pollution	Fishing practices
August	Meeting of Steering Committee and TAC  SLO travels to all four stations to check on overall progress	Planning Meeting of Technical Advisory Committee	August - December Consultants prepare annotated draft of international agreement for regional consultation Draft translated. Note that the legal consultants will work closely with translators to ensure that the 'spirit or essence' of the French and English drafts is consistent. Draft circulated to the region for comment	Regular sampling throughout.  DRC, work plan refined. Sent for comment to SS coordinator.  Plans for Dive 2 finalised.  Literature suitable for database identified/entered (B).- ongoing	Ongoing SE and EE programmes in TZ and ZM.	Regular sampling, (throughout)  O'Reilly completes work.  Side Scan sonar survey.	Regular sampling (throughout)	Regular sampling (throughout)
Sept	Facilitator appointments  Recommendations of Training Needs Assessment initiated	National Priorities and Strategies Review, ZM		Facilitator appointed  EA comments on DRC workplan sent to team, plan finalised.  Comments from regional teams on BIOSS survey database incorporated.	Facilitator appointed	Facilitator appointed.  Gauging apparatus installed in Zambia catchment	Visit by Alex Kirika to assess chemical analytical work programmes.	Facilitator appointed  Facilitator to visit Francophone institutions to discuss identification of teams, FPSS strategy and establishing a work programme.

Lake Tanganyika Biodiversity Project  
Steering Committee Meeting

Project Work Plan

1998	Project Coord.	Strategic plan	Legal	Biodiversity	Socio Econ/EE	Sediments	Pollution	Fishing practices
Oct	<p>Mid-term evaluation</p> <p>Renovation of CRH in Uvira completed</p> <p>SLO travels to all four riparian stations to check on overall progress</p>	<p>National Priorities and Strategies Review, ZM</p> <p>National Problem Review BR &amp; DRC</p>	Drafting of Agreement	<p>Standing instructions document published and distributed</p> <p>Supplemental dive training</p>	PRAs/Institutional assessments begun in BR & DRC.		Refinement of sampling schedules in BR & DRC.	<p>Regional facilitator to review progress in ZM, considering overall regional strategy for FPSS.</p> <p>Consultation on workplan in Francophone countries (teams, institutions, BIOSS and FPSS)</p> <p>Resource requirements assessed</p>
Nov				<p>Final work plan to end of SS</p> <p>Sampling national parks (Nsumbu and Mahele) by entire regional dive team</p> <p>MRAG final development of Survey database .</p>	Final work plan to end of SS	Final work plan to end of SS	Final work plan to end of SS	<p>Final work plan to end of SS</p> <p>Francophone work programme established</p>
Dec	<p>Detailed work programme to end of Project</p> <p>SLO travels to all four riparian stations to check on overall progress</p>	Transboundary Diagnostic Analysis	Draft Agreement Circulated	<p>Training in use of BIOSS survey database in all four countries</p> <p>Training of IT manager for BIOSS databases</p> <p>Analysis of parks data (BR, DRC, TZ, ZM)</p>				

Lake Tanganyika Biodiversity Project  
Steering Committee Meeting

Project Work Plan

1998	Project Coord.	Strategic plan	Legal	Biodiversity	Socio Econ/EE	Sediments	Pollution	Fishing practices
Jan	Tripartite Review & Steering Committee	Draft Strategic Action Plan	Regional workshops	Analysis of parks data (BR, DRC, TZ, ZM)  Regular national sampling		Biomaniplulation studies begun		
Comment			It is expected that the final draft will be presented to the Steering Committee in mid 1999. And then be passed on for national and regional consultation, negotiation and eventual signing	It is expected that this SS will be completed by August 1999. Toward the end Integrated sampling programmes with other threat-based SS teams will be developed and refined for future sustainable monitoring programme	This component of the work will continue until late in the project period as much of its input depends on the recommendations for mitigation of threats that emerge from the Special Studies and the Strategic action planning process.	Note that all elements of the SS will be completed by August 1999. The exception to this will be those monitoring activities (particularly river monitoring These studies will be supported until the end of the project with a view to these monitoring activities continuing indefinitely and feeding data to the proposed management process	It is expected that the SS will complete its work in late 1999 and leave an established regionally integrated pollution monitoring programme in place	The approach in each of four riparian countries will be refined to ensure that a regional picture of the impact of fishing practices on biodiversity is developed. The SS is expected to be complete by August 1999.

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

THIRD MEETING OF THE STEERING COMMITTEE  
Arusha 12 August 1998

---

BUDGET

---

The following tables present the most recently available summary of project and budget and expenditure. It should be noted that the budgeting of the special studies is currently undergoing an in-depth review in order to ensure that funds within this category are used in the most effective way across all studies with respect to project priorities.

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

THIRD MEETING OF THE STEERING COMMITTEE & TECHNICAL  
ADVISORY COMMITTEE  
Arusha 12 & 13 1998

---

LIST OF DOCUMENTS

---

STEERING COMMITTEE

1. SCM3/1 Report of Tripartite Review
2. SCM3/2 Minutes of second meeting of Regional Steering Committee (RSC)
3. SCM3/3 Provisional agenda
4. SCM3/4 Summary of developments regarding RSC recommendations
5. SCM3/5 Terms of Reference for National Steering Committee
6. SCM3/6 Summary of project progress
7. SCM3/7 Work plan
8. SCM3/8 Budget
9. SCM3/9 List of participants
10. SCM3/10 List of documents
11. SCM3/11 Timetable
12. SCM3/12 Travel Itinerary

TECHNICAL ADVISORY COMMITTEE

13. TAC1/1 Background paper
14. TAC1/2 Provisional agenda
15. TAC1/3 List of Participants
  
16. Newsletter
17. Progress report No. 9

## **CHARACTERISTICS AND TERMS OF REFERENCE FOR:**

### **A REGIONAL TRAINING AND COMMUNICATIONS FACILITATOR**

#### **RATIONALE**

The LTBP is a Regional project with many management, educational, technical and research facets and demanding of a great variety of different skills in order that individual project objectives are met. In addition the management objectives require a set of management and coordination skills from key stakeholders in order to achieve the Project Goal. These require that links are made between sectors and stakeholders and that the processes to facilitate these links are created and supported. in a participatory way. Thus to encourage communications and environmental education and to identify on-going training needs, organise and follow up the subsequent training, have become tasks that require full time attention. It is therefore proposed to employ, for the remaining duration of the LTBP, a Training and Communications Facilitator.

#### **CHARACTERISTICS**

The person employed for this post should have a mixture of the following characteristics in order to be effective in post. The post will be given equal opportunities and candidates with the appropriate skills and experience are encouraged to apply. The post should be filled by November.

##### *Qualifications/and or experience background:*

- \* Degree-level
- \* Natural resources
- \* Training or teaching
- \* Environmental education and/or community based development work.

##### *Essential skills*

- \* Excellent communication and interpersonal skills
- \* Bilingual in English and French - a working knowledge of Kiswahili and willingness to learn is a distinct advantage
- \* Self-starter and proven motivation to achieve in challenging circumstances
- \* Training of trainers skills, including training programme design, preparation of materials, implementing, monitoring and evaluation
- \* Proven techniques/methods of environmental education/ community based education including materials production
- \* Facilitation and support skills, including an understanding of motivation
- \* Participatory approach to work
- \* Teambuilding and proven teamworking skills
- \* Training needs assessment
- \* Availability to travel widely
- \* Proven report-writing skills.

## **JOB DESCRIPTION**

The T & C Facilitator will:

- 1 work at policy, management and executive levels, reporting through the Project Coordinator (PC) at PCU, Dar-Es-Salaam to the Project Manger in NRI and contributing quarterly reports, in order to execute the Project's Training Strategy. The T & C Facilitator should regard the Training Strategy as a starting point and be able to adapt and enhance this as necessary and after consultation with the PC;
- 2 prepare and maintain the training budget;
- 3 be responsible for the forming and coordinating of a regional team of 4 Liaison Officers (suggested to be members of the present team), based in each of the 4 countries, including the maintenance of regular communications and frequent visits throughout the region;
- 4 train the Liaison Officers in core skills such as Training of Trainers and Environmental Education techniques, Training Needs Assessment skills and Facilitation skills;
- 5 identify on-going training needs for addressing each and all of the Project Objectives and identify/design suitable training programmes to build up individual and organisational capacity so that the Project Objectives are appropriately addressed;
- 6 identify suitable training institutions/trainers and ensure that they have the requisite skills and approaches for the project to benefit from their interventions;
- 7 be responsible for the identification and evaluation of cooperating and collaborating institutions and for drawing up any resulting training needs, as in 3 above;
- 8 be responsible for ensuring that skills transfer occurs during visits by consultants where this is appropriate, e.g. by overseeing the training elements written into their Terms of Reference;
- 9 give regular and interactive contributions to the Project Newsletter.