



RECORD

2nd Joint Coordination Committee (JCC) Meeting for The SADC/JICA Project on Forest Conservation and Sustainable Management of Forest Resources in Southern Africa

7– 8 September 2016

Dar es Salaam, Tanzania

1. Introduction

The second Joint Coordination Committee (JCC) meeting of the SADC/JICA Forestry Project was held on 7-8 September 2016, in Dar es Salaam, Tanzania. The meeting was co-chaired by Mrs. Margaret Nyirenda the Director for Food, Agriculture and Natural Resources (FANR) Directorate, and Mr. Yoshiro Kurashina the Chief Advisor for the SADC/JICA Project, on behalf of the JICA Country Representative for Botswana (substantive Chairperson), who was unable to attend the meeting.

2. Attendance

The meeting was attended by all 15 SADC Member States, namely Angola, Botswana, Democratic Republic of Congo (DRC), Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, South Africa, Seychelles, Swaziland, Tanzania, Zambia and Zimbabwe. Officials from the SADC Secretariat, JICA Tokyo, JICA Country Offices and German International Cooperation (GIZ) also attended the meeting. The attendance list is attached as **Appendix 1**.

3. Opening Session

3.1 Remarks by Chairperson, Swaziland

Mr. Solomon Gamedze, Senior Forestry Officer, representing the Kingdom of Swaziland, the current SADC Chairperson welcomed the delegates to the meeting. He noted that SADC is endowed with rich natural resources which can be developed for the benefit of the people of the region and that SADC/JICA Forestry Project should support the region to realize some of these benefits. The SADC Chairperson also noted that the Member States learned a lot from the field visits organized by the Government of Tanzania on 7 September 2016,

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on activities their Tanzanian colleagues were doing in the areas of forest fire management and forest information system. In conclusion he wished the meeting successful deliberations.

3.2 Remarks by the Co-Chairperson, SADC Director of Food, Agriculture and Natural Resources (FANR)

The Director – FANR, Mrs. Margaret Nyirenda opened the meeting and welcomed the participants. She recalled that the first JCC was held in Tokyo Japan, in November 2015, where the project was first launched, followed by the second launch in Gaborone, Botswana. The Co-Chair thanked the Government of the United Republic of Tanzania for hosting the second JCC meeting at short notice. She highlighted the major decisions made in the first JCC including enhancing the capacity of Member States in Forest Information Systems, development of fair criteria for selecting project pilot countries, application of transboundary approaches to forest fire management and translation of all key documents for the JCC into three official languages of SADC to facilitate communication during their meetings.

The Co-Chairperson noted that the SADC/JICA Forestry Project Management Unit (PMU) has been established in Gaborone and that the PMU team had conducted the fact finding mission, which included visits to all SADC Member States during the period 20 January to 8 July 2016, the result of which would be presented to the second JCC meeting. Furthermore, the second JCC meeting would look at the proposed work plans for the coming year for each one of the project components on forest information system, forest fire management and participatory forest management.

The Co-Chairperson further reminded the JCC that the SADC/JICA Forestry Project was a Project for SADC Member States represented on the JCC by the Directors of Forestry, or their proxies. Member States are the implementers of the Project, while Secretariat's role was to coordinate and facilitate the Member States and the JICA team, with the project implementation. She therefore, called upon the JCC to guide the project in the right direction in order to achieve the intended outcomes. She also called upon Member States to take ownership of the project and ensure its sustainability.

The opening remarks by the Director-FANR attached as **Appendix 2**

3.3 Remarks by the Co-chairperson, Chief Advisor for the SADC/JICA Project

The Chief Advisor for the SADC/JICA Project, Mr. Yoshiro Kurashina spoke on behalf of the JICA Country Representative for Botswana, who was unable to attend the meeting. The Co-Chairperson welcomed the delegates to the meeting and noted that the Forestry Project, which started in June 2015, was the very first technical cooperation project, between SADC and JICA. He informed the meeting that three JICA experts have been fielded at PMU in Botswana, to work with the SADC FANR officials.

The Co-Chairperson noted that in November 2015, the first JCC Meeting was held in Tokyo, Japan, and agreed on the basic project structure and activities for enhancing the capacity of SADC member countries in the three pillars of the Project, namely, Forest Information System, Integrated Forest Fire Management, and Participatory Forest Management. The SADC/JICA project is supporting the implementation of the SADC Forestry Strategy 2010-2020.

The Co-Chairperson also noted that the PMU staff visited all 15 SADC Member States and conducted baseline studies. They also managed to build rapport with authorities in the forestry sector in each of the Member States. He appreciated the cooperation and the level of partnerships created between the Member States and the JICA project team in such a short period of time. The Co-Chairperson further noted that the second JCC would discuss more detailed planned project activities to be presented by the PMU in the meeting.

The Co-Chair reminded the meeting that in August 2016, the Government of Japan convened the Sixth Tokyo International Conference on African Development (TICAD VI) in Nairobi, Kenya, in collaboration with African countries and international partners. The resulting Nairobi Declaration recognized countries' commitment to address global issues and challenges such as climate change, deforestation and desertification, poaching, loss of natural resources, etc., all of which are relevant to the SADC/JICA Forestry Project. Hence, what the JCC would discuss in this meeting, and the actions to be taken to directly contribute to the betterment of the current situation of the global issues in the Southern African region.

In conclusion, the Co-Chairperson, said that through the second JCC, JICA would like to further consolidate regional partnership, and mutual cooperation in the forestry sector. He wished the meeting fruitful discussions and development of successful project activities for implementation in the coming years of project.

4. Adoption of the meeting programme

The JCC considered and adopted the meeting programme with the following amendments:

- a) a stand-alone item on reports of country visits, and
- b) an item on progress review of the project.

5. Self-introductions

All delegates made self-introductions to create awareness of who was present in the meeting so as to facilitate knowing each other better.

6. Objectives of the meeting

The Senior Programme Officer for Natural Resources and Wildlife, Ms. Deborah Kahatano, briefly presented the background of the project, and objectives of the meeting, which were to:

- a) Receive country reports by Swaziland, Tanzania and Zimbabwe on activities relevant to the project pillars in their respective countries (The three countries were not represented at the first JCC meeting);
- b) Review the project progress to-date;
- c) Approve the outline of the overall project work plan (2015-2020);
- d) Approve activities for the annual work plan for 2016-2017
- e) Consider and approve the formation of Expert Working Groups for each project pillar; and
- f) Share experiences and lessons through a site visit.

7. Review of the 1st JCC Record and Matters Arising

The JCC reviewed the minutes of the first JCC meeting that was held on 26 November 2015 in Tokyo, Japan as well as matters arising. The meeting recommended that the SADC/JICA Forestry Project should in future prepare a summary of matters arising from the record of the previous JCC meeting to facilitate quick reference.

8. Outstanding Country Reports

The JCC noted that at the 1st JCC meeting of the project held in November 2016 in Tokyo Japan, 12 Member States presented country reports on activities related to forest information systems, forest fire management and participatory forest management in their respective countries. However, Swaziland, Tanzania and Zimbabwe were not present at the meeting.

The three Member States (Swaziland, Tanzania and Zimbabwe) presented their respective country reports to the 2nd JCC meeting covering the following thematic areas: classification of forests, governance structures, legislative and regulatory framework, challenges, good practices and lessons learned challenges as they related to the Project pillars of forestry information system, forest fire management and participatory forest management. They also highlighted their expectations from the SADC/JICA Forestry Project.

9. Report on visits to Member States; outline of project activities and the work-plan; discussion and agreement on the work plans

The JCC noted that the SADC/JICA Forestry Project Management Unit (PMU) undertook visits to SADC Member States during the period 20 January to 8 July 2016. The purpose of the fact finding visits was for the PMU staff to familiarize themselves with conditions in Member States and collect baseline information related to the three project pillars on forest information systems, forest fire management and participatory forest management. This information would be used for planning project activities. The SADC countries visited are: Angola, Botswana, DRC, Lesotho, Malawi, Madagascar, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Swaziland, Tanzania, Zambia and Zimbabwe.

The JCC also noted that the SADC/JICA Forestry project had prepared draft work plans for the components on forest information system, forest fire management, and participatory forest management; as well as a work plan for public relations. The responsible officer for each component was invited to present to the JCC the report on the country visits as well as the draft work plan, as indicated in the following sections.

9.1 Forest Information System

The PMU presented the country visit report as well as proposed work plan for the forest information system component of the project. The objectives of the Forest Information System component are to: harmonize National Forest Information Systems (NFIS) of the Member States; develop and/or modify the SADC Regional Forest Information System (SADC-RFIS); publicize the SADC Regional Forest Information; and enhance capabilities of Member States for the Forest Information Management. The presentation is attached in **Appendix 3**.

The JCC noted that the DRC had unique vegetation types, and that these would be captured into the database of the SADC forest information system.

The JCC also noted that a training in forest information system would be conducted, and include all 15 SADC Member States. The training was expected to take place by July 2017 and that each Member State would send two candidates to participate in the training sessions.

The JCC further noted that the Project will provide a laptop computer for each country for training equipment as well as basic infrastructure of NFIS in each country.

DECISION 1: Forest Information System

The Joint Coordination Committee approved the following:

- (a) five (5) days of basic training in forest information system for Member States;
- (b) five (5) days of advanced training in forest information system for Member States;
- (c) two (2) people per Member State to attend both training sessions in forest information system;
- (d) for countries that do not have forest information system in place, the project should provide need-based technical support including a visit to the particular country for follow up training; and
- (e) Work plan for forest information system 2016-2020.

9.2 Forest Fire Management

The PMU presented the country visit report as well as proposed work plan for forest fire management component of the project. The objectives of the Forest Fire Management component are to: integrate available information and technologies of national and local governments for prediction and avoidance of spreading and extinguishing wildfires; integrate activities and capabilities of rural populations to Forest Fire Management; develop and/or modify National and Cross-boundary Guidelines for Integrated Forest Fire Management. The presentation is attached as **Appendix 4**

The JCC noted that the project would conduct training on forest fire for all 15 SADC Member States as well as develop regional fire guidelines to be ready in 2019. The JCC wondered why it should take so long to develop the guidelines, when this could be done by 2018. In addition, the JCC advised that the guidelines should be called SADC Fire Management Guidelines.

The JCC also noted that the forest fire training should take into account specific geographical conditions and terrain in the region. The JCC further recognized that since this is a regional project, the common regional issues should be prioritized over specific conditions of one country. However, the project was advised to use the baseline study in order to identify the needs of each country and to purchase project equipment based on specific needs on the ground in order to make the assistance relevant. The Project replied that the minimum necessary equipment would be determined and provided through pilot activities.

The JCC further noted that there was need for the PMU to provide the JCC with a breakdown of project budget so that it is aware of how the money is allocated in different line items and spent for the planned project activities.

A concern was raised on the fact that Swaziland was not present when the Kavango-Zambezi Transfrontier Conservation Area (KAZA TFCA) was selected for the Project's pilot activities. It was clarified that KAZA was not selected as a pilot area for project activities, but that the SADC Forestry Strategy mentions KAZA as an example. The criteria for selecting pilot sites will be developed at Expert Working Group Meeting and presented to JCC for approval. The JCC further noted that the Project should consider the criteria for pilot project activities with respect to high altitude fire.

DECISION 2: Forest Fire Management

- The Joint Coordination Committee approved the following:
- (a) forest fire management training should take into account main specific geographical conditions and terrain in the SADC region;
 - (b) use the results of the baseline study to identify needs in each country;
 - (c) procurement of necessary communication tools and supplies for pilot operations to be done according to specific needs and planned guidelines; and
 - (d) work plan for forest fire management 2016-2020.

9.3 Participatory Forest Management

The Project presented the country visit report as well as the proposed work plan for the participatory forest management component of the project. The objectives of the Participatory Forest Management component are to: enhance the capacity of SADC Member States in Participatory Forest Management; document and share good practices and lessons available in the Region and elsewhere; and develop Regional guidelines for Participatory Forest Management. The presentation is attached in **Appendix 5**.

The JCC noted that participatory forest management is a critical component of the project as it provides a platform for addressing livelihood issues. However, there is a need to identify and implement interventions with highest potential for impact.

DECISION 3: Participatory Forest Management

The Joint Coordination Committee approved the Work plan for participatory forest management 2016-2020.

10. Public Relations / Media

The Project made a presentation on a work plan for public relations activities and/or events to raise awareness about forest conservation in general and project activities in particular, and sought Member States suggestions and cooperation. The presentation is attached in **Appendix 6**

DECISION 4: Public Relations

The Joint Coordination Committee approved the work plan on public relations.

11. Formation of Expert Working Groups

The JCC noted that the Project intended to form three expert working groups, namely, Expert Working Group for Forest Resource Information; Expert Working Group for Forest Fire Management and Expert Working Group for Community Based Forest Management. The purpose of these working groups is to analyze the present status; propose ideas for improvements; develop selection criteria for project pilot sites and pilot activities, propose potential project pilot sites and activities, examine draft guidelines, as well as propose topics for development of future guidelines, concerning southern African regional issues in their respective technical area of forest resource information, forest fire management, and community based forest management, and report the findings and outputs to the JCC. The presentation is attached in **Appendix 7**.

The JCC also noted that the formation of the working groups was in line with the SADC Forestry Strategy 2010-2020 (Item 7.4), which outlines the formation of six specialist working groups including "Community Empowerment (Community Based Forest Management)"

The JCC further noted that the function of the EWGs was to initiate and develop technical documents for each of the project focal areas and submit to JCC for approval. In addition, the EWGs will develop criteria for selecting pilot project sites and activities.

The JCC noted that the EWGs for forest information system and forest fire management would hold their meetings in November 2016 and the EWG for community based forest management would hold the meeting in December 2016 and undertake a study tour to Thailand, a member of ASEAN, in February 2017.

The JCC also noted that each EWG will be made of two members from each Member State comprising of one focal point and one alternate member. Both members will attend all training sessions of the EWG. Ordinary EWG meetings will be attended by the focal point; but, in the event that he/she is unable to attend, then the alternate will attend.

The JCC further noted that EWG meeting will be organized by the PMU and that the invitations will be sent through SADC processes.

DECISION 5: Expert Working Groups

The Joint Coordination Committee approved the following:

- (a) the establishment of Expert Working Group on Forest Resource Information; Expert Working Group for Forest Fire Management; and Expert Working Group for Community Based Forest Management;
- (b) the functions of the Expert Working Groups which should include the development of criteria for selecting countries to implement pilot project activities, in their respective technical area, taking into account major characteristics of Member States;
- (c) that the Directors of Forestry should nominate members of EWGs in their respective countries and submit to the Project via e-mail by 16th September 2016; and
- (d) the establishment of the 4 sub-groups under the Community Based Forest Management in the areas of sustainable charcoal production and management; Non-timber Forest Products (NTFP) promotion; engagement of stakeholders; and mitigating deforestation / degradation.

12. SADC/GIZ TUPNR Programme

The JCC noted that the SADC natural resources sector was being supported by the Government of Germany, through GIZ (German International Cooperation) and the Government of Japan, through JICA (Japan International Development Agency). The SADC/GIZ Programme on Transboundary Use and Protection of Natural Resources (TUPNR) is supporting the implementation of the protocols on forestry and wildlife as well as the SADC Transfrontier Conservation Areas (TFCA) Programme. On the other hand, the SADC/JICA Forestry Project was supporting the implementation of the protocol on forestry and the SADC Programmes on Fire Management and REDD+. Therefore, there was need for the two projects to work together and share experiences.

The SADC TUPNR Programme Director, Mr. Reinhard Woytek made a presentation on the SADC/GIZ TUPNR Programme. He noted that the

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Programme's Phase I (2012-2015), supported national and regional actors in the implementation of the regional SADC Fire Programme, SADC TFCA Programme and SADC REDD Programme. The achievements included: Human Capacity Development (HCD) in the pilot development and implementation of a regional IFM (Integrated Fire Management) training programme with Mweka Wildlife College; piloting a regional REDD+ training programme with Sokoine University of Agriculture, Tanzania; and implementation of cross-border pilot projects on fire management in 4 Trans-frontier Conservation Areas.

The Programme's Phase II (2016-2018) is supporting the implementation of regional programmes by national, regional and local actors in the following components and areas of cooperation:

- a) Support to SADC Secretariat's FANR Directorate (CITES and TFCAs in the use and protection of endangered species; and Monitoring of implementation of SADC TFCAs Programme),
- b) Pilot projects for TFCA development through CBNRM and Fire management; and TFCA Networking as a platform for sharing knowledge beyond experts to various stakeholders, and
- c) Enabling environment for TFCAs in the areas of cross border cooperation in law enforcement, information sharing, training, joint management models between communities, NSA (non-State Actors) and governments.

The presentation highlighted other relevant areas, being implemented by SADC and KfW (German Development Bank), with potential for cooperation with other stakeholders. These include:

- a) Kavango-Zambezi (KAZA) TFCA: Hotspots of fire management approaches – assisting KAZA Secretariat and stakeholders in developing proposals related to fire management and community involvement in forest management, addressing charcoal production; and livelihood based approaches,
- b) Namibia and Angola: Community based management of forests in wild life dispersal areas, and
- c) Nyika (Malawi): Supporting management of large forest reserves and stronger community involvement

The JCC noted the enquiry by Swaziland about the GIZ support to the Lubombo TFCA. The JCC noted that the current GIZ support to Lubombo TFCA was going on well, and the contact person for the activities in the Lubombo TFCA in Swaziland was Mr. Seth Maphalala.

13. Date of Next meeting

The next JCC meeting is scheduled for March/April 2017, subject to confirmation by the SADC Secretariat. The tentative venue is South Africa subject to approval by the Government of the Republic of South Africa.

14. Any Other Business

14.1 Invitation Letters to Member States

The JCC noted the concern by Swaziland regarding delays created by process followed by the SADC Secretariat in sending invitation letters to Member States. The letters addressed to the SADC national Contact Points do not reach the Directors of Forestry in time; and this causes delays in approval of travel authorization, and leads to rejection of travel authorization due to short notice. Member States have therefore requested the SADC Secretariat to send official invitation at least a month before the meeting and at the same time send a copy to the Forestry section. The SADC/JICA project team will assist the SADC Secretariat to issue the invitation letters at earliest possible opportunity.

14.2 Duration of JCC meeting

The JCC noted that one day was too short for the JCC meeting. The 2nd JCC meeting went on into the night up to 20.00. JCC proposed that the meeting should be extended to cater for this.

14.3 Recruitment of regional staff for the project

The SADC Director-FANR informed the JCC that the project has a provision for the recruitment of a local Technical Expert to be part of the PMU staff on full-time basis. She reiterated the urgency to fill this position in order facilitate transfer of skills and requested the PMU to initiate the process.

DECISION 6: INVITATION LETTERS AND DURATION OF JCC MEETINGS

The Joint Coordination Committee approved that:

- (a) invitation letters be addressed to the National Contact points and copied to the Directors of Forestry; and
- (b) JCC meetings be held for an additional day to allow adequate time for discussions.

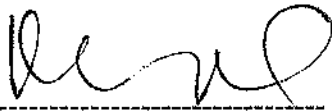
The JCC urged the PMU in liaison with the SADC Secretariat to fast-track the recruitment of local Technical Expert.

15. Closure

The Co-Chair, Director-FANR closed the meeting by saying that the PMU team had expressed the objectives of the project and related activities in a clear manner. She informed the JCC that minutes of the meeting had been captured and would be finalized and circulated.

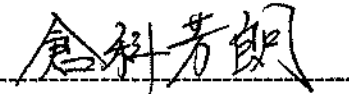
The Co-Chair further thanked the JICA team that had travelled from Tokyo to attend the second JCC. This support would lead to significant impact at the local level towards the development and achievement of the SADC agenda. The Co-Chair thanked the Government of the United Republic of Tanzania for hosting the meeting, and especially the Acting Director of Forestry who had really taken very good care of the delegates throughout their field visit and stay in Tanzania. Finally, she thanked the JICA team, GIZ, and SADC Secretariat staff for all arrangements and participation in the meeting.

The JCC members took the opportunity to bid farewell to Co-chairperson Mrs. Margaret Nyirenda, Director FANR who will be leaving the SADC Secretariat towards the end of 2016. They thanked her for leading the sector with commitment and dedication for more than a decade and wished her well in her future endeavors.



Margaret Nyirenda
 Director-FANR,
 Co-Chair JCC

Date: 16 Nov. 2016



Yoshiro Kurashina
 Chief Advisor
 Co-Chair JCC

Date: 4 Nov. 2016



Appendix 1: Participants List

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