



DRAFT RECORD

The SADC/JICA Project for Forest Conservation and Sustainable Management of Forest Resources in Southern Africa

4th Joint Coordination Committee (JCC) Meeting

14 - 15 February 2018
Johannesburg, South Africa

1 Introduction

The fourth (4th) Joint Coordination Committee (JCC) Meeting of the SADC/JICA Project on Forest Conservation and Sustainable Management of Forest Resources in Southern Africa was held on 14-15 February 2018 in Johannesburg, South Africa. The meeting was co-chaired by Mr. Domingos Gove, Director of the SADC Food Agriculture and Natural Resources Directorate and Mr. Tomohiro Seki, the Chief Representative of JICA South Africa Office on behalf of the Resident Representative of JICA Botswana Office who could not attend.

2 Attendance

The following Members of JCC, as stipulated in the Record of Discussions of the Project, attended the meeting:

- ◆ Chairperson: the Director for the Directorate of Food, Agriculture and Natural Resources (FANR) of SADC Secretariat
- ◆ Co-Chair: the Chief Representative of JICA South Africa Office (on behalf of the Resident Representative of JICA Botswana Office)
- ◆ Directors (or their representatives) of Forestry of 13 SADC Member States, namely Angola, Democratic Republic of Congo (DRC), Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, South Africa, Swaziland, Tanzania, Zambia and Zimbabwe
- ◆ Chief Advisor of the Project, JICA
- ◆ Senior Programme Officer for Natural Resources Management, SADC Secretariat
- ◆ JICA Experts and Coordinator

The meeting was also attended by the following participants

- ♦ Chairperson of the Expert Working Groups for Forest Fire Management and Participatory Forest Management
- ♦ Officials of SADC Secretariat
- ♦ Officials of relevant JICA Offices (Botswana, Democratic Republic of Congo (DRC), Malawi and South Africa)

The attendance list is attached as **Appendix 1**.

3 Remarks

3.1 Welcome remarks by host country –South Africa

Speaking in behalf of the Government of the Republic of South Africa, Mr. Avhashoni Renny Madula, the Director responsible for Forestry Regulations and Oversight in the Department of Agriculture Forestry and Fisheries (DAFF) welcomed delegates to South Africa and the meeting. He indicated that South Africa was deeply honored to be afforded the opportunity to host the JCC meeting for the second time.

Mr Madula reminded the meeting that over the past year a number of activities were undertaken by the SADC Forestry project to develop capacity of Member States and SADC Secretariat towards implementation of the SADC Forestry Strategy. As a result, Member States are more prepared to deal with some of the key issues identified in the Strategy such as trans-boundary forest fire management, forest assessments and information management and participatory forest management. He commended the efforts of Japan International Cooperation Agency (JICA), SADC Secretariat and all participating Member States in this regard. He also acknowledged the fact that individual Member States are the implementers of the SADC Forestry Strategy and urged them to embrace the opportunities afforded by this Forestry project and use them to support the fulfilment of a common agenda of conservation and sustainable management of forest resources in Southern Africa.

Mr. Madula reiterated that the last JCC meeting was absorbing and highly successful and encouraged delegate to actively engage in meaningful discussion and provide input to ensure the success and the fourth JCC meeting and that the project is properly guided.

In concluding his remarks, Mr Madula encouraged delegates to take advantage of their presence in South Africa to indulge and appreciate that which the country can offer and wished them a successful meeting.

3.2 Remarks by the Chair (FANR)

Mr. Domingos Gove, the Director for the SADC Food Agriculture and Natural Resources (FANR) Directorate, speaking on behalf of SADC Secretariat, welcomed the delegates for the fourth JCC of the SADC Project on Forest Conservation and Sustainable Management of Forest Resources in Southern Africa. He thanked the delegates for their commitment and dedication to leave other pressing matters in their countries to come to participate in this equally important meeting. He took time to provide brief background about himself, as he is new to SADC Secretariat and to the JCC.

Mr. Gove reminded delegates that SADC attaches great importance to the role of forests for socio-economic development and environmental services for the region. And, it is for this reason the Protocol on Forestry was developed to guide conservation, sustainable management and utilization of all types of forests and trees, as well as trade in forest products throughout the Region. Over the years, SADC has developed and implemented a number of Forestry programmes and projects and has further developed the Forestry Strategy (2010-2020) to guide and facilitate the implementation of the Protocol on Forestry. SADC/JICA Forestry project is supporting the implementation of four priorities of SADC Forestry Strategy namely Forest assessments and information management; Cooperation in trans-boundary forest and fire management; Enhanced participatory forest management; and Capacity improvement in SADC. He noted progress made in implementation of the project and thanked Member States for the commitment in implementing project activities and JICA for providing technical and financial support.

The Director reiterated that as in previous JCC meetings, this meeting will review the progress made in the implementation of the project activities, as well as implementation of the decisions made regarding the project. JCC is also expected to consider and approve the annual work plans. Member States are the implementers of the Project, while the role of Secretariat is to coordinate and facilitate the Member States and the JICA team, with the project implementation. Therefore, he called upon the JCC Members to be free to raise any issues or questions that they may have regarding the direction and implementation of the project, so that the Project is properly guided towards achieving its intended objectives. He also called upon Member States to take ownership of this project and ensure its sustainability beyond JICA support. He further, informed the delegates that JICA is facing some budgetary constraints that will affect the project budget for FYA 2018/19 and that these will be presented by the Co-Chair, for the JCC to find ways to implement the project with a reduced budget.

In conclusion, Mr. Gove thanked the Government of the Republic of South Africa for hosting the meeting and the JICA Office in South Africa for facilitating the logistics for the meeting. He also acknowledged the collaboration and support rendered by the SADC/GIZ Transboundary Use and Protection of Natural Resources Project to the SADC/JICA Forestry Project since this was important in ensuring synergies among partners in the natural resource management sector. He further thanked the Project Management Unit and other colleagues from FANR who worked tirelessly to ensure the convening of this meeting and Member States for attending the meeting, without their presence, there would be no meeting. He wished delegates fruitful deliberations.

3.3 Remarks by the Co-chair (JICA)

Speaking on behalf of the Japan International Cooperation Agency (JICA), the Chief Representative of JICA South Africa Office, Mr. Tomohiro Seki, welcomed delegates to the JCC Meeting. He started his remarks by hoping that all participants will have fruitful deliberations in the quest to strengthen regional partnerships and cooperation in the Forestry Sector through the 4th JCC Meeting.

The Chief Representative mentioned that Forests are one of the most important natural resources that have been gifted to humanity for their sustained existence on earth. He then pointed out that the Southern Africa faces many challenges when it comes to the management and sustainability of its forest resources, i.e. climate change, deforestation, forest degradation, wild fires and desertification. In order to tackle these issues, Mr. Seki drew the attention to the fact that the Project is enhancing capacity of SADC Member States in three pillars of the project, namely, Forest Information systems, Forest Fire Management, and Participatory Forest Management, and is supporting implementation of the SADC forestry Strategy for 2010-2020. He encouraged all JCC members to give their input, share best practice methods and pay attention in order to recognize progress made and what still needs to be improved going forward.

The Chief Representative appreciated the cooperation and level of partnership created between Member States and the JICA project team. He also extended his gratitude to all those who have worked tirelessly to make the JCC meeting possible, particularly, the Government of South Africa for hosting the meeting, the SADC Secretariat for the support in coordinating all Member States and the JICA project team who have dedicated themselves to executing the project mandates.

At the end of his remarks, the Chief Representative gave an explanation on JICA's overall budget situation in 2018/19 and requested the JCC to consider rescheduling of some of the Project activities in 2018/19 to 2019/20 in order to accommodate the budget reduction.

4 Objectives of the meeting

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

- Review the project progress since the 3rd JCC meeting;
- Receive the report of thematic Expert Working Groups;
- Consider and approve proposed changes on scheduling of project activities in line with current budget situation; and
- Consider and approve the annual project work plan.

5 Adoption of the meeting agenda

The JCC proposed the following items to be included in the agenda under any other business (AOB):

- Resource mobilization to support SADC Forestry Programme; and
- Convening of the Technical Committee on Forestry alongside the JCC

There being no further amendments, the JCC adopted the agenda as amended.

6 Review of the record of the 3rd JCC meeting and matters arising

Ms. Deborah Kahatano, Senior Programme Officer – Natural Resources and Wildlife made a presentation on the progress made in implementation of decisions of the third JCC as well matters arising. The presentation is attached as **Appendix 2**

The JCC proposed the following changes to the record of the 3rd JCC:

- (i) Decision 11.1 currently reads as follows: “the next JCC will be held in February 2018 and the JCC noted the proposal that, due to logistical reason, the next JCC is also hosted in South Africa”. JCC delegates recalled the discussions on the matter and that no clear decision was made in the meeting about host country. The decision should therefore be corrected to read as follows, “JCC proposed Mauritius to be venue for 4th JCC. Member from Mauritius informed the JCC that will consult with relevant national stakeholders and revert.”
- (ii) Also numbering from item 9 to 12 needs to be corrected to remove the zero between numbers.

7 Report on the progress

7.1 Overall progress after 3rd JCC including expected budget situation in 2018/19

Mr. Katsuro Saito, the Chief Advisor of the Project, made brief presentation on the overall progress of the project after the 3rd JCC meeting using the presentation as shown on **Appendix 3-0**.

The Chief Advisor informed the meeting that JICA is experiencing budget shortfall across the board for the FY 2018/19. As a result, the project activity budget would have to be drastically reduced during this period in order to accommodate this unfortunate situation. The estimated budget required to implement planned project activities for 2018/19 is approximately USD 680,000. The actual budget to be allocated to the project for this period is USD 288,000. The figures could change due to volatility of the foreign currency exchange rate.

The Chief Advisor further explained that as a response to this challenge, the PMU would propose deferring some of the activities that were originally planned in 2018/19 to 2019/20. He added that deferred activities are not falling off from the project plan and that they will be implemented as planned at different time slot from the original schedule as the budget situation improves.

The JCC was concerned about the implications of rescheduling of some 2018/19 activities to 2019/20 to the overall project performance due to the fact that the project end date is June 2020. Key areas of concern included the following:

- (i) Is there any guarantee that there will be sufficient funds to implement all project activities fully post 2018/19 or the problem is just being postponed?
- (ii) Will there be enough time to implement project activities effectively in 2019/20?
- (iii) If not will, the request for project extension beyond June 2020 be considered in order to cover for the delays resulting from 2018/19 budget reduction.

The Chief Advisor responded to item (i) above that, JICA is planning to provide necessary budget for 2019/20 to implement all activities including those that were deferred from 2018/19. He also explained that JICA would assess the achievement of outputs at due time and consider the extension of the Project cooperation period should this found to be necessary.

DECISION 1: Budget situation at JICA for 2018/19

7.1.1 The Joint Coordination Committee:

- a) approved the proposal to defer some of project activities planned for FY 2018/19 to FY 2019/20 to accommodate budgetary constraints at JICA;
- b) requested JICA to consider extension of project as necessary should the need arises, in order to allow implementation of project activities as per initial agreement and achieve desired results; and
- c) directed the SADC Secretariat to send formal correspondence to Member states informing them about budget reduction.

7.2 Expert Working Group (EWG) Report on Forest Information System (FIS) - Output 1

7.2.1 Mr. Takashi Nanaumi, on behalf of the Co-chair of the EWG on Forest Information System (FIS), presented a report on the progress after the 3rd JCC meeting and the draft annual work plan for 2018/19 as follows.

(i) FIS Basic Training was held on 26-30 June 2017 in Gaborone, Botswana.

The objective of the training was to how to monitor Forest Area Change in a sustainable and cost saving manner by using 'Open Data' and 'Open Source Software'. Participants were exposed to cost saving forest resources monitoring methods available for their use. Representatives of 14 Member States attended the training session.

(ii) FIS Basic Training as on item (i) above was repeated in on 6-8 November 2017 in Gaborone, Botswana. The target group was a second set of participants from FIS that did not participate in first course as well as members of the Forest Fire Management (FFM) EWG. Representatives of 15 Member States (FIS members) attended the training session.

(iii) FIS EWG Meeting was held on 9-10 November 2017 in Gaborone, Botswana and was attended by 15 Member States. The meeting:

- Provided input on how to prepare for RFIS design (Activity data/Inventory data);
- Agreed on the FIS Advanced topic 2018 (QGIS advanced operations / Python – plugins / MySQL – Database / Google Earth Engine – Cutting edge technology); and
- Agreed on the Annual Work Plan in 2018/19.

The presentation is attached as **Appendix 3-1**.

7.2.2 PMU then proposed the revised annual work plan, which included deferring Advanced Training on Forest Information System from July 2018 to June 2019.

DECISION 2: Forest Information System

7.2.3 The Joint Coordination Committee:

- a) approved the proposal to defer Advanced Training on Forest Information System from July 2018 to June 2019;
- b) Approved proposed Advanced Training on Forest Information System to be held twice covering five (5) modules. Each training will be attended by 15 participants for a period of two weeks. Member States agreed to send different people to each training preferably the same people who attended basic course in order to maximize on benefits of training and ensure continuity;
- c) directed the EWG-FIS to finalize Regional Guidelines on Forest Information System by June 2019; and
- d) approved annual work plan for Forest Information System for April 2018-March 2019.

7.3 Expert Working Group (EWG) Report on Forest Fire Management (FFM) - Output 2

7.3.1 Mr. Qaphela Ndabankulu, the Chairperson of the EWG on Forest Fire Management (FFM) presented a report on the progress after the 3rd JCC meeting as follows:

- (i) Prescribed Burning Training was held twice on 18-22 July and 8-12 August 2017 in Nelspruit, South Africa. The objective of training was to develop capacity development on prescribed burning and feedback the training outcomes into the SADC forest fire management guideline. Participants actively took part in both lecture and outdoor practical sessions and acquired knowledge and understanding on prescribed burning. Representatives of 14 Member States and 13 Member States participated the training sessions respectively. Participants had different levels of

technical experience on prescribed burning were so levelling the playing field proved to be a challenge.

- (ii) FIS Basic Training was held on 6-8 November 2017 in Gaborone, Botswana. The objective of the training was to impart knowledge on how to monitor Forest Area Change in a sustainable and cost saving manner by using 'Open Data' and 'Open Source Software'. Participants were exposed to cost saving forest resources monitoring methods available for their use with technical support from FIS members. Representatives of 14 Member States (FFM members) attended the training session.
- (iii) FFM EWG meeting was held on 9-10 November 2017 in Gaborone, Botswana and was attended by 14 Member States. The meeting:
- Agreed on the draft table of contents for Regional FFM guidelines;
 - Developed a matrix on the development of case studies covering best and bad practices and allocated responsibilities on topics to be covered by each Member State;
 - Reached agreement on the outline of the Regional Guideline on Forest Fire Management and developed table of contents; and
 - Agreed on the Annual Work Plan in 2018/19.

The presentation is attached as **Appendix 3-2**

7.3.2 PMU then proposed the revised annual work plan, which included deferring Awareness Training from August 2018 to November 2019.

DECISION 3: Forest Fire Management

7.3.3 The Joint Coordination Committee:

- a) approved the proposal to defer Awareness Training (Training of Trainers) for Forest Fire Management from August 2018 to November 2019;
- b) approved annual work plan for Forest Fire Management for April 2018-March 2019 (one advanced training in Forest Fire Management for 15 people for one week). Training to be held back to back with EWG meeting;
- c) urged EWG on FFM to consider undertaking practical training in Fire Management in mountainous terrain to enable participants to tackle fire in different landscapes. Practical training on fire management in low-lying areas has already been conducted;

- d) JCC directed the EWG to finalize the development of Regional Guidelines in FFM by the end of 2018 in order to give time to test and improve guidelines before the end of the project; and
- e) directed EWG FFM to maintain the use of terminology transboundary FFM and not to change to bilateral FFM as requested by the EWG.

7.4 Expert Working Group (EWG) on Participatory Forest Management (PFM) - Output 3

7.4.1 Ms. Mmakwena Maleka, the Chairperson of the EWG on Participatory Forest Management (PFM) presented a report on the progress after the 3rd JCC meeting as follows:

- (i) The 3rd PFM EWG meeting was held on 23-25 May 2017 in Johannesburg, South Africa and was attended by 15 Member States. During the meeting, the Member States presented 15 PFM good practices and the templates for good practice and project list were modified. The meeting identified five potential topics for PFM training and agreed on a schedule for the development of PFM Guidelines.
- (ii) The 4th PFM EWG meeting was held on 2-6 October 2017 in Arusha, Tanzania and was attended by 30 participants from 15 Member States. The meeting:
- Interrogated the draft zero of the PFM Guidelines and re-examined the proposed structure of the PFM Guidelines;
 - Discussed on key categories of PFM Database;
 - Received presentations and 13 PFM good practices;
 - Received a presentation from the PMU on External funding sources; and
 - Identified topics for PFM training i.e. Project management for PFM” and “Market analysis for PFM”;

The PFM EWG Members visited the Forest Training Institute (FTI) of Tanzania, and learned about the capacity development programs offered by FTI to support PFM. They also visited the Lake Duluti Forest Reserve project to observe the co-management practice with emphasis on the role of the government in PFM.

The presentation is attached as **Appendix 3-3**

7.4.2 PMU then proposed the revised annual work plan, which included deferring EWG meeting (to be held back to back with Market Analysis Training) from November 2018 to September 2019.

DECISION 4: Participatory Forest Management

7.4.3 The Joint Coordination Committee:

- a) approved the proposal to defer one EWG meeting and Market analysis training from November 2018 to September 2019. The two will be held back to back;
- b) approved annual work plan for Participatory Forest Management for April-March 2018
- c) directed the EWG to finalize the development of Regional Guidelines in PFM by December 2018 in order to give time to test and improve guidelines before the end of the project.

7.5 Report on Capacity Development of SADC Secretariat - Output 4

7.5.1 The Chief Advisor informed the meeting of the progress made toward hiring of Technical Assistant (TA) from the region to work alongside the Japanese experts to support project implementation and skill transfer. The TA will play a key role on stakeholder coordination. Terms of reference have been drafted in collaboration with the SADC Secretariat and the position will soon be advertised.

7.5.2 JCC welcomed the move to hire TA by the project and suggested that SADC Secretariat should mobilized resources to Programme Officer Forestry position within SADC Secretariat in a long run in order to ensure sustainability of project.

DECISION 5: Capacity Development of SADC Secretariat

7.5.3 The Joint Coordination Committee

(i) welcomed the move to hire Technical Assistance for the project;

(ii) noted that Terms of reference has been developed in consultation with SADC Secretariat and that the position will be advertised soon

8 Mutual relationship among the three components

Mr. Takashi Nanaumi, JICA Short-term Expert on Forest Information System presented the Project's plan to establish a common information-sharing platform for the three components of the Project. He explained that a portal site will be prepared in the SADC's AIMS (Agriculture Information Management System)

and all Project products, such as Forest Area Information, Guidelines on Forest Fire Management and Participatory Forest Management, Database for good practices of PFM and so forth, will be stored in the platform and made available to the Member States. He added that the portal site would be an effective tool for sharing information and discussions among the Member States.

The presentation is attached as **Appendix 4**

9 Review of the Plan of Operations (PO)

The Chief Advisor made a presentation on updating of the Plan of Operations (PO) based on the actual progress and reflecting the changes of future activity plans that were agreed by the JCC.

The JCC acknowledged and authorized the updated Plan of Operations as **Appendix 5**.

10 Other issues discussed and deliberated upon

10.1 Standard procedures for communication and clearing of input from Member States

JCC directed EWG Members to share the results of their work with their respective Directors on regular basis as a way of keeping them up to date. In addition, the EWG Members should obtain clearance on case studies and other key information that is submitted to PMU from their countries in order to ensure ownership of the product.

10.2 SADC Technical Committee meeting on Forestry

JCC noted that the SADC Technical Committee meeting on Forestry has not been convened since 2014. Since the JCC is comprised of the Directors of Forests from Member States, it requested SADC/JICA project to consider supporting the SADC Technical Committee on Forestry Meeting back to back with the JCC, as this forum has not been meeting for a while. This will be done on cost sharing basis in order to leverage resources

10.3 Resource Mobilization

PMU to provide practical training and/or focused support to EWG members on how to access funds from existing financing mechanisms to enable countries to access funds in an effort to address funding gaps to support Forestry programmes.

10.4 Financial Reports from the JICA

The JCC was concerned by the fact that the financial reports have not been presented to JCC, since the start of the project, in order to allow them to monitor expenditure trends in relation to project implementation and guide the project properly. JCC requested JICA to share financial reports from the beginning of the project to date as well as in the future. JCC directed SADC Secretariat to send formal request to JICA in this regard.

DECISION 6: Financial Reports from the JICA

10.4.1 The Joint Coordination Committee directed SADC Secretariat to send formal correspondence to JICA requesting for financial reports from project inception to date.

11 Any other Business

The JCC discussed issues affecting the Forestry sector ranging from to lack of funding to support the implementation of SADC Forestry Protocol and associated regional programmes as well as lack of human resources within SADC Secretariat to adequately support the coordination of the SADC Forestry Programme. Since these issues are outside the mandate of JCC, JCC Members requested the issues to be elevated to the SADC Technical Committee on Forestry for consideration. The SADC Technical Committee on Forestry will be requested to:

- a) Direct SADC Secretariat to seek funding to support the position of Programme Officer-Forestry within SADC Secretariat in a long run to ensure sustainability of project and forestry activities.
- b) Urge Member States to consider seconding PO- Forestry to SADC Secretariat. SADC Secretariat to provide details of cost implications to Member States.
- c) Direct the Secretariat to intensify mobilization of financial resources to support effective implement the forest management activities. This to include drawing lessons from similar institutions from Africa and elsewhere, and learning on how to access funds from existing financial mechanisms such as the Green Climate Fund (GCF), the Global Environment Facility (GEF) and the Global Forest Financing Facilitation Network (GFFFN) among others.
- d) Direct the Secretariat to facilitate fundraising from regional perspective to complement national efforts e.g. use of cross-regional envelopes.

12 Date and venue of the next meeting

The 5th JCC to be held in April 2019 instead of February 2019 as initially planned.

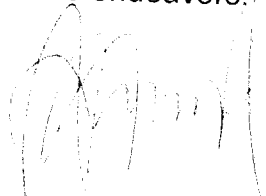
JCC recommended that meetings be held on rotational basis in line with SADC Policy to ensure equity and facilitate learning from host countries. This may include the review of structure of the meetings to include field trip/practical learning resources permitting.

Two countries were proposed as venue for the 5th JCC meeting. They include Mauritius if JCC is organized alone; and Namibia if the JCC is convened back to back with the SADC Technical Committee on Forestry. Cost analysis to be done as well as consultations with relevant stakeholders in home country and JICA Headquarters.

13 Wrap up and closing

Mr. Gove, Director FANR, noted that this was his first JCC meeting and appreciated the presence and active engagement of the participants. He reiterated that the JCC was a forum led by Member States and that Secretariat cannot make decisions without the consent of the Member States. He informed the delegates that Secretariat would send the record to them by e-mail so that they give feedback. In conclusion, the Director thanked the participants for attending the meeting and wished them safe travels back home. His remarks were echoed by Mr. Madula who, on behalf of the host country, wished the JCC Members safe travels back home.

The JCC took opportunity to bid farewell to Mr. Solomon Gamedze, JCC Member from Swaziland, who will be retiring from Public Service. The JCC thanked him his contribution to the sector and wished him all the best in his future endeavors.



Domingos Z. Gove
Director, FANR
SADC Secretariat
Co-Chair of JCC

Date: 24 / 05 / 2018



Tomohiro Seki
Chief Representative
JICA South Africa Office
Co-Chair of JCC

Date: 24 / 05 / 2018