

Minutes Coordinators' meeting January 16, 2018 at 9 am

Participants: Dr. Hidaya Kayuza, ARU, Dr. Latifa Mbelwa, UDSM. Dr. Joyce Nyoni, COSTECH, Mr. Cornell Saleco, UDSM, Dr. Inger Lundgren, Embassy of Sweden.

Venue: Embassy of Sweden

1) Annual Planning Meetings.

- **Submission of plans and budgets:** It was underlined that the annual plans and budgets must be submitted to the embassy no later than 15th April. It will not be possible for the embassy to review and assess the documents before the meetings. In case of delays the meetings will be postponed
- **Change of research advisor.** This year it will be especially unfortunate if the meetings are being postponed given the situation that there will be a change of research advisor at the embassy and a handover will take place in mid-May. The one taking position will also be participating in this year's annual planning meeting.
- **Modality.** The modality of the planning meetings is to meet with each individual research group preferably, if possible, at their department.
- **Dates** for the annual meetings this year:

ISP: Monday 14 May

ARU: Tuesday 15 – Wednesday 16 May

COSTECH: Thursday 17 May (ev. Friday 18 in case of field visit)

MUHAS: Monday 21 – Tuesday 22 May

UDSM: Wednesday 23 – Thursday 24 May and Friday 25 May (IMS)

- 2) **Mid-Term Self-Assessment.** The cooperation is halfway into the current agreement period and one of the conditions is that a mid-term self-assessment will take place. The purpose is twofold. First it will look into the achievements so far followed by an analysis on the best way forward for the rest of the cooperation period in order to reach the objectives/results that were

set out from the beginning. The second objective is to take the assessment further, beyond the cooperation period, and focus on the next steps that are required to increase capacity/sustainability in research. The exercise will result in a report from each institution which also makes it possible to share your thoughts and to influence the external evaluation of the cooperation that will take place in the beginning of 2019.

- **Modality.** The assessment will be based on the annual reports based on RBM, but also take into account other assessments of the institutions such as the QA-report, the System Audits, the previous evaluation (in 2014), the EIA-report as well as the ICT-report.
- **Facilitator.** AIMS has been supporting all partners to develop RBM matrices for this cooperation period and will also be procured to support the institutions this time with the self-assessments. AIMS has good knowledge about the support and knows all partners well.

It is suggested that the self-assessments are made in two steps through two workshops. It is suggested that it starts with one workshop with each institution which shares the concepts and method for carrying out the assessment. The outcome will be a concrete plan for the assessment to be carried out. The second workshop is when the major part of the assessment is being done (analysis, plans, and projections).

A condition for the workshop to take place is that the annual reports for July-June 2017/2018 have been developed. The sub programmes will then have three annual reports with data on which to make the assessments.

- **Venue:** As soon as AIMS has confirmed the suggested dates Dr. Nyoni will start exploring possible venues that all institutions can use and be easily accessible for the facilitator.
- **Dates.** Only the dates for have been suggested and AIMS will be approached to see if they are available during these dates:

ARU: Tuesday 20 March
COSTECH: Wednesday 21 March
MUHAS: Thursday 22 March
UDSM: Friday 23 March

- 3) **RBM Multiyear Matrix:** Now that cooperation has a couple of years behind it and two reports have been developed, it can be useful to have a multiyear RBM matrix in order to get a quick overview on how the programme implementation is developing. Nevertheless, it is important to remember that very little of what each institution is doing is reflected in the matrices. Therefore it is also important to have a good narrative report. Inger will develop a multiyear RBM matrix for each institution.
- 4) **Q-report:** A Quarterly Financial Statement October-December 2017 must be submitted to the embassy no later than **31 January** in order to plan the disbursements from Sida. The template has been provided previously.
- 5) **Audits.** Most audits for the year 2016/2017 seem to be underway. ARU audit is already finalized and sent to CAGs office for signature. A draft has been sent to the embassy.
- 6) **Pending documents** from 2017 must be submitted asap, These are required for the embassy assessment reports on partners' performance to Sida HQ/MoFA(Open Aid. No disbursements will be made unless accomplished.
- 7) **Booklets** from the 40th anniversary were shared by the embassy (MUHAS has one box to receive)
- 8) **Project summaries: A list of all research projects (PhD, post doc, researchers with grants etc) with a popular summary of around 12 lines should be developed and sent to the embassy.** These should be generic and also included in the annual plans and reports either attached as an enclosure or be part of the generic description of the programme/subprogrammes. The descriptions must be understood independently for any reader. The summary must include:
 - Title of research project
 - Name of research/PhD-student/Post doc fellow
 - Popular description of the project including what, why and geographic location
 - The research questions

9) AOB