

Minutes Coordinators' meeting January 11, 2017 at 9 am

Venue: Embassy of Sweden

- **Annual Planning Meetings 2017**

- Dates for the Annual Planning meetings was agreed as follows:
 - 11/5 - COSTECH
 - 9-11/5 - UDSM
 - 16/5 - ARU
 - 17-18/5 – MUHAS
- It was agreed that Inger would write draft instructions for the Annual Meetings and thereafter send them to the Tanzania-Sida coordinators for input. This is done in order to increase the understanding of what is expected of all participants.

- **ICT.** After the 2014 review of ICT infrastructure of the Tanzanian institutions receiving support from Sweden, partners wrote a management response and a concept not in view of possible support to further develop ICT. It was communicated by the embassy that such support will not be provided in the current cooperation period.

- **Planning 40 years anniversary of research cooperation between Sweden and Tanzania** The embassy considers the research cooperation to be very successful and wishes to take the opportunity to create an event with great visibility and impact both in Sweden and Tanzania.

- Suggested dates for the event are 8-9 November.
- Suggested venue is the Julius Nyerere Conference Center
- Suggested high level invitees.
- Suggested that a working group with members from each institution should be established to work with logistics, invitations and background material of the results of this long term cooperation.

- Suggested that a communication firm should be procured to work with exhibitions, poster presentations and other communication material together with researchers.

- **Reports: What to do with the reports and the recommendations?**
 - QA and EIA reports to be discussed later (possible opportunity at mid-term review)
 - System audit reports have been submitted to the embassy and will be sent to the Tanzanian partner institutions for management response and action points to take.

- **Reallocations (agree on % for free reallocations).**
 - It was agreed that the sub programmes may reallocate up to 30% of a budget line without seeking approval from the Sida. The reallocations however, must only be made within the subprogramme. Only Sida can approve of reallocations above 30% and between programmes.

- **Budget delegation (20% reduction and quarterly follow up).**

Sida HQ has communicated that the delegated funds for the upcoming budget year will be 20% less than the requested amount. This is a measure taken by Sida due to the fact that very often there are large amount of funds by the end of the year that has not been used. This causes problem since there are others waiting for support, but cannot get it (no time to reallocate). Also, it causes problems when Sida requests the annual budget the following year risking receiving less due to low expenditure. This does not mean that we cannot access the entire agreed amount. It means that we have to show that we need the funds, and then claim them. All depends on how efficient the implementation of the supported programmes is. This requires more frequent follow up of the subprogrammes. There will be no disbursements by the end of the year. If the funds have not been requested earlier it will be considered that there is no need for them and they will not be accessible. By June 2017 we must know if the 1st installment 2017/18 can be requested. All depends on the implementation of the programmes and the expenditure. Thus,

- **Quarterly financial follow ups are required.** The reports shall be submitted to the embassy. The reports will be assessed both by receiving institution and Sida. Programmes which show signs of slow implementation pace/expenditure will be contacted and explanations required for not performing as planned.
 - **Reallocations between programmes** will be made if it is assessed that the funds will not be used. Coordinators of programmes that perform and can absorb more funds are requested identify needs in case of future reallocations. Such proposals can be communicated to the Tanzania-Sida coordinators.

- **Experience from including remaining funds in budget planning**
 - A quarterly financial report on the expenditure (ending in March) of the subprogrammes should be submitted together with the Draft Annual Plan no later than 15 April in order to assess the spending of funds up to the end of June. It was agreed that a budget columns should be included in the budget template for expected remaining funds that will be filled and submitted together with the Revised/Final Annual Plan no later than 30 June.

- **Overhead on remaining funds**
 - Coordinators should ensure that the institutional overhead is not charged twice on the funds that are transferred from one fiscal year to another. They should also make sure that this is also clear in the budget (i.e. not summarize remaining funds and allocated funds and then add the overhead). The overhead should only be calculated on the allocated funds not yet disbursed.

- **Innovation week in Nairobi organized by Sida and Bioinnovate.**
 - Coordinators were requested to identify name of participants from their respective institution.