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2017 -01- 20

TANZANIA COMMISSION FOR SCIENCE AND TECHNOLOGY



**Telegrams:** COSTECH  
**Telephones:** (255 - 022) 2927543, 2927539  
**Director General:** (255 - 022) 2927543  
**Fax:** (255 - 022) 2927551  
**Email:** [info@costech.or.tz](mailto:info@costech.or.tz)  
**Website:** [www.costech.or.tz](http://www.costech.or.tz)

Ali Hassan Mwinyi Road  
P.O. Box 4302  
Dar es Salaam  
**Tanzania**

*In reply please quote: CST/SC.217/28/2017*

19<sup>th</sup> January, 2017

Inger Lundgren  
Research and Innovation  
Embassy of Swedish  
P.O BOX 9274  
**Dar es Salaam**

Dear Madam,

**RE: SUBMISSION OF ANNUAL REVIEW (2015-2016) MEETING MINUTES**

The above heading is referred.

The Commission for Science and Technology (COSTECH) is hereby submitting the review (2015-2016) meeting minutes for the new Research Cooperation Programme entitled "*Building Systems for High Quality Relevant Research in Tanzania 2015 - 2020*". The meeting was held on 20<sup>th</sup> November, 2016.

The minutes are brought to you for confirmation by signature.

Thanking you for your continued cooperation.

Dr. Flora Tibazarwa  
**For: Director General**

# TANZANIA COMMISSION FOR SCIENCE AND TECHNOLOGY



## MINUTES OF THE Sida - COSTECH RESEARCH COOPERATION ANNUAL REVIEW MEETING HELD ON 11<sup>TH</sup> NOVEMBER, 2016 AT COSTECH CONFERENCE HALL

### LIST OF PARTICIPANTS

1. Dr. Inger Lundgren - Research and Innovation, Embassy of Sweden
2. Dr. Flora I. Tibazarwa - COSTECH Programme Coordinator
3. Dr. Hassan Mshinda - DG
4. Dr. Joyce Nyoni - DSS
5. Dr. Dugushilu Mafunda - Ag. DIEC
6. Mr. Shaaban Husein - DAF
7. Dr. Bakari Msangi - NFAST Coordinator
8. Dr. Khamis Kalegele - Ag. DKM
9. Mr. Murusalina Said - PMU
10. Ms. Zainab Bakari - PLO
11. Mr. Furaha Kabuje - RO
12. Mr. Method Rutechura - Executive Assistant
13. Ms. Neema Tindamanyire - Program Officer
14. Ms. Bestina Daniel - Assistant Program Officer
15. Mr. Dani Neren - Bilateral Associate Expert, COSTECH
16. Prof. Ernst Groningen - ISP (SRC) Representative
17. Ms. Aksana Mushkavets - ISP(SRC) Representative
18. Dr. Caroline Larsson - DSV Representative

## **Opening of the Meeting**

The COSTECH Programme Coordinator, Dr. F. Tibazarwa, opened the meeting at 9:15 a.m. by welcoming the members to the Annual Review Meeting and thanking them for attending. Thereafter, the self introduction from participants was followed to make aware of each other.

### **AGENDA ITEM NO. 1: ADOPTION OF THE AGENDA**

#### **Minute No. 1.1**

- **ADOPTED** the Agenda of the meeting as follows:

1. Opening of the meeting
2. A word from Swedish Embassy
3. A word from representative- Swedish Research Council (SRC)
4. A word from representative - Department for Computer and Systems Sciences (DSV)
5. Presentation of Annual report 2015/2016 - Summary of Overall Report
6. Presentation of Annual Report 2015/2016 – Summary of Research funding sub-programme
7. Presentation of Annual Report 2015/2016 – Summary of Research Management sub-programme
8. Presentation of Annual Report for 2015/2016 – Summary of Research Communication sub-programme
9. Closing and way forward

### **AGENDA ITEM NO. 2: A WORD FROM SWEDISH EMBASSY**

#### **Minute No. 2.1**

- **NOTED** the following general challenges regarding the preparation and submission of annual report 2015/2016 this includes;

- Delay on submission of annual reports
- Narrative summary doesn't align with set target for the year as indicated in the log frame matrices
- Wrong template used for financial report

- Gender was not captured in the activities reported.

**Minute No. 2.2**

- On the course of improving the annual report the following were **DIRECTED**;
  - The directorate responsible for finance to arrange meeting with the Embassy to cross check on financial issues includes templates and figures.
  - Narrative summary should align with the target as per log frame.
  - The revised report should ensure it captures gender issues.
  - Revise the annual report and submit to the Embassy.

**AGENDA ITEM NO. 3:**

**A WORD FROM REPRESENTATIVE- SWEDISH RESEARCH COUNCIL (SRC)**

**Minute No. 3.1**

- **INFORMED** the Swedish counterpart has now signed the contract with International Science Programme (ISP) and funds to support the activities have been disbursed.

**Minute No. 3.2**

- **INFORMED** that RBM training was successful conducted to the Swedish partners together with Ugandan in September, 2016 at Stockholm, Sweden.

**AGENDA ITEM NO. 4:**

**A WORD FROM REPRESENTATIVE - DEPARTMENT FOR COMPUTER AND SYSTEMS SCIENCES (DSV)**

**Minute No. 4.1**

- **NOTED** the delay in implementation of activities due to late signing of the agreement due to the internal issues within the DSV. **INFORMED** that after signing of the agreement the activities has started to roll over.

**Minute No. 4.2**

- **INFORMED** further that the DSV is planning to come back again in January, 2017 for the learning experience at COSTECH.

**AGENDA ITEM NO. 5:**

**PRESENTATION OF ANNUAL REPORT 2015/2016 -  
SUMMARY OF OVERALL REPORT**

**Minute No. 5.1**

- **PRESENTED** the summary of the overall annual report 2015/2016

**Minute No. 5.2**

- **CONCERNED** on the delayed implementation of activities due to new reforms and directives by the 5<sup>th</sup> phase government.

**Minute No. 5.3**

- **REQUESTED** guidance on how best resources could be reallocated to other activities. **DIRECTED** funds could be reallocated to complement the overall programme objectives with adequate justification presented to the embassy.

**Minute No. 5.4**

- **INFORMED COSTECH** is in the process of improving its online research and innovation grant manual with support from KPMG following discussions and agreements between Swedish Embassy, HDIF and the Finnish Embassy.

**Minute No. 5.5**

- **INFORMED** to ensure efficient and timely implementation of the Sida support COSTECH management conducted weekly meeting to discuss the progress of the activities.

**AGENDA ITEM NO. 6:**

**PRESENTATION OF ANNUAL REPORT 2015/2016  
– SUMMARY OF RESEARCH FUNDING SUB-  
PROGRAMME**

**Minute No. 6.1**

- **PRESENTED** the summary of research funding sub programme annual report 2015/2016

**Minute No. 6.2**

- **INFORMED** that the postdoc framework has been developed through stakeholders' involvement and the final draft is to be presented at a final stakeholders' workshop for endorsement.

**Minute No. 6.3**

- **INFORMED** researchers from Zanzibar have been facilitated to write grants and four proposals have been developed and submitted for funding to different donors.

**Minute No. 6.4**

- **ADVISED** COSTECH to keep track of the submitted proposals to know if funds were accessed and if researchers continue to write grants and include it in the reporting.

**AGENDA ITEM NO. 7:**

**PRESENTATION OF ANNUAL REPORT 2015/2016  
SUMMARY OF RESEARCH MANAGEMENT SUB-PROGRAMME**

**Minute No. 7.1**

- **PRESENTED** the summary of research management sub programme annual report 2015/2016

**Minute No. 7.2**

- **NOTED** there was slow implementation of activities due to delay of signed their agreement. However few activities managed to be initiated/ done these includes;
  - Draft development of monitoring framework for research and innovation
  - In house training to COSTECH staff conducted
  - Learning experience of COSTECH staff to Swedish Research Council

**AGENDA ITEM NO. 8:**

**PRESENTATION ANNUAL REPORT FOR 2015/2016  
– SUMMARY OF RESEARCH COMMUNICATION  
SUB-PROGRAMME**

**Minute No 8.1**

- **PRESENTED** the summary of research communication sub programme annual. **NOTED** most of activities are not fully realized.

**AGENDA ITEM NO. 10:**

**CLOSING AND WAY FORWARD**

**Minute No 10.1**

- There being no other business and the meeting was closed at 10.45

**APPROVED FOR ISSUE**



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Dr. Flora Ismail Tibazarwa

**For DG COSTECH**

DATE: 11/01/2017 .....

**CONFIRMED**



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Dr. Inger Lundgren

**Swedish Embassy - Research and Innovation**

DATE: 20/01/2017 .....