Minutes
Tanzania Bilateral Collaboration Meeting
14 October 2019
Radisson Blu Airport Terminal Hotel, Stockholm-Arlanda Airport, Pelargången 1, 190 45 Stockholm

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About the meeting
International Science Programme (ISP), Uppsala University organized the meeting to follow up on the informal meeting at the Swedish Embassy, Dar es Salaam in May 2019. During the meeting, potential improvements for next phase were discussed by the Embassy, ISP and Swedish sub-program coordinators. About 28 Swedish coordinators (3 online), Johan Hellström (online) and ISP met to discuss the results from the survey and as well inform the coordinators about progress towards the next bilateral phase in Tanzania.

Welcome and Introduction (Ernst van Groningen)
The overall coordinator of the Swedish side of the collaboration with Tanzania, Ernst van Groningen from ISP, warmly greeted the participants and informed the following:

- Information about the upcoming Annual Review Meeting (ARM) in Dar es Salaam is available on ISP webpage: https://www.isp.uu.se/what-we-do/bilateral-coordination/tanzania/
- The last date to reply to the survey sent to the Tanzanian partners was extended a few days due to low response frequency (25%), compared to Swedish partners (above 70%). Therefore, Ernst van Groningen encouraged the Swedish partners to request their Tanzanian partners to answer the survey increase the response rate to enable ISP to draw genuine conclusions. The preliminary results of the Tanzanian survey will be presented by Ernst van Groningen at Intuitions during upcoming ARM in Tanzania in November.
- As this is the final year of the current phase, the final reporting should be done 30 September 2020 the latest. ISP shall send a quick reference guide for the final reporting to all Swedish partners.

Progress on application of next phase (Johan Hellström)
Johan Hellström from the Embassy of Sweden in Dar es Salaam participated online from Kenya, Nairobi until the lunch break of this meeting. He informed the meeting participants about the following:

- Internal Sida/Embassy decision on the appraisal plan and way forward will be taken by the end of October. This plan will guide the appraisal process and way forward. The process, most likely, will be like the following. The Embassy will invite the Tanzanian institutions to submit a concept note. This concept note will be written by the Tanzanian institutions themselves (some have already drafted it). Next step is that Sida/Embassy will read through, comment and invite the Tanzanian institutions to submit a full proposal addressed to the Embassy. Based on the proposals from intuitions, the evaluations and the surveys from ISP, a decision will be made by Sida and by the Embassy (with recommendations from Sida’s external Research Council) regarding how exactly the next phase will be designed. Some sub-programmes might not get continued funding, some might merge while other might continue more or less like today.
  One reason why the process could be delayed for the next phase is that the Government of Tanzania wants to be informed of every new donor funded proposal. All the funds from the donors, including Sida funds will be part of the national budget.
of Tanzania. This is a reason why the government’s officials must be involved in next bilateral phase.

Johan Hellström also pointed to that there could be a situation where the start of the next phase could be delayed by 6 months to 1 year. Sida, will then try to find the solution by prolongation/amendment of current agreements.

- The UDSM ARM will take place in Dodoma, in combination with the second annual conference for UDSM which aims to engage the policy makers, government official and technicians. Moreover, if any Swedish coordinator willing to participate ARM online, they need to inform Johan Hellström so that he can cater for an online meeting with extra modem from Embassy.

- COSTECH is planning the Global Research Council meeting during 11-15 November 2019 which could be an interesting event for coordinators from other universities to attend.

- In the external evaluation of the Sida bilateral cooperation, Tanzania is selected as a case study country. The final draft is almost ready and will be shared with all partners. Another evaluation dealing with the Tanzania Bilateral cooperation only will soon be initiated and Johan Hellström has requested Swedish coordinators to send him the any questions that could be included in the Terms of Reference (ToR) of the evaluation.

- There is Memorandum of Understanding (MoU) between Sweden and Tanzania which gives an opportunity to raise concern such as challenges with Tanzania Commission of Universities (TCU) or increase governmental funds for research. Currently, only two percent of the research funds at Muhimbili University of Health and Allied Sciences (MUHAS) comes from the Tanzanian government.

- A Research Network meeting at Sida headquarters, Stockholm will be held in May 2020, where the coordinators from all collaborating bilateral intuitions will invited to participate.

Important questions raised by participants to Johan Hellström:

- Can Swedish coordinators get the annual reports and approved budgets for 2019/20?
  Annual reports were sent by all Tanzanian intuitions except for UDSM at the time of this meeting. Johan will share all the report that he has received. Budgets are approved for other institutions for except for UDSM. UDSM has requested about 3 million SEK extra and Johan Hellström has asked UDSM if there is a possibility to move around the funds between the sub-programs as there are a lot of unspent funds; the process is ongoing.
  Dates for APM next year have already been set to 11-22 May 2020. This planning meeting should be focused on the next phase and discuss the questions of funds available in the current phase and extra funds that need to be requested from Sida.

- How about the students who will not be able to complete their PhD in the current phase and how to avoid delays in releasing of funds in the next phase?
  We should all make sure that students who have not been able to complete in the current phase should be budgeted in the next phase. Sida is trying their best to have the new agreement as soon as possible so as to avoid the need of prolongation of the current agreement. Once, the agreement is in place, new contracts with the Swedish partners will be signed.
• **How about the selection of the sub-program will be done or who will decide merge of the sub-programs?**
  Once the joint proposal has been submitted to Sida, the Sida Research council will recommend and Sida/Embassy will make a decision for selection of sub-programs. Any merging of the sub-programs will be done with the consent from all respective sub-program coordinators.

• **The sub-programs such as Research Management do not produce PhD/MSc but help other programs and universities to build capacity. How will this program sustain at the universities?**
  These programs definitely help in capacity building at the universities and there needs to be a clear dialog at universities so that they understand the essential of these programs. This can be discussed in the coming meetings.
  Caroline Wamala from SPIDER mentioned that there is a dialog at universities when Swedish partner are in Tanzania and the work progresses. However, as soon as Swedish partner leaves Tanzania, the work slows down considerably.

• **Swedish partners were informed that in the next phase all the students will be registered at Tanzanian universities and there will not be any sandwich students. Is it true?**
  No, it is not true!

• **MUHAS has implemented a new regulation/requirement from 2016 for local PhD students requiring the student to have four articles as a first author. This is very severe requirement stricter than at Karolinska Institutet. How can students complete PhD with such high requirements while not all required courses are available at local universities?**
  Johan will follow-up with MUHAS about this regulation. This question can also be included in the Term of Reference to evaluation.

• **The students who are registered locally have the lowest priority to get admitted to courses at Swedish universities. Can Sida in any way influence the possibility to get the local students registered in courses in Sweden?**
  Suggestions from others: It would be an excellent idea if universities in Tanzania collaborated with each other and also the role of COSTECH can be enhanced to develop such relationships between the universities.

Finally, some requests from Johan to Swedish coordinators: to send the questions or concerns that can be included in the Terms of reference (ToR) to evaluation or Memorandum of Understanding (MoU); to contact Johan if Swedish coordinator are willing to participate ARM online. Also, whenever Swedish coordinator are in Tanzania, if possible, try to have short meeting with Johan Hellström at the Swedish Embassy.

**Survey results (Interactive session)**

**To increase the decision power given to Swedish PhD supervisors in terms of budget control. And increase the budget of Swedish supervisors.**

- If the decision power is increased for Swedish coordinator and supervisors, there would be a negative impact on the sustainability at universities in Tanzania. Therefore, it is very important to have good balance between local ownership and partnerships. Communication between the partners plays very vital role here.
- In the next phase, the roles of the Tanzanian and Swedish partners need to be very clearly stated. Students in the program should know the mandate of the Tanzanian and Swedish supervisors in decisions pertaining to their PhD studies.

**To improve the selection process of the PhD candidates and involve the Swedish partners in the selection of candidates.**

- At MUHAS, PhD positions were published on the webpage and students have been selected through an open call process. Swedish supervisors were invited by MUHAS to talk with students informally at their hotel which was good but also bad. Other universities didn’t involve their Swedish partners in the same way. Swedish supervisors and coordinators expressed that it is important that Swedish supervisors and coordinators should be involved in the future as they have to supervise students for the next four to five years.
- During the next phase, it is very important that the students should be selected as early as possible, since in the current phase there has been one to three years of delays for some students.

**To make courses in supervision and project management mandatory.**

- Sida will include in the agreement for the next phase that courses for supervisors and project managers are mandatory. There will be a budget available for such kind of courses.
- It is very important that supervisors take these courses. However, some Swedish partners with a very good collaboration, feel insecure of losing their partners on the basis that their partners don’t take these courses.
- Universities in Tanzania can collaborate with other Sida-supported countries for example Uganda or Rwanda where such courses are available for supervisors.
- ISP can find out what are courses for supervisors are available at Swedish universities and if these are adaptable to Tanzania needs and requirements.

**Delays caused by the Swedish Migration Agency**

- Coordinators were informed that when the Tanzania Bilateral collaboration 2015-2020 started, there were delays in decisions from Swedish Migration Agency. Today, when Sida, Swedish Institute and ISP are working together with Migration agency on such type of issues, the delays are reduced and the minimal time for the application is also shortened. To obtain a 90-days visa takes 1-2 weeks and for a resident permit it is about 40 days.
- Any serious delays from the Migration agency, students can contact ISP for further help.

**Communication and involvement of Swedish partners; transparency and insight in the Tanzanian budget.**

- Annual reports must be approved by the Swedish partners before submitting them to Embassy.
- WhatsApp works fine for communication but has a problem with archiving messages or documents. UDSM uses WhatsApp even for their very formal conversations.

**Swedish & Students Budgets**

- We all are aware that there is very long and bureaucratic system to get the funds for the field work (imprest) or stipends for students from universities in Tanzania. The plan is to introduce students self-budgeting from the beginning of the program, where students with their supervisors, financial administers of respective university are involved in budgeting. In this process, students’ individual budgets are approved and there will be no need of additional approval but only for the release of funds. Hopefully, transparency increases as students are aware the available budget. It is important that students should have their activity plan first and before doing the budgeting. This process is already implemented in Uganda bilateral program and is very successful. ISP can stand-by to guide students that budget guidelines are followed and the budgeting follows the activity plans.

- It was suggested by one supervisor that budgeting should be done per individual student while reporting can be done on total amount, where we can see the available funds per student.

- Sida may want to try to equalise the level of the stipends across the universities for all the students within the program. Students have informed coordinators that the stipends follow the level of salaries at universities.

- Thomas Kjellqvist from Södertörn University was invited by Sida to discuss the budget for the Swedish partners, so he ask the other meeting participants to send him any questions/concerns that he can bring up their behalf.

**Any improvements needed in the format of Annual Planning and Annual Review meetings.**

- Students should be informed and involved from the beginning in these meetings.

- It may be hard for the Swedish partners to differentiate between the two meetings, very formal presentations so a suggestion is to have a specific template to present and communicate the information.

- Try to have break out meetings so that other programs do not have to spend too much time in listening to presentations from others. The Swedish partners would like to spend time on meeting their partners and students instead.

- Send the reports and program of the meeting well in advance so that Swedish partners are informed about what issues will be dealt with at the meetings.