

## Regional Programme for the Integrated Development of Lake Tanganyika

### Report on the Second Meeting of the Lake Tanganyika Management Committee



22-23 April 2008

Bujumbura, Burundi





***The Global Environment Facility through the United Nations Development Programme, the FishCode Programme of the FAO Fisheries Department and the IUCN Water & Nature Initiative have provided technical and financial support for the Lake Tanganyika Authority preparatory process. They wish to acknowledge also the other members of the Lake Tanganyika Partnership, the African Development Bank, UNDP/GEF, and the Nordic Development Fund.***

**Second meeting of the Lake Tanganyika Management Committee**  
**Hotel Club du Lac Tanganyika, Bujumbura, Burundi**

**22-23 April 2008**

**Report of the Meeting**

***Agenda Item 1: Opening of the Meeting***

1. The Second meeting of the Lake Tanganyika Management Committee was convened at the Hotel Club du Lac Tanganyika, Bujumbura, Burundi, 22-23 April 2008. It was attended by representatives designated by the four countries sharing Lake Tanganyika, as well as invited observers. The Lake Tanganyika Partners represented in the meeting were IUCN, FAO, UNDP/GEF and AfDB. The provisional agenda of the meeting is shown as Annex 1 and the list of participants as Annex 2.
2. The head of delegation for the Host Country, Burundi, Ambassador Jean Rigi, welcomed all participants. He recalled that, in accordance with Article 25, Section 3 of the *Convention for the Sustainable Management of Lake Tanganyika*, the Chair of the Lake Tanganyika Management Committee has a three-year mandate. Ambassador Rigi therefore invited the Head of the Tanzanian delegation to preside.
3. The Head of the Tanzanian delegation, Mr. Eric K. Mugurusi, Director, Division of Environment, Vice President's Office, United Republic of Tanzania, thanked Ambassador Rigi, expressed his appreciation for the Host Country's hospitality, and invited all participants to introduce themselves.

***Agenda Item 2: Designation of Rapporteurs***

4. Zambia was invited to serve as Anglophone Rapporteur and Burundi as Francophone Rapporteur. Zambia and Burundi accepted their respective roles and were applauded by members.

***Agenda Item 3: Adoption of Agenda and Programme***

5. The draft agenda was adopted, with the title of Item 6h being amended to read 'LTA Programme Management Arrangements,' as shown in Annex 1.

***Agenda Item 4: Adoption of Minutes of the 1<sup>st</sup> Meeting of the Lake Tanganyika Management Committee (LTMC)***

6. The Secretariat introduced the Minutes of the 1<sup>st</sup> Meeting of the LTMC, which were prepared in consultation with the Chair of the 1<sup>st</sup> Meeting.

7. The Committee reviewed the Minutes of the 1<sup>st</sup> Meeting and suggested several revisions. These were noted and the Minutes were approved for official signature and release with the suggested revisions incorporated.

***Agenda Item 5: Review of Report of the Work Planning Meeting, 16-21 April 2008.***

8. The Secretariat introduced the Report of the Work Planning Meeting and pointed out that it was intended as a briefing document to the Committee summarizing the multiple activities that had been undertaken over the past several days.
9. The Work Planning Meeting had a number of aims, which were reiterated as follows.
  - a) Prepare national work-plans and budgets for the Lake Tanganyika Programme component projects and ensure their harmonization at the regional level;
  - b) Discuss remuneration packages for the nominated LTA regional directors as well as National Coordinating Units (NCUs);
  - c) Discuss the national contributions required from the four countries as co-funding to meet the salaries for the LTA regional staff as well as the NCUs;
  - d) Prepare the agenda and programme for the full Lake Tanganyika Management Committee Meeting scheduled for April 22<sup>nd</sup> and 23<sup>rd</sup>; and
  - e) Prepare letters of appointments for the LTA regional directors as well as the NCUs.
10. It was noted that the principal matters of concern to the Committee arising from the Work Planning Meeting would be considered under Agenda Item 6.
11. Committee members noted the contents of the Work Planning Meeting Report and expressed appreciation for the work that had been accomplished.

***Agenda Item 6: Matters arising from the Preparatory Meeting.***

***Item 6.a: Proposed salary structure for LTA and NCUs***

12. The Meeting Secretariat reviewed outcomes of discussions on proposed salary packages for the LTA and the NCUs. It was recalled that a regional remuneration survey carried out by the Lake Tanganyika Partners Secretariat covered organizations similar to the LTA - the Lake Victoria Fisheries Organisation (LVFO), the Lake Victoria Basin Commission (LVBC) and the Nile Basin Initiative (NBI), and that among the three organizations, the remuneration package for the secretariat staff of the LVBC was the highest, followed by NBI and LVFO.
13. For discussion purposes the remuneration levels adopted by the NBI were used as a basis for the staff remuneration package scenario presented by the Secretariat during the work planning meetings. This was presented to the Committee, which was also reminded that AfDB and UNDP/GEF project support for staff positions would be available during the start up period of the Programme but would need to be substantially augmented by national contributions. From Year 2 onwards, national contributions would have to increase, since support from the UNDP/GEF project for the Executive Director and Director of Environment positions within the LTA ceases after Year 1.

14. Members of the Management Committee felt that consideration should be given to a further range of scenarios, and designated a 'Friends of the Chair' working group to develop these additional options.
15. The working group reported back to the full Committee on the results of its deliberations, which yielded two additional remuneration package proposals cast at considerably higher levels than the original Scenario 1. The Committee recognised that Scenario 3 was built on the assumption that funds from the technical assistance and policy study components of the regional AfDB project could be modified.
16. The Committee took note however of the AfDB representative's caution that such reallocation would not be possible at the present time. The AfDB PRODAP project has not yet commenced, and is already at risk of cancellation because of protracted delay since originally negotiated with and agreed by all four Lake Tanganyika countries. Changes in the AfDB loans and grant agreement at the present time would entail a renegotiation, which would jeopardise the entire Lake Tanganyika Programme.
17. All three scenarios are presented in summary table form in Annex 3.

**Item 6.b:      *Associated national contributions for the LTA and NCUs***

18. This comparison led to the conclusion that, in order to attract and retain qualified staff for the LTA Secretariat and NCUs, Scenario 2 should be commended to the Conference of Ministers. Adoption of this scenario would require Year 1 national contributions amounting to US\$ 400,000 from each of the four Lake Tanganyika Contracting States (composed of US\$ 77,000 for the LTA Secretariat and US\$ 323,000 for each NCU). For Year 2 and subsequent years, with the non-availability of the UNDP/GEF contribution, the total annual contribution per country would rise to some US\$ 436,000.

**Item 6.c:      *Draft LTA Secretariat appointment letters/contracts***

19. The Secretariat introduced a draft generic appointment contract that was based on text used by the LVFO.
20. Committee Members reviewed the draft document on a page by page basis, which resulted in a number of modifications that were incorporated into the revised draft shown as Annex 4.
21. The Committee recognized the importance of including reference to principal points pertaining to salary levels and additional entitlements, and noted that detailed treatment of these matters should be provided in LTA Staff Rules and Conditions of Service that are yet to be drafted and adopted.

**Item 6.d:      *National work plans and budgets for AfDB funded activities***

22. The Secretariat distributed information copies of the national work plans and budgets for AfDB funded activities under the Lake Tanganyika Programme, as contained in Annex 5 of the Report of the Work Planning Meeting, 16-21 April 2008. The Committee was reminded of the process followed in the work planning meetings through which national groups developed their respective plans.
23. Members of the Committee expressed appreciation of the national work plan development process, which assured full stakeholder consultation and involvement.
24. The AfDB representative reiterated the status of conditionality fulfillment in each country, as follows.

**SATISFACTION DES CONDITIONS PREALABLES AU PREMIER DECAISEMENT DES FONDS FAD**  
**SATISFACTION OF CONDITIONS TO FIRST DISBURSEMENT FOR ADF FUNDING**

O/Y= oui/yes  
N = non

Au niveau national / At national level	Burundi	RDC	Tanzania	Zambia
1. Création de l'UCN / NCU creation	O/Y	N	N	O/Y
2. Nomination du Coordinateur et cadres UCN / Nomination of the Coordinator and NCU staff	O/Y	partiel.	O/Y	O/Y
3. Ouverture des comptes bancaires / Opening of Bank accounts	O/Y	O/Y	O/Y	O/Y
4. Création comité de pilotage interministériel / Creation interministerial steering committee	O/Y	N	O/Y	O/Y
5. Affectation d'un bureau pour l'UCN / Allocation of an office to NCU	O/Y	O/Y	O/Y	O/Y

Au niveau régional / At regional level	
1. Création de l'ALT / Creation of LTA	O/Y
2. Accord de rétrocession du Don à l'ALT / Grant retrocession agreement to LTA	O/Y *
3. Nomination Directeur Exécutif ALT / Nomination of the Executive Director LTA	O/Y
4. Nomination Directeur des Pêches, comptable-gestionnaire et resp. M&E / Nomination of Fisheries, Finance and M@E Directors	O/Y
5. Nomination membres du Comité de Gestion / Nomination of Management Committee members	O/Y
6. Preuve engagement autres bailleurs dans co-financement / Proof of other donors contribution to the project	O/Y
7. Affectation d'un bureau à l'ALT / Allocation of an office to the LTA	O/Y

\* à signer par le Président de la 2e Conférence des Ministres / to be signed by the Chairman of the 2nd Conference of Ministers

**Item 6.e: Regional work plan and budget for AfDB funded activities**

25. The Secretariat distributed copies of the regional work plan and budget for AfDB funded activities under the Lake Tanganyika Programme, as contained in Annex 5 of the Report of the Work Planning Meeting, 16-21 April 2008. The Committee was reminded of the process followed in the work planning meetings through which the regional plan was developed.
26. Some Members repeated concerns about the amounts that had been allocated to technical assistance activities in the AfDB PRODAP budget, and advocated for a reallocation of some of these funds in order to provide, *inter alia*, for enhanced salary and entitlement levels for LTA and NCU staff.
27. The representative of the AfDB reiterated the difficulties of conducting a revision of the PRODAP agreement and budget at this juncture, as the AfDB project has been greatly delayed and is already subject to cancellation. A reallocation of budget for the AfDB loans and grant is not an option at this stage as it would be considered a renegotiation. The AfDB representative suggested that a renegotiation process at this time would involve further and indefinite delay, and a much enhanced risk of cancellation.
28. The AfDB representative noted however that once the project was under implementation it would be possible to carry out a reallocation through a revision of the list of goods and services. Such an exercise would be based on a technical assessment of the situation for each country as well as at the regional level.
29. The Chair put the regional workplan for the AfDB project to the meeting for adoption. The regional workplan for the AfDB project, as shown in Annex 5 of this report, was adopted by the meeting as tabled, with some members adopting the plan while expressing their concerns that a reallocation of budget lines should eventually be carried out, once the project was actually under implementation.

**Item 6.f: National work plans and budgets for UNDP/GEF funded activities**

30. The Secretariat distributed information copies of the national work plans and budgets for UNDP/GEF funded activities under the Lake Tanganyika Programme, as contained in Annex 5 of the Report of the Work Planning

Meeting, 16-21 April 2008. The Committee was reminded of the process followed in the work planning meetings through which national groups developed their respective plans.

31. Members of the Committee expressed appreciation of the national work plan development process, which assured full stakeholder consultation and involvement.

**Item 6.g:      *Regional work plan and budgets for UNDP/GEF funded activities***

32. The Secretariat distributed copies of the regional work plan and budget for UNDP/GEF funded activities under the Lake Tanganyika Programme, as discussed in the Work Planning Meeting, 16-21 April 2008. The Committee was reminded of the process followed in the work planning meetings through which the regional plan was developed.
33. The Chair put the regional workplan for the UNDP/GEF project to the meeting for adoption. The regional workplan for the UNDP/GEF project, as shown in Annex 5 of this report, was adopted by the meeting as tabled.

**Item 6.h:      *LTA Programme management arrangements***

34. The UNDP/GEF representative introduced this item on behalf of the Lake Tanganyika Partners, as a summary of the points of consensus reached during the work planning meeting.
35. The Lake Tanganyika Regional Integrated Programme is understood as a single regional programme that is supported by the four riparian governments and multiple development partners, with the aim of achieving the sustainable development of the region. It consists of regional actions as well as national actions in each riparian state.
36. In order for the Programme to be managed as one, despite the multiple sources of funds and corresponding number of projects, coordination will be key at both regional and national levels.
37. Both major development partners supporting the Programme (UNDP/GEF and AfDB) are willing to support countries to achieve the maximum level of coordination in order to avoid duplication and realize complementarities between the activities of the two projects.
38. To ensure coordination at the regional level, the Lake Tanganyika Management Committee will act as a Steering Committee for the regional components of both UNDP/GEF and AfDB projects, which will make strategic decisions for both projects; day-to-day management of project activities will be the responsibilities of the Regional Project Coordination Unit of each project.
39. To ensure coordination at the national level, the National Steering Committees, established as part of the conditionalities set by AfDB, may act as a Steering Committee for both UNDP/GEF and AfDB projects. The National Steering Committees will make strategic decisions for both projects; day-to-day management of project activities will be the responsibilities of Project Management Unit for UNDP/GEF activities and of National Coordination Unit for AfDB activities.
40. To ensure coordination between national activities and regional activities, a close linkage will be maintained between the National Steering Committees and Regional Steering Committee (i.e., the Lake Tanganyika Management Committee).

41. TORs and membership of the respective steering committees should be reviewed and revised during the Programme's inception phase, so that both National and Regional Steering Committees have a clear understanding of their mandates and responsibilities, as well as to ensure that committee membership meets the requirements for both UNDP/GEF and AfDB projects. Revised/finalized TORs and Membership composition should be approved at the inception meetings of the respective steering committees.
42. Sustainability of the regional coordination is ensured by the establishment of the LTA. Strategies should be established at the national level to ensure sustainability of inter-sectoral coordination and institutional arrangements created through UNDP/GEF and/or AfDB project activities beyond the lifetime of projects.

***Agenda Item 7: Date and venue of the 3<sup>rd</sup> Management Committee Meeting***

43. With reference to the Convention and its Article 25, Members considered that it would be appropriate to convene an Extraordinary Meeting of the Lake Tanganyika Management Committee in order to follow up and resolve pending matters pertaining to LTA Staff Rules and Conditions of Service and other administrative instruments needed for the full operational establishment of the Authority.
44. Members agreed that a date in late October or early November 2008 would be appropriate for convening the Extraordinary Meeting, with a venue in Zambia.
45. With further reference to the Convention and its Article 25, Members agreed that the next Ordinary Meeting of the Lake Tanganyika Management Committee should be convened in April 2009; with a venue in the DR Congo.

***Agenda Item 8: Preparation of the Agenda for the 2<sup>nd</sup> Conference of Ministers Meeting***

46. The meeting reviewed a provisional Agenda for the 2<sup>nd</sup> Conference of Ministers Meeting submitted by the Secretariat and members suggested various revisions. These were incorporated in the draft Agenda and Programme that appear as Annex 6.

***Agenda Item 9: Any other business***

47. The delegation from DR Congo informed the meeting that it had just received news that, unfortunately, the Hon Minister for Agriculture, Fisheries and Livestock, Mr Mobutu Nzanga, would not be able to attend the 2<sup>nd</sup> Lake Tanganyika Conference of Ministers. He would instead be represented by the Ambassador of the DR Congo to Burundi.
48. Members shared their concerns for the problems of declining water levels, increased sedimentation and deforestation around the lake. These pose serious challenges and it was agreed that urgent action is required. Members agreed that the riparian States should conduct fact-finding exercises and bring the results of their studies and recommendations for remedying these problems for presentation at the next meeting of the Committee.



**Agenda Item 10: Adoption of the Lake Tanganyika Management Committee Report**

49. After a pause to allow the Secretariat to complete text preparation, members reconvened to review, to modify as appropriate, and to adopt the Report of the Second Meeting of the Lake Tanganyika Management Committee.

**Agenda Item 11: Closure of the meeting**

50. The Head of the Burundi delegation congratulated the Chair and the facilitators, as well as the development partners and all delegates, on the good work carried out by the meeting, noting that it demonstrated their commitment to the LTA process and their determination for the process to go forward.
51. The Chair concluded with words of thanks to the delegates, government and people of Burundi for their kind hospitality in hosting the meeting, which he deemed very useful and fruitful. He expressed his gratitude to the delegations, the Secretariat and the development partners for the help, and good guidance and support they provided. Such effective cooperation was testimony to Lake Tanganyika's importance not only as a regionally-shared resource, but as a global heritage.
52. The Chair voiced a special vote of thanks to the interpreters, whose work was warmly applauded by the meeting.

Signed this 5<sup>th</sup> day of May 2008



For the IUCN/FAO Secretariat:

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Chair of the Meeting

Mr. Washington Mutayoba  
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**Annex 1.**

**Second Meeting of the Lake Tanganyika Management Committee  
22 – 23 April 2008  
Hotel Club du Lac Tanganyika, Bujumbura, Burundi**

***Provisional Agenda and Programme***

<b>Tuesday 22 April 2008</b>	
1. Opening	14.00
2. Designation of Rapporteur(s)	14.05
3. Adoption of Agenda and Programme	14.10
4. Adoption of Minutes from 1 <sup>st</sup> Meeting of Lake Tanganyika Management Committee	14.15
5. Review the Report of the Preparatory Meeting	14.30
6. Matters Arising from the Preparatory Meetings	
a. Proposed salary structure for LTA and NCUs	14.35
b. Associated national contributions for the LTA and NCUs	15.00
COFFEE/TEABREAK	15.30-16.00
c. Draft LTA Secretariat appointment letters/contracts	16.00
<b>Wednesday 23 April 2008</b>	
6 Matters Arising from the Preparatory Meetings (continued)	
d. National Work plans and budgets for AfDB funded activities	09.00
e. Regional Work plan and budget for AfDB funded activities	09.15
f. National Work plans and budgets for UNDP/GEF funded activities	09.30
g. Regional Work plan and budget for UNDP/GEF funded activities	09.45
h. LTA Programme Management Arrangements	10.00
7. Date and venue of the 3 <sup>rd</sup> Management Committee Meeting	10.30
COFFEE/TEABREAK	10.35-11.00
8. Preparation of the Agenda for the 2 <sup>nd</sup> Conference of Ministers Meeting	11.00
MEETING ADJOURNED	
9. Any Other Business	15.25
10. Adoption of Lake Tanganyika Management Committee Meeting Report	15.00
11. Closure	15.30



**Second Meeting of the Lake Tanganyika Management Committee  
22 – 23 April 2008  
Hotel Club du Lac Tanganyika, Bujumbura, Burundi**

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Liste des participants***

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**Annex 3a: Explanations of salary package scenarios**

**SCENARIO 1**

Though similar to other organizations, salary packages not competitive to attract and retain high quality personnel to work for the LTA Secretariat and National Coordination Unit

However, national contributions are lower than other scenarios

**SCENARIO 2**

Salary packages are competitive and will attract and retain high quality personnel to work for the LTA Secretariat and National Coordination Unit. More appropriate benefits to NCU and support staff.

However, national contributions are high.

**SCENARIO 3**

As scenario 2 but the challenge is to find other funding sources. However, there are possibilities to review the approved budgets for reallocation of resources to reduce the national contributions after the project implementation has started. Potential areas for consideration are *Regional Technical Assistance and Improving Policies and Regulations*

**RECOMMENDATION**

Scenario 2 most appropriate, given that the high quality staff can be recruited and retained.

However, all countries have already finalized their national budgets and implementation of national programmes is in process.



### Annex 3b: Financial aspects of salary package scenarios

#### COMPARATIVE ANALYSIS REMUNERATION AND NATIONAL CONTRIBUTION LTA SECRETARIAT AND NCUs

	Scenario 1	Scenario 2	Scenario 3
<b>LTA</b>			
Executive	5,900	8,000	8,000
Environment	5,000	6,500	6,500
Fisheries	5,000	6,500	6,500
M&E	5,000	6,500	6,500
F&A	5,000	6,500	6,500
Sr Secretary			
Secretary	700	800	800
Drivers	500	600	600
Assistants	300	300	300

<b>Contribution</b>			
Tot Ann LTA	<b>228,550</b>	<b>310,000</b>	<b>183,000</b>
Per country	<b>57,138</b>	<b>77,500</b>	<b>45,750</b>

<b>NCU</b>			
Coordinator	3,000	6,000	5,500
Environment	2,500	4,000	4,000
Fisheries	2,500	4,000	4,000
Civil Eng	2,500	4,000	4,000
Socio-econ	2,500	4,000	4,000
Accountant	2,500	4,000	4,000
Secretaries	300	800	800
Drivers	200	600	600
Assistants	100	300	300
Cashier	400	1,000	1,000
Liaison	400	700	700

<b>Contribution</b>	<b>Year 1</b>		
Total NCU	<b>112,475</b>	<b>322,820</b>	<b>315,945</b>
Total LTA	<b>57,138</b>	<b>77,500</b>	<b>45,750</b>
Per country	<b>169,613</b>	<b>400,320</b>	<b>361,695</b>

**DRAFT LTA SECRETARIAT APPOINTMENT LETTER/CONTRACT**

**LAKE TANGANYIKA AUTHORITY**

***Note: The Lake Tanganyika Management Committee requests this contract to be reviewed by a legal expert***

**SUBJECT: CONTRACT OF EMPLOYMENT FOR.....**

This contract sets out the basis of your employment and incorporates both the agreed job description for your post as well as the overall terms and conditions of your employment. In addition you are employed in accordance with the terms established in the Agreement between the Lake Tanganyika Authority and Burundi: (the Host Country Agreement) and the Employment Act XXXXXX and Constitution and laws of the Republic of Burundi **[Some delegations questioned whether an intergovernmental organization should be bound by host country laws. This point was not resolved and needs clarification from legal expert]**. For clarification of items in this contract, reference should be made to the Staff Rules and Conditions of Service of the Lake Tanganyika Authority, which take precedence, within Burundian law.

**1. Employer**

You are employed by the Lake Tanganyika Authority, (*“the Authority”*). The Authority is an intergovernmental organization with the status, benefits and immunities accorded to intergovernmental organizations in the Host Country of the Authority's Headquarters.

The Authority is funded by the Governments of the four riparian countries of Lake Tanganyika, the Republic of Burundi, the Democratic Republic of Congo, the United Republic of Tanzania and the Republic of Zambia; supplemented by development partner agencies.

**2. Employment Status**

..... is hereby contracted as an employee of the Authority for an initial period of three years.

Continuation and/or renewal of the contract will be dependent on a positive evaluation of your performance as described in your job description and performance management agreement.

The employment is for the post of \_\_\_\_\_

**3. Duty station and minimum hours**

Your normal place of work will be *the Authority's Headquarters in Bujumbura, Burundi*. You will be expected to conform to the normal opening hours of the office which are from XX:XX HRS to XX:XX HRS from Monday through Friday and you will be entitled to a daily lunch break not exceeding X hours.

*It may be necessary for you to work additional hours or on other days including holidays. In this case there would be an option for compensation according to the Staff Rules and Conditions of Service and at the discretion of the employer.*

#### **4. Job description**

You have been provided with a job description, which is part of this contract of employment. It sets out your expected duties and key responsibilities.

In addition to the explicit duties of the job description you will be expected to carry out reasonable additional tasks as directed by the Authority.

#### **5. Duration, Performance and appraisal**

The contract will be for a period of three years, with the possibility of a further three year renewal, subject to the approval of the Conference of Ministers. During that period the annual work-plans identify activities and results for which you will be directly or indirectly responsible. Your performance will be assessed in relation to your completion of the activities and achievement of the results assigned to you in your job description and outlined in the performance management agreement established between you and your line manager.

Not later than three months into service, and subsequently on an annual basis, you and your line manager will establish a performance management agreement outlining your priorities and expected achievements for the year. The agreement will minimally be reviewed between you and your line manager after six months and at the end of the year and is considered to be a part of this contract.

The annual end of year review or appraisal of your performance agreement by your line manager will be a factor in the decision to renew your contract. Failure to fulfill the job description would be grounds for ending your employment.

#### **6. Remuneration**

Your net remuneration for this post is paid in US Dollars and amounts to US\$ XXXX per month. Allowances for housing, security and transport are included within this net remuneration. Remuneration will be paid on the last working day of the month to a Bank account, the details of which you should provide to the Authority.

#### **7. Probation**

You are considered to be on probation during the first six months of employment by the Authority.

#### **8. Other Entitlements**

##### **8.i Leave**

The entitlement to leave commences after six months with the Authority and accrues from the first day of employment on a pro-rata basis towards the annual total described in the Staff Rules and Conditions of Service. In addition, you will be entitled to all public holidays observed by the Host Country and other special leaves as outlined in the Staff Rules and Conditions of Service.

## **8.ii Health/Medical**

You are entitled to health insurance for yourself and for X dependants as outlined in the Staff Rules and Conditions of Service.

## **8.iii Travel**

Travel Allowance and per diem when traveling on duty out of the station and out of country shall be based on rates approved for the Authority. The Staff Rules and Conditions of Service provide details of the travel policy.

## **8.iv Relocation allowance**

Upon taking up the post and at the conclusion of the assignment, you are entitled to a relocation allowance for yourself and your family members as outlined in the Staff Rules and Conditions of Service.

## **8.v Taxation Status**

As an international staff member of the Authority, your salary, other remunerations and assets will not be taxed in the Host Country of the Authority's Headquarters. You will however be responsible for any taxes that other countries may levy upon you.

## **8.vi Terminal Gratuity**

At the end of your service with the Authority, you will receive a lump sum terminal gratuity payment that will be equivalent to 12.5% of your annual salary, for each year of service.

## **9. Equipment and use of programme assets**

You will be issued with or allocated the use of assets owned by the Authority as part of your duties. You are expected to safeguard the items allocated/issued to you whilst in your possession and wherever practical to return these items to the office for safekeeping at the end of each working day. On completion of employment, any payments will be withheld pending resolution of the return of those assets issued to you.

## **10. Sickness and absence from work**

The entitlement of any employee to leave from work due to sickness is enshrined in the Employment Act of the Republic of Burundi. Details on the limitation regarding the length of time away from work are outlined in the Staff Rules and Conditions of Service.

## **11. Termination of Contract**

The processes for the termination of this contract are as set out in the Employment Act of XXXX and in the Staff Rules and Conditions of Service. The employer expects to receive and to give three months' notice of termination and to receive the same period of notice under resignation from the employee.

Should you wish to resign from the employment, you should state your intention in writing and give the necessary notice of your intention to return to your home base to

the Chair of the Conference of Ministers, copied to the Chair of the Management Committee, who will notify the other parties. Any decision to terminate your employment would involve consultation with the other parties and written notice from the Chair of the Conference of Ministers, copied to the Chair of the Management Committee, stating the notice period and the effective final day of work. **[Note: this is only applicable for the Executive Director].**

In the event of performing your work, any act of insubordination, drunkenness, gross indiscipline, misconduct including fighting with colleagues, will lead to summary dismissal from the job.

## **12. Grievance and complaints process**

Your employment terms and job description have been determined through consultation between the Chair of the Conference of Ministers and the Chair of the Management Committee. Should you have a disagreement with the fulfillment of your job description or other aspects of your employment, you should contact the Chair of the Conference of Ministers, with copy to the Chair of the Management Committee. **[Note: this is only applicable for the Executive Director].**

Additional details regarding arbitration procedures for resolving disputes between employee and employer are provided in the Staff Rules and Conditions of Service.

## **13. Employee identification**

Name .....

Residing at.....

Postal contact.....

Phone.....E-mail.....

Bank name.....Address.....

Account number.....SWIFT/Other.....

This contract comes into force on signature and your first day of duty will be .....

Signed:

.....

.....

Employer

Employee

Date:.....

Date.....

**Annex 5.**

**Second Meeting of the Lake Tanganyika Management Committee**

**22 – 23 April 2008**

**Hotel Club du Lac Tanganyika, Bujumbura, Burundi**

***Year 1 Work Plans for the Lake Tanganyika Programme AfDB and UNDP/GEF  
Projects***

**Regional Workplan and Budget AfDB Component Year 1**

				Provisions project evaluation report			Provisions Year 1		
				Quantity foreseen in the entire project	Unit cost (US\$)	Total (US\$)	Quantity foreseen in the entire project	Unit cost (US\$)	Total Year 1 (US\$)
<b>Institutional Capacity Building</b>									
I	Investment Costs								
IA	Support to LTA								
IA1	Regional Technical Assistance to LTA								
IA1.1		Planning and management expert	p/m	36	10,000	360,000	12	10,000	120,000
IA1.2		Accountant	p/m	36	10,000	360,000	8	10,000	80,000
IA1.3		Biostatistician	p/m	24	15,000	360,000	8	15,000	120,000
IA1.4		Fish(ing) technologist	p/m	36	10,000	360,000	8	10,000	80,000
<b>Subtotal Regional Technical Assistance to LTA</b>						<b>1,440,000</b>			<b>400,000</b>
IB	LTA Secretariat								
IB1	Materials and Equipment for LTA								
IB1.1		office furniture	lot	1	40,000	40,000	1	40,000	40,000
IB1.2		office equipment	lot	1	25,000	25,000	1	25,000	25,000
IB1.3		Computer	unité	7	3,000	21,000	7	3,000	21,000
IB1.4		Laptop computer	unité	4	3,000	12,000	4	3,000	12,000
IB1.5		Accounting software	unité	1	10,000	10,000	1	10,000	10,000
IB1.6		photocopier and fax machine	unité	3	7,000	21,000	3	7,000	21,000
IB1.7		communication equipment	unité	5	30,000	150,000	5	30,000	150,000
IB1.8		motor vehicle	unité	2	40,000	80,000	2	40,000	80,000
<b>Subtotal Materials and Equipment for LTA</b>						<b>359,000</b>			<b>359,000</b>
IC	Civil works								
IC1		rehabilitation of the LTA Secretariat offices	unité	1	100,000	100,000	0	100,000	20,000
<b>Subtotal civil works</b>						<b>100,000</b>			<b>20,000</b>

**Regional Workplan and Budget AfDB Component Year 1 (Cont)**

ID	Regional activities								
ID1	Improvement and update of regional policies and regulations								
ID1.1	Studies								
ID1.1.1		fisheries legislation expert	p/m	7	10,000	70,000	3	10,000	30,000
ID1.1.2		fishing technologist	p/m	3	10,000	30,000	3	10,000	30,000
ID1.1.3		environmentalist	p/m	3	10,000	30,000	1	10,000	10,000
ID1.1.4		economist	p/m	3	10,000	30,000	3	10,000	30,000
ID1.1.5		National fisheries specialist	p/m	10	4,000	40,000	5	4,000	20,000
ID1.1.6		national workshops	unité	4	20,000	80,000	1	20,000	20,000
ID1.1.7		regional workshops	unité	2	50,000	100,000	-	50,000	0
Subtotal studies						<b>380,000</b>			<b>140,000</b>
Total Investment Costs Institutional Capacity Building						<b>2,279,000</b>			<b>919,000</b>
II	Recurrent Costs								
IIA	Allowances and travel cost								
IIA1	Allowances for LTA								
IIA1.1		Executive Director	p/m	72	3,000	216,000	12	3,000	36,000
IIA1.2		Director - Administration and Finance	p/m	72	2,000	144,000	12	2,000	24,000
IIA1.3		Director - Monitoring and Evaluation	p/m	72	2,000	144,000	12	2,000	24,000
IIA1.4		Secretaries	p/m	72	400	28,800	12	400	4,800
IIA1.5		Drivers	p/m	72	150	10,800	12	150	1,800
IIA1.6		Office Assistant	p/m	72	100	7,200	12	100	1,200
Subtotal Incentives						<b>550,800</b>			<b>91,800</b>
IIB	Allowances and Travel Expenses								
IIB1	Travel expenses at Regional level								
IIB1.1		Director of Fisheries	p/m	72	2,000	144,000	12	2,000	24,000
IIB1.2		Director F and A	p/m	72	1,000	72,000	12	1,000	12,000
IIB1.3		Director - M and E	p/m	72	1,000	72,000	12	1,000	12,000
Subtotal travel expenses						<b>288,000</b>			<b>48,000</b>



**Regional Workplan and Budget AfDB Component Year 1 (Cont)**

IIC	Office costs							
IIC1	LTA office supplies	forfait/an	6	15,000	90,000	1	15,000	15,000
IIC1.1	Operational costs LTA office	forfait/an	6	2,750	16,500	1	2,750	2,750
IIC1.2	Communication operational costs	forfait/an	6	11,000	66,000	1	11,000	11,000
<b>Subtotal Office Costs</b>					<b>172,500</b>			<b>17,750</b>
<b>Total recurrent costs LTA</b>					<b>1,011,300</b>			<b>157,550</b>
<b>Fis heries Management and Environmental Protection</b>								
I	Investment Costs							
IA	Support to sustainable fisheries management							
IA2	Fisheries statistics for LTA							
IA2.1	Equipment							
IA2.1.1	Equipment for statistics (scales)	lot	1	60,000	60,000	1	60,000	30,000
IA2.1.2	Information Technology equipment and software	lot	3	20,000	60,000	3	20,000	60,000
<b>Subtotal equipment</b>					<b>120,000</b>			<b>90,000</b>
IA2.2	Supervision of statistics system for LTA	p/m	3	15,000	45,000	2	15,000	30,000
IA2.3	Frame survey	forfait/an	4	30,000	120,000	4	30,000	120,000
<b>Subtotal Fisheries statistics for LTA</b>					<b>165,000</b>			<b>150,000</b>
IA3	Fisheries Surveillance							
IA3.1	Studies							
IA3.1.1	Consultant in fisheries surveillance for LTA	p/m	1	10,000	10,000	1	10,000	10,000
<b>Subtotal Support to sustainable fisheries management</b>					<b>10,000</b>			<b>10,000</b>
IB	Environmental Protection							
IB1	Environmental Education	session/an	5	7,500	37,500	2	7,500	15,000
IB1.1	programme for research and development	unité	5	10,000	50,000	2	10,000	20,000
<b>Subtotal environmental protection</b>					<b>87,500</b>			<b>35,000</b>

**Regional Workplan and Budget AfDB Component Year 1 (Cont)**

IC	<b>Fisheries Management Plan - LTA</b>								
IC1	<b>Studies</b>								
IC1.1		implementation of the plan	p/m	3	10,000	30,000	3	10,000	30,000
IC1.2		socio-economic studies	p/m	3	10,000	30,000	3	10,000	30,000
IC1.3		surveys	forfait	1	50,000	50,000	1	50,000	50,000
IC1.4		regional validation workshops	forfait	1	40,000	40,000	1	40,000	40,000
IC1.5		Consultant in fisheries surveillance for LTA	p/m	1	10,000	10,000	1	10,000	10,000
<b>Subtotal Studies</b>						<b>160,000</b>			<b>160,000</b>
<b>Total Fisheries Management and Environmental Protection</b>						<b>542,500</b>			<b>435,000</b>
<b>OVERALL TOTAL</b>						<b>3,833,800</b>			<b>1,511,550</b>

### Regional Workplan and Budget UNDP/GEF Component Year 1

PURPOSE: The Improvement of the living conditions of the riparian populations through the implementation of the SAP, the FFMP and the Convention, together with the on-going and future efforts of riparian countries, so as to bring about an integrated sustainable management and protection of the Lake Tanganyika													
		Milestones/Expected outputs for each activity (include no. of beneficiaries)	Year 2008				Responsible party	Inputs	Amount and Source(s)				
Outcome 1: Regional and national institutions internalized the implementation of the Strategic Action Programme													
Output 1.1: Capacity of the Lake Tanganyika Authority as the regional coordination and management institution strengthened							Q1	Q2	Q3	Q4			
Activity: Establishment of the Regional PCU in Bujumbura	Sub-activity: Recruitment of Regional PCU Staff, including Project Coordinator and Technical Advisor	PCU Staff recruited		X	X		UNOPS	LTA, UNDP/GEF, UNOPS	25,000				
	Sub-activity: Regional PCU office set-up	PCU office operational			X		UNOPS	UNOPS, PCU, LTA	90,000				
Activity: Inception activities	Sub-activity: Review, revise and update Total Budget and Workplan	Revised Total Budget and Workplan			X		UNOPS	PCU, LTA	25,000				
	Sub-activity: Harmonize Project/Programme governance structures with LTA structures	Proposal for the governance structure			X		UNOPS	PCU, LTA	6,000				
	Sub-activity: Conduct Inception workshop to sensitize the broad stakeholders about the UNDP/GEF project goal, objectives and outcomes as well as receiving inputs on the proposed activities and workplan	Inception Workshop report				X	UNOPS	PCU, LTA	40,000				
	Sub-activity: Organize a LTA MC (the first Steering Committee) meeting to have the revised total workplan, total budget and Annual workplan and budget for 2009 approved	Approved Total Budget and Workplan and Approved Annual Budget and Workplan for 2009				X	UNOPS	PCU, LTA	20,000				
	Sub-activity: Finalize the Inception Report to UNDP/GEF	Inception Report				X	UNOPS	PCU	10,000				
Output 1.2: Environmental Protocols to the Convention adopted with environmental policies, regulations and development frameworks, providing interventions to a revised SAP							Q1	Q2	Q3	Q4			
Output 1.3: UNDP/GEF project components implemented in a cost effective/efficient manner, with M&E							Q1	Q2	Q3	Q4			
Overall Costs for Outcome 1:											216,000		

### Regional Workplan and Budget UNDP/GEF Component Year 1 (Cont.)

Outcome 2: The Lake Tanganyika water quality improved at two identified pollution hotspots through wastewater treatment																
										Q1	Q2	Q3	Q4			
Activity: Coordinating and providing technical backstopping support to wastewater treatment and management activities in Burundi (Bujumbura) and Tanzania (Kigoma)	Sub-activity:										UNOPS					
	Sub-activity:										UNOPS					
Overall Costs for Outcome 2:																
Outcome 3: Sediment discharge reduced from demonstration catchment management sites; providing significant livelihood benefits to local people, and seeking long-term adaptation measures to changing climatic regimes																
										Q1	Q2	Q3	Q4			
Activity: Coordinating and providing technical backstopping support to catchment management activities in all four countries	Sub-activity: Coordination and technical backstopping										UNOPS					
	Sub-activity: subcontracting ICRAF to provide training and best practice demonstration through local agriculture research and training centers										UNOPS					
Overall Costs for Outcome 3:																
Outcome 4: Regional Monitoring and Management Systems established , contributing to the long-term sustainable management of Lake Tanganyika																
Output 4.1: A regionally harmonized and integrated monitoring program established for Lake Tanganyika's fisheries, water quality and catchment										Q1	Q2	Q3	Q4			
Output 4.2: National inter-sectoral management committees established in the four countries to review monitoring data at both national and regional levels, supporting informed policy decision making										Q1	Q2	Q3	Q4			
Output 4.3: Regional technical committees established for fisheries, water quality and catchment management and various indicators/targets agreed (based on GEF IW M&E framework for process, stress reduction and environmental status indicators, where applicable) in the four countries and annexed as protocols to the Lake Tanganyika Convention										Q1	Q2	Q3	Q4			
Overall Costs for Outcome 4:																
Total Expected Expenditures for 2008													216,000			

**Second Meeting of the Lake Tanganyika Conference of Ministers  
24 April 2008  
Hotel Club du Lac Tanganyika, Bujumbura, Burundi**

***Provisional Agenda and Programme***

**1. Provisional Agenda**

1	Opening Ceremony
2	Consultations among Heads of Delegations
3	Constitution of Bureau
4	Adoption of Agenda and Programme
5	Adoption of Minutes from 1 <sup>st</sup> Meeting of Lake Tanganyika Conference of Ministers
6	Presentation of Matters Arising from 1 <sup>st</sup> Meeting of Lake Tanganyika Conference of
7	Consideration of the Report of the 2 <sup>nd</sup> Management Committee Meeting
8	Matters Arising from the 2 <sup>nd</sup> Management Committee Meeting
	a Regional Work plan and Budget
	b Proposed salary structure for LTA and NCUs
	c Associated national contributions for the LTA and NCUs
9	Date and venue for the 3 <sup>rd</sup> Conference of Ministers Meeting
10	Any Other Business
11	Adoption of 2 <sup>nd</sup> Conference of Ministers Meeting Report and Closure of Meeting

## 2. Provisional Programme

1	Opening Ceremony	0830 -
	a Arrival of Delegates and Invited Guests	0830
	b Arrival of Ministers, Heads of Delegations	0850
	c Arrival of Guest of Honor	0900
	d Welcome Address by His Excellency Mr. Anatole Kanyenkiko, Minister for Environment, Land Management & Public Works, Republic of Burundi	0905
	e Statement by Ambassador Phoba Embassy of the Democratic Republic of Congo, Burundi	0910
	f Statement by Honourable Mr. Todd C hilembo Vice-Minister for Tourism and Natural Resources of the Republic of Zambia	0915
	g Statement by Honourable Burian S. Batilda Minister of State for Environment of the United Republic of Tanzania	0920
	h Statement by Dr. Akiko Yamamoto, Representative of UNDP/GEF	0935
	i Statement by Dr. Jean-Louis Kromer, Representative of AfDB	0940
	j Opening Speech by the Guest of Honor by His Excellency Gabriel Ntisezerana, Second Vice President of the Republic of Burundi	0945
	k Group Photo	1000
	l Performance by a Burundian Cultural Group	1015
	<i>Coffee/Tea Break</i>	1030
2	Consultations among Heads of Adoption of 2 <sup>nd</sup> Management Committee	1100
	<i>Lunch</i>	1230 -
3	Constitution of Bureau	1405
4	Adoption of Agenda and Programme	1410
5	Adoption of Minutes from 1 <sup>st</sup> Meeting of Lake Tanganyika Conference of Ministers	1415
6	Presentation of Matters Arising from 1 <sup>st</sup> Meeting of Lake Tanganyika Conference of	1430
7	Consideration of the Report of the 2 <sup>nd</sup> Management Committee Meeting	1445
8	Matters Arising from the 2 <sup>nd</sup> Management Committee Meeting	
	a Regional Work plan and Budget	1500
	b Proposed salary structure for LTA and NCUs	1530
	c Associated national contributions for the LTA and NCUs	1600
	<i>Coffee/Tea Break</i>	1630
9	Date and venue for the 3 <sup>rd</sup> Conference of Ministers Meeting	1700
10	Any Other Business	1715
	Adjournment	1730
	Preparation of Meeting Report of 3 <sup>rd</sup> Conference of Ministers Meeting	1745
	<b>Friday, 25 April 2008</b>	
11	Adoption of 2 <sup>nd</sup> Conference of Ministers Meeting Report and Closure of Meeting	0830