

## **MEETING WITH PMORALG MANAGEMENT ON PLANNING (GFR4 YEAR 4) AND REPORTING, 1<sup>st</sup> – 2<sup>nd</sup> September 2008**

### **Venue**

PMORALG Conference Room, Dodoma

### **Participants**

*See attached list: Annex 1*

### **Agenda**

The Global Fund team from TACAIDS met with PMORALG Management to discuss Global Fund issues at the PMORALG Head office in Dodoma on 2<sup>nd</sup> September 2008. The preparatory meeting took place on 1<sup>st</sup> September 2008.

The Meeting objective was to have a common agreement on:

1. Planning of GF Round 4 Year 4
2. Reporting of GF implementing districts
3. Supervision to districts with reporting problems

### **Planning of GF Round 4 Year 4**

The meeting discussed the Ceilings for the Districts and Regional Secretariats and the criteria for inclusion of the new districts if needed. The meeting was informed on how the ceilings were drawn, that is from the request for continued funding which was approved by Global Fund Geneva for year 4.

The total approved budget for year 4 was US\$ 32,096,562. The budget for Drugs and Reagents was 23,340,096 and therefore the balance budget is US\$ 8,756,468.

The allocation breakdown for all Lead Sub Recipients is as follows:

MOHSW US\$ 2,000,000  
TACAIDS US\$ 1,200,000

PMORALG US\$ 5,556,468

**Total: US\$ 8,756,468**

Regional Ceiling – US\$ 25,000 per Region

District Ceiling – US\$ 50,000 per District

<b>COST CATEGORY</b>	<b>AMOUNT (US\$)</b>
VEHICLES (15)	US\$ 900,000
RHMT (15)	US\$ 375,000
CHMT (72)	US\$ 3,600,000
PMORALG HQ	US\$ 650,000
<b>TOTAL</b>	<b>US\$ 5,525,000</b>

**Balance: US\$ 31,486**

Total Number of Vehicles to be procured is 15.

New Districts to be included will be 8 bringing the total number of districts in Round 4 to be 72 and RHMTs to be 15 (*See Annex 2, 3 and 4 for Round 3 and 4 recipient districts and new beneficiaries*).

The criteria used were:

1. Elimination of 8 overlapping districts, included in both rounds 3 and 4
2. Inclusion of districts that were dropped out in year 3 due to failure to prepare year 3 plans
3. Districts that were not covered by any GF round
4. Regional Secretariats that have at least one GF implementing District to improve supervision

Included Districts and Regional Secretariats

1. Pangani DC
2. Mkinga DC
3. Sumbawanga DC
4. Ngorongoro DC
5. Longido DC
6. Ulanga DC
7. Mvomero DC
8. Sikonge DC

## Regional Secretariats

- 1) Morogoro RS
- 2) Ruvuma RS

### **Dates and Venue for Planning Meetings**

It was agreed that for the planning exercise to be effective it should be done in two phases; the first batch of 36 Councils should start on 15<sup>th</sup> to 19<sup>th</sup> September 2008 and the second batch on 22<sup>nd</sup> to 26<sup>th</sup> September 2008.

The venue for the planning workshop was proposed to be in Morogoro at Oasis Hotel. Compilation, harmonization and finalization of the district and PMORALG plan will be done on 28<sup>th</sup> September- 5<sup>th</sup> October 2008.

PMORALG will work on Logistics of the meeting (Budget, invitation and bookings).

The meeting also discussed the issue of delays in disbursements to the Districts and resolved that persons responsible from Directorate of Policy and Planning, PMORALG will be involved in both planning and reporting meetings.

### **Reporting of GF implementing districts**

The meeting also discussed the problems of reporting for the Districts that are implementing GF activities. The problems ranged from delaying in submission of the reports to complete absence of reporting (*See Annex 5*).

The meeting explored the causes for these problems and key reasons were found to be the following;

- weak coordination by the LSR
- lack of supervision and field visits
- poor capacity of implementers and supervisors on reporting of GF activities
- weak role played by Regional Secretariats in reporting GF activities

Resolutions of the meeting were as follows;

**1. *Regional Secretariats;***

Should play key role in Submission of reports from the districts in their region and should take part in semiannual consolidation meetings. Regional AIDS Control Coordinator (RACC) should be appointed as a GF reporting focal person among the RHMT/RS who are recipients of funds for supervision.

**2. *PMORALG;***

Has agreed and will take over the role of consolidating the reports from all districts. This includes ensuring that all reports are accurate and submitted on time and all regional GF focal persons are available at the workshop to consolidate the report. Report consolidation will be conducted quarterly and semi annually by PMORALG, TACAIDS and MOHSW.

**3. *Submission of Reports to MOHSW and TACAIDS;***

After consolidation of the reports all LSRs and GFR4 PRs (AMREF, Pact and PSI) will submit final reports formally to TACAIDS with a covering letter.

**4. *Mode of submission***

In order to avoid disruption of the report flow, at the initial stage all districts will submit four copies of report to RACC, PMORALG MOSHW and TACAIDS.

It was also agreed that after the re training of the RACC and persons responsible for compiling reports at the districts (CHMT), RACCs will be responsible for collecting reports from the districts and forwarding them to PMORALG for consolidation.

### **Supervision to districts with reporting problems**

The meeting was informed on the need to conduct supervision visits to identified 8 GF implementing districts that have problems in reporting. The list of the districts was shared during the meeting (*See Annex 5*). The meeting was also informed on the need to visit the districts that had outstanding audit queries before LFA verification exercise begins. The meeting supported the move but also proposed coordinated joint quarterly visits to the GF implementing Districts. The proposed time period for the quarterly visits was suggested to be the first week of the last month of each quarter. Dates of the field visits to be communicated. However, the proposed date for the visit to the first batch of districts is 8<sup>th</sup> -12<sup>th</sup> September 2008.

### **Recommendations**

PMORALG appreciated the resources that were made available to them for both Rounds 3 and 4 and also for the issues discussed. However, the meeting identified key components that need further work and follow up:

1. Refresher training for the PMORALG management on operations of the Global Fund as they have been facing problems in responding to questions asked by MPs. This should include provision of GFATM operation manual and reporting templates
2. Mobilize resources for Conducting Capacity building for RACCs and District teams responsible for Report preparation
3. Prepare and conduct GF implementers meeting at least on semi-annual basis

## JOINT TACAIDS AND PMORALG MEETING ON GLOBAL FUNDS PLANNING HELD ON 01/08/2008

S/N	NAME	INSTITUTION
1	HELEN MACHA	Ag Director Local Government, PMORALG
2	LAZEK KABUJE	Assistant Director Inspectorate, PMORALG
3	NATHAN MSHANA	Assistant Director Service Delivery, PMORALG
5	DR BWIJO BWIJO	Global Fund Coordinator, TACAIDS
6	DR H. TEMBA	Global Fund Coordinator
7	DR. JOSEPHY KAVIT	Mwanza City Council
8	DR JEROME KAMWELA	TNCM Monitoring Officer, TACAIDS
9	MILTON LUPA	Grants Coordinator, TACAIDS
10	RICHARD K.S.NGIRRWA	Policy Officer, TACAIDS
11	DR J NGOSHA	PMU MOHSW
12	DR. HAMIS NJERU	NTLP
13	DR. AMOS NYIRENDA	Global Fund Coordinator
14	MATHER MALIKI	Global Fund Unit PMORALG
15	SAID MASIMBUSI	Global Fund Coordinator, PMORALG
16	PATRICIA MGEMA	Global Fund Unit PMORALG

**GLOBAL FUND ROUND 3 DISTRICTS YEAR 3**

<b>S/N</b>	<b>DISTRICTS COUNCILS</b>
1	Mbeya District Council
2	Mbozi District Council
3	Muheza District Council
4	Ileje District Council
5	Moshi Municipal Council
6	Kilolo District Council
7	Makete District Council
8	Iringa Municipal Council
9	Korogwe District Council
10	Chunya District Council
11	Ludewa District Council
12	Iringa District Council
13	Mtwara Municipal Council
14	Mbeya City Council
15	Rungwe District Council
16	Temeke Municipal Council
17	Mwanga District Council
18	Kyela District Council
19	Moshi District Council
20	Mufindi District Council
21	Mtwara District Council
22	Newala District Council
23	Kinondoni Municipal Council
24	Hai District Council
25	Same District Council
26	Ilala Municipal Council
27	Mbarali District Council
28	Bukoba District Council
29	Tandahimba District Council
30	Masasi District Council
31	Ilemela District Council
32	Nyamagana District Council
33	Njombe District Council
34	Rombo District Council

**GF R4 YEAR 4 DISTRICTS**

SN	RS AND DISTRICTS
1	PMO-RALG
2	PWANI REGION
3	KIBAHA TOWN COUNCIL
4	BAGAMOYO DISTRICT COUNCIL
5	MAFIA DISTRICT COUNCIL
6	KISARAWA DISTRICT COUNCIL
7	KIBAHA DISTRICT COUNCIL
8	RUFIJI DISTRICT COUNCIL
9	DODOMA REGIONAL HOSP.
10	DODOMA MUNICIPAL COUNCIL
11	KONDOA DISTRICT COUNCIL
12	MPWAPWA DISTRICT COUNCIL
13	KONGWA DISTRICT COUNCIL
14	BAHI DISTRICT COUNCIL
15	CHAMWINO DISTRICT COUNCIL
16	KILOLO DISTRICT COUNCIL

17	KIGOMA REGIONAL HOSP
18	KIGOMA MUNICIPAL COUNCIL
19	KIGOMA DISTRICT COUNCIL
20	KASULU DISTRICT COUNCIL
21	KIBONDO DISTRICT COUNCIL
22	Kagera REGIONAL HOSP
23	BUKOBA MUNICIPAL COUNCIL
24	BUKOBA DISTRICT COUNCIL
25	BIHARAMULO DISTRICT COUNCIL
26	KARAGWE DISTRICT COUNCIL
27	MULEBA DISTRICT COUNCIL
28	Lindi REGIONAL HOSP
29	KILWA DISTRICT COUNCIL
30	LIWALE DISTRICT COUNCIL
31	LINDI DISTRICT COUNCIL
32	Musoma REGIONAL HOSP
33	MUSOMA MUNICIPAL COUNCIL
34	BUNDA DISTRICT COUNCIL
35	MUSOMA DISTRICT COUNCIL
36	SERENGETI DISTRICT COUNCIL

37	TARIME DISTRICT COUNCIL
38	KYELA DISTRICT COUNCIL
39	MBOZI DISTRICT COUNCIL
40	RUNGWE DISTRICT COUNCIL
41	Mtwara REGIONAL HOSP
42	TANDAHIMBA DISTRICT COUNCIL
43	MWANZA CITY COUNCIL
44	UKEREWE DISTRICT COUNCIL
45	KWIMBA DISTRICT COUNCIL
46	MISUNGWI DISTRICT COUNCIL
47	Shinyanga REGIONAL HOSP
48	SHINYANGA MUNICIPAL COUNCIL
49	SHINYANGA DISTRICT COUNCIL
50	MASWA DISTRICT COUNCIL
51	BARIADI DISTRICT COUNCIL
52	KAHAMA DISTRICT COUNCIL
53	MEATU DISTRICT COUNCIL
54	KISHAPU DISTRICT COUNCIL
55	Singida REGIONAL HOSP
56	SINGIDA DISTRICT COUNCIL

57	MANYONI DISTRICT COUNCIL
58	IRAMBA DISTRICT COUNCIL
59	Tabora REGIONAL HOSP
60	NZEGA DISTRICT COUNCIL
61	TABORA DISTRICT COUNCIL
62	URAMBO DISTRICT COUNCIL
63	Tanga REGIONAL HOSP
64	TANGA CITY COUNCIL
65	MUHEZA DISTRICT COUNCIL
66	HANDENI DISTRICT COUNCIL
67	LUSHOTO DISTRICT COUNCIL
68	KILINDI DISTRICT COUNCIL
69	Rukwa REGIONAL HOSP
70	NKASI DISTRICT COUNCIL
71	MPANDA DISTRICT COUNCIL
72	MANYARA REGIONAL HOSP
73	BABATI DISTRICT COUNCIL
74	HANANG DISTRICT COUNCIL
75	KITETO DISTRICT COUNCIL
76	MBULU DISTRICT COUNCIL
77	SIMANJIRO DISTRICT COUNCIL

**GFR3 Councils that appeared on GFR4 list were:**

Annex 4

1. Kyela District Council,
2. Rungwe District Council,
3. Mbozi District Council,
4. Tandahimba District Council,
5. Muheza District Council,
6. Mwanza City Council
7. Bukoba District Council
8. Kilolo District Council

**GFR4 that did not turn up for planning and hence omitted**

1. Mbinga District Council,
2. Songea District Council,
3. Namtumbo District Council,
4. Tunduru District Council,
5. Kilombero District Council,
6. Kilosa District Council,
7. Bukombe District Council
8. Ruvuma RHMT

**Newly Added Districts and Regional Secretariats are:**

1. Pangani DC
2. Mkinga DC
3. Sumbawanga DC
4. Ngorongoro DC
5. Longido MC
6. Ulanga DC
7. Mvomero DC
8. Sikonge D C
9. Morogoro RS
10. Ruvuma RS

**DISTRICTS TO BE VISITED TO IMPROVE REPORTING FOR GLOBAL FUND GRANTS**

1. Kilolo District Council
2. Korogwe District Council
3. Mtwara Urban Council
4. Mtwara District Council
5. Newala District Council
6. Mbeya City Council
7. Rungwe District Council
8. Kyela District Council