

MINUTES OF THE NBD BOARD MEETING HELD AT MUNYONYO SPEKE RESORT ON THE 16th and 17th OCTOBER 2023

Members Present:

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| 1. Ms. Verdiane Nyiramana | – | Chairperson |
| 2. Rev. Peter Sabastian Mawa | – | Vice Chairperson |
| 3. Ms. Agnes Namusiitwa Gyaviira | – | Treasurer |
| 4. Mr. Joseph Peter Ngome | – | Secretary General |
| 5. Mr. Gerard Nizigiyimana | – | NBD Board Member, Burundi |
| 6. Ms. Therese Kakule Katungu | – | NBD Board Member, D.R. Congo |
| 7. Ms. Ghada Ahmadein | – | NBD Board Member, Egypt |
| 8. Ms. Aynalem Ashebir | – | NBD Board Member, Ethiopia |
| 9. Mr. Christian Byamungu | – | NBD Board Member, Tanzania |
| 10. Ms. Mai Elshafei | – | Cluster 1 Representative |
| 11. Ms. Faith Namansa | – | Cluster 2 Representative |

Absent with Apology:

- | | | |
|-------------------------------|---|--------------------------|
| 1. Jeanne d'Arc Baranyizigiye | – | Cluster 3 Representative |
| 2. Nazik Dafalla | – | NBD Board Member, Sudan |

NBD Staff Present:

- | | | |
|---------------------------|---|---|
| 1. Mr. Ayenew Tessera | – | Ag. Regional Manager |
| 2. Mr. Herbert Wairugala | – | Regional Finance & Administration Officer |
| 3. Ms. Jennifer Kurubeija | – | Regional Program Administrator |
| 4. Mr. Mathias Nyanzi | – | Regional ICT & Social-Media Officer |

AGENDA:

1. Opening Prayer
2. Welcome remarks from the NBD Chair
3. Adoption of Agenda Items
4. Update on Resource Mobilization Efforts.
5. Annual Work Plan from September 2023 – June 2024
6. Staff Contracts and Ag. Regional Manager position
7. AoB
8. Closing remarks

Agenda Item 1: Opening Prayer

The meeting was opened by a word of prayer from Rev. Peter Mawa Sabastian, who is the NBD Vice Chairperson.

Agenda Item 2: Welcome remarks from the NBD Chairperson

The Board Chairperson welcomed the members for the meeting and thanked them for their active participation in the NBDF event and also sparing time to attend this Board Meeting.

Agenda Item 3: Adoption of Agenda Items: 16th October 2023

On the 16th October 2023, the Board held a brief meeting and discussed on the agenda items presented by the Secretary General. Due to limited time that the Board members had at the 7th NBDF-related activities, they agreed to prioritize key issues and selected the agenda items listed above for discussions on the 17th October 2023. The pending item to be discussed at a later date is Review of NBD Manuals.

Accordingly, on the 17th October 2023, the Board convened, and fully adopted the agenda items selected on the 16th October 2023. The discussions held and resolutions passed are presented below.

Agenda Item 4: Update on Resource Mobilization Efforts

The Ag. Regional Manager presented an overview of the progress made so far in the area of resource mobilization. He highlighted the confirmed grants such as: Regional Climate Resilience Program focusing on South Sudan where NBD will be part of the implementation team alongside NELSAP and ENTRO.

The other confirmed grant is Ruvyironza Multipurpose Water Resources Development Project in Burundi that will enable NBD to participate in the implementation of the project with NELSAP. The Ag. Regional Manager also highlighted the committed funds from the NBI centres and the on-going discussions with the CIWA/WB for additional financing to NBD expected to come in early February 2024.

He indicated that some of the submitted funding proposals are being reviewed by the donors while communication has not received for the rest.

The Board appreciated the efforts made by the Secretariat in mobilizing resources and passed the following resolution.

Resolution:

- ✓ Advised the Secretariat to keep following up on the pending proposals.

- ✓ Further advised the Secretariat team to diversify funding sources rather than relying on one development partner.

Agenda Item 5: Annual Work Plan from September 2023 – June 2024

The Ag. Regional Manager presented the September 2023 - June 2024 Work Plan prepared by the Secretariat staff. The Board was informed about the developments regarding the WB's procedures that couldn't enable withdrawal of funds exceeding 15% of the total NBD grant in the NCCR Project (i.e., USD750,000). While the World Bank procedures allow the Nile Sec to remit 15% of the US\$750,000 to NBD based on the earlier subsidiary Agreement, the NELSAP and ENTRO contributions may not be remitted directly to NBD without restructuring the NCCR project. It was noted that the World Bank gave NBD a go-ahead to implement activities while NELSAP and ENTRO will directly pay for the activities on behalf of NBD. For that effect, NBD has already prepared an action plan with ENTRO and submitted to both the World Bank and ENTRO and awaiting start of implementation.

Agenda Item 6: Staff Contracts and Ag. Regional Manager position

Staff Contracts: Considering the above information in Agenda Item 5, the Board noted that staff were working without contracts from Sept 2023 to-date. It was noted that there is already a limited number of staff at the Secretariat with specific roles; which does not allow for a reduction of any of the existing staff.

The Ag. Regional Manager presented two scenarios for staff contracts; staff to sign (i) a 4 months contract till Dec 2023 or (ii) a 6 months contract till Feb 2024. The Board discussed the two scenarios at length, and passed a resolution as seen below.

Ag. Regional Manager position: The Board noted that the Regional Monitoring and Evaluation Officer had been acting in this position for over a year and expressed concern about the lack of funds to carry out a recruitment process.

Resolution:

1. After discussing the two scenarios, the Board unanimously agreed that staff should sign a 6-months contract i.e., Sept 2023 – Feb 2024 while efforts to mobilize for more resources are being made.
2. The Board resolved that the Regional Monitoring and Evaluation Officer continues to act in the position of Regional Manager.
3. The Board further resolved that the recruitment process of the Regional Manager will start with immediate effect.

Agenda Item 7: AoB

1. *General Assembly:*



It was noted that the tenure of Office of the current board expires in December 2023 and staying in office thereafter will render their existence illegal; however, due to its current financial situation, NBD is unable to hold a physical General Assembly.

Resolution:

- ✓ Resolved to follow the legal procedures to allow continuation of the existing Board until a physical General Assembly is conducted.
- ✓ The Secretary General will work with the Board Member, Tanzania, who has a legal background, to call for an online General Assembly.
- ✓ The online General Assembly should be conducted by first week of December 2023, taking into consideration the 21 days' notice, as per the NBD constitution in order to approve the extension of the mandate of the existing Board.

2. Regional Manager Position:

The position of the Regional Manager is very crucial for NBD's smooth continuity and needs to be urgently filled. Although NBD currently does not have funds for recruitment of the Regional Manager position, the Board directed the Secretariat to kickstart the initial process in readiness to fill the position.

Regarding WB procurement processes, it was noted that single sourcing and comparison of CVs can be applied with proper justification.

Resolution:

- ✓ Resolved to either use comparison of CVs or direct contracting procurement methods.
- ✓ Directed that the Secretariat starts drafting both the ToRs and Criteria for selection of the Regional Manager position to be shared with the Board.

3. Support to UNDF during the NBDF event:

The Board acknowledged UNDF's enthusiastic involvement in both the NBDF event and in the National Organizing Committee meetings. Furthermore, they observed that the budget approved for the NBD event did not initially include provisions for UNDF's participation. Consequently, the Board recommended a reconsideration of this matter and expressed their appreciation for UNDF's commendable and creative contributions to the event which enhanced awareness through digital streaming.

Resolution:

- ✓ A token of appreciation, worth US\$ 200 (US Dollars Two Hundred only), to be given to the UNDF team for the good coordination and digital coverage at the NBDF events.



Agenda Item 8: Closing Remarks

The Board Chairperson thanked the members for their passion in serving NBD and appreciated the tireless efforts of the Secretariat.

There being no other business, the Board meeting was closed at 2135hrs.

Signed



Ms. Verdiane Nyiramana
Chairperson

Signed



Mr. Joseph Peter Ngome
Secretary General




Attachments:

Annex 1: Signed Attendance List of 16th October 2023


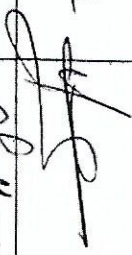
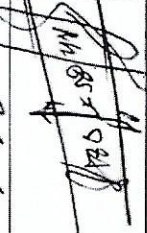

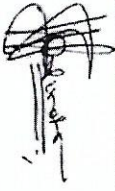



Annex 2: Signed Attendance List of 17th October 2023

Annex 1 – Attendance List of 16th October 2023

**LIST OF PARTICIPANTS
BOARD MEETING
16TH OCTOBER 2023, SPEKE RESORT MUNYONYO
KAMPALA, UGANDA**


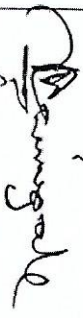

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Annex 2 – Attendance List of 17th October 2023

**LIST OF PARTICIPANTS
BOARD MEETING
17TH OCTOBER 2023, SPEKE RESORT MUNYONYO
KAMPALA, UGANDA**

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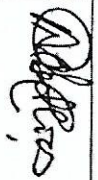
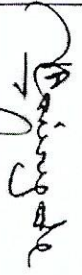




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