



**MINUTES OF THE PARLIAMENT OF ZIMBABWE SUPPORT PROGRAMME (PSP) 2022  
FIRST PROJECT BOARD MEETING HELD ON THURSDAY 23 JUNE 2022 AT 1000HOURS,  
MONOMOTAPA HOTEL, HARARE.**

**Present**

- |                                      |   |
|--------------------------------------|---|
| 1. Mr. K. Chokuda                    | - Clerk of Parliament (CoP) (Chairing)                      |
| 2. Mr. F. Porte                      | - European Union (EU) (Co-chairing)                         |
| 3. Ms. M. Monoja<br>Programme (UNDP) | - Deputy Resident Representative United Nations Development |
| 4. Mr. P. Lambrechts                 | - European Union (EU)                                       |
| 5. Ms T Phute                        | - European Union (EU)                                       |
| 6. Ms. T. Muvingi                    | - United Nations Development Programme (UNDP)               |
| 7. Ms. N. A. Sunga                   | - Deputy Clerk of Parliament (DCoP)                         |
| 8. Mr. I. Chilimanzi                 | - Southern African Parliamentary Support Trust (SAPST)      |
| 9. Ms. D. Nyamukapa                  | - United Nations Development Programme (UNDP)               |
| 10. Mr. A. Jenje                     | - Director Clerk's Office                                   |
| 11. Ms. C. Ruka                      | - United Nations Development Programme (UNDP)               |
| 12. Mr. N. Samu                      | - Parliament Programme Coordinator (PPC)                    |
| 13. Mr. G. Makuwaza                  | - Parliament Programme Accountant (PPA)                     |
| 14. Mr. L. Mangena                   | - Procurement Officer                                       |
| 15. Mr. P. Mashapa                   | - Monitoring and Evaluation Officer (Minuting)              |
| 16. Ms. T. Njerere                   | - Graduate Intern Accounts                                  |
| 17. Ms. W. Mushonga                  | - Graduate Intern Procurement                               |
| 18. Ms. G. Mudzingwa                 | - Graduate Intern Monitoring and Evaluation                 |
| 19. Mr. B. Mashingaidze              | - Graduate Intern Monitoring and Evaluation                 |

**Apologies**

1. Ms Rosa Dube – World Bank
2. Ms H.B. Dingani-Parliament of Zimbabwe

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**Agenda**

No	Agenda Item	Presenter
1.	Adoption of Minutes	All
2.	Matters Arising	Clerk of Parliament
3.	Project Progress a) 1 <sup>st</sup> Term PSP Progress Report b) 1 <sup>st</sup> Term Spotlight Initiative Project Progress Report c) Risk Log Analysis d) Issues and Lessons	Parliamentary Programme Coordinator
4.	Work Plans a) PSP 2022 2 <sup>nd</sup> Term Work Plan	Parliamentary Programme Coordinator
5.	Any Other Business (AOB)	All

<u>Item No.</u>	<u>ITEM</u>	<u>ACTION</u>
1.0	<b>Opening Remarks.</b>	
1.1	The Clerk of Parliament (COP) welcomed all members to the 1st 2022 Project Board Meeting of the Parliament of Zimbabwe Support Programme (PSP) (2019-2022). A special welcome was extended to Mr F. Porte the incoming EU Head of Cooperation and Ms T Phute, the EU Programme Manager who was standing in for Ms Francesca Midzi.	<i>CoP</i>
1.2	The COP bemoaned the effects of the COVID 19 restrictive measures which had resulted in a congested calendar of events which ultimately affected the timeous convening of the PSP board meeting. The CoP was, however, hopeful that the easing of the COVID 19 restrictive measures was going to enable an accelerated implementation of most of the programmes under the PSP project.	
2.0	<b>Adoption of Minutes</b> The minutes of the Project Board Meeting held on 14 December 2021 were adopted as a correct record of proceedings on the motion by Ms T Muvingi and seconded by Mrs Sunga	
3.0	<b>Project Progress</b>	
3.1	<b>Brief Summary of the PSP (2019-2022)</b>	
3.1.2	Noting that Mr Porte and Ms Phute were attending the Project Board for the first time, the Parliamentary Programmes Coordinator (PPC) provided a summary of the PSP project, highlighting how the project was aligned to the Parliament of Zimbabwe's Institutional Strategic Plan (ISP) (2018-2023). In particular, the PPC spoke of the design of the project which was meant to support Parliament's broad roles of law making, oversight and representative guided by lessons learnt from the previous PSP projects. Resultantly, the project focused on 6 Portfolio Committees as a model to streamline results under three (3) outcomes aligned to the six (6) Key Result Areas (KRAs) of the Institutional Strategic Plan.	<i>PPC</i>
3.1.3	<b>1<sup>st</sup> Term PSP Progress Report</b>	
3.1.3.1	In giving context to the period January to June 2022, the PPC advised the meeting that Parliamentary business had improved following the easing of the COVID-19 restrictive measures and the decrease in the number of cases. However, national events, such as the March 2022 By-Elections, the 2022 National Population Census and the ZITF, had contributed to lags in project implementation as Parliament had to adjourn. Consequently, Parliament could only seat for 36 sitting days as at 16 June 2022.	<i>PPC</i>
3.1.3.2	The PPC, further gave an update on the composition of the National Assembly following the 2022 By-elections as follows: 267 seats – 181 ZANU PF (130 male, 51 female), 66 MDC-A (38 Male, 28 female), 19 CCC (16 male, 3 female) and only 1 male independent.	<i>PPC</i>
3.1.4	<b>Progress Against Outcome 1: Improved good governance and economic development through timely passing of good laws</b>	
3.1.4.1	Under Outcome One, the board was advised that as at 16 June 2022:	<i>PPC</i>

	<ul style="list-style-type: none"> <li>a) 29% of Committee recommendations to Bills had been incorporated into law out of a 2022 target of 50%.</li> <li>b) 4 Bills out of a target of 8 laws had been passed into law in 2022 and Parliament had received 47% of Bills (20 out of 42) outlined in the 2021 SONA legislative Agenda.</li> <li>c) The Parliamentary Legal Committee had considered and analysed 8 Bills and 56 Statutory Instruments for compliance with the Constitution. All considered bills and Statutory Instruments were issued with non-Adverse certificates.</li> <li>d) 90% of the public submissions and recommendations from consultation processes had been incorporated into Reports tabled by supported Committees.</li> <li>e) 36 sitting days had passed for Bills gazetted in 2022 to pass through the First, Second and Third Reading stages of Parliament.</li> <li>f) 10% of MPs (36 out of 350) had been trained in sector specific issues out of a 2022 target of 50%. This represented 22% out of a yearly target of 20% and 34 % out of a yearly 30% had received capacity in 2020 and 2021 respectively.</li> <li>g) 78% out of target 80% of trained MPs had indicated that training sessions are useful and effective in the execution of their roles outlined by the Constitution.</li> <li>h) 11008 from a monthly target of 13000 users per month accessed Parliamentary information such as information on Bills &amp; Hansards through the PoZ website in May.</li> <li>i) 3784 out of a target of 6000 people had so far participated in public engagement platforms supported by the PSP in 2022.</li> </ul>	
3.1.4.2	The PPC also advised the board of the status of two bills supported under the PSP. Both the Private Voluntary Organisations (PVO) Amendment Bill and the Labour Amendment Bill were at the second reading stage in the National Assembly. The Minister of Public Service, Labour and Social Welfare had published amendments to the PVO Amendment Bill for consideration by the House at the Committee Stage.	PPC
3.1.4.3	In the ensuing deliberations, Parliament Administration led by the COP advised the board that Parliamentary sitting days had been affected by the COVID- 19 pandemic and the National events that occurred during the 4th session of the 9th Parliament. The Administration advised that Parliament had to endure several adjournments of the House, which led to delays in the movements of bills especially the first quarter and second half of 2021. This also spilled over into the first quarter of 2022.	COP/ DCOP
3.1.4.4	The PPC further advised the meeting that 10% of the targetted MPs had been trained during the first term of 2022. The figure was expected to increase as the 2022 project year progresses. The PPC reiterated that improved application of knowledge by MPs was being tracked through Hansard and made possible through improved monitoring.	PPC
3.1.5	<b>Progress against Outcome 2: Strengthened Parliamentary oversight in protecting rights of citizens and fostering responsive and accountable governance</b>	
3.1.5.1	The PPC informed the Board of progress made under the Outcome 2 as follows:	PPC



- a) As at 16 June 2022, 19 % of line Ministries had submitted 1st Quarter Statutory Reports for the 2022 financial year. The deadline for submission of statutory reports was 30 June 2022.
- b) All Committee reports and minutes had been produced and tabled within the set timeframes.
- c) 3 reports out of a 2022 target of 4 reports were tabled with recommendations for implementation by the Executive. These reports contained recommendations on how to improve service delivery and public resource management.
- d) 16% of female MPs conducted interviews with the media from a target of 55% in 2022.

**3.1.6 Progress against Outcome 3: Strengthened Administration of Parliament in Results Based Project Management**

- 3.1.6.1** The PPC informed the Board of progress achieved under Outcome 3 as follows:
- a) 267 users had registered on the Parliamentary Knowledge Portal, a platform which is expected to enhance the communication and sharing of information within Parliament and institutionalise training of Parliamentarians.
  - b) The Audit for the 2021 PSP financial year had been conducted and the Auditors had given the accounts a clean bill of health.
  - c) The 2022 1st term Progress Report and the 2021 Annual progress reports were developed and submitted to UNDP.
  - d) One (1) Project Board meeting, the ongoing, was the only conducted in 2022 and 1 Steering Committee meeting was conducted in 2021, the Steering Committee was yet to meet in 2022.
  - e) Integration of the PCU was yet to materialize and the reduction in salaries of three (3) PCU officers had continued to be implemented at a scaled down rate of 30% in 2020, 40% in 2021 and 50% in 2022 without compensation to lost income.

*PPC*

- 3.1.6.2** In ensuing deliberation, the CoP advised the board that Parliament was engaging the Ministry of Finance and Economic Development on the issuance of a Treasury Concurrence for PCU integration into Parliament structures. He outlined that there had been several engagements with Treasury in trying to get treasury concurrence.

*COP*

- 3.1.6.3** Following up on the project staff salaries, the EU agreed to the restoration of PCU staff salaries to 100% of the project cost for 2022 and no cost extension period. It was still expected that Parliament would meet the salary arrears for 2021 and 2020. This was, however, conditional upon the submission of letters of request to Treasury by Parliament on the future sustainability plans for the PCU department after project closure. It was also agreed that Treasury and Parliament should indicate the reasons for the failure to finance the outstanding component of staff salaries.

*EU*

**3.1.7 PSP Project Financial Status**

- 3.1.7.1** The PPC informed the board that the first two years of the PSP project implementation had been significantly affected by low DSA rate and the COVID 19 pandemic.

*PPC*

He reported to the board that as at 16 June 2022, the 2022 annual project burn rate stood at 23%.

**3.1.7.2** The PPC also advised the board that the project had realised savings amounting to US\$ 438,749.63. He advised that Parliament was proposing for the savings to finance activities under an Accelerate implementation plan in a project closeout “No Cost Extension” of at least 6 months.

**Proposed Areas of Funding under the Accelerated Budget**

The PPC submitted 3 main areas of funding for the Board to consider under the Accelerated Budget as follows:

*PPC*

1. Support to the Parliamentary Training Academy

- a) Support towards the development of 5 Training Modules around Governance, and SDGs.
- b) Induction of New Parliamentarians in the 10<sup>th</sup> Parliament.
- c) Procurement of additional Conferencing equipment (Projectors and Conference TVs).

2. Support to the Parliamentary Printing Press

Support towards establishment of a Printing press which will assist Parliament with its printing needs of:

*PPC*

- a) The Hansard publication,
- b) Motions, Votes and proceedings
- c) Bills and Acts, and
- d) Communication materials

The Printing press will reduce the recurrent expenditure of printing that Parliament is currently incurring.

**3.1.7.3** 3. Support to the Parliamentary Administration

- a) Support the Administration of Parliament through capacity building to Committee Clerks, Researchers, Legal Officers, Procurement Officers and Hansards.
- b) Enhance the Monitoring and Evaluation function of Parliament through training Focal persons in departments

*PPC*

**3.1.7.4** Following discussions, the Project Board agreed to operationalize the “No cost extension” for the PSP project as a “Project Closeout No Cost Extension” for a period of six (6) months up to 30 June 2023.

*PPC*

The proposed activities for the No Cost Extension period were agreed to and deemed sustainable. Emphasis was, however, placed on the need to timeously induct the 10th Parliament as previous Parliaments had been negatively affected by the unavailability of resources. Given the uncertainty on the proclamation of election dates and the avoidance

*All*

of the mixing of attribution of project results it was resolved that the board would negotiate for funding under alternative projects for this activity.

### 3.1.8 1<sup>st</sup> Term Spotlight Initiative Project Progress Report

3.1.8.1 The PPC informed the Board that SI supported the following:

The 16 Days of Activism against GBV outreach Programme in Mashonaland Central and Manicaland from 28 February – 3 March 2022.

Production of infomercials, a TV presser and facilitation for the Women's Day commemoration on 8 March 2022.

The Spotlight Initiative will also support the Health Services Amendment Bill and also an inquiry into the status and welfare of children accompanying incarcerated mothers and access to antenatal care for pregnant women in prisons on 26 June - 2 July 2022.

### 3.1.9 Risk Log Analysis

3.1.9.1 In line with the PSP identified risk matrix the PPC reported on measures taken to mitigate the identified project risk. *PPC*

#### 3.1.9.2 Political Polarisation Risk

The project is being implemented in a non-political and non-partisan manner with all activities implemented in consultation with the Presiding Officers, Administration of Parliament as well as resolutions from respective Portfolio Committees.

#### 3.1.9.3 Political Whipping Risk

The implementation of the project adheres to the broad Constitutional provisions of law making, oversight and people representation in mitigating against political whipping risk.

#### 3.1.9.4 Inadequate Funding

Budgeting of project funds was being done in USD value as a positive way of preserving value and counter the adverse effects of inflation effects and exchange rate losses.

#### 3.1.13.5 Economic Risk

The economic environment continues to pose a threat to the project due inflationary pressures evident on the market. However, the maintenance of the budgets in hard currency has reduced the inflationary effects.

#### 3.1.9.6 COVID 19 Pandemic Risk

Parliament had reprogrammed the 2020 and 2021 work plan to consider lockdown measures.

#### 3.1.9.7 Reputational Risk

	<p>Slow rate payment of allowances has been resolved with the use of Ecocash which has improved turnaround time and logistics form disbursing DSAs, and a payments tracker has been developed.</p>	
<b>3.1.9.8</b>	<p><u>Partial Integration of the Parliamentary Programmes Coordination Unit Risk</u>  The Integration of PCU was approved by the CSRO. Staff Salaries are now at 50% attribution to PSP project. The Programme Coordinator, Programme Accountant and Monitoring and Evaluation Officer have lost income since the inception of the project which has not been made good from Parliament Budget.</p>	
<b>3.1.14</b>	<p>The Board resolved to convert the Covid-19 Pandemic risk to a Project Issue and remove it from the risk register since it was no longer a risk.</p>	<b>PPC</b>
<b>3.1.10</b>	<p><b>PSP Lessons Learnt</b>  The PPC cited the following as the lessons learnt during the project implementation process:</p> <ol style="list-style-type: none"> <li>1. The use of internal experts in conducting training is more sustainable and cost-effective for Parliament and the project;</li> <li>2. Investments should be made for advertisements in the appropriate media and social media platforms to enhance citizens' participation in parliament programmes;</li> <li>3. The cost of bus hire for Parliament activities per year was relatively high;</li> <li>4. Collaboration between Parliament and CSOs through MOUs fosters improved support to Parliamentarians and Citizens as outlined in the ISP 2018-2023;</li> <li>5. The national budget feedback meetings help to enhance accountability and the representation function of Parliament as it allows Parliament to report back to the public the extent to which recommendations were adopted by the Executive.</li> </ol> <p>Supervision and direction by the PSP Project Board was critical for the efficient operation of the project.</p>	<b>PPC</b>
<b>3.2</b>	<p><b>PSP Project Visibility</b></p>	
<b>3.2.1</b>	<p>Consistent with the objective to increase the visibility of the PSP project and that of the development partners, Parliament had implemented the following activities which are outlined in the project visibility plan:</p>	
<b>3.2.2</b>	<p>Parliament was now live Streaming high-quality videos of Parliament Activities using a Virtual TV Box procured under the PSP project.</p>	
<b>3.2.3</b>	<p>Parliament was conducting radio sensitization programmes on Bills supported under the project.</p>	
<b>3.2.4</b>	<p>Parliament was in the process of producing publications through the support of the PSP project. In these publications, Parliament place Development Partner logos and a note mentioning the support provided by the partners.</p>	



3.2.5	Parliament has set up Toll-free lines as well as a dedicated WhatsApp number through the Spotlight initiative project.	
4.0	<b>Work Plans</b>	
4.1	<b>PSP 2022 2<sup>nd</sup> Term Work Plan</b>	
4.1.1	The PPC presented the PSP 2022 2 <sup>nd</sup> term work plan to the Board which has a budget to the tune of \$475,099.15. Cumulatively after having utilised this amount the total used funds were reported to be \$1,105,000, of the total budget. The low burnout rate was attributed to restrictions imposed to contain the spread of the Covid-19 pandemic which adversely impacted Parliamentary business.	
4.1.2	A review of Output 1.2.6 was suggested to make it clear that the Speaker was not on a political campaign program. Outputs 2 and 3 were adopted without amendments.	
	<b>Resolutions of the Project Board</b>	
4.2	<p>As a way forward, the Board made the following resolutions:</p> <ol style="list-style-type: none"> <li>1. Approval of the 2022 PSP Budget and work plan subject to: <ol style="list-style-type: none"> <li>a) Moving of the Parliament Open Day to October 2022 after Parliament relocation to the new building;</li> <li>b) Conversion of the Speaker's Outreach visits to the Parliament Outreach visits to be conducted by the Public Relations Department;</li> </ol> </li> <li>2. To grant the project a 6 months project closeout "no-cost extension" to facilitate the utilisation of the available project funds as well as aligning the project to the life of the 9<sup>th</sup> Parliament.</li> <li>3. A PSP Accelerated Plan supporting the following activities: <ol style="list-style-type: none"> <li>a) Support the Parliamentary Training Academy (PTA) in developing 5 Training modules, on Governance and SDGs;</li> <li>b) Procure Conferencing equipment for the PTA (Laptops, Projectors and Conference TVs);</li> <li>c) Establish a Parliament Printing Press to reduce the recurrent expenditure of printing that Parliament is currently incurring;</li> <li>d) Support the Administration of Parliament through capacity building to Committee Clerks, Researchers, Legal Officers, Procurement Officers and Hansard;</li> <li>e) Enhance the Monitoring and Evaluation function of Parliament through training Focal persons in departments.</li> </ol> </li> <li>4. Implementation of the project acceleration plan to start immediately and extend to the no-cost extension period.</li> <li>5. The project Mid Term Review be removed and only an End of project evaluation to be conducted.</li> <li>6. Approval for PCU staff salaries to return at 100% for the year 2022 and the no cost close out period funded by the PSP project cost conditional upon submission of a letter by Parliament on the position of the integration and take-over of the PCU salaries the Ministry of Finance.</li> <li>7. Parliament to engage the Ministry of Finance and Economic Development to discuss PCU integration as part of the sustainability discussions post PSP project closure.</li> </ol>	All

	<b>8. Removal of Covid-19 Pandemic from the risk register and consider it as a “project Issue”</b>	
<b>5.0</b>	<b>Any Other Business</b>	
<b>5.1</b>	Mr. P. Lambrechts advised the meeting that it was his last meeting as he had completed his tour of duty in Zimbabwe. The co-chairpersons thanked Mr Lambrechts for his contributions to the PSP during his tenure and wished him well in his future assignments	
<b>6.0</b>	<b>Date of Next Meeting</b>	
<b>6.1</b>	The Board resolved for the next Project Board meeting to be held on 22 September 2022	<i>EU</i>
<b>6.2</b>	There being no further business to transact, the meeting adjourned at 12:25 hours.	<i>All</i>
	Signed as a correct record on this .....day of .....2022	
	..... <b>European Union Representative</b>	
		
	..... <b>Parliament of Zimbabwe Representative</b>	

