

ECA – CEA



Economic Commission for Africa  
Commission économique Pour l'Afrique

ECA/RCID/10/99

## MISSION REPORT

<b>STAFF MEMBER:</b>	<b>Pierre Adama Traore Senior Economic Affairs Officer</b>
<b>DIVISION:</b>	<b>Regional Cooperation and Integration Division (RCID)</b>
<b>PURPOSE OF THE MISSION:</b>	<b>To participate in the Fourth meeting of the Board of Director (BOD) of the Southern and Eastern Mineral Centre (SEAMIC)</b>
<b>VENUE OF MISSION:</b>	<b>Dar-es-Salaam, United Republic of Tanzania</b>
<b>MISSION DATE:</b>	<b>22-23 February 1999</b>
<b>ACTIVITY CITATION:</b>	<b>Technical advisory services and assistance to member states and intergovernmental organizations</b>

March 1999

## INTRODUCTION

1. The secretariat of the United Nations Economic Commission for Africa, is member of the Board of Directors (BOD) of the Southern and Eastern African Mineral Centre (SEAMIC), formerly none as Eastern and Southern African Mineral Resources Development Centre (ESAMRDC). The BOD meets three times during each financial year. The fourth meeting was called on 22-23 February 1999. The objective of the mission was to attend that meeting.

## ATTENDANCE

2. With the exception of the representative of the European Union (EU), who used to participate in the meeting on behalf of the donors, the meeting was attended by all its members.

## PROCEEDINGS AND FINDINGS OF THE MEETING

3. The proceedings and findings of the meeting are attached to the present report. Its major conclusions are reported below.

4. The Board reviewed the degree of implementation of the decisions of its third meeting, which was held on 27 October 1998. It took note of actions undertaken by the Management of the Centre. The Board subsequently:

- i. **Approved:** (a) the procedures of approaching potential new members and directed the Director general to take specific actions accordingly regarding Rwanda and Kenya; and (b) the actions initiated for the recruitment of a German expert through the Integrated Expert Programme provided that the Management of the Centre is fully involved in the process, especially the evaluation of the CVs of the expert to be recruited on the basis of clear job description and terms of reference;
- ii. **Instructed the Management** to pursue the process of searching of a house for the Director General including the competitive bidding for the two houses already identified;
- iii. **Directed the Management to:**
  - Put pressure on Mozambique in order to obtain soonest the cost of geophysical equipment that was donated to the Centre;

- Liase with the Ministry of Energy and Minerals of Tanzania with regards to high power charges in order to change the tariff for SEAMIC;
  - Search for the right candidate for the Marketing and sales Section on a permanent terms basis and report the matter during the next BOD meeting
- iv. **Deferred** its decision on the fringe benefits for the Director general until sufficient information is received.

5. The Board also reviewed the performance of the Centre during the period October 1998-January 1999. It particularly noted that the institution was able to generate US\$ 31,099.61 representing 68.66% of the target of the second quarter (October-December 1998) and a 60.8% increase in relation to the income generated in the first quarter.

6. The Board:

- i. **Commended** the staff and the management of the Centre for :
- Encouraging performance and urged them to maintain and improve the level of performance in income generation. A special effort was recommended for improving especially the performance of the mineral processing section. In this regard, given the interest shown to the Centre's facilities by the Anglo-American Exploration company, the Management was directed to solicit for contract with that company;
  - Good quality of the Newsletter and advised that it should be distributed extensively free of charge in order to further extend the corporation image of SEAMIC.
- ii. **Directed the Management** to:
- Present future quarterly reports for each section in synoptic table including income generated and activities quarried out in each month during the period;
  - Plan annual leaves so that the Centre's activities are not negatively affected;
  - Repeat ceramic exhibitions and particularly look into the possibilities of participating in TAMINA show scheduled to be held during the

next SADC Mining Ministers meeting. On this occasion, the Centre should prepare Ceramic Coffee mugs bearing the name of SEAMIC and the inscription of "SADC Mining Ministers Meeting";

- Conduct on a regular basis the Mineralogical/Petrological Course on Introduction to Gemology;
- Undertake appropriate action in coordination with the Chairman of the Governing Council to mobilize the contribution of Angola and Uganda which have not yet met their financial obligations;
- Reflect correctly the contribution of Mozambique in the Centre's financial statements;
- Met on member States who have failed to make their contribution, the penalties as decided by the 18<sup>th</sup> Governing Council;
- Start immediate negotiations with CCECC in order to undertake as soon as possible the construction of the roof of Block I. The general issue of seriously leaking of roofs will be referred to the 19<sup>th</sup> Governing Council.

7. **The Board accepted** that the proposed preliminary data presented by the Management could be used for the preparation of the Work Programme and Budget for 1999/2000. It however recommended that a more realistic budget, based on at least three quarters, be prepared for consideration during the next meeting of the Board. The Board meeting should take place at least two days before the meetings of the Standing Committee of Officials (SCO) and the Governing Council (GC). The Board further directed the Management that, when preparing the work programme and budget, it should: (a) list the major activities envisaged to be carried out; (b) look for ways of reducing costs; and (c) apply the new salary scale for the newly confirmed staff members together with the newly Mineral Processing Engineer.

8. **The Board decided** to refer the issue of the foreseen increased operating cost of the Centre in the year 2000 when the staff currently paid by the EU project will be absorbed. Suitable solution should be sought to ensure the smooth running of the Centre after that date.

9. **The Board approved** the draft agendas for the 2<sup>nd</sup> meeting of the SCO and the 19<sup>th</sup> meeting of the GC. It directed the Director General to make urgent consultations with the concerned Ministries in Tanzania and Uganda to establish the dates for the two meetings. The Board further indicated that it will be preferable that these meetings take place before the SADC Mining Ministers meeting.

10. **The Board was informed** of the "Gas in Africa Conference" scheduled to be held in Mozambique in early September and the request addressed to SEAMIC for supporting the event. It directed the Management to inform the Minister of Minerals and Energy of Mozambique on the actions envisaged to advertise the Conference through SEAMIC Newsletter and GC.

#### CONCLUDING REMARKS AND FOLLOW-UP ACTION

11. The establishment of the Board and the contribution of ECA to its meetings have brought a significant improvement in the management of the institution. The regular meetings of the BOD have contributed to put constant pressure on the Director general for greater results and led to the development of a new spirit on the quality of services provided by the Centre to its clients.

12. There is therefore an increased interest of both member states and the private community to SEAMIC. The member countries have started to pay their contribution more regularly and the income generation has improved. The financial situation has witnessed a significant improvement.

13. However, the incomes generated so far are still under the financial requirements of the institution. Consequently, although the level of the contribution of the member States is likely to decrease in the future, it will still remains a need for several years unless a new phase of the EU project is positively negotiated.

14. RCID will continue to assist the Centre in participating in the activities of the BOD , supporting the management in the negotiations with EU and UNIDO for new phases of their projects and mobilizing the contribution of the member countries.

**SOUTHERN AND EASTERN AFRICAN MINERAL CENTRE  
(SEAMIC)**

**MINUTES OF THE FOURTH MEETING OF THE BOARD  
OF DIRECTORS OF SEAMIC  
DAR ES SALAAM, TANZANIA,  
22-23 FEBRUARY 1999**

## I. OPENING OF THE MEETING

1. The Fourth Meeting of the Board of Directors of the Southern and Eastern Mineral African Centre (SEAMIC) took place in Dar es Salaam from 22-23 February 1999. The meeting was chaired by Mr. Ketema Tadesse of Ethiopia.

2. The meeting was attended by the following members of the Board:

1. Mr. Ketema Tadesse (Chairman) - Representative of Ethiopia
2. Mr. Adama P. Traore (Vice-Chairman) - Representative of ECA
3. Mr. A.L. Tesha - Representative of the host country (Tanzania)
4. Mr. F.E. Ngunangwa - Representative of the Private Sector
5. Mr. Antonio M.A. Pedro - Director General of SEAMIC (Secretary)
6. European Union (EU) - Absent

## II. ADOPTION OF THE AGENDA (SEAMIC/99/BOD/4)

3. The following agenda was adopted by the Board for deliberations:

1. Review of the degree of implementation of the decisions of the third ordinary meeting of the BOD
2. Review of the performance of SEAMIC during the 2<sup>nd</sup> Quarter (October-December 1998) and January 1999
3. Preparation of the Draft Work Programme and Budget for 1999/2000
4. Preparation of the Agenda and Programme of Work for the 19<sup>th</sup> Governing Council Meeting and the 2<sup>nd</sup> Meeting of the Standing Committee of Officials, and the date of the 19<sup>th</sup> Governing Council Meeting
5. Any Other Business
  - (i) Proposed Gas Meeting in Maputo
  - (ii) Geodesa Training at ITC
  - (iii) Penalties to be meted on member States who failed to pay their 1998/99 annual contributions in full before January 1999

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**III. REVIEW OF THE DEGREE OF IMPLEMENTATION OF THE DECISIONS  
OF THE THIRD ORDINARY MEETING OF THE BOARD OF DIRECTORS  
(BOD) (SEAMIC/99/BOD/4/1/) (Agenda item 1)**

4. Under this agenda item the BOD was presented with a report (SEAMIC/99/BOD/4/1) on the degree of implementation of the decisions of the Third Meeting of the BOD for its consideration.
5. Regarding confirmation of new staff members of SEAMIC, the BOD took note of the new salary scales for the staff which will retroactively be effective-as of January 1999, as approved by the 18<sup>th</sup> Governing Council meeting.
6. On procedures for approaching potential members of SEAMIC, the BOD was presented with a brief report of procedures to be followed when mobilising new members to join the Centre.
7. The BOD approved the procedures as presented by the Management and directed that the Instrument of Accession should be amended in order to incorporate changes that have taken place since the establishment of the Centre such as name, location, mission and objectives of the Centre. In addition it further directed that information on the level of financial contribution expected from a potential new member country as well as the benefit it can expect from the Centre should be included in the procedures.
8. The Board directed the Management to approach the Chairman of the Governing Council with the view to writing to the host country requesting it to invite Rwanda and Kenya to attend the 19<sup>th</sup> Governing Council meeting, in Kampala, Uganda.
9. With regard to the recruitment of an expert to be funded by the German Government through the Integrated Expert Programme (IEP), the BOD took note of the action taken by the Centre and approved the recruitment of such expert under the IEP conditions. It further advised that the Centre should be fully involved in the recruitment process by evaluating CVs, provision of terms of reference and job description in order to ensure that it gets the right and the most suitable candidate.
10. The Board advised the Management to explore the possibility of extending the EU project beyond year 2000. In that regard the BOD further directed the Management to approach the Chairman of the Governing Council with the view to mobilise his/her counterparts in the member States to approach the respective EU Heads of Delegations.
11. With regard to the Belgian Grant, Management informed the BOD that the Head of International Co-operation and Affairs of the Belgian Embassy in Tanzania informed the Centre that she had sent all the documents to Brussels for consideration but until today no response has been received from that end.
12. The BOD was also informed that Management has already drafted a letter for the signature of the Chairman of the Governing Council to be sent to Brussels in order that further pressure is exerted on the Belgium Government to release the grant.

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13. Regarding the Contractor/Consultant issue, the BOD took note that a representative of the Contractor one Mr Salvatory J. Ntomola visited the Centre in December to discuss amicable solutions to resolve the dispute between the Centre and the Consultant. He promised to come back after he was informed of the position of the Centre but to date he has not done so.

14. On the issue of the house for the Director General, Management reported that no house has yet been allocated to the Centre by the host Government. However, the Centre was shown two 2-bedroomed houses in Oysterbay area which were available but at competitive bidding.

15. The BOD was further informed that the Centre has first to bid for the houses in order to be considered for allocation, after which procedures to have it permanently allocated to the Centre free of rent will follow. The Board advised Management to pursue the matter further including the competitive bidding.

16. Regarding fringe benefits for the Director General the BOD was informed that letters were written to three ECA-sponsored institutions requesting for information on special allowances paid to their Chief Executives, but so far only one institution had responded.

17. The BOD therefore deferred its decision on the fringe benefits for the Director General until sufficient information is received from the other institutions.

18. On fire clay crucibles, the BOD directed the Centre to send samples to laboratories, gold smelters and dealers in Tanzania in order to solicit orders of the same now that the problem of cracks at the bottom of the crucibles had been solved.

19. Regarding the new computerised Accounting Systems to be installed at the Centre, the BOD noted that the re-evaluation of the tenders was done by Price Waterhouse taking into consideration the EU tender regulations and procedures.

20. The BOD further noted that the tender documents were sent to the National Authorising Officer (NAO) for approval and onward transmission to EU.

21. On the Geophysical Equipment that was donated by Mozambique, the BOD was informed that a letter was written to Mozambique requesting for necessary documents, indicating the cost of the equipment but so far no response has been received.

22. The BOD directed Management to continue putting pressure on the issue of the cost of the equipment in order to establish its value.

23. With regard to high power charges, the BOD directed Management to liaise with the Ministry of Energy and Minerals so that the Ministry can take up the issue with TANESCO with a view to changing the tariff for the Centre.

24. Regarding the recruitment of the Marketing and Sales Representative, the BOD was informed that Management was not satisfied with the confidential report on the candidate. The BOD took note of the contacts made by the Centre to recruit a local advertising company for the marketing of its products but considered the cost of the services offered very expensive. The BOD therefore directed

Management to continue searching for the right candidate on permanent terms or look for an agent who can execute the functions of the marketing and sales representative on a commission basis; and report the matter during the next BOD meeting.

25. Regarding construction of the new roof in Block 1, the BOD noted that no discussions were initiated with CCECC on account of non-availability of funds to carry out the rehabilitation work.

26. On Key Result Areas (KRA) for the Centre's staff, the BOD was informed that the staff will be evaluated using the KRA as per the Staff Rules and Regulations starting March 1999.

**IV. REVIEW OF THE PERFORMANCE OF SEAMIC DURING 2<sup>ND</sup> QUARTER  
(OCTOBER-DECEMBER 1998) AND JANUARY 1999 (SEAMIC/99/BOD/4/2)  
(Agenda item 2)**

27. Under this agenda item the BOD considered the report (SEAMIC/99/BOD/4/2) on the Performance of SEAMIC during the Second Quarter (October-December 1998) and January 1999.

28. The Board commended the staff and management for the encouraging performance during the Second Quarter especially with regard to the income realised from income generation activities.

29. The Board further urged the Centre to maintain and continue to improve the level of its performance in order to meet the targets of the Work Programme and Budget.

30. The BOD directed that in future quarterly reports for each section there should be a synoptic table with information on income generated and activities carried out in each month of the quarter.

31. The BOD directed that in planning annual leaves, the Centre should ensure that the Centre's activities are not negatively affected. It was noted, however, that although most of the senior staff take their leaves during the period December/January, this does not affect the performance of the Centre since most of the mining companies take their annual leave also during December/January.

32. The BOD noted the upward trend of the performance of the Mineral Processing section and directed that further efforts should be made to solicit for contract work with the Anglo-American Exploration company which had indicated interest to use the Centre's facilities. The company should also continuously be posted on the activities of the Centre.

33. The BOD noted the outcome of the 3<sup>rd</sup> Ceramic Exhibition and urged Management to continue holding such exhibitions.

34. The BOD further directed the Centre to look into the possibilities of participating in the TAMIDA show which will be held in Arusha from 30-31 May 1999 during the SADC Mining Ministers meeting.

35. The BOD further directed the Centre to prepare Ceramic Coffee mugs bearing the name of SEAMIC and to be inscribed with "SADC Mining Ministers meeting" in anticipation that this will also expand the corporate image and activities of the Centre.

36. In view of the importance and demand for the Mineralogical/Petrological Course on Introduction to Gemmology, the BOD directed that the course be conducted on a regular basis.

37. With regard to the production of the newsletter, the Board was informed of its costs and efforts being made to find alternative and cheaper places for printing. ECA volunteered to facilitate contacts with printing companies in south-east Asia.

38. The Board expressed satisfaction with quality of the newsletter and directed that the Centre should seek more people/companies to advertise in the newsletter in order to offset its cost of production.

39. The BOD further directed that the newsletter should be distributed extensively and free of charge in order to further extend the corporate image of the Centre.

40. Regarding payment of contributions, the BOD noted the receipt of total annual contributions from Ethiopia and Tanzania for the current year (1998/99).

41. Management informed the BOD with regard to contributions from the member States that efforts were made to have Uganda and Angola pay their contributions, but so far no payments have been effected by the two member States.

42. The BOD directed the Management to draft letters for the signature of the Governing Council Chairman for onward transmission to those members of the Centre which did not meet their financial obligations for 1998/99 to effect their annual contributions before the next Governing Council meeting.

43. Regarding contributions being made by Mozambique a note indicating for which year the contribution has been made should be reflected in the Centre's financial statements.

44. With regard to the seriously leaking roofs, the BOD agreed to refer the matter to the 19<sup>th</sup> Governing Council Meeting with the view to mobilising funds to effect the urgently needed repairs. However, with regard to the roof for Block I, the Board directed that the Centre should immediately start negotiations with CCECC in order to undertake the construction of the roof as soon as possible.

**V. PREPARATION OF THE DRAFT WORK PROGRAMME AND BUDGET FOR 1999/2000 (SEAMIC/99/BOD/4/3) (Agenda item 3)**

45. On this agenda item, Management presented a preliminary data for the preparation of the Work Programme and Budget for 1999/2000 (SEAMIC/99/BOD/4/3).

46. The BOD felt that it was difficult to make realistic budget projections based on the performance of the Centre during only two quarters of the year, and therefore advised Management that it would be more appropriate to have data based on at least three quarters of the year. However, the BOD accepted that the proposed preliminary data for the preparation of the Work Programme and Budget for 1999/2000, presented by the Management could be used as a basis for the preparation of the work programme and budget for the next financial year.

47. The Board directed that when preparing this year's Work programme and Budget, major activities that the Centre envisages to carry out should be listed.

48. The Board further directed Management to look for ways of reducing costs but at the same time keeping up the morale of the staff.

49. While discussing the operating costs of the Centre, the Board took note that they might increase from the year 2000 onwards due to the absorption of staff currently being paid by the EU funded project. Due to the seriousness of the matter, the Board decided to refer the issue to the Governing Council as a substantive agenda item. The Board decided to discuss the matter in its next meeting.

50. The BOD also decided to meet at least two days before the next Governing Council meeting to review the work programme and budget proposals for 1999/2000.

51. The BOD approved the application of the new salary scale for the newly confirmed staff members together with the newly recruited Mineral Processing Engineer as presented by the Management.

**VI. PREPARATION OF THE AGENDA AND PROGRAMME OF WORK FOR THE 19<sup>TH</sup> GOVERNING COUNCIL MEETING, THE 2<sup>ND</sup> MEETING OF THE SCO AND DATE OF THE 19<sup>TH</sup> GOVERNING COUNCIL MEETING (Agenda item 4)**

52. The Board approved the draft agendas for the 2<sup>nd</sup> Meeting of the Standing Committee of Officials (SCO) and the 19<sup>th</sup> Governing Council Meetings as follows:

**Agenda for the 2<sup>nd</sup> Meeting of the Standing Committee of Officials (SCO):**

1. Opening of the Meeting
2. Adoption of the Agenda/Annotated Agenda and Programme of Work
3. Consideration of Matters Arising from the 18<sup>th</sup> Governing Council Meeting
4. Consideration of the Report of the Chairman of the Board of Directors of SEAMIC
5. Consideration of SEAMIC 1998/99 Annual Report
6. Consideration of the 1997/98 Auditors' Report
7. Consideration of the Work Programme and Budget for 1999/2000
8. Any Other Business
9. Preparation of the Provisional Agenda for the 19<sup>th</sup> Governing Council Meeting

10. Summary of Conclusions and Recommendations of the 2<sup>nd</sup> Meeting of SEAMIC's Standing Committee of Officials
11. Adoption of the Report of the 2<sup>nd</sup> Meeting of SEAMIC's Standing Committee of Officials
12. Closure of the Meeting

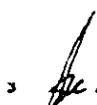
**Agenda for the 19<sup>th</sup> meeting of the Governing Council:**

1. Opening of the Meeting by the Chairman of the 18<sup>th</sup> Governing Council Meeting (Mozambique)
2. Election of Officers for the Nineteenth Governing Council
3. Adoption of Agenda and Programme of Work
4. Statement of Heads of Delegations and Observers
5. Consideration of the Report, Conclusions and Recommendations of the 2<sup>nd</sup> Meeting of the SEAMIC's Standing Committee of Officials
6. Date and Venue of the Twentieth Governing Council Meeting
7. Any Other Business
8. Adoption of the Report of the Nineteenth Governing Council Meeting
9. Closure of the Meeting

53. The Board directed that the Centre should make urgent consultations with the Ministry of Energy and Minerals of Tanzania and the Minister of Energy and Mineral Development of Uganda on the dates for the forthcoming Centre's policy organs meeting in order to avoid overlapping with the dates of the SADC Mining Ministers meeting. It further directed the Director General to travel to Uganda as soon as possible to finalise on the preparation for the 19<sup>th</sup> Governing Council meeting and raise the problem of Uganda's contribution. Preferably, the Centre's meeting should be held before the SADC Mining Ministers meeting as a follow-up to the letter of the Chairman of the Governing Council.

**VII. ANY OTHER BUSINESS (Agenda item 5)**

54. With regard to the "Gas in Africa Conference", the BOD advised Management to advertise the event in the SEAMIC's newsletter. It further agreed to bring the matter to the attention of the 19<sup>th</sup> Governing Council for information. The BOD directed Management to write to the Minister of Minerals of Mozambique accordingly.

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SEAMIC/99/BOD/4/RPT

55. Regarding penalties to be meted on member States who have failed to make their contributions as agreed during the 18<sup>th</sup> Governing Council meeting in Maputo, the BOD directed Management to raise invoices covering full costs of attending regular training courses being conducted by the Centre through its regular and/or extra budgetary resources as approved by the Council.
56. Concerning training at ITC under the Geodesa project, Management informed the BOD that action was being taken to process all the applications.

**VIII. CLOSURE OF THE MEETING**

57. There being no other business to discuss the meeting was closed at 14h30.

Signed:   
Ketema Tadesse  
CHAIRMAN

Date: 23 February 99.

Signed:   
Antonio M. A. Pedro  
SECRETARY  
23-2-1999