

# LAKE VICTORIA FISHERIES ORGANIZATION



## REPORT OF THE FIFTH REGULAR SESSION OF THE COUNCIL OF MINISTERS, OCEANIC BAY HOTEL, BAGAMOYO, TANZANIA,

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inadequate resources to implement fisheries research and development programmes; poor dissemination of fisheries management information; and the effects of increased incidence of HIV Aids among fisher communities.

He was happy that through implementation of agreed management measures by the Partner States there was progress in meeting some of these challenges. He informed Council that the Fisheries Management Plan and the funding to implement the project, which they had inaugurated on 31 October 2003, would go a long way in addressing the problems. The cross-border fishing and trade problems had been contained. He recognised the contribution of IUCN/NORAD Project on Socio-economics of the Nile Perch Project for bringing the fisher communities together to understand the problems and come up with solutions.

The Executive Secretary reported to the Council of Ministers that LVFO was restructuring itself to implement the objectives of the Convention and the Strategic Vision through formations and implementation of five programmes to cover Fisheries Policy, Legislation, Institutions and Processes; Resource, Environmental and Socio-Economic Research and Monitoring; Database, Information, Communication and Out-reach; Aquaculture Research and Developments; and Capacity building. Working Groups of experts from the Partner States had been formed to implement the programs. The Partner States have embraced community participation in fisheries management by establishing Beach Management Units (BMUs). The task ahead was, therefore to ensure that the WGs and BMUs are supported to achieve the objectives of the Organization.

The Executive Secretary informed the Council that LVFO and the FAO had developed a Regional Plan of Action to Prevent, Deter, and Eliminate Illegal, Unreported, and Unregulated (IUU) Fishing on Lake Victoria. He requested the Council of Ministers to adopt the RPOA as an additional step towards sustainable management of the fishery of Lake Victoria. The Executive Secretary recognised the close working relationship LVFO had had with Mr. George Ssentongo who was to retire from FAO in 2005 in developing the Convention for establishing the LVFO and welcomed him to Lake Victoria region. He finally thanked the host state for the good reception and the hospitality extended to the delegates since the start of the meeting. He thanked the outgoing Chairman for the excellent cooperation and guidance to the Secretariat, welcomed the incoming Chairman and looked forward to working with him. He then wished the meeting success and God's blessing for everyone.

### **1.3 Statement by the representative of FAO**

Mr. Harris, Senior Fisheries Officer at the FAO, Sub-regional office for Southern and East Africa on behalf of the FAO Sub-region Representative for Southern and Eastern Africa, Ms. Victoria Sekitoleko and the FAO Representative to Tanzania, thanked the Government of the United Republic of Tanzania for hosting the meeting and the Executive Secretary of LVFO for

inviting FAO to participate in the meeting. He noted the collaboration between LVFO and FAO in the fisheries of Lake Victoria.

The representative of the FAO noted that Lake Victoria is very important in the economies of Uganda and Tanzania as it provided livelihoods and foreign currencies to the Partner States. He regretted that over the past decade some of the stocks of the lake had declined partly due to illegal, unreported and unregulated (IUU) fishing. There was therefore need for an efficient Monitoring, Control and Surveillance (MCS) system to control IUU. It is for this reason that the FAO had worked together with the LVFO to develop the LVFO RPOA – IUU for Lake Victoria, which was being presented to the Council of Ministers for adoption. He assured the Council of Ministers that FAO will continue to assist LVFO and the riparian States in implementing RPOA-IUU.

#### **1.4. Welcoming Statement by the Host Minister**

Hon. Zakia H. Meghji; Minister of Natural Resources and Tourism welcomed members of the Council of Ministers to the Fifth Session of Council of Ministers of LVFO. She requested the Council to take very seriously the responsibility entrusted to it of ensuring that the fisheries of Lake Victoria are managed sustainably for the benefit of the present and future generations. She noted that since it was a single ecosystem but shared by three Riparian States, it needed joint effort of the Partner States.

The Hon Minister remaindered the delegates of the many challenges faced by the Lake which include: use of illegal fishing methods and gears; theft of fishing gears; post harvest losses; harvesting of immature Nile perch; and declining of biodiversity; issues related to fish quality standards; and the need to abate pollution. She therefore reminded the Council that there was need for continued commitment to co-operate in joint actions to achieve sustainable management fishery resources of Lake Victoria. This included among others joint surveillance especially along the borders. In addition regular monitoring in the local fish markets and in the fish processing plants would reduce the harvesting, processing and marketing of immature Nile Perch. She called for more affirmative actions regarding implementation of agreed management decisions especially the harvesting and processing of immature Nile perch. Other proposal included: Adoption of the Code of Conduct for Responsible Fisheries; Promotion of co-management and Establishment of a regional referral accredited laboratory for fish quality control standards; Completion of harmonization of fish quality Control standards; and combating HIV Aids.

The Honorable Minister reiterated Tanzania's commitment to the implementation of the decisions of the Council of Ministers by deploying both human and financial resources to ensure the sustainability of the lake's resources. In this regards, the Fisheries Division had put in place a new Fisheries Act No. 22 of 2003 which incorporated all areas that have been identified by our experts in the Partner States for harmonization of National Fisheries Legislation for Lake Victoria. In addition, the Division was formulating the relevant Fisheries Principal Regulations which were to come

into force before the end of 2004. The Fisheries Division had continued to enforce the Nile Perch Slot Size. The number of staff on the lake had been increased from 61 in the year 2003 to 70 by the end of May 2004. Three surveillance centres were established in Lake Victoria with powerful patrol speedboats. Co-management had been incorporated in the new Fisheries Act and the Act provided for establishment of Fisheries Development Fund and the setting up of a Paramilitary Surveillance Unit to implement MCS. The Hon. Minister concluded by appealing to the Partner States to remain united, committed and focused on matters of fisheries management for the benefit of our present and future generations and wished delegates enjoyable stay in Tanzania.

### **1.5. Election of Chairperson and Vice Chair-person**

Hon. Joseph Kanzollo Munyaho (MP, EGH), Minister of Livestock and Fisheries Development, Republic of Kenya was elected Chairperson Council of Ministers of the LVFO; and Hon. Zakia H. Meghji (MP), Minister of Natural Resources and Tourism, United Republic of Tanzania was elected Vice-Chairperson, Council of Ministers of the LVFO.

### **1.5. Statement of the Out-going Chairperson**

Hon. Dr Wilberforce Kisamba-Mugerwa, Member, Council of Ministers of the LVFO and Minister of Agriculture, Animal Industry and Fisheries of the Republic of Uganda welcomed the delegates to the Fifth Regular Session of the Council of Ministers in Bagamoyo. He noted that the meeting was of special significance to him since he was handing over the Chairmanship of the Council to his brother Hon. Joseph Konzollo Munyao, MP, EGH, the Minister of Livestock and Fisheries Development, Kenya. He requested the delegates to observe a minute of silence in memory of Prof. M. Meghji, the late husband of Hon. Zakia Meghji, who passed away in November 2003, shortly, after the last meeting of the Council of Ministers in Jinja, Uganda.

The out-going Chairman outlined some efforts made to address challenges on Lake Victoria during his term of office.

- a) The conflicts in cross border fishing and fish trade, which surfaced in 2001, had been reduced through efforts coordinated by the LVFO.
- b) The Partner States Adopted a slot size for Nile perch 50-85 cm to protect the catching and marketing of immature and brood stock of Nile perch.
- c) Lake Victoria Perch was registered as an LVFO trade mark to protect the marked for Nile perch from Lake Victoria.
- d) The Executive Committee undertook a lake wide monitoring and outreach mission in January 2003 to assess the status of implementation of Council decisions.

- e) Council approved the Fisheries Management Plan Project in 2002 through which a grant of 29.9 Million Euro was secured from EU for implementation of a Fisheries Management Plan for Lake Victoria.
- f) The LVFO formed five programmes and a number of Working Groups to implement the LVFO Strategic Vision.
- g) Monitoring, Control and Surveillance (MCS) has been enhanced in all the Partner States and this has improved enforcement of fisheries regulations on the lake.
- h) Community participation in fisheries management has been enhanced through establishment of Beach Management Units (BMUs).
- i) A strategy to maintain fish quality standards was developed and is being implemented in all the Partner States.
- j) Research which provided information on status of the fish stocks, conservation of the fish species, fishing effort and socio-economic aspects of the fishing industry was concluded.
- k) Dissemination of information was promoted through publication of the *Mputa Newsletter*, *the African Journal of Tropical Hydrobiology and Fisheries*, brochures, fact sheets and regional and international workshops, seminars and meetings.

The out-going Chairman reminded his successor that despite those achievements, there were still many challenges, notably, the cross-border issues which still need monitoring, enforcement of the upper slot size for Nile perch was still a problem, and the BMU institution still fragile, and the problem of Illegal, Unregulated and Unreported (IUU) fishing is yet to be fully addressed. There was need to harmonize fishing license, penalties for fisheries offenders. He also noted that it was pertinent that the Organization come up with sustainable funding for its the activities.

He pledged support to his successor and called upon the Members of the Council of Ministers to extend the same support given to him to his successor and to maintain the spirit of cooperation in all matters regarding the sustainability of Lake Victoria fisheries and its other resources.

He concluded by thanking Members of the Council of Ministers, the Policy Steering Committee and Executive Committee, the Secretariat Staff and all those who have supported him during his tenure of office for enabling him to effectively execute his duties and wished his successor all the best.

### **1.7. Statement by the In-coming Chairperson**

Hon. Joseph Konzollo Munyao (MP), Minister of Livestock and Fisheries Development and Chairperson, Council of Ministers of the LVFO was

delighted to have been elected the Chairman of the Council of Ministers. He pledged to do everything in his ability to ensure that LVFO moves to the highest level of excellence. He thanked the outgoing Chairman for the excellent manner in which he conducted business during his tenure of office and was optimistic of a successful term of office as he was taking over Chairmanship when collaboration and coordination in the Partner States was at its best following the able leadership of the outgoing Chairman. He specifically appreciated the enormous effort, the outgoing Chairperson, Hon. Dr. Kisamba Mugerwa had put to calm down the turbulent fisheries management issues during his tenure and promised to strive to continue the good work in order to move the LVFO into higher level of efficiency in service delivery to the stakeholders.

The Honourable Minister informed the Council of Ministers that Fisheries in Kenya was being given high priority. A Ministry of Fisheries and Livestock Development had been created and he was appointed to head that Ministry. He promised, to use his position as the Minister for Fisheries in Kenya, and his Chairmanship of Council of Ministers of LVFO to speed up fisheries development in the Partner States. The new Chairman called upon members to enhance on-going efforts that include: reduction of illegal fishing gears; enhancement of MCS; promotion of BMUs. He reiterated that demand-led research should be an integral part of fisheries management. The Chairman concluded by promising to do his best to ensure that LVFO becomes a centre of excellence in fisheries and called upon his colleagues and all stakeholders to continue providing the support so far demonstrated.

## **2. Status of implementation of the Decisions of the Council of Ministers**

During the Fourth Regular Session of the Council of Ministers held in Nairobi on 28<sup>th</sup> June 2002, the Council adopted the following measures for implementation by the Partner States on Lake Victoria:

- (a) A minimum gillnets mesh size of 5 inches;
- (b) A slot size of 50-85 cm for the fishing, processing and marketing of Nile perch;
- (c) Development of the culturing of Nile perch and other fish species in the Lake Victoria basin; and
- (d) A strategy on cross border fishing and fish trade which included the following actions:
  - i. Fisheries authorities, backed by other government agencies; should conduct surveillance and patrols;
  - ii. Seizure forms should be issued for confiscated items and official receipts issued;
  - iii. Those arrested should be charged in a court of law and information on the culprits exchanged between Partner States;

- iv. Container collector boats that smuggle fish across borders should be banned from the lake;
- v. Artisanal cross-border fishing and trade should be allowed when they comply with applicable law and regulations in Partner States;
- vi. The Fisheries competent authorities should share information on fishing activities in the lake;
- vii. Strongly condemn smuggling of fish by fish processors;
- viii. Joint surveillance and licensing by the Partner States should be encouraged;
- ix. Regular joint cross-border meetings should be held at the local level;
- x. National surveillance taskforce should work closely with the regional fisheries authorities;
- xi. The communities and other stakeholders should be sensitised on the MCS System and its advantages.

The Partner States have been implementing these measures and the progress made so far is given in **Annex IV**

The Executive Committee (EC) and the Policy Steering Committee (PSC) deliberated on the status of implementation to the agreed decisions and stated as follows:

- a) Partner States should continue demonstrating commitment;
- b) Promised to respond faster to agreed decisions;
- c) Endorsed the formation of an inspection team to check on compliance to agreed decisions and proposed that the MCS Working Group could form this group;
- d) Suggested that the monitoring mission by head of fisheries institutions should take place at least once a year instead of two years as was previously the case; and
- e) The inspection team should take place quarterly.

The PSC deliberated on the progress in implementing of the Council decisions. The Partner States had deposited relevant Statutory Instruments developed with the LVFO Secretariat and can be availed to members on request, and also had provided an update of the Status of Implementation of Council Decisions to date.

**Action: The Council of Ministers took note of the progress made by the Partner States in the implementation of the Council decisions.**

### **3. The LVFO Regional Plan of Action to Prevent, Deter and Eliminate, Illegal, Unreported, and Unregulated Fishing (RPOA-IUU) on Lake Victoria**

In 2001, the FAO adopted an International Plan of Action to prevent, deter and eliminate Illegal, Unreported, and Unregulated Fishing (RPOA-IUU). It urged member states and regional institutions to develop their own RPOA-IUU. The Partner States have in collaboration with the FAO Regional office

for Southern Africa developed a Draft RPOA-IUU for Lake Victoria to guide development and implementation of coordinated, harmonised, unified and effective management measures to prevent, deter and eliminate Illegal, Unregulated and Unreported (IUU) fishing on Lake Victoria. The Draft RPOA-IUU for Lake Victoria is given as **Annex V** to this report.

The Policy Steering Committee deliberated on the Draft RPOA-IUU for Lake Victoria and recommended approval by the Council of Ministers.

**Action: The Council of Ministers:**

- a) **Considered and approved the draft RPOA-IUU for use on Lake Victoria; and**
- b) **Urged the Partner States to implement the RPOA-IUU on Lake Victoria.**

#### **4. Fisheries Development and Management Issues**

##### **4.1 Patenting of Lake Victoria Perch**

The Council of Ministers at its Fourth Regular Session held in Nairobi Kenya in June 2002 directed the LVFO Secretariat to patent Lake Victoria Perch. Preliminary investigations by the Secretariat indicated that it was not possible to patent a natural species but registration of a product name was possible. The Secretariat registered Lake Victoria Perch in Europe and 15 former Russian Republics on behalf of the Partner States with effect from 15<sup>th</sup> April 2003. The cost of registration was US \$ 3250. An additional US \$ 1600 was paid to a lawyer to ensure that there was no infringement of the name for the next 10 years. The Secretariat is awaiting publication of the registration in the European Commission Official Gazette. The lawyer processing the registration requested for a Logo to be added to the registration and an additional US\$ 3500 for registering the Logo. The LVFO Secretariat designed three sample Logos from which the Partner States selected one. The selected Logo has been sent to the lawyer. It was suggested that the LVFO should agree on mechanisms to benefit from the registration and use of the Logo by levying charges on its use. It is further suggested that the registration should be embossed on the health certificate and the packaging of Nile perch for export. It was noted that the registration was supposed to be of Lake Victoria Perch and not Victoria Perch.

The Secretariat is proposing a royalty of 0.01 US\$ for every kg of Nile perch exported under the registration. This royalty would be collected by the Departments of Fisheries of the Partner States and deposited in an LVFO account maintained for that purpose. The funds accruing from the registration royalty will supplement the organisations recurrent budget and other approved activities of the LVFO programs and reduces further increases in Partner State contributions.

The Policy Steering Committee deliberated on the observations of the Executive Committee that:



- I. There was need to consult with stakeholders for consensus on the way forward;
- II. The Partner States which levied tax on fish felt that there should be increases in national contributions to the Secretariat other than levying a new tax; and
- III. Some exporters especially in Uganda were processing Nile perch from other lakes other than Lake Victoria.

The PSC concurred with the EC that Partner States should consult on the modalities of the levy and provide a report to the LVFO Secretariat within six months. The PSC proposed that the Logo should be modified by having Nile perch cover the entire width of the lake. The PSC approved the use of the Logo with the above amendments.

**Action: The Council of Ministers took note of the progress made in the registration of the Lake Victoria Perch.**

#### **4.2. Progress in Management of the Challenges on Cross-border Fishing and Fish Trade**

Conflicts in cross-border fishing and fish trade intensified in 2001 as the demand for Nile perch by the fish processing plants increased and Partner States intensified efforts to enforce fisheries regulation on the lake. This caused conflicts in fishing and fish trade across national borders. The LVFO intervened by enhancing efforts to solve the conflicts in cross-border fishing and fish trade.

A number of activities have been undertaken to solve conflicts in cross-border fishing and fish trade. The Fisheries Management Committee met in May 2001 and recommended harmonizing and streamlining issuing of permits and licences to facilitate cross-border fishing activities. The Fisheries Managers held an extraordinary meeting in September 2001 and recommended measures to address the conflicts. The matter was discussed in subsequent Executive Committee and Policy Steering Committee meetings. A study on cross-border fishing and fish trade was carried out by the LVFO with the support of IUCN to help understand the problem and make appropriate recommendations. A strategy to solve cross-border fishing and fish trade was adopted by the LVFO Council of Ministers in June 2002 and is being implemented by the Partner States. As part of this strategy, cross-border exchange visits have been undertaken by fisheries personnel and Beach Management Units (BMUs) along the borders to discuss the issue and promote harmony. The BMUs along the borders have signed MOUs to promote this harmony. Fisheries regulations relevant to Lake Victoria have been extracted and simplified in English to help communities along borders understand applicable laws and these are being translated into local languages (Kiswahili, Dholuo and Luganda). The above efforts have greatly reduced conflict in cross-border fishing and fish trade. The LVFO is to

continue providing relevant information to guide cross-border fisheries management and to organise communities to overcome the conflicts.

The PSC deliberated on the progress made in solving cross-border conflicts, thanked IUCN and LVFO for their contribution to solving the conflicts and urged Partner States to continue ongoing efforts.

**Action: The Council of Ministers took note of the progress made in solving conflicts in cross-border fishing and fish trade.**

#### **4.3. The Status of Fishing Pressure on Lake Victoria Fishery Based on Frame Surveys of 2000 and 2002**

Frame surveys were conducted on Lake Victoria in 2000 and 2002 to determine certain characteristics of the fishery to guide the development and management. The surveys showed that: The number of fish landing sites was higher compared to fisheries staff with each fisheries officer expected to manage on average, three landing sites. The number of fishers on the lake increased from 129,305 to 175,890, fishing crafts from 42,483 to 52,479, and gillnets from 650,656 to 984,084 between the years 2000 and 2002 which is a sign of increases in fishing pressure. The fishermen needed to go further ashore using outboard engines to fish suggesting depletion of fish stocks in near-shore areas. The surveys showed that the Partner States had made deliberate efforts to improve facilities at fish landing sites to meet fish quality requirements and curb the use of illegal fishing gears as manifested in the reduction in the number of beach seines and illegal sizes of gillnets in some of the Partner States. There were, however still a large number of illegal gill nets of mesh sizes ranging from 2.5 inches to 4.5 inches, and beach seine on the lake by the year 2002.

The PSC deliberated on the frame survey results and concurred with the recommendations of the EC that frame surveys continue to be carried out. They, in addition recommended that the number of fishing crafts, fishermen and fishing power among Partner States should be rationalised. The PSC recommended a study tour by the Council of Ministers and the PSC to Lake Kariba, Zimbabwe to explore alternative strategies to relieve fishing pressure through fish farming.

**Action: The Council of Ministers took note of the above observations and implement them.**

#### **4.4. Progress in Harmonisation of Fisheries Legislation**

Efforts have been made to harmonise the fisheries legislation of the Partner States. A Regional Taskforce commissioned by LVEMP carried out a study and made recommendations on the harmonization of fisheries legislation. The recommendations were discussed and adopted by the Fisheries Management Committee at a Regional Workshop held in Mukono, Uganda in

August 2002 and later by a Special Taskforce organised by the EAC Secretariat in Entebbe, Uganda in January 2004 which included the EAC Subcommittee on Approximation of Laws.

The Partner States have agreed on a minimum mesh size of gill nets of 127 mm, the minimum size of Nile perch to be landed to be 50 cm, and the minimum size of Nile Tilapia (*Oreochromis niloticus*) to be landed to be 25 cm. The following fishing gears and methods are to be prohibited in all the Partner States (trawlers, beach seines, monofilament nets, cast nets, beating water). The Partner States also agreed to legalize BMUs; demarcate, map and gazette fish landing beaches. Some of the areas of harmonisations have been incorporated in fisheries regulations of Partner States.

There are a number of areas where concurrence has not been reached and where Partner States have agreed to seek further elaboration before adoption. Some of these are as follows:

- a) The fishing licence fees for foreigners in all the Partner States are too high to be afforded by Partner States citizens. There is therefore, need to work out modalities to overcome this.
- b) Penalties for defaulters were not deterrent enough especially in Uganda and needed review;
- c) The appropriate mesh size for harvesting *Rastrineobola argentea* has not been agreed upon and researchers should be requested to elaborate this urgently.
- d) There have been problems in implementation of the upper slot size of 85 cm for Nile perch which needs more research information

The PSC deliberated on the status of harmonisation of fisheries regulations and endorsed the observations of the EC that:

- I. Partner States should ensure that all the agreed areas of harmonisation are incorporated in their legislation;
- II. Other Partner States should pilot the 6 inch minimum mesh size for Nile perch as in Tanzania and report in the next meeting;
- III. Partner States should enhance efforts to enforce existing regulations;
- IV. The LVFO Secretariat should follow up on areas where there is no concurrence; and
- V. Research institutions should provide information on mesh size for *R. argentea* and on the utility and relevance of the upper slot size of 85 cm for Nile perch.

**Action: The Council of Ministers took note of the above recommendations.**

#### **4.5. Aquaculture Research and Development in the Lake Victoria Basin Project**

The Council of Ministers at its regular Session in Nairobi (June 2002) directed the LVFO Secretariat to develop a program to enhance aquaculture in the

Lake Victoria Basin. The following progress has so far been made in fulfilling the directive:

- a) The working groups (WG) to spearhead aquaculture research is in the process of being formed;
- b) A grant of US\$ 15,000 has been obtained from the Partnership Fund of the EAC to facilitate preparation of a Status Report, Guidelines, and an Implementation Plan for aquaculture research and development in the basin;
- c) A TCP of US\$ 399,000 for improving aquaculture in the region has been prepared and submitted to FAO through the Ministry of Agriculture, Animal Industry, and Fisheries of the Republic of Uganda.

The PSC deliberated and observed aquaculture as an alternative strategy that should be pursued to ease fishing pressure on the lake.

**Action: The Council of Ministers took note of the efforts made in promoting aquaculture in the Lake Victoria basin.**

#### **4.6. The Regional Conference on Management of the Lake Victoria Fisheries Resources**

The Sixth Special Session of the LVFO Council of Ministers held at Nile Resort Hotel, Jinja on 31<sup>st</sup> October 2003, deliberated on some of the problems facing Lake Victoria and directed that a Technical Conference be held to enable senior policy decision makers to be updated on the status of the fisheries resources of the lake, the management efforts in place to resolve the threats to the lakes resources, provide a forum to discuss the problems facing the lake, and the appropriate strategic measures to ensure sustainable management of the fisheries resources.

The LVFO and the EAC Secretariats have developed a Concept Note including the issues to be discussed, the objectives, expected outputs, the list of participants and a tentative budget. They have also initiated a process of soliciting for funds to conduct the conference. A date for the conference will be fixed as soon as funding has been obtained. The Concept Note is given as **Annex VI**.

The PSC deliberated on the above conference and recommended that the conference should be organised in such a manner that it produces clear recommendations to guide management of the lake. The Technical team should bring out issues on the lake to Policy makers and politicians to guide on the hard choices to be made.

**Action: The Council of Ministers took note of the progress being made in organising the conference.**

#### **4.7. Publications of the Organization**

##### **4.7.1. *The African Journal of Tropical Hydrobiology and Fisheries***

The LVEMP Secretariat (Uganda) requested the LVFO to publish the LVEMP Scientific papers in *The African Journal of Tropical Hydrobiology and Fisheries*. A Special Session of the Editorial Board of the journal was held from the 8-10<sup>th</sup> July 2003 in Mukono, Uganda and peer reviewed the manuscripts. The accepted manuscripts have been typeset and submitted to New Vision Publishers for publication.

The PSC deliberated on the journal and other publications of the Organization and endorsed that the observations of the EC that:

- I. LVFO should review its capacity to publish the journal;
- II. That LVFO Secretariat should follow up publication of LV 2000.

**Action: The Council of Ministers took note of the above development.**

##### **4.7.2. Publication of *Mputa* Newsletter**

One issue of *Mputa* Newsletter was published in March 2004 and a Special Issue on IFMP is to be published in June 2004.

**Action: The Council of Ministers took note of the above situation.**

#### **5. Re-alignment of Institutional Matters and Processes**

During the last two years, the LVFO has made efforts to review institutional structures and processes aimed at improving its delivery of services. This has involved refinement of Terms of Reference (TORs) for the Scientific and Management Committees; Forming Programs and Working Groups (WGs) at national and regional level to implement the programs and defining TORs for the different WGs. Review and re-align the TORs of the Professional Staff of the Secretariat to address these are briefly outlined below.

##### **5.1. Refinement of TORs of the Fisheries Management Committee and Scientific Committees**

The Scientific and Fisheries Management Committees of LVFO during their last regular Sessions reviewed their overall functions and developed specific Terms of Reference (TORs) to guide their operations. The TORs of each committee are given as **Annex VII**. These TORs were deliberated upon and approved at the Seventh Session of the Fisheries Management Committee held in Bondo, Kenya on 18<sup>th</sup> June 2003 and the Sixth Session of the Scientific Committee held in Musoma, Tanzania.

**Action: The Council of Ministers took note of the above developments.**

## **5.2. Programmes and Working Groups of the LVFO**

The following programs have been formed to operationalise the LVFO Strategic Vision: Fisheries Policy, Legislation, Institutions and Processes; Resource, Environmental and Socio-economic Research and Monitoring; Database, Information, Communication and Outreach; and Capacity Building. These programs were approved by the Special Session of the EC held in Kisumu on 18<sup>th</sup> June 2003 and were deliberated upon and endorsed by the Sixth Regular Session of the PSC held in Jinja on 30<sup>th</sup> October 2003. A fifth program on Aquaculture Research and Development was approved following the directive by the Council of Ministers at its regular session in June 2002 to promote aquaculture in the Lake Victoria basin.

**Action: The Council of Ministers took note of the above developments.**

## **5.3. Terms of Reference of Working Groups WGs**

The WGs under each programme are given as **Annex VIII**. WGs have been formed at national implementing institutions and RWGs at regional level. The RWGs have met and developed their TORs. The TORs of the WGs were approved by the Executive Committee and are given in **Annex IX**. The linkage between the WGs and other organs and institutions of the LVFO are illustrated in **Figure 1**. The primary function of each WG is to prepare: a Status Report; Standard Operating Procedure (SOPs); and an Implementation Plan and Budget for its field of operation. The Seventh Regular Session of the Executive Committee held in Jinja recommended that the SOPs should be formally approved before implementation and this was endorsed by the Seventh Regular Session of PSC, in Jinja. Since then, some of the RWGs have drafted their Status Reports, SOPs and Implementation Plans

**Action: The Council of Ministers noted:**

- a) **The formation of WGs as a modality for implementing LVFO activities and development of their TORs;**
- b) **The progress made in the formation and operationalisation of the WGs.**

## **5.4. Terms of Reference of Professional Staff at the LVFO Secretariat**

During its Regular Session held in Nile Resort Jinja in October 2003, Executive Committee recommended that the TORs of the Professional Staff be defined more precisely to realign them with the programs and the activities of the Working Groups and provide for better evaluation of their performance. The Draft Terms of Reference of the Professional Staff are given in **Annex X**. The EC deliberate and modified the TORs of the professional staff to approximate them with the needs of the programs and the activities and TORs

of appropriate WGs. The title of the position of the Senior Economist was in the process changes to Senior Fisheries Management Officer.

**Action: The Council of Ministers took note of the above development.**

## **6. Progress in Implementation of Projects of the Organization**

During the last two years, three projects of the LVFO have been coordinated by the Secretariat namely:

- a) CFC/COMESA/FAO/LVFO Project on the Production and Marketing of Value-Added Fishery Products in Eastern and Southern Africa;
- b) IUCN/LVFO Socio-Economics of the Nile Perch Fishery of Lake Victoria Project; and
- c) Implementation of a Fisheries Management Plan (IFMP) project for Lake Victoria.

The progress made by these projects is briefly outlined below.

### **6.1 CFC/COMESA/FAO/LVFO Project on the Production and Marketing of Value-Added Fishery Products in Eastern and Southern Africa**

The CFC/FAO/COMESA Project is implemented by the LVFO in collaboration with COMESA and is funded by the Common Fund for Commodities (CFC), FAO and COMESA. The project is developing value-added Nile perch products; assisting in design and implementation of fish quality control systems, preparing a micro-financing programme for fish processors and traders of the *Dagaa/Mukene/Omena* fishery with priority on products for human consumption, and disseminating information on Nile perch and *Dagaa/Mukene/ Omena* value added products. The progress on this project is as follows:

- a) A study on the status of the Nile perch fishery was completed and the reports were discussed and harmonized in a regional workshop;
- b) National reports on the status of the *Dagaa/Mukene/Omena* fishery were completed;
- c) The study on international marketing of Nile perch started in June 2003 and reports for North and South America, Australia, Asia and Latin America markets have been received, and sent to fish processors;
- d) Procurement of a processing consultant is underway with COMESA finalising the Contracts for the processing consultant and the national institutions including those of KMFRI(Kenya), Nyegezi Fisheries Training Institute (Tanzania) and FOSRI (Food Science Research Institute of NARO - Uganda);

- e) Midterm review of the project was undertaken in March 2004 and the report has been sent to the Directors/Commissioners of fisheries and fish processors; and
- f) The project was extended for one year up to January 2005 to facilitate completion of project activities.

## **6.2. IUCN/LVFO Socio-Economics of the Nile Perch Fishery of Lake Victoria Project**

The Socio-economics of the Nile Perch Fishery on Lake Victoria Project Phase II is improving the understanding of socio-economic aspects of the Lake fisheries and promoting their integration into fisheries policies and management systems. The main focus of this project is on cross-boarder fisheries management. The highlights of the progress made under this project are as follows:

- a) A study on cross-border fisheries management on Lake Victoria was completed and the report is in press.
- b) A study of resource users groups was completed and the reports are available.
- c) Cross-border exchange visits were undertaken in July and August 2003 and completed in March 2004 between BMUs of Busia (Uganda) and Busia (Kenya), Migori and Suba (Kenya) and Tarime (Tanzania), Rakai (Uganda) and Bukoba (Tanzania) in which BMUs signed MoUs on cooperation.
- d) A joint cross-border meeting of District Fisheries Officers in border districts along the Kenya-Uganda border was held in August 2003 to deliberate on cross-border issues;
- e) Relevant sections of the fisheries legislation of the Partner States were extracted and are being published. Versions of the extract are also being translated in local languages for publication and distribution;
- f) The project held an International Workshop on Community Participation in Fisheries Management on Lake Victoria from 7<sup>th</sup> to 10<sup>th</sup> October 2003, in Kisumu, Kenya attended by over 150 stakeholders. The Workshop came out with specific recommendation for management of fisheries. The Workshop reports have been prepared and are to be published and distributed to stakeholders.
- g) The MoU between the LVFO and IUCN-EARO has been amended to emphasise cross-border fisheries management.
- h) The Project Advisory Committee (PAC) met on 19<sup>th</sup> March 2004 , in Kampala (Uganda) and reviewed project progress.
- i) A special Session of FMC held in Kampala on 20<sup>th</sup> March 2004 approved for publication and distribution four project documents namely:
  - i. Cross Border Fishing and Fish Trade on Lake Victoria;
  - ii. Fisheries in Lake Victoria: Extracts of Rules and Regulations;
  - iii. Report of the International Workshop on Community Participation in Fisheries Management on Lake Victoria: BMU Development on Lake Victoria; and
  - iv. A Booklet on BMU Cross-border Exchange Visits.



### **6.3. Implementation of a Fisheries Management Plan IFMP project for Lake Victoria**

The main components of the Implementation of a Fisheries Management Plan (IFMP) for Lake Victoria Project is to: Support Monitoring, Control and Surveillance (MCS); Promote community participation in management of resources; Monitoring the resources, environment and socio-economic factors of the fishery; Provide information and databases to guide management decisions; Support efforts to ensure that there are appropriate policies, laws, regulations for management of the fisheries resources and the fish habitat; and Build the capacity for development and management of fisheries resources of the lake. The project is funded through a grant of 29.9 million Euros from the EU. The Financing Agreement of the project was signed in March 2003 and a Start-up workplan was approved during the same month. Since then, the following progress has been made on the project.

- a) A Start-up workplan was prepared and approved;
- b) A Project Implementation Unit PIU was set up at the LVFO Secretariat;
- c) National Project Coordinators were appointed and NWGs to implement the project were formed at implementing institutions and RWGs were formed and their TORs have been defined;
- d) The RWGs have initiated preparation of Status Reports, SOPs and Implementation plans relevant to the project.
- e) Accounts Assistant and a Project Secretary were recruited;
- f) Accounts were opened at project implementing institutions;
- g) The building to house the project was secured and rehabilitated;
- h) Pre-qualification for a firm to provide technical assistance to the project and tender documents were prepared, and seven firms were short-listed and are prepared proposals for providing technical assistance to the project. The proposals were opened on 7<sup>th</sup> May 2004 and a committee comprising of members from Partner States and LVFO Secretariat and RAO evaluated the proposals from 19<sup>th</sup> to 16<sup>th</sup> May 2004 and recommended the firm to provide technical assistance to the project. The award of the tender by the RAO is awaited;
- i) One STTA Vessel Manager was hired and he assessed the status of research vessels at FIRRI, KMFRI & TAFIRI and carried out extensive repairs on KMFRI vessel;
- j) Two Project Steering Committee, one Scientific Committee, and one Fisheries Management Committee meetings were held and discussed project implementation and other lakes issues; and
- k) The project was officially launched by the Council of Ministers on 31<sup>st</sup> October 2003.

The PSC reviewed the progress made in implementation of the projects and were appreciative for the assistance from the Development Partners.

- Action:           The Council of Ministers:**
- a) **Took note of the progress made in implementation of the above projects; and**
  - b) **Thanked Development Partners for their support.**

## **7. Staff and Administrative Matters**

### **7.1. Recruitment of Executive Staff of the Organisation**

The Council of Ministers during its Regular Session held in Nairobi in June 2002 directed the outgoing Executive Secretary to initiate a process of appointing a New Executive Secretary and a New Deputy Executive Secretary. The United Republic of Tanzania nominated Mr. Thomas Wanyika Maembe for the post of Executive Secretary. He was appointed and reported for duty on 1<sup>st</sup> April 2003. The Republic of Uganda carried out interviews for a Deputy Executive Secretary and Dr Ogotu-Ohwayo, Richard was appointed and reported for duty on 10<sup>th</sup> December 2002.

**Action. The Council of Ministers took note of the above changes in the Executive Staff of the Organization.**

### **7.2. Administrative Matters related to Mr. S.L. Mukulu, former Administrative Officer Finance and Administration**

The Executive Committee at its Seventh Special Session held on 19<sup>th</sup> to 21<sup>st</sup> November 2002 in Bagamoyo, Tanzania decided not to renew the contract of Mr. S.L. Mukulu, the then Administrative Officer (Finance and Administration). The contract ended on 28<sup>th</sup> February 2003 but was extended by one month with the Authority of the Chairman, Policy Steering Committee to enable proper handover and audit of the accounts to 30<sup>th</sup> March 2003. The Officer completed his extended contract without preparing a handover report. Accounts were audited only up to the year ending 30<sup>th</sup> June 2002 and no draft accounts were made available for the period 1 July 2002 to 31 March 2003.

The Secretariat withheld the Officers salary while awaiting a handover report since the officer was paid gratuity before the contract expired. The Secretariat has since experienced the following problems with the Officer:

- a) The officer has not submitted the hand-over report.
- b) Claims of unpaid remuneration in the form of Transport Allowance, House subsidy amounting to US\$11,727, including the one-month's withheld salary. Since the claims outside the withheld salary were not substantiated the Secretariat could not honour them.
- c) The officer has instructed his lawyers to recover his claim and any relevant penalties.
- d) When the COMESA Project Account was audited by Grant Thornton Auditors appointed by COMESA, it revealed a shortfall of US\$1,636 with no explanation. The officer refused to cooperate and provide clarification to the Auditors. This amount has been refunded from country contributions and the salary of the officer is being withheld until satisfactory clarification is provided.

The Secretariat sought the intervention of the Ministry of Foreign Affairs, Uganda, the Chairman Policy Steering Committee and the Chairman of the

Executive Committee but to-date no solution is forthcoming. The Chairman PSC, during the meeting held in Jinja on 29<sup>th</sup> October 2003 updated the members on the matter and informed them that he had written to the officer concerned to provide a signed handover report. He requested members of PSC to let him follow up the matter and update them. The members of PSC commended the efforts made and endorsed the decision that the Chairman PSC follows up the matter.

The PSC deliberated on the issues and noted that a proper Hand over Report was still expected from the Officer. They recommended that the matter should be referred to the office of the Inspector General of Government (IGG) in Uganda since the audit had revealed fraud.

**Action:**        **The Council of Ministers took note of the above issue and directed that the Permanent Secretary of Uganda in collaboration with the Secretariat should bring the matter to the attention of the Solicitor General to get a legal solution.**

### **7.3. Contract of Mr. Joseph Okongo, Current Administrative Officer (Finance & Administration)**

Mr Joseph Okongo, was appointed *Administrative Officer (Finance and Administration)* and reported on duty on 13 March, 2003. The appointment is for a term of five-years with a probation of one year. The performance of the Officer has not been satisfactory.

The Officer:

- a) Has not been able to provide monthly cash book and bank reconciliation statements on time;
- b) Is very slow in taking action to the extent that payment for services are delayed or not settled immediately after approval;
- c) Has not shown positive improvement even after many consultative meeting with the Executives;
- d) Has not been able to produce draft accounts report for Auditors for the financial year 2002/2003;
- e) Has not accounted for balances of funds for meetings held by the Organization's Management Committee, Executive Committee, Tender Committee, Policy Steering and Council of Minister's amount to US\$ 15, 818 and US\$ 6,128,082/=. This amount has been recovered from his salary since January 2004.
- f) Is implicated in the fraudulent transfer of US\$16,079 from the COMESA Project Account. This transfer is now under Police investigation;
- g) Is implicated in fraudulent dealings in tax free fuel to unknown destinations using the name of LVFO; and
- h) Has been sick for sometime and unable to perform his duties continuously.

In the meantime he has submitted a letter of resignation with effect from 25<sup>th</sup> June, 2004. This resignation has not been accepted as he is under Police investigation.

In the meantime management has extended his probation period for 3 months with effect from March 2004 to allow proper assessment and completion of the ongoing investigations and recoveries of unaccounted for funds.

The PSC deliberated on the Contract of Mr Okongo and endorsed the following observations of the EC:

- a) The transition of incoming and outgoing officer was not well handled.
- b) There was inherent weakness in the accounting system and financial accountability at the Secretariat;
- c) Stringent measures, including a requisite accounting system, should be put in place to ensure such embezzlements do not occur in future;
- d) Embezzlement of funds should be condemned;
- e) There was no due diligence before the staff was employed;
- f) The LVFO should ensure compliance to the Financial Regulations, the Financial Manual, the Staff Rules and Regulations, and should put in place an accounting system with strong internal controls to safeguard the resources and assets of the Organization.
- g) A proper accounting system should be instituted to safeguard the finances of the Organization;
- h) Three members of the Executive Committee should visit the Secretariat to examine the accounting system in place and give appropriate advise;
- i) There should be regular internal audit of the Organization;
- j) Recruitment should be open for competitive recruitment from all the Partner States.

The PSC further recommended that:

- I. The Officer should be interdicted;
- II. The matter should be referred to Inspector General of Government (IGG);
- III. Subject to existing law, the person employed to such a position should in future be vetted; and
- IV. Recruitment should be open for competitive recruitment from all the Partner States.

**Action: The Council of Ministers took note of the above developments and directed that the contract of the officer should be terminated.**

#### **7.4. Contracts of the Professional Staff**

The Contracts of most of the Professional staff were to expire during the first half of 2004. The performance of the Professional Staff was evaluated by the EC during its regular Session held in Nile Resort, Jinja and recommended that one contract is not renewed and two contracts are renewed for a period of

three years. The Committee agreed that the post that was not renewed should go to the country from which the officer whose contract was not renewed came from. The Executive Secretary was requested to follow Staff Rules and Regulations in filling the vacant post and to adopt the EAC system and take cognisance of competence and regional balance. The concerned Officer was informed and has since left the Organisation following expiration of his contract on 26<sup>th</sup> April 2004. The Post was advertised in the East African Newspaper and in the Daily News of Tanzania with a closing date of 15<sup>th</sup> May 2004. Interviews will be conducted after short-listing of the candidates. The Executive Committee as the appointing authority under Rules 6.3 of Staff Regulations as provided for in Article X.7 of the Convention should constitute a Selection Committee to scrutinise the applications and identify the suitable candidate for the post.

The PSC deliberated on the report and endorsed the observation of the EC that the Committee should be made up of the members of the Scientific Committee and the Executive Secretary.

**Action: The Council of Ministers took note of the above decisions regarding professional staff of the Organization.**

#### 7.5. Contracts of the General Staff

The status of contracts of the General Staff employed by the Organization is as shown in **Table 1**. The Contracts of three staff expired on 31 March, 2004 and based on their good performance they were renewed for a duration of three years. The Contracts for two other staff are due to expire on 19 July, 2004 for the driver and 5 March, 2005 for the Receptionist/Secretary. The proposal is to extend their contracts on expiry if their performance is good. The remaining two staff is paid from the Project and will continue with their services if their performance is satisfactory.

**Table 1. Status of Contacts of Different General Staff**

Name	Title	Date of Expiry	Performance	Comments/ Action taken
Mrs. Ferry Balirwa	Secretary	31 January, 2004	Good	Extended for 3 years
Mr. David Tenywa	Driver	31 January, 2004	Good	Extended for 3 years
Ms. Florence Magoba	Office Attendant	31 March, 2004	Good	Extended for 3 years
Mr. George Kavuma	Driver	19 July, 2004	Good	Recommended For extension
Mr. Stephen Mawerere	Driver	30 April 2006	Good	Recommended for extension
Ms. Regina Kobusingye	Receptionist/ Secretary	5 March, 2005	Good	Recommended for extension
Ms. Jessica S. Akisa	Project Secretary	5 March, 2005	Good	Recommended for extension
Mr. Justine Inyalo	Project Accounts Assistant		Good	Continuing

The PSC deliberated contracts of General Staff and endorsed the recommendation of the EC that the Executive Secretary should ensure that regional and gender balances are taken into account when recruiting staff of the Organisation. The Council of Ministers further recommended that guidelines applicable to General and Support staff at the EAC should be followed.

**Action: The Council of Ministers took note of the above issue.**

## **7.6. Recruitment of an Internal Auditor for the Organization**

The *Policy Steering Committee* at its meeting held at Nile Resort Jinja on 30 October 2003 recognised the need to have an Internal Auditor for the Organization. As this post cannot be accommodated in the *Country Contribution* budget it directed that it should initially be negotiated under the Implementation of a Fisheries Management Project for Lake Victoria (IFMP).

The Secretariat has discussed with the Regional Authorising Officer and the European Commission and agreed that the project would finance an Internal Auditor over the four years of the project. The LVFO Secretariat prepared the job description for the post of Internal Auditor (**Annex XI**) and the Internal Auditor of the East African Community Secretariat has reviewed this.

The PSC considered and approved the TORs for the Internal Auditor and recommended that any person to be employed must be vetted.

**Action: The Council of Ministers took note of the above developments.**

## **8. Financial Matters**

### **8.1 Status of the LVFO Accounts as at 30<sup>th</sup> April 2004**

The status of accounts of the LVFO as of 30<sup>th</sup> April 2004 is given in Table 2. The recurrent budget of the LVFO has been met from country contributions and LVEMP. The other accounts are used for designated project activities. During the first five years of LVFO, the recurrent budget of the Organisation was funded by contributions of 70,000 US\$ annually from each Partner States and by a Grant of US\$ 1,676,017 (over five years) from GEF/World through LVEMP. The Grant from GEF expired in December 2002 and since then the recurrent budget of the Organisation has been met wholly from Partner State contributions.

The EC deliberated and noted the financial status of the Organisation.

**Table 2. Bank Balances as of 30<sup>th</sup> April 2004**

Account No.	Bank	Source	US\$	Ug. Shs.
02501-007832-00	Bank of Baroda	Country Contribution	50,413.48	-
02501-007832-01	Bank of Baroda	LVEMP (A/C Closed)	0	-
02501-007832-02	Bank of Baroda	COMESA	540.15	-
02501-007832-03	Bank of Baroda	EADB	1,497.70	-
02501-007832-04	Bank of Baroda	IUCN	1,729.80	-
02501-007832-05	Bank of Baroda	Staff gratuity	43,911	-
87066-002585-00	Standard Chartered	Journal	1,049.82	-
01101-007832-00	Bank of Baroda	Country contributions	-	11,580,620
01101-007832-01	Bank of Baroda	LVEMP	-	483,571
01056-003726-00	Standard Chartered	IFMP	-	1,497,611
01101-0077832-02	Bank of Baroda	COMESA	-	1,604,600

**Action:** The Council of Ministers took note of the financial position of the Organization.

### 8.2. Status of Country Contributions as of 30<sup>th</sup> April 2004

The Status of country contributions as of 30<sup>th</sup> April 2004 is outlined in Table 3.

**Table 3. The Status of country contributions in US\$ as of 30<sup>th</sup> April 2004**

Country	Arrears (2002/2003)	Current (2003/2004)	Total due 2003/2004	Paid US\$	Balance
Kenya	75	100,000	100,075	96,399.22	3,676
Tanzania	0	100,000	100,000	100,000	0
Uganda	164,781	100,000	164,781	82,383	82,398
TOTAL		300,000	364,856	278,782	86,074

The Republic of Uganda has since paid a cheque of US\$ 140,000,000/= (Approx. US\$ 77,000). The actual value will be determined when the cheque matures.

The PSC deliberated on the Country Contributions and made the following observations and recommendations:

- I. The US\$ 3,676 balance on the Republic of Kenya seems to have been due to bank transaction. The Republic of Kenya, therefore, requested for the details of the transaction before they can consider additional payments.
- II. The Republic of Uganda reported that they have prepared an additional payment of US\$ 37 million which should clear their outstanding balance with some advance for the following years.
- III. The PSC endorsed a recommendation by the EC that Partner State Contributions should be made in US\$ to reduce exchange losses.

**Action:** The Council of Ministers took note of the above developments.

### 8.3. Receipts from Development Partners

The receipts from Development Partners for the FY 2002/2003 and 2003 to 30<sup>th</sup> April 2004 is summarised in Table 4.

**Table 5. Receipts from Development Partners as of 30<sup>th</sup> April 2004**

Development Partner / Project	2002/03 in US\$	2003/04 in US\$	2002/03 in Ushs	2003/04 in UShs
Lake Victoria Environmental Management Project (GEF/World Bank)	231,061	10,810 (For the Journal)	-	-
Implementation of a Fisheries Management Plan for Lake Victoria (EU)	-	-	432,988,275	311,957,140
CFC/FAO/COMESA	81,744	-	-	-
IUCN/LVFO Nile Perch Project	54,641	7,432	-	-
Total	367,446	18,242	432,988,275	311,597,140

The PSC noted with appreciation the contributions from Development Partners.

**Action: The Council of Ministers:**

- a) Took note of the contribution from development Partners;
- b) Commended the Development Partners for their support to the Organization.

### 8.4. Final Audited Accounts for the FYs 2001/2002 and 2002/2003

The Audited accounts for the FY 2001/2002 are provided as **Annex XII**  
The Audited Accounts of the CFTC/FAO/COMESA project were audited and are provided as **Annex XIV**; and  
The Accounts of the Start-up work-plan of the IFMP project have been audited and are given as **Annex XV** to this report.

The Executive Secretary reported that the audited accounts for the FY 2002/2003 had not been finalised but the auditors had produced a management letter, which together with the management response is provided as **Annex XIII**. Members were concerned with the delay in the audit report but noted that the management letter would provide guidance in improvement of financial performance. Some of the issues raised in the management report were serious and should be addressed to achieve efficiency in financial management.



The PSC deliberated upon and noted:

- a) The audited accounts of the Organisation;
- b) The response of the Secretariat to the Audit Management Report; and
- c) The Efforts put in place by the Secretariat to have a credible accounting system.

**Action: The Council of Ministers took note of the above developments.**

**8.5. Fraudulent Transfer of US\$16,079 from the COMESA Bank Account No. 02501007832-02 with Bank of Baroda, Jinja Branch**

The Lake Victoria Fisheries Organization maintains a COMESA Project Account with the Bank of Baroda, Jinja Branch Account No. 02501—7832-02. The signatories to this Account use the Executive Secretary and Deputy Executive Secretary as Principal Signatories and the Administrative Officer (Finance and Administration) as the category B signatory. Once payment is authorised by the Executive Secretary the cheque or letter of transfer to effect payment is signed by either the two Principal signatories or a Principal signatory and the Administrative Officer. Payment from the dollar Account is normally effected by a letter of transfer which is hand delivered by one of the signatories to the Bank.

A fraudulent transaction was observed on the Project Bank Statement on 18 February 2004 where an entry of US\$16,079 appeared. This transaction was not in the LVFO books of Accounts. There was immediate communication with the Bank Manager to clarify the entry. The Bank explained that the transaction was carried out correctly and provided a copy of a transfer letter with signatures purported to be those of the Deputy Executive Secretary and the Administrative Officer (Finance and Administration). It was further clarified that the letter was hand delivered to the bank by the Administrative Officer. The two Officers denied involvement in the transaction. The Deputy Executive Secretary certified further that the signature in question was not his signature. Furthermore the letter of transfer was dated 16 January, 2003 while the bank entry was for 19 January 2004.

The Bank was immediately requested to initiate investigation and recover the money, as the Organization has no records for such a transaction. The issue was also referred to the Director of Criminal Investigation Department to carry out the investigation and to the Chairman of the Policy Steering Committee and Chairman of the Executive Committee to assist in speeding up the investigation. The investigation is ongoing and no progress report has been provided.

The PSC deliberated on the fraudulent transaction and concurred with the observations of the EC that:

- I. The Bank should be held responsible for the transaction and should refund the money since the letter of transfer was one year old and

- they did not take action to verify the information with the Organization.
- II. Funds should be located internally to refund the project account while awaiting the results of the investigation or the refund by the Bank.
  - III. The Secretariat should seek the assistance of other Institutions like the Inspector General of Government of Uganda to speed up the investigation;
  - IV. Consideration should be given to moving the Accounts of the Organisation from the Bank of Baroda to another more credible bank.

The PSC further recommended that:

- I. The matter should be referred to the Inspector General of Government in Uganda;
- II. Direct that measures should be initiated to recover the money from the bank or the officer to be interdicted;

**Action:**        **The Council of Minister took note of the above issue and directed that the matter should be referred to the Solicitor General of Uganda to get a legal solution.**

#### **9. The Work Program and Budget of the Lake Victoria Fisheries Organisation for the Financial Years 2004/2005 and 2005/2006**

The detailed work program and budget of the LVFO for the Financial Years 2004/2005 and 2005/2006 including the budget notes is given in **Annex XVI**. The recurrent budget and the development budget and work program are summarised below.

##### **9.1. The Recurrent Budget for the FY 2004/2005 and 2005/2006**

The Recurrent Budget for the FYs 2004/2005 and 2005/2006 is based on the budget adjustments, made by the Third Special meeting of the Policy Steering Committee (PSC) held in Bagamoyo, Tanzania on 22<sup>nd</sup> November 2002. That meeting followed the directive by the Council of Ministers during the Fourth Regular Session held in Nairobi, Kenya on June 28<sup>th</sup> 2002 to review the budget to fit the amount that could be afforded through Partner States contributions after the support from GEF to the Organization ended in December 2002. During the meeting, the PSC made major cuts to a budget of **US\$ 716,831** that had been presented by the Secretariat for the FY 2003/2004 to **US\$ 345,113**. The PSC approved an increase of Partner States contributions from a total of **US\$ 210,000** annually to **US\$ 300,000** annually. The deficit of **US\$ 45,113** was to be met from other sources.

The Secretariat in preparation of the Recurrent Budget for the FY 2004/2005 and 2005/2006 has noted that it may be difficult to increase Partner States contribution. Efforts were therefore made to fit those items that cannot be met from other sources other than Partner State contributions within the **US\$ 300,000** from the Partner States.

The Secretariat has also reviewed other vital expenditure items that may not be covered by Partner States contributions but which could be covered

through other sources (e.g. the proposed levy on use of the registration of Lake Victoria Perch) for the Executive Committee to deliberate upon and give guidance.

The total recurrent budget of the Organisation is given in Table 2. The estimates for the FY 2004/2005 are **US\$ 564,592** of which **US\$ 300,000** fall within categories that cannot be met from other sources other than Partner State Contributions leaving a balance of **US\$ 264,592** to be met from other sources. The budget estimates for the FY 2005/2006 total to **US\$ 534,790** of which **US\$ 300,000** fit within the Partner State contributions leaving a balance of **US\$ 234,790** to be met from other sources.

The recurrent budget of the Organisation is summarised in **Table 2** the detailed budget is shown in **Table 3**. The main items in the budget include: Staff costs; Insurance; Travel; Operation and Maintenance of vehicles; Office operations; Statutory body meetings of the LVFO; Participation in EAC Statutory and Technical meetings; and Specialized assignments and other expenditures.

- Action: The Council of Ministers:**
- a) Took note of the Financial Requirements of the LVFO for future consideration;
  - b) Retrospectively approved an increment in Partner States contributions from US\$ 70,000 to US\$ 100,000 with effect from the FY 2002/2003;and
  - c) Approved the Recurrent Budget of the Organization.

**Table 6: Recurrent Budget Summary FYs 2004/2005 and 2005/2006**

NO	Expenditure Items	2003/2004	2004/2005		2005/2006	
			Partner States	Other source	Partner States	Other source
A	Expected expenditure					
1.	Staff Salaries & Wages	180,200	176,245	38,900	183,728	33,500
2.	Contribution to Gratuity	38,210	38,499		38,916	
3.	Group Medical	16,125	17,335		17,335	
4.	Public Liability Insurance	1,000		1,000	1,000	
5.	Vehicle Insurance	4,000		4,278		4,278
6.	Housing Subsidy	12,000	26,750		26,750	
7.	Telephone for Executives	-	3,000		3,000	
8.	Home Leave	-	6,000			
9.	Audit Expenses	-	3,300		3,300	
10.	Honoraria	-	1,000		1,000	
11.	Hospitality	-	1,000		1,000	
12.	Staff Recruitment Costs	-	25,250			
13.	Travel	8,000		26,520	13,471	13,049
14.	Transport Operations	15,000		15,750		16,538
15.	Office Operations	23,000		21,144		21,426
16.	Information Dissemination	-		23,000		23,000
17.	Meetings	47,078		129,621	8,500	123,000
18.	Special assignments/Other	-	1,621	4,379	2,000	
	<b>Total</b>	<b>345,113</b>	<b>300,000</b>	<b>264,592</b>	<b>300,000</b>	<b>234,790</b>

## **9.2. LVFO Development Work Program and Budget for the FY 2004/2005 and 2005/2006**

The development work program of the Organization for the year 2004/2005 and 2005/2006 will build on the efforts initiated by the New Executives in 2002/2003, which are aimed at turning the LVFO Vision (1999-2015) into Action. This has involved:

- a) Formation of programs to operationalise the Vision;
- b) Formation of Working Groups (WGs) at national level (NWGs) and regional level (RWGs) to implement specific thematic areas of the programs;
- c) Preparation and approval of the TORs for the WGs;
- d) Preparation of Status Reports, Standard Operating Procedures (SOPs), and Implementation Plans by each of the WGs to implement their activities;
- e) Implementing the Plans and where necessary sourcing of funds to implement the plans.

The main development activities during the period 2004/2006 will include:

- a) Continuation in development and harmonisation of fisheries policies, laws and regulations;
- b) Preparation of a working paper on fisheries institutions and institutional process to provide guidance on improvement of fisheries institutions and processes among Partner States;
- c) Promoting adherence to fisheries laws and regulation through support to Monitoring Control and Surveillance (MCS) on the lake;
- d) Promoting participation of stakeholders in sustainable development and management of the fisheries through support to formation and operationalisation of Beach Management Units (BMUs);
- e) Promoting compliance to fish quality standards and improvement of fish products.
- f) Carrying out research and monitoring the fish stocks, the environmental and Socio-economic factors of the fishing industry;
- g) Initiating aquaculture research and development in the Lake Victoria basin
- h) Collecting and providing information on fish catches and fishing effort;
- i) Establish databases including GIS for Lake Victoria;
- j) Packaging and disseminating fisheries management information;
- k) Conducting Statutory body (Working Groups, Scientific, Management, Executive Committee) meetings and project Steering Committee meetings;
- l) Developing Human Resources Capacity at different levels; and
- m) Initiating construction of LVFO Headquarters;
- n) Rehabilitation of fisheries research and fisheries management institutions; and
- o) Initiating construction of six fish landing beaches in each Partner States.

Implementation of the plans of the WGs will be through existing projects notably, IFMP, COMESA, IUCN and the Aquaculture Project. Additional

funding to be sought for activities of the WGs not covered by the above projects after completing implementation plans of different WGs. It is anticipated that most of the activities at national level will be met from national budgets.

The PSC deliberated on and advised that on inclusion of a study tour to Kariba aquaculture project by members of the EC, Policy and Council and part of the Vision Development. The endorsed the Workplan and Budget for approval by Council.

**Action:       The Council of Ministers:**  
a) **Deliberated on the Work Program and Budget of the Organization; and**  
b) **Approved the Work Program and the Budget.**

### **9.3.   Funding of Activities of the Organization**

The Executive Committees deliberated on the need for the LVFO to develop sustainable mechanisms for funding fisheries activities on Lake Victoria through development and marketing of proposals for funding. The Secretariat was urged to be actively involved in preparation of LVEMP II and other emerging programs. Partner States were urged to establish a Fisheries Development Fund based on the recommendation of the Fish Levy Trust study. The proposal was endorsed by the PSC at its Regular Session held in Jinja on 30<sup>th</sup> October 2003. To date none of the Partner States has established a Fisheries Development Fund based on the Fish Levy Trust Study.

**Action:       The Council of Ministers took note of the above issue.**

## **10.   Infrastructure Capacity Building**

### **10.1   Progress in Developing the Plot for LVFO Offices**

The Executive Committee and Policy Steering Committee at their meetings held at Nile Resort Jinja from 27-30 October 2003 endorsed the acquired Plot at Jinja for construction of LVFO Offices and recommended the amendment of the relevant provisions of the *Convention*. The Secretariat has consulted legal experts and the view is that since the *Title* of the plot is in the name of the LVFO, there is no need to amend the *Convention*. The Secretariat has also forwarded copies of the *Title* of the plot to the Partner States for information and record and has requested the Partner States to provide ideas on the type of building to be constructed.

Based on the preliminary ideas it is planned to recruit an Architect to start designing the structure within the Start up Work plan and provide the Bills of Quantities for consideration by the Project Steering Committee. Construction is to start within the Work plan of the main project.

The PSC deliberated upon and endorsed the following observations by the Executive Committee that:

- I. The property will be owned by the LVFO;
- II. The current premises will be maintained for LVFO use;
- III. Some Partner States had not received copies of the Title and requested that it be provided.
- IV. Due to the magnitude of the LVFO Headquarters Building construction project, the EC resolved that regular consultations and supervision should be sought from the Executive Committee.

The PSC further recommended that:

- I. There should be a time schedule of activities for the construction;
- II. The building should have adequate provision for LVFO activities but provision should be made for extra office space to generate revenue.

**Action: The Council of Ministers took note of the above developments.**

## **11. AOB.**

### **11.1. Meeting of the Sectoral Council for Lake Victoria Basin, Arusha**

The PSC deliberated and:

- a) Noted with great concern the parallel meeting of Sectoral Council for Lake Victoria basin organised by the LVDP coincided with that of LVFO Council;
- b) Noted that above meeting was to discuss the LVFO coordination mechanism without prior information to the relevant organs of the Organisation;
- c) Observed the need for the Organs of the LVFO to be involved in discussions of the basin; and
- d) Resolved that at an appropriate time, an audience with the EAC Secretariat should be sought to communicate the above concerns.

**Action: The Council of Ministers:**

- a) Took note of the above concerns;
- b) Urged that parallel meetings where the Organization has a stake should be coordinated; and
- c) Directed that the issue should be taken up with the Secretary General of EAC.

## **12. Date and Venue of the next meeting**

The next Regular Session of the Council shall take place in Kenya in May 2006 on a date and venue to be confirmed by the Republic of Kenya in consultation with the other Partner States.

## 12. Closing of the Session and Joint Communiqué

Vice-Chairperson, Hon. Zakia H Meghji, wished the delegates a pleasant journey back home and an enjoyable tour of the planned historic sites of Bagamoyo.

The Chairperson thanked the host state for the warm hospitality accorded to the delegates on arrival and during their stay in Bagamoyo. He expressed his satisfaction with the way the session was conducted and thanked all those who took part to make it a success.

Finally the Council signed a joint communiqué (**Annex XVII**) that among others reiterated its commitment to implement the decisions made to ensure the sustainability of Lake Victoria fisheries.

### 13. Adoption of the Report

The Report of the Fifth Regular Session of the Council of Ministers of the LVFO was adopted at Oceanic Bay Hotel, Bagamoyo, Tanzania on 27<sup>th</sup> May 2004.

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## 14. Annexes

### Annex I. List of Participants

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## **ANNEX II.      Agenda**

### **1.      Opening of the Session**

- 1.1      Opening Remarks by the Chairperson
- 1.2      Consideration and Adoption of the Agenda and Programme
- 1.3      Statement by the Executive Secretary, LVFO
- 1.4      Statement by the FAO Representative
- 1.4      Welcoming Statement by the Host Minister
- 1.5.      Election of Chairperson and Vice-Chairperson
- 1.6      Statement by the Out-going Chairperson
- 1.7.      Statement by the In-coming Chairperson

### **2.      Consideration of the Report of the Policy Steering Committee**

- 2.1      Status of Implementation of the Council of Ministers' Decision
- 2.2      The LVFO International Plan of Action to Prevent, Deter and Eliminate, Illegal, Unreported and Unregulated Fishing (IPOA-IUU) on Lake Victoria
- 2.3      Fisheries Development and Management Issues
- 2.4      Institutional Matters and Processes
- 2.5      Progress in Implementation of Project of the Organization
- 2.6      Staff and Administrative Matters
- 2.7      Financial Matters
- 2.8      The Work Program and Budget of the Lake Victoria Fisheries
- 2.9      Organization for the Financial Years 2004/2005 and 2005/200
- 2.10      Infrastructure Development

### **3      A.O.B.**

### **4      Date and Venue of the Sixth Regular Session**

### **5      Adoption of the Report of the Council of Ministers**

### **6      Joint Communiqué**

### **7      Closing of the Session**

## **Annex III. Programme**

<b><u>TIME</u></b>	<b><u>ACTIVITY</u></b>
08.30- 10.30 hrs	MEMBER STATES' CONSULTATIONS
<b>10.30 – 11.00hrs</b>	<b>TEA BREAK</b>
11.00 –12.00 hrs	POLICY STEERING COMMITTEE'S CONSULTATIONS
12.00 –12.30 hrs	OPENING OF THE SESSION <ul style="list-style-type: none"><li>- Opening Remarks by the Chairperson</li><li>- Consideration and adoption of the Agenda and Programme</li><li>- Statement by the Executive Secretary, LVFO</li><li>- Statement by the FAO Representative</li><li>- Welcoming Statement by the Host Minister</li><li>- Election of Chairperson and Vice-Chairperson</li><li>- Statement by the Out-going Chairperson</li><li>- Statement by the In-coming Chairperson</li></ul>
12.30 –13.15 hrs	PRESENTATION, DELIBERATION AND ADOPTION OF THE REPORT
13.15 –13.30 hrs	JOINT COMMUNIQUE AND CLOSURE OF SESSION
<b>13.30-14.30 hrs</b>	<b>LUNCHEON</b>
16.00-18.00 hrs	Visit to Historical Sites
<b>Friday 28 MAY 2004</b>	<b>DEPARTURE</b>

**Annex IV. Status of Implementation of the Decisions of the Council of Ministers of the Lake Victoria Fisheries Organisation by Partner States**

**Annex V. The LVFO Regional Plan of Action to Prevent, Deter and Eliminate, Illegal, Unreported, and Unregulated Fishing (RPOA-IUU) on Lake Victoria**

## **Annex VI. Concept Note on the Stakeholders Conference on: Management of the Fisheries Resources of Lake Victoria**

### **1. Background**

Lake Victoria, the second largest freshwater body in the world, is shared by the three East African Community (EAC) Partner States of Kenya (6%), Uganda (43%) and Tanzania (51%). It covers 68,800 km<sup>2</sup> and with a catchment of 194,000 km<sup>2</sup> extending to Rwanda and Burundi. The Lake constitutes the single most important shared and treasured resource of the three Partner States with the boundaries of the three EAC Partner States meeting in the lake. The lake being of great value regionally and internationally has potential to contribute to poverty eradication and food security. The East African Community has designated Lake Victoria as an economic growth zone to promote coordinated and sustainable socio-economic development in the lake region amongst the Partner States.

Lake Victoria, which is rich in biodiversity, has the largest freshwater fishery in Africa, producing about 500,000 metric tonnes of fish annually valued at more than US\$ 600 million. It is a major inland water transport avenue amongst the three EAC Partner States, a source for water for domestic, industrial and agricultural use, a major water reservoir for hydroelectric power generation, and a major climate modulator in the region. Recognising the importance of its living resources to the economy, the governments of the three EAC Partner States, established the Lake Victoria Fisheries Organization by Convention which was signed in on 30 June 1994 in Kisumu, Kenya with the objectives of cooperating in the management of the fisheries resources.

### **1.2 Issues within the Fisheries**

Due to various factors within and those imposed on the fisheries of Lake Victoria, there is decline in the catches of commercial fish, mainly, the Nile perch and tilapia, deterioration in the fish habitat and water quality; and reduction in socio-economic benefits from fisheries.

The main threats include:

- a) Excessive fishing effort due to open access policy;
- b) Use of destructive fishing gears and methods and capture of immature fish;
- c) Inadequate fish quality standards resulting in post harvest fish losses;
- d) Pollution, siltation and eutrophication due to poor disposal of domestic and industrial waste, poor agricultural practices, deforestation and reclamation of the wetlands;
- e) Limited access and application of research information;
- f) Poor dissemination of management information;
- g) Unharmonised fisheries laws and regulations;
- h) Inadequate enforcement of existing laws and regulations;
- i) Conflicts in resource access and trade in fish, especially across national borders;
- j) Weak institutions and institutional processes; and
- k) Inadequate funding for fisheries management, research and development

In order to sustain the fisheries and increase benefits to stakeholders there is need to:

- a) Provide appropriate information and data to guide decision and formulation of measures for sustainable management of the fisheries resources and conservation of the fish habitats;
- b) Put in place appropriate policies, laws, regulations, and standards to be used in management of the resource;
- c) Establish effective institutions and institutional processes to ensure effective delivery of fisheries services, promote adoption of proper fishing practices, and adherence to fisheries laws and regulations;
- d) Provide adequate financial resources and human capacity to implement fisheries programs; and
- e) Put in place appropriate mechanisms to resolve conflicts in cross-border fishing and fish trade.
- f) Implement measures to prevent, deter and eliminate Illegal, Unregulated and Unreported (IUU) fishing on Lake Victoria.



## 2. Justification

The Sixth Special Session of the LVFO Council of Ministers held at Nile Resort Hotel, Jinja on 31<sup>st</sup> October 2003, deliberated on some of the problems facing Lake Victoria and directed that a Technical Conference be held to enable senior policy decision makers to be updated on the status of the fisheries of the lake and the management efforts in place to resolve the threats to the lakes resources in order to enable them make informed decisions.

## 3. Objectives of the Conference

**Overall objective:** The overall objective of the conference is to sensitize and update senior policy makers and other relevant stakeholders on the status of the fisheries of Lake Victoria, and provide them with a forum to discuss the problems facing the lake and suggest appropriate strategic policies and measures towards the sustainable management of the lake resources.

The Specific objectives of the Conference will be to review:

- a) The status of the fisheries, its contribution to national economies and the factors impacting on it;
- b) Status of the fish stocks, migration, breeding areas and seasons;
- c) The status of the health of the lake environment and the effect on the fish habitat;
- d) The nature and extent of fisheries exploitation and utilization with regard to fish catches fishing effort and processing capacities;
- e) Fisheries policies, laws and regulations applicable on Lake Victoria;
- f) Measures put in place by the Partner States to meet International fish quality standards;
- g) The socio-economic status of fisher communities in relation to poverty alleviation, food security, and healthy aspects;
- h) The institutional structures, mechanisms and linkages for management of the Lake Victoria fisheries resources;
- i) Management of cross-border conflicts in fishing and fish trade;
- j) Stakeholder participation through a co-management arrangement;
- k) Development and the roles of the Beach Management Units (BMUS) on Lake Victoria.
- l) The potential of aquaculture as an option to increasing fish production in the Lake Victoria basin
- m) Sustainable funding options for the management of Lake Victoria fisheries

## Expected Outputs

The conference is expected to:

- l) Promote improved understanding of the challenges facing the sustainable management and development of the fisheries resources of Lake Victoria to senior managers, policy decision makers and researchers;
- n) Come up with recommendations on the best options for sustainable management of fisheries resources of Lake Victoria;
- o) Come up with suggestions of new programs/interventions for the sustainability of the lake resources and socio-economic development of the fisher communities;
- p) Enhance commitment from the policy makers to support initiatives aimed at improving the management of Lake Victoria fisheries;
- q) Come up with viable and sustainable funding options for regional fisheries activities and programs;
- r) Create Linkages and new avenues to resolve common conflicts on the lake and strengthen stakeholder partnerships amongst the policy makers of the three Partner States;
- s) Come up with suggestions to improve institutional structures, mechanisms and governance for management of the fisheries resources and the fish habitats;

- a) Identify the roles of different stakeholders in sustainable management of fisheries resources of Lake Victoria;

### **Conference Participants**

About 80 senior fisheries policy makers, managers and scientists comprising of the following, will attend the Conference:

- a) Ministers responsible for fisheries;
- b) Permanent Secretaries responsible for fisheries and those for finance;
- c) Members of the East African Legislative Assembly Committee on Agriculture, Tourism and Natural Resources;
- d) Heads of national fisheries management and research institutions;
- e) Senior fisheries experts from Universities;
- f) Senior fisheries researchers from Fisheries Research Institutes;
- g) Senior fisheries managers from Departments/Directorates of Fisheries;
- h) Representatives of donors supporting fisheries and related activities on Lake Victoria;
- i) Lake Victoria Regional Local Authorities Co-operation (LVRLAC: Mayors of Mwanza, Kisumu, Entebbe, Jinja);
- j) Representative of the lakeside local administrative authorities (District, Regional, Provincial);
- k) Representatives of the Judiciary and the East African Law Society;
- l) Representatives of the police and/or other security agencies;
- m) Representative of the Inter-University Council of East Africa specifically VicRes.;
- n) Representatives of the Fish Processors Associations;
- o) Representatives of BMUs;
- p) Representatives of NGOs participating in fisheries management of Lake Victoria (IUCN, WWF, ECOVIC, ICRAF VI-AF);
- q) EAC Secretariat;
- r) LVFO Secretariat; and
- s) Technical persons presenting thematic papers at the conference.

### **Conference preparatory process**

- a) Constitution of a tentative Organizing Committee;
- b) Development of a concept note and a proposal of key issues to be covered by the Conference;
- c) Consultation with Ministers & Permanent Secretaries on the dates of the Conference;
- d) Selection of technical experts to prepare thematic papers (preferably from relevant working groups of LVFO);
- e) Preparation and dispatch of invitation letters;
- f) Preparation of Technical Documents;
- g) Conducting the workshop; and
- h) Publication of the proceedings.

### **Budget**

The workshop budget is given in Table 1. The conference is estimated to take two full working days. The current proposed budget is based on a suggestion to hold the conference in Kisumu city (Kenya) and covers: support to participation of some of the delegates transport and DSA for three nights (US\$ 39,400); Conference facilities hire of hall, teas, lunches; secretarial services, stationary etc. (US\$ 5200); Administrative costs (3000); Publication of proceedings (US\$ 10,000); and Contingency (5000) all totaling to US\$ 62600. A separate budget of US\$ 25,200 for the preparatory process (Table 2) has been made to cover: Meeting of the Organizing Committee (US\$ 8100); Thematic paper preparation (US\$ 10,000); Stationary & supplies (2000); Production of Abstract book (US\$ 2000); and contingency (US\$ 2000).

**Venue:** Imperial Hotel, Kisumu, Kenya)

**Conference date**

The date of the conference will be determined after consultations with the Ministers and Permanent Secretaries responsible for fisheries but should be in April 2004.

**Organizing and funding the conference**

The EAC and LVFO Secretariats will jointly organize the conference. LVFO will lead the organization of the conference and will chair the Organizing Committee. EAC will take the lead in sourcing funds for the expenses in Tables 1 and 2 and sending out the invitations. LVFO Secretariat will make efforts to source additional funds to enable more key senior fisheries manager and researchers especially from working groups operating on Lake Victoria attend the conference.

The Organizing Committee will consist of six members: one representative from each of the three Partner States; Two representative of the LVFO Secretariat, and a representative of the EAC Secretariat. Other members will be co-opted as and when necessary. The Organizing Committee is expected to meet at least three times during the preparation period (First meeting will be in Arusha, second in Jinja and the third in Kisumu). The Committee will closely work with the thematic paper authors to produce the draft document and a book of abstracts before the Conference.

**Table 1. The workshop budget**

	ITEM	No	Unit cost	T-Bill	MDays	Unit cost	DSA	Total
<b>A</b>	<b>Support to Delegates</b>							<b>0</b>
	Ministers	3	400	1200	9	200	1800	3000
	PS Fisheries & Finance	6	400	2400	18	200	3600	6000
	EA Legislative Assembly Members	3	400	1200	9	150	1350	2550
	Directors (Fisheries Management & Research)	6	200	1200	18	150	2700	3900
	Fisheries experts (Universities)	3	100	300	9	100	900	1200
	Fisheries experts (Research Inst.)	3	100	300	9	100	900	1200
	Fisheries Experts (Management)	3	200	600	9	100	900	1500
	Donor Reps (Eu, Sida, IDRC, WB, France, Norway, FAO, EADB, IUCN, CFC)	8	0	0	0	0	0	0
	LVRLAC (EBB, MZ, KSM, JJ)	4	100	400	12	100	1200	1600
	Reps. Local Adm. Authorities (District/Regional/Provincial)	6	100	600	18	100	1800	2400
	Reps of Judiciary & EALS	3	100	300	9	100	900	1200
	Rep of security organs	3	100	300	9	100	900	1200
	Fish Processors Assoc.	6	0	0	0	0	0	0
	BMU Representatives	3	100	300	9	100	900	1200
	Fisheries NGOs (UFFCA, Osenala, Tz?)	3	100	300	9	100	900	1200
	EAC	5	200	1000	25	200	5000	6000
	IUCEA	1	0	0	0	0	0	0
	LVFO	5	100	500	25	150	3750	4250
	Thematic Tech. Officers	5	100	500	5	100	500	1000
	<b>S/Total</b>							<b>39400</b>
<b>B</b>	<b>Conference Facilities</b>							
	Hire of Hall	1	200		3			600
	Teas	100	1.5		4			600
	Lunches	100	10		2			2000
	<b>S/Total</b>							<b>3200</b>
<b>C</b>	<b>Administrative Expenses</b>							
	Secretarial Services	0						1500
	Stationary							1500
	<b>S/Total</b>							<b>3000</b>
<b>D</b>	<b>Publication Expenses</b>							
	Conference proceedings - Publication	0						10000
	<b>S/Total</b>							<b>10000</b>
<b>E</b>	<b>Contingency</b>	0						<b>5000</b>
	<b>G/Total</b>							<b>60600</b>

**Table 2. The Budget for the Preparatory Process**

<b>Participant</b>	<b>No</b>	<b>Unit cost</b>	<b>T-Bill</b>	<b>Days</b>	<b>Unit cost</b>	<b>DSA</b>	<b>Total</b>
Committee meetings	18	300	5400	18	150	2700	8100
Thematic paper preparation	10	1000	10000				10000
Stationary							2000
Communication and Postage							1000
Document Production							2000
Contingency							2000
<b>Total</b>							<b>25100</b>

**Annex VII. Terms of Reference for the Fisheries Management and Scientific Committees**

**Annex VIIa. Terms of Reference for the Fisheries Management Committee**

- (a) Deliberate issues requiring management actions and propose appropriate measures;
- (b) Review management programmes and prioritise management themes and the objectives of the Working Groups (WGs);
- (c) Review the harmonized operating procedures and reports of the WGs, and provide guidelines;
- (d) Review findings and recommendations from research (e.g. fish stock assessment) and recommend to the Executive Committee on appropriate actions, policy, law or regulation;
- (e) Harmonise legislation and develop modalities for utilisation of shared resources;
- (f) Harmonise and monitor implementation of monitoring, control and surveillance (MCS) activities including joint MCS activities;
- (g) Harmonize and monitor implementation of fish quality assurance standards for local, regional and export markets;
- (h) Identify areas requiring research interventions;
- (i) Develop objectives for management of fish communities;
- (j) Deliberate on the effects of proposed or accidental introduction of non-native fish, weeds and other aquatic species in the Lake Victoria basin and propose management measures to control or eradicate them;
- (k) Promote, harmonies and monitor co-management and support the development and operations, of the Beach Management Units (BMUs).
- (l) Address cross-border fishing and fish trade issues;
- (m) Advise, monitor, demarcate, take inventory, and gazette fish landing beaches, closed areas and seasons;
- (n) Set minimum mesh/slot sizes for the various commercial species and restrict exploitation of endangered species;
- (o) Use scientific information, where absent precaution, to develop fisheries management policies;
- (p) Promote aquaculture development within the Lake Victoria basin;
- (q) Coordinate data collection, storage and dissemination;
- (r) Establish international, regional, national and local partnerships with other relevant organizations, groups, individuals and stakeholders for the management of Lake Victoria resources;
- (s) Encourage and support the establishment of national and regional fisher folk organizations in conformity with the Partner States governments arrangements;
- (t) Review human resources needs and training requirements for the different WGs;
- (u) Establish infrastructure requirements for implementation of fisheries management activities;
- (v) Agree on key management messages and policy decisions and suggest formats for packaging of them for dissemination;
- (w) Agree on fisheries management meetings and workshops;
- (x) Evaluate and monitor the status, effect and impact of implementation of agreed decisions;
- (y) Develop and market fisheries management projects for funding.

**Annex VIIIb. Terms of Reference of the Scientific Committee:**

- a) Deliberate on issues requiring research and propose appropriate research to be conducted;
- b) Review research programs and prioritize research themes and the objectives of the Working Groups (WGs);
- c) Review research findings and recommend to the Executive Committee key results that need to be communicated to stakeholders or transformed into policy, law or regulation.
- d) Review the harmonized operating procedures for collection and analysis of data and preparation of reports for the different WGs;
- e) Ensure timely collection and analysis of data and preparation of technical documents;
- f) Establish human resources needs and training requirements for the different WGs;
- g) Establish infrastructure requirements for implementation of research activities;
- h) Agree on key research messages and policy recommendations from research and formats for packaging of research results for end users;
- i) Agree on scientific meetings and workshops to be organized;
- j) Evaluate and monitor the status, effect and impact of implementation of Council of Ministers agreed decisions
- k) Develop and market research projects for funding.

### Annex VIII. The Objective of Working Groups Under Different Programmes

Programme	Working Group (WG)	Objective of WG
The Fisheries Policy, Legislation, Institutions and Processes	Fisheries Policy and Legislation	Ensure development, harmonisation and implementation of appropriate fisheries policies and legislation.
	Monitoring Control and Surveillance	ensures adherence to fisheries laws and regulations and adoption of appropriate fisheries practices.
	Fisheries Co-management	Promote participation of stakeholders in sustainable development and management of the fisheries.
	Fish Quality Assurance, Safety, Product Development and Marketing	Ensure compliance to the international fish quality and safety standards
Resource, Environmental and Socio-economic Research and Monitoring	Fish Stock Assessment - Trawling	Provide information on the biomass, composition, distribution, and population structure of fish stocks from trawl surveys
	Fish Stock Assessment and Acoustic Surveys	Provide information on the biomass, composition, distribution, and population structure of fish stocks from acoustic survey
	Catch Assessment and Frame Surveys	Provide information on catch composition and on fishing effort.
	Socio-economic Surveys and Monitoring	Provide information on fisheries socio-economics
	Fisheries, Pollution and Environmental Monitoring	Provide information on the biology and ecology of the fishes, lake productivity processes, and on the health of the fish habitat
Databases, Information, Communication and Outreach	Databases	Compile and maintains the databases
	Information, Communication and Outreach	Package and disseminates information
Capacity Building Program	Human resources capacity building	Develop the human resources capacity for carrying out the above functions at different levels including development of appropriate institutions and processes for implementing the activities
	Infrastructure Capacity Building	Develop infrastructure necessary for performing the above activities.
Aquaculture Research and Development	Aquaculture Research and Development	Provide information on aquaculture development



## **Annex IX. Overall Objective and Terms of Reference of Working Groups**

### **The General Terms of Reference Applicable to all WGs**

- (a) Develop and document standard operating procedures (SOPs) for the WG;
- (b) Make appropriate management recommendations to relevant organs of the LVFO;
- (c) Prepare work plans and budgets for implementing proposed activities;
- (d) Propose human resources requirements including technical assistance as need may arise and propose TORs for the required technical assistance;
- (e) Identify training needs for the working group personnel;
- (f) Propose infrastructure, equipment and supplies requirements applicable to the WGs;
- (g) Implement relevant decision of various statutory bodies of the LVFO; and
- (h) Undertake any other activities as directed by relevant organs of the LVFO.

### **Fisheries Policy and Legislation**

*Overall Objective: To ensure ensures development, harmonization and implementation of appropriate fisheries policies and legislation.*

The Terms of reference are:

- (a) Harmonise the National Fisheries Policies into a Regional Lake Victoria Fisheries Policy; where States do not have clear harmonized Fisheries Policies, they are expected to consult and come up with the same;
- (b) Develop and implement the FAO Code of Conduct for Responsible Fisheries and other International Conventions and Treaties relevant to the management of the fisheries resources of Lake Victoria;
- (c) Harmonize national Fisheries Strategic Plans and incorporate implementation of the LVFO Strategic Vision (1999-2015);
- (d) Implement the LVFO Council of Ministers Decisions;
- (e) Establish a sustainable funding mechanism for Lake Victoria Fisheries based on the guidelines from LVEMP – Subcomponent on Levy Trust;
- (f) Consider any other policy related to sustainable fisheries such as Environment issues.
- (g) Harmonize and oversee the implementation of the harmonised Fisheries Legislation and measures;
- (h) Harmonize the licensing systems and standard operating procedures;
- (i) Develop and implement a strategy to control fishing effort and access to fishing on Lake Victoria.
- (j) Establish, harmonise and strengthen institution and processes for fisheries management and development.

### **Monitoring Control and Surveillance (MCS)**

*Overall Objective: To ensure adherence to fisheries laws and management measures and adoption of appropriate fisheries practices.*

The Terms of reference are:

- (a) Implement harmonized regional MCS standard operating procedures and patrols;
- (b) Monitor compliance to Fisheries Management measures;

- (c) Establish a data collection mechanism to monitor implementation of MCS;
- (d) Demarcate, map and gazette fish landing beaches;
- (e) Implement Decisions of LVFO statutory bodies.

### **Fisheries Co-management**

**Overall Objective:** *To promote participation of all stakeholders in sustainable development and management of the fisheries resources of Lake Victoria;*

The Terms of reference are:

- a) Implement and promote lake-wide adoption of co-management and fisher folk associations on Lake Victoria;
- b) Develop Standard Operating Procedures for Beach Management Units (BMUs) and assist them to develop by laws;
- c) Carry out lake-wide mobilization, sensitisation and training on co-management and fisher folk associations and identify areas for research;
- d) Develop a funding mechanism for BMUs Operations and initiate community incentives such as micro-projects to promote Co-management, fisher folk associations, and alternative livelihood.
- e) Monitor, evaluate and document the impact of co-management.
- f) Develop strategies for conflict resolution to enhance smooth operation of fishing activities

### **Fish Quality Assurance, Safety, Product Development and Marketing**

**Overall Objective:** *To ensure compliance to the international fish quality and safety standards to meet consumer market demands.*

Terms of reference are:

- a) Review of relevant literature and document the status of knowledge on fish quality, safety, product development and marketing (FIQA) ; and identify gaps in information;
- b) Identify critical issues affecting FIQA; and formulate relevant programmes and projects;
- c) Develop, harmonize and implement Standard Operating Procedures for FIQA;
- d) Develop, harmonize and implement joint fish inspection and monitoring programs for fish factories, landing beaches and markets including application of HACCP system;
- e) Develop, harmonize and implement sampling plans, data collection and analytical methods for chemical, environmental, and biological factors;
- f) Develop criteria for establishment of national monitoring laboratories and a regional referral laboratory including infrastructure and human resources requirements;
- g) Develop criteria for establishment of model fish landing beaches and markets;
- h) Develop an efficient information system to collect, process, store, disseminate and share information on FIQA;
- i) Ensure compliance to agreed regulations e.g. slot size requirement for Nile perch and other commercial fish species;
- j) Promote development of value-added products
- k) Assess human resources and training needs of working group members and stakeholders; and identify areas where technical assistance is required and develop relevant terms of references (TORs)
- l) Review technical reports including Consultants reports with regard to FIQA;
- m) Establish linkages and modalities of cooperation with national, regional and international individuals, groups, and institutions involved in FIQA related activities;

- n) Review laws and regulations pertaining to FIQA and recommend areas for update and harmonization; and
- o) Package information on FIQA for dissemination and creation of awareness among stakeholders.

#### **Stock Assessment (Trawl Survey)**

*Overall Objective: To provide scientific information on the abundance population structure, and distribution of fish species guide management decisions.*

Terms of reference:

- a) Review the status of knowledge on fish abundance and distribution and trends in these parameters based on the previous trawl surveys, identify gaps/constraints and propose the way forward;
- b) Conduct trawls surveys to estimate fish biomass and distribution and collect biological information especially on major commercial fish species; and
- c) Evaluate and advice relevant organs of the LVFO on any technical reports including those produced on trawl surveys by consultants.

#### **Stock Assessment (Hydro-acoustic)**

*Overall objective: To provide information on biomass, composition, distribution and population structure of the fisheries resources using hydro-acoustic methods and principles.*

Terms of reference:

- a) Review current status of knowledge and trends in fish stocks based on previous hydro-acoustic surveys, identify gaps in knowledge and propose the way forward;
- b) Conduct Target strength experiments;
- c) Estimate fish biomass and distribution;
- d) Collect biological information on fish and *Caridina* for use in validating and calibrating acoustic estimates;
- e) Study selectivity/performance of fishing gears;
- f) Conduct fish behaviour studies in relation to fishing gears and survey vessels;
- g) Propose and implement acoustic methods for assessing fish stocks in shallow waters and
- h) Evaluate and advise relevant organs of LVFO on any technical findings from hydro-acoustic surveys;

#### **Catch Assessment and Fisheries Frame Survey**

*Overall Objective: To provide information on catch composition and on the magnitude and distribution of fishing effort*

Terms of reference:

- a) Review available information including trends in time and space of the number of fish landings, boats, fishermen; and fishing gear types and sizes and propose the way forward;
- b) Assess the catch composition and rates of the various gears, types and sizes;
- c) Conduct a fisheries frame survey once every two years and
- d) Evaluate and advice relevant organs of the LVFO on any technical reports on CAS and fisheries frame survey.

#### **Socio-economic Research and Monitoring Working Group**

*Overall Objective: To provide information on the socio-economics of the fishing industry*

- a) Assess the importance and contribution of fish to the national economy.

- b) Identify opportunities for fishermen to invest surplus earnings from the fisheries.
- c) Survey the income opportunities for the different community groups from fisheries production, processing and marketing.
- d) Study the status of health, food security and social facilities and services among fishing communities.
- e) Assess environmental knowledge and practices among fishing communities.
- f) Survey the marketing channels and mechanisms for fish and identify marketing constraints.
- g) Assess the conditions for successful introduction and adaptation of co-management.

### **Fisheries, Pollution and Environmental Monitoring**

*Overall objective: To provide information on the biology, ecology of fisheries resources and on the health of the fish habitat.*

Terms of reference:

- a) Review current status of knowledge on biological and ecosystem variables in relation to fish stocks;
- b) Map critical habitats for fish survival
- c) Establish and monitor breeding seasons and grounds
- d) Determine physical, chemical and biological variables in relation to fish distribution and abundance;
- e) To determine pesticide residues in water, sediments and biota.
- f) To determine abundance and distribution of zooplankton and phytoplankton.
- g) Monitor and report on the impact of human activities on fisheries and the fish habitat;
- h) Make appropriate management recommendations to relevant organs of the LVFO;

### **Database Working Group**

*Overall objective: To ensure that data is properly recorded and available to guide decision making by all stakeholders.*

- (a) Review data and related systems' requirements of the fisheries institutions;
- (b) Work with data-users to develop data collection formats and analysis methodologies;
- (c) Adopt the data formats into appropriate database management and GIS tools;
- (d) Prepare status reports, Standard Operating Procedures (SOPs) and work-plans;
- (e) Implement the agreed work-plans in accordance to the SOPs;
- (f) Identify, develop TORs and review progress of consultancy services for database and GIS development;
- (g) Ensure all data collected by the respective working groups is input into a Database Management System and analysed with the inbuilt tools or any other appropriate analytical tools;
- (h) Ensure availability of the necessary hardware, software and network to support the Lake Victoria Fisheries Database and GIS at all levels;
- (i) Provide technical support and training for systems end-users.

## **Information, Communication and Outreach**

*Overall Objective: To provide packaged information to various stakeholders.*

Terms of reference:

- a) Review current system on information gathering, packaging and dissemination based on previous reports, identify gaps and propose the way forward
- b) Prepare information dissemination materials including: books, booklets, fact sheets, brochures, posters, CDs, video films, billboards etc;
- c) Conduct training workshops for service providers (extension agents, DFOs, NGOs, CBOs);
- d) Net-work with educational institutions, non-governmental organizations and other stakeholders;
- e) Conduct mass media events (radio, TV programs and talk-shows);
- f) Organize open/field days; and stage drama/musical shows
- g) Publish the African Journal of Tropical Hydrobiology and Fisheries on a regular basis
- h) Publish the *Mputa Newsletter* on a regular basis

## **Annex X. Terms of Reference of Professional Staff of the LVFO**

### **Senior Scientist**

The Senior Scientist will be the Chief technical officer at the LVFO Secretariat responsible for regional coordination of the science required for sustainable development and management of the fisheries resources of Lake Victoria to achieve the objectives of the Convention establishing the Organisation and the Strategic Vision. He/She will among others fulfil the following:

- a) Coordinate the activities of the Working Groups (WGs) of the Resource, Environmental and Socio-economic Research and Monitoring Program including but not limited to fish stock assessment, catch assessment and frame surveys, pollution and environmental monitoring, socio-economic surveys, and aquaculture research and will convene meetings and provide secretarial back up for the meetings in the above areas.
- b) Responsible for preparation of technical documents and reports including the reports for consideration by the Scientific Committee of the LVFO, and provide advice for implementation of the FAO Code of Conduct for Responsible Fisheries.
- c) Review, synthesize and update archived data/new information on the state of the environment and fisheries from a regional perspective.
- d) Institute mechanisms aimed at enhancing collaboration in research and harmonisation of research analytical techniques/methodologies amongst the researchers and research institutions in the Lake Victoria region, institute mechanisms for collaboration between research and management, evaluate gaps and identify further research needs.
- e) Evaluate gaps and identify further research needs for the Lake Victoria including advising on priority research program in areas embracing fish stock assessment and monitoring of the environment, fisheries biology, limnology, biodiversity conservation and fishing gear selectivity.
- f) Participate, when required, in research project activities undertaken in the lake in order to advise on further research needs.
- g) Identify training needs and opportunities for researchers and technicians to meet the manpower development needs for the sustainable management of the resources in the Lake.
- h) Organize training workshops, seminar/conferences and public awareness shows/talks for the riparian community.
- i) Liaise with researchers in the region to develop fundable research proposals,
- j) Carry out any other duties that may be assigned by the Executive Secretary.

### **Senior Fisheries Management Officer**

The Senior Fisheries Management Officer will be the technical officer at the LVFO Secretariat responsible for providing regional coordination and technical guidance on sustainable fisheries management and development for Lake Victoria. He/She will ensure adherence to responsible fisheries to achieve the objectives of the Organization as outlined in the Convention and the Strategic Vision. He/She will among others fulfil the following:

- a) Coordinate the activities of the Working Groups (WGs) of the Fisheries Policy, Legislation, Institutions and Processes Program including but not limited to fisheries policies and legislation, Monitoring Control and Surveillance (MCS), Co-management, fish quality and safety and aquaculture development and will provide technical and secretarial support to the WGs meetings.
- b) Ensure the implementation of the FAO Code of Conduct for Responsible Fisheries,
- c) Strengthen the implementation of a monitoring, control and surveillance (MCS) system; extension services; data collection; and co-management,

- d) Monitor the progress in implementing the Regional Plan of Action (RPOA) to prevent deter and eliminate illegal, unreported and unregulated (IUU) fishing around the Lake Victoria including trans-boundary (cross-border) fisheries issues,
- e) Involve the Riparian communities and stakeholders in the formulation and enforcement of fisheries laws and legislation; and also coordinate the activities of the Working Groups (WGs),
- f) Ensure acceptable fish quality standards for both local market consumption and fish export market and trade.
- g) Coordinate regional activities of the Beach Management Units (BMUs) to ensure harmonization and compliance to existing policies and legislation.
- h) Coordinate the harmonisation of fisheries laws and policies taking into consideration other relevant laws and national policies.
- i) Assess the social and economic impacts of existing policies in the region, identifying areas requiring new socio-economic interventions.
- j) Follow-up on the implementation of the recommendations of the Executive Committee and on the implementation of the decisions of the Policy Steering Committee and the Council of Ministers.
- k) Assess the impact of the existing investments, suggest possible areas for further investments,
- l) Act as Secretary to the Fisheries Management Committee of the LVFO and Working Groups; and also provide technical input into the preparation of different reports
- m) Carry out any other duties that may be assigned by the Executive Secretary

#### **Information and Database Officer**

The Information and Database Officer will have the overall responsibility to provide coordination and technical expertise in the area of the Database Information, Communications and Outreach Program and to build the capacity for the Organization to act as a clearing house to achieve the objectives enshrined in the *Convention and Strategic Vision* for sustainable development and management of the fisheries resources of Lake Victoria. Specifically the Information and Database Officer will:-

- (a) Plan and review activities under the Database, and Information, Communication and Outreach Program of the Organization including preparation and regular update of the Status Reports, Standard Operating Procedures (SOPs) and Implementation Plans of the WGs in the program;
- (b) Coordinate regional activities of the WGs on Database, and Information, Communication and Outreach Program, including preparation of the technical papers, journal, news letters and reports of their meetings/workshop/seminars;
- (c) Provide technical inputs into the preparation of different reports and publications prepared by the Organization;
- (d) Work with the Database and other WGs of the Organisation that collect data to ensure implementations of their ToRs to establish sound Lake Victoria Database systems;
- (e) Manage and maintain the Organization's regional database, GIS, Intranet and website, and provide guidance at the national levels;
- (f) Provide support to the Organization's professional staff with data analysis/organization, storage and dissemination of information having due regard to the wider cross-section of the riparian population;

- (g) Provide guidance and basic technical services as would ensure hardware, software and communication facilities work correctly;
- (h) Work with the Information, Communication and Outreach WGs to ensure implementations of their ToRs to package and disseminate Lake Victoria information to all stakeholders;
- (i) Review and maintain a database on human resources capacity, equipment and infrastructure for implementing activities of the database, information, communications and outreach program
- (j) Carry out any other duties that may be assigned by the Executive Secretary.

#### **Administrative Officer (Finance and Administration)**

The Administrative Officer (F & A) shall be in charge of Finance and Administrative functions.

Finance and Accounting functions:-

- a) To ensure that all financial transactions are in compliance with Financial Rules and Regulations, and any other policy decisions in order to achieve the strategic objectives of the organisation.
- b) To put in place an accounting system with strong internal control system to ensure that the funds and assets of the organisation are protected against fraud and misuse.
- c) To prepare monthly, quarterly and end-of-year financial statements, which shall entail, trial balance, income and expenditure statements, balance sheet and cash flow statements.
- d) Shall be the custodian of the chequebook, and will be in charge of bank operations, and is also a signatory to the account.
- e) To prepare for management, all bank reconciliation on a monthly basis.
- f) To be in charge of the budget preparations, and to oversee its implementation, and to produce monthly budget performance reports.
- g) Shall be Secretary to the Procurement Committee, and shall supervise procurement of supplies.
- h) To be in charge of stores functions, and to ensure that strong internal controls are put in place.
- i) Maintain an accurate inventory of the fixed assets of the organisation, and ensure they are in safe custody and in good condition.
- j) To provide financial advise on the financial management of the organisation's resources.

#### **Administrative Functions:**

- a. He shall ensure that all the staff Rules and Regulations are complied with.
- b. To handle the protocol functions, like liaising with Ministry of Foreign Affairs in implementing provisions of the Convention.
- c. To effectively handle all matters concerning the general staff.
- d. To be in charge of the utility vehicles of the organisation and to ensure that they are in sound mechanical conditions, and that they are only used for official work.



**Qualification:**

Bachelors Degree in Financial Management/Accounting and Administration. Should also have Chartered Accountancy, CPA or ACCA. An MBA in Financial Management and Administration is an added advantage.

**Experience:**

8 years experience with the following skills and competencies:-

- (a) Computer literacy skills including experience in accounting packages.
- (b) Analytical skills,
- (c) Communication skills, and
- (d) Public Relations skills

## **Annex XI. The Job Description of the Internal Auditor**

**Duty Station:** Lake Victoria Fisheries Organization, Jinja, Uganda with, duty visits to the outposts in Kisumu, Mwanza and Entebbe

**Job Title:** Internal Auditor

### **Internal Audit Function:**

To ensure that financial and other transactions of the Organization are in compliance with the Convention; the Financial Rules and Regulations; the Staff Rules and Regulations, Council directives, Management instructions and with high standards of administrative practice.

### **Reporting Role:**

The Internal Auditor will report directly to the Executive Secretary.

### **Duties and Key Responsibilities:**

- a) Develop detailed internal audit programmes, plans and schedules of areas of the Organization to be reviewed.
- b) Carry out systematic reviews of established Organizations' policies, procedures and regulations in order to ensure that controls on financial and related activities are adequate and effective in safeguarding the Organization's assets and also give pertinent advises and reports on necessary improvements
- c) Examine **all** payment vouchers in order to ensure adherence to financial rules and regulations and to ensure that they are within the Organization's approved budgets
- d) Carry out audits of specific donor funds in order to ensure that they are applied as per the respective LVFO/Donor financing agreements
- e) Examine all accounting records to ensure recording of all revenue and expenditure transactions and to ensure that the Organization's assets are properly recorded in the books of accounts and in the asset register
- f) Verify and ensure that periodic and annual stocktaking of stores has been done properly
- g) Verify and ensure that physical stocktaking the Organization's fixed assets has been done properly
- h) Carry out specific audits to ascertain degree of resource utilisation, and to ascertain that goods and services procured for the purpose of the Organization meet the value for money criteria by quantifying and analysing them.
- i) Review all accounting Manuals of the Organisation and recommend improvement.
- j) Pre-audit draft financial statements before being presented to the External Auditors in order to add to quality and reliability and to reduce on the workload and cost of the external audit exercise.
- k) Together with the Accountant assist the External Auditors by ensuring that adequate information and explanations are provided to them for purposes of their audit.
- l) Carry out investigations of suspected fraud or theft.
- m) Prepare and submit periodic internal audit reports to the Executive Secretary giving recommendations for improvement on weaknesses noted
- n) Follow up on replies to audit queries and ensure implementation of agreed recommendations from reviews performed

### **Minimum Qualifications**

Bachelor degree with professional accounting qualifications-CPA, CIA, ACCA and at least 8 years of progressive audit experience in a professional audit firm or commercial setting

### **Skills and Competencies**

Should be computer literate with skills including experience in accounting package, communication and analytical skills.

**Annex XII. Audit Report and Financial Statements of the Lake Victoria  
Fisheries Organisation for the FY 2001-2002**

**Annex XIII. Audit Management Report for the FY 2002-2003 and  
Management Response**

**Annex XIV. Audit Report of the CFTC/FAO/COMESA Project on  
Production and Marketing of Value-Added Fishery  
Products.**

**Annex XV. Certification of Audit Report 1<sup>st</sup> April - 31<sup>st</sup> August 2003.  
Support to Implementation of a Fisheries Management Plan  
for Lake Victoria. Funded by EDF – Financing Agreement  
No.6584/REG, Project No.8ACP ROR 029, Work Programme  
No 2003/01**

**Annex XVI. The Work Program and Budget of the Lake Victoria Fisheries Organisations for the Lake Victoria Fisheries Organisation for the Financial Year 2004**

**Figure 1. The Linkage Between the National and Regional Working Groups and Other Institutions of the LVFO**

