



WORLD
METEOROLOGICAL
ORGANIZATION



Report: Highway Preparatory Meeting

14 December 2017
Mwanza, Tanzania
(Gold Crest Hotel)

Project Name: High Impact Weather Lake System (Highway)

Financed by:

UK Department for International Development (DFID), Weather and Climate Information Services (WISER) for Africa Programme, through the Met Office UK

Main Objectives of the Preparatory Meeting:

1. Understanding of Key Project Components
2. Formal establishment of the Project Steering Committee and approval of the Steering Committee Terms of Reference
3. Agree on modalities of collaboration (MoU)
4. Explore and discuss the roles of focal points in each country, Principle Investigators for each output and team members.
5. Status of Observations at National Level
6. Explore and discuss on external stakeholder's roles (GIZ, Action Aid, EUMETSAT, AMDAR, TAHMO, Ministries, etc.)
7. Understanding of the Project Funding's Terms and Conditions
8. Official Highway Kick-off Meeting in Q1 2018; agree on host, dates and invitees

Key Discussion Points and Action Items

1. See Annex 1 for Adopted Agenda and Annex 2 for List of Participants.
2. Highway Project and Key Components
 - a. Clarification on sub-projects: Sub-projects are different pilots that target specific activities in the region that aim to resolve existing issues to improve provision of specific services (infrastructure and service delivery). Pilot outputs will be shared with the region for scaling up.
 - b. Capacity building proposed at Masters Level: There is need to enhance skills and competencies, including training for technicians and forecasters at NMHSs. Potential to organize specific training based on NMHS needs. Additional link between NMHSs and universities in the region to strengthen and broaden collaboration to improve technical expertise and develop new products
 - c. 6-month inception: The purpose of the inception phase is to agree on specific activities of the project taking into consideration the different regulations at national level; noting there will need a need for approval at different levels of government. NMHSs will define how they will engage in the project, which would be concretized through a formal agreement with the countries and institutions.
 - d. Marine products: The initial focus of the Project is the Lake Victoria Basin, which eventually can include inland lakes.
 - e. Other Development Partners participation: The rationale for the participation of other development partners is explore the possibility of securing complementary funds to do more in the project and to ensure sustainability and continuity of the systems established beyond the life of the project.

- f. Financial resources availability: There is a need to maximize the use of existing funds. Availability of finances will be based on institutional deliverables.
 - g. Initial focus is the 5 countries in the Lake Victoria Region, not specifically the basin area only.
 - h. Project Sustainability: It is important to take into consideration local content for the project, apart from providing the necessary training; it would be useful to involve local companies in tendering documents and implementing the project in general. The Steering Committee Meeting, expected to take place in February 2018 will define key stakeholders, it would be necessary to ensure a mix of local and international expertise.
3. Review and Approval of Highway Project Steering Committee Terms of Reference
- a. The Terms of Reference (See Annex 3 to this report) will be circulated to Steering Committee Members for inputs prior to Feb Meeting. A formal endorsement of the ToRs can take place at Steering Committee Meeting in February 2018.
 - b. Steering Committee Institutions are requested to provide Project Focal Point and Steering Committee Members
4. Modalities of Partnerships and Guiding Principles
- a. Highway Project Manager will circulate guiding principles for review of Steering Committee Members.
5. Terms and Conditions of DFID Funding, including Flow of Funds and Reporting
- a. Clarifications were provided in terms of ensuring that national procurement rules are taken into consideration, along with the WMO procurement rules. Specific country issues will be addressed as they arise.
 - b. DFID travel and subsistence policy, based on experience with other projects are seen as restrictive and do not take into consideration the reasonable comfort of participants. Specific cases will be reviewed and outcomes of which will be brought to the attention of DFID for further consideration.
 - c. In terms of intellectual property or equipment purchased, it was agreed that equipment purchased under the project for a specific institution will remain the property of the same institution.
 - d. Best approach to procurement, whether it can be done at regional or national level, will be brought to the attention of the Steering Committee where members will collectively decide on the best way forward, in particular taking into consideration tax implications.
6. Status of observations (surface, upper air, buoys, tide-gauges, etc.)
- a. All Partner States presented the status of their national observation network. Presentations are attached as Annexes 4-8.
 - b. It was noted that there was a clear need for additional staff at UNMA, a challenge that could potentially be addressed by the Project.

- c. It was also noted that Burundi urgently needs support for capacity building, particular training for personnel. It was further noted that Burundi only has 2 forecasts specialists, one of which is currently working with ACMAD under the SAWIDRA Project and the second one who has recently passed away.
 - d. There is a need to address risks/challenges identified in presentations and propose mitigation strategies to ensure the successful implementation of the project.
 - e. The Lake Victoria Basin Commission also presented an upcoming project entitled Multinational Lake Victoria Maritime Communications and Transport Project, funded by the African Development Bank. Participants noted complementarities in the proposed activities with the Highway Project. It would be beneficial for WMO and LVBC to further discuss complementarities between the projects and agree on how specific activities can be harmonized to minimize redundancies.
7. Discussion on Potential Stakeholders and the Official Launch of the Highway Project Q1 2018
- a. There is a need to develop a Business Plan for the sustainability of the Integrated Regional Early Warning System
 - b. Partner States agreed that the official launch of the Highway Project and the First Steering Committee Meeting (Technical and High Level Segments) will take place from 26 Feb to 2 March 2018 in Nairobi. Dar Es Salaam is the second option should challenges arise.
 - c. **Tentative** Technical Partners and Invitees to the First Steering Committee Meeting – a final list will be consolidated following feedback from Steering Committee Members.
 - i. Key Partners
 - WMO (WIGOS, PWS, SWFDP, RAF)
 - EAC Partner States
 - LVBC
 - MO
 - EAC
 - ICPAC
 - DFID Technical Representatives
 - NCAR (radar and other aspects of operational field campaign)
 - ii. Potential Stakeholders
 - EUMETSAT, ECMWF
 - UNDP
 - TAHMO
 - National Disaster Management Units
 - Marine Unit (Uganda Police Force)
 - Telecoms Network
 - GIZ

- URN (communicating to end users)
- iii. Projects
 - HyCrystal Project
 - Swift Project
 - GWEX-HyVic Project
 - Swap Project
- iv. Users
 - Basin institutions – BMUs,
 - Rwanda proposition – which institution??
 - NGOs
- v. Universities
 - University of Dar Es Salaam,
 - Univ of Nairobi,
 - Makerere Univ
 - Univ of Rwanda,
 - Univ of Wisconsin
- vi. Research Institutions
 - CR4D
 - Future Climate for Africa
 - African Institute for Mathematical Science (Rwanda)
- d. High Level
 - i. NMHSs
 - ii. IGAD
 - iii. EAC Secretariat
 - iv. AUC
 - v. Donors (DFID, AfDB, EU DevCo, World Bank, USAID)
 - vi. Policy Makers – specific ministries (i.e. Ministry responsible for Meteorology, DRR, Maritime and Transport, Finance and Planning, Agriculture, Fisheries and Livestock, Civil Protection, EAC Affairs)
 - vii. Local Government – Urban authorities around the lake basin
- e. Potential Agenda
 - i. Include a knowledge sharing / lessons learned component for existing stakeholders identified by Partner States
 - ii. Break-outs for Outputs of Project – map out right stakeholder participation

Wrap Up and Action Items

- WMO to circulate the Terms of Reference (See Annex 3 to this Report) to the Steering Committee Members for inputs by mid-Jan for consolidation by February with a view to a formal endorsement during the Steering Committee and Stakeholder Meeting expected to take place 26 February to 2 March, 2018 in Nairobi.
- Steering Committee Institutions to provide Project Focal Points and Steering Committee Members by end of January 2018
- WMO to send the modalities of Partnerships and Guiding Principles for the implementation of the Project for the Steering Committee Members to review.
- WMO to send proposal to NMHSs, EAC and LVBC to identify priority areas for national intervention which will form the basis of engagement with Highway to be concretized in Memorandum of Understanding with the WMO.
- NMHSs will also provide concrete input on the list of technical partners to invited at national level; and to LVBC for potential stakeholders related to the Lake Victoria activities, i.e. BMUs
- Due to budget constraints, Partner States to provide most relevant Ministries in the implementation of the project to support for the Meeting, preferably a maximum of three ministries per country (i.e. Ministry Responsible for Meteorology, Ministry of Finance and Planning, EAC Affairs, among others)
- WMO to liaise with KMD for February meeting arrangements
- Based on the presentations on national observations, Highway Focal points are requested to produce a national gap analysis to guide the Highway Field Campaign before the February Meeting with a view to upgrade the existing observation network and telecommunication issues that exist. It is preferable for Focal Points to submit Gap Analysis to WMO no later than the 19th February 2018.

Recommendations

1. Request the Partner States and EAC Secretariat to promote the need to establish an Integrated Early Warning System in the Lake Victoria Region and standardized regional framework for collaboration in line with the EAC Meteorological Protocol.
2. Request Partner States, in collaboration with EAC and WMO, to explore and agree on cooperation modalities with secondary partners to deliver specific outputs of the project, in line with the Protocol on Cooperation of Meteorological Services.
3. Request Partner States' Highway Focal Points to collaborate with WMO, to begin formulating national specific activities in accordance with the expressed deliverables of the Highway Project.
4. Noting that the Field Campaign is a proof of concept (increased data source will result in the ability to deliver improved services) to provide the underlying rationale for the Business Plan for the sustainability of an integrated EWS in the region, request Partner States to explore concrete modalities for data exchange between all project partners and the broader Highway community, in accordance with the East African Data Policy and National Data Policy Frameworks.

5. Request Partner States and EAC Secretariat to undertake a gap analysis of the observational networks identifying technical bottlenecks related to WIS And WIGOS in order to provide elements for prioritizing Highway Planning no later than mid-February

Annex 1: Draft Agenda

Highway Preparatory Meeting

14 December 2018

Time	Items	Presenter
9.00 – 9.30	Highway Project and Key Components, including WIGOS <i>(15 minute presentation; 15 minutes discussion)</i>	Paolo Ruti
9.30 – 9.50	Review and Approval of Highway Project Steering Committee Terms of Reference <i>(10 minutes to review; 10 minutes discussion)</i>	Paolo Ruti
9.50 – 10.10	Modalities of Partnerships and Guiding Principles <i>(10 minutes to present; 10 minutes discussion)</i>	Paolo Ruti
10.10 – 10.30	Terms and Conditions of DFID Funding Flow of Funds, Reporting, etc. <i>(10 minutes to present; 10 minutes discussion)</i>	Jay Wilson
10.30 – 11.00	Coffee Break	
11.30 – 13.00	Status of observations (surface, upper air, buoys, tide-gauges, etc.) <i>(10 minutes presentation per country and 40 minutes discussion)</i>	Highway Focal Points
13.00 – 14.00	Lunch	
14.00 – 14.15	Lake Victoria Basin Commission Presentation	LVBC
14.15 – 15.00	Potential Stakeholders and Next Steps (6-12 months) <i>(45 minute discussion)</i>	All
15.00 – 15.30	Discussion on the Official Launch of the Highway Project Q1 2018 (rationale, invitees, motivation of stakeholder / technical meetings, business plan, dates, venue and host?) <i>(10 minutes presentation and 20 minutes discussion)</i>	Paolo Ruti
15.30 – 16.00	Recap of Action Items and Recommendations to EAC Heads of NMHSs	All
16.00	Close of Meeting	

Annex 2: Participant List

Name	Institution
Agustin Ngenzirabona	Burundi Met Services
Rurantije Aloys	Burundi Met Services
Edna Chuku	Ministry of Foreign Affairs and EAC
James Kivuva	EAC Secretariat
Lucy Adagi	EAC Secretariat
Bwango Apuuli	ICPAC
Peter Ambenje	Kenya Meteorological Department
Samuel Mwangi	Kenya Meteorological Department
Nicholas Maingi	Kenya Meteorological Department
Paul Oloo	Kenya Meteorological Department
Amos Christopher Ndoto	Lake Victoria Basin Commission
Didace Musoni	Météo Rwanda
Floribert Vuguziga	Météo Rwanda
Kazora Jomali	Météo Rwanda
John Faragher	Met Office
Mojwok Ogawi Modo	South Sudan Meteorological Services
Agnes Kijazi	Tanzania Meteorological Agency
Pascal Waniha	Tanzania Meteorological Agency
Wilbert Timiza	Tanzania Meteorological Agency
Samuel Mbuya	Tanzania Meteorological Agency
Matthew Ndalsi	Tanzania Meteorological Agency
Paul Isabirye	Uganda National Meteorological Authority
Margaret Serwanja	Uganda National Meteorological Authority
Paolo Ruti	World Meteorological Organization
Mark Majodina	World Meteorological Organization
Jay Wilson	World Meteorological Organization

Annex 3: Draft Steering Committee Terms of Reference

Terms of Reference for the Steering Committee of the HIGHWAY Project

Background

There is a need for improved, accurate weather related early warning systems, which is co-produced between scientists and users, to prevent deaths and damage due to severe convection and strong winds in the Lake Victoria Region.

In response to this need, the World Meteorological Organisation, in collaboration with the AMCOMET Secretariat, and under the agreement with the UK Met Office (MO), as Fund Manager of Department for International Development's (DFID's) Weather and Climate Information SERVICES for Africa (WISER) Programme, will implement the HIGH impact Weather IAke sYstem (HIGHWAY) Project in the Lake Victoria region. The expected impact of the HIGHWAY Project is an increased use of weather information to improve resilience and reduce the loss of life and damage to property supporting sustainable economic development in the East African region. This objective is in line with the overall objectives set out by AMCOMET's Integrated African Strategy on Meteorology (Weather and Climate Services).

The expected outcome of the Highway proposal is *increased access to and use of co-designed and sustainable early warning systems to inform regional, national, sub-national and community level planning and decision-making in the East African region.*

The Highway proposal will address this need and reach the desired outcome and impact, by working towards the following four outputs:

- Established, effective institutional framework for an Early Warning System for the East African Region;
- Improved access to all operational data sources to support the generation and maintenance of Early Warning Services for the East African Region;
- Strengthened integration between producers and users to develop innovative, accurate tailor-made EWS products through co-production for the East African region; and
- Improved methods and strengthened capacity for communication and promoting understanding and use of EWS products with relevant producers, technicians, forecasters intermediaries and users in a in the East African region.

A Project Steering Committee (PSC) will be established, comprised of representatives of core partners in the project, including the World Meteorological Organization, the UK Met Office, the National Meteorological and Hydrological Services in East Africa (Burundi, Kenya, Rwanda, Tanzania and Uganda), the East African Community and the Lake Victoria Basin Commission.

Steering Committee Members should have skills complementary to those of the programme and which could include expertise in the following areas: African meteorology and weather forecasting, management of operational services as well as capacity development and communications. Membership should include African representatives and consider gender balance. Among the stakeholders, members may include appropriate representatives from academia, government, development partners, NGO or civil society organizations.

Proposed Terms of Reference

The Project Steering Committee will provide overall strategic guidance and advice to ensure the project is implemented on-time and within budget, as well as ensure its overall success and sustainability. The PSC will also provide inputs and approve annual project and financial reports.

The Project Steering Committee will meet *every 6 months*, convened by the Project Coordinator. There will also be quarterly *coordination meetings* via *teleconference* between Project Steering Committee members to ensure the smooth implementation of the HIGHWAY project; quarterly project and financial reports will be reviewed. Monthly reports will be provided to the PSC for information.

Reasonable costs of attendance will be reimbursed through the project funds. In accordance with the agreement with the MO, 'reasonable costs' include economy rail/air travel, where feasible public transport rather than taxis, and limited subsistence. Expenditure will only be reimbursed on presentation of receipts. Accommodation will be booked in advance.

The Steering Committee is expected, *inter alia*, to provide the following to the project:

1. At each meeting, review and provide oversight of the following standing items.

- The strategic direction of the project including; cohesion of the technical work plan; research uptake; capability building; and M&E strategies based on the logframe and impact indicators;
- The quarterly reports to identify possible delays and/or problems.
- The implementation plan, budget and activities for the following 6 months, with proposal of adjustment, if needed.
- The high level engagement, collaboration and/or communication in the EA region to ensure the progress of the project towards a successful, operational EWS in the region.
- Guidance to ensure that all aspects of the project are supported and sustained by decision makers, policy makers and users in the region.
- Creation of new links to promote the project's outcome and sustainability, using established platforms;
- Project risks;
- Governance and management of the project;
- Assurance of content and opportunities for policy engagement globally;
- Ethical considerations and good conduct of the research;
- Any other specific items of concern; and
- Endorsement of the annual report prior to submission to DFID.

2. On an ad hoc basis or as necessary, advise the Principal Investigators and Project Manager on:

- Strategy and progress;
- Contingency plans;
- Risk mitigation
- Wider context of the project and emerging opportunities;

- Research uptake channels and opportunities for packaging and promoting research outcomes;
- Effective communication to intended users; and
- Effective partnerships with target institutions in developing countries and relevant continental and international institutions.