NKONDO EXPANDED IRRIGATION RECORD OF THE FIRST MEETING OF THE NEW COMMITTEE HELD ON 24/11/2015

1. Attendance

i. Tusu

Chair

- ii. Abel Katahoire
- iii. Harriet Obbo
- iv. Frank Sebbowa
- v. Nigel Othembi
- vi. Patrick Batumbya

2. Background

- i. Received a project background outline from Tusu and status report from Frank (See document enclosed covering status of finances and topics covered and later discussed as a basis for decisions).
- ii. Thanked Frank for the leadership provided; appreciated the time challenges he had faced as primary contact; and commended him on what had been achieved so far.

3. Agreed Actions, responsibility, and timelines (timelines inserted later by the Chair as agreed in the meeting):

	ACTION	Expectation	RESPONSIBLE	Timeline	Related actions
1	Conclude overdue grant report	Report submitted to TRF for review	Tusu	25/11/15	
2	Collate and share project documents	Documents delivered to Tusu's office	Frank	30/11/15	Tusu to scan and share key docs with team
3	Terminate the old contractor	Formal closure of contract without liabilities to the club	Nigel	21/12/15	Frank to provide (through Tusu) a copy of the contract; Decision will go through the Board
4	Site visit to carry out a first hand assessment of what needs to be done to complete the project	Report on specific scope of what needs to be done in Nkondo to conclude and handover to KYENATU	Tusu	14/12/15	Site visit date to be agreed through consultation. Nigel offered transport.
5	Review documents, set up, and train water committees	Water Committee set up and ready to operate in a sustainable fashion	Harriet	Set up Committees by 15/1/16 and training and	Draft documents to be provided by Frank; and also to

				systems completed by 28/2/16	consult country WASH Committee (Michael Ojok, Moses Musiitwa, Chris Mutalya, etc.). Agreed that ownership would be transferred to KYENATU
6	Estimate cost of dredging and completion of last Valley Tank to guide procurement	Costed bill of quantities	Patrick	14/12/15	Will guide on sufficiency of available funds; Can also refer to estimates that Frank already had from one source.
7	Get new contractors to inspect and quote for dredging of four valley tanks and completion of the 5 th one (Kasuku which was only 25% done)	At least three new quotations received along with a recommendation for award of contract	Patrick	All inspections done by 14/12/15 and quotations submitted by 21/12/15. Recommendation by 4/1/16	To follow up the contractor who has already visited the site (report and contact shared by Frank) and also link up with others. Trackscavators will be needed.
8	Manual system for drawing water from the Valley Tanks: Conclude and make recommendations, with multiple quotations as required by club guidelines	Depending on cost, the required number of quotations and recommendation for award of contract or direct procurement.	Abel	Recommendation by 4/1/16	Focus on capacity for local-to- the community maintenance and repairs
9	Design and cost civil works for water draw-offs to be handled by local masons (includes drinking troughs for livestock)	Design, schedule of materials, and costs of getting work done; including sources of materials	Patrick	Recommendation by 4/1/16	To work in close consultation with Abel on system
10	Design and cost fencing, actual work to be handled by local labour	Design, schedule of materials, and costs of getting work done; including sources of materials	Patrick	Recommendation by 4/1/16	Refer to quantities already worked out that Frank has
11	Grass planting on embankments, and greening the artificial fence	Appropriately selected grass planted on the embankments of all Valley Tanks	Was not assigned (Harriet since this is a community item?		Community responsibility; Has to be handled at the earliest
12	Submission to Club Procurement Committee for approvals	Contracts awarded and direct purchases and payments authorized as appropriate	Tusu	11/1/16	