



---

REPORT

FOR THE 20<sup>TH</sup> EXCO COMMITTEE MEETING HELD ON THURSDAY 17<sup>TH</sup>  
DECEMBER 2020 AT 2.00 P.M.

---

VIA

ZOOM ONLINE PLATFORM

BT

*James G*

*M*

*[Signature]*

*Amr*

*0.12*

**REPORT FOR THE 20<sup>TH</sup> EXCO COMMITTEE MEETING HELD ON THURSDAY 17<sup>TH</sup>  
DECEMBER 2020 AT 2.00 P.M.**

**AGENDA ITEM**

**MIN 1. EXCO/20/20: OPENING PRAYER**

The Opening Prayer was led by the Executive Secretary, Dr. Geoffrey Mabea and Mr. Nurudin Njabire.

**MIN 2. EXCO/20/20: CONSTITUTION OF BUREAU**

The Chairperson confirmed the Quorum for the 20<sup>th</sup> EXCO Meeting and noted all members' attendance: AREEN, EWURA, EPRA, ERA, PAU, ZURA and RURA. The list of participants is attached in annexe 1.

**MIN 3. EXCO/20/20: ADOPTION OF THE AGENDA ITEMS**

**ADOPTED** the following agenda for the 20<sup>th</sup> EXCO Meeting.

1. Opening Prayer.
2. Constitution of Bureau
3. Adoption of the Agenda Items
4. Declaration of Conflict of Interests
5. Introduction and Opening remarks
6. Tabling of the report from 19<sup>th</sup> EXCO Meeting held on 25<sup>th</sup> June 2020 via Zoom video conferencing platform
7. Matters Arising from the 19<sup>th</sup> EXCO Meeting held on 25<sup>th</sup> June 2020 via Zoom video conferencing platform
8. Matters Arising from the 12<sup>th</sup> AGA Meeting held on 30<sup>th</sup> June 2020 via Zoom video conferencing platform

9. *Presentation of Portfolio Committees Reports;*

- (i) *Economic Portfolio Committee*
- (ii) *Legal Portfolio Committee*
- (iii) *Technical Portfolio Committee*

10. *EXCO Sub-Committees Reports;*

- (i) *Report of EXCO Committee on Finance and Administration (CFA)*
- (ii) *Report of EXCO's Strategic Planning and Human Resources Committee (SPHRC)*

11. *EREA's meeting frequency and venue*

12. *Any other business.*

**MIN 4. EXCO/20/20: DECLARATION OF CONFLICT OF INTERESTS**

The Chairperson invited the committee members and noted there was no conflict of interest declared by the Members.

**MIN 5. EXCO/20/20: INTRODUCTION AND OPENING REMARKS.**

The Heads of Delegation of AREEN, EWURA, EPRA, ERA, PAU, RURA and ZURA introduced themselves and the members of their delegations.

Observers in attendance were also invited to introduce themselves, and this included Mr. Charles Sangweni the Ag. Director-General, Petroleum Upstream Regulatory Authority (PURA), Tanzania and Eng. Edward Kihara from the African Development Bank.

**RECEIVED** the apologies of the substantive Heads of National Regulatory Institutions (NRI) and recognised their nomination and attendance of their representatives as follows;

- i) RURA, represented by Mr. Alexis Mutware and
- ii) PAU, represented by Mr. Alex Nyombi

*BT* *Frank* *h* *u* *#* *Ann* *D.K*

The Chairperson made opening remarks, welcomed all the participants present and recognised the new members, i.e., Mr. Daniel Kiptoo Ag. Director-General EPRA and Ms. Bihindi Khatib, the Director-General of ZURA.

**MIN 6. EXCO/20/20: TABLING OF THE REPORT OF THE 19TH EXCO MEETING HELD ON 25TH JUNE 2020 VIA ZOOM VIDEO CONFERENCING PLATFORM**

The Secretariat tabled the minutes of the 19<sup>th</sup> EXCO held on 25<sup>th</sup> June 2020 via Zoom video conferencing platform for the EXCO's noting.

**MIN 7. EXCO/20/20: MATTERS ARISING FROM THE 19TH EXCO MEETING HELD ON 25TH JUNE 2020 VIA ZOOM VIDEO CONFERENCING PLATFORM**

The Secretariat submitted and reported the matters arising from the 19<sup>th</sup> Executive Council held on 25<sup>th</sup> June via zoom video conferencing platform.

The EXCO;

**OBSERVED;**

- i) That three (3) out of six (6) directives made by the 19<sup>th</sup> EXCO have been completed by 100%. Three directives are work in progress;

**APPROVED;**

The report of Matters arising and execution status of the 19<sup>th</sup> EXCO held on 25<sup>th</sup> June in via zoom video conferencing platform as proposed by RURA and seconded by EPRA.

**MIN 8. EXCO/20/20: MATTERS ARISING FROM THE 12<sup>TH</sup> AGA MEETING HELD ON 30<sup>TH</sup> JUNE 2020 VIA ZOOM VIDEO CONFERENCING PLATFORM**

The Secretariat submitted and reported the matters arising from the 12<sup>th</sup> AGA held on 30<sup>th</sup> June 2020 via zoom video conferencing platform.

The block contains several handwritten signatures and initials in blue ink. From left to right, there is a signature that appears to be 'BT', a stylized signature, a signature that looks like 'M. G.', a signature that looks like 'Ann', and the initials 'J.L.'.

The EXCO;

**OBSERVED;**

- i) Five (5) out of twelve (12) directives from the 12<sup>th</sup> AGA had been completed by 100%. Seven activities were work in progress.
- ii) The Upstream Petroleum Committee's establishment was not captured in the minutes of the 12<sup>th</sup> AGA held on 30<sup>th</sup> June 2020.

**NOTED;**

The matters arising from the 12<sup>th</sup> AGA held on 30<sup>th</sup> June via zoom video conferencing platform.

**DIRECTED** that;

- i) Specific timelines and status in terms of percentages be set for the activities noted to be work in progress;
- ii) The constitutional amendments regarding the establishment of the Petroleum Upstream Committee be submitted in the 13<sup>th</sup> AGA.

**MIN 9. EXCO/20/20: PRESENTATION OF PORTFOLIO COMMITTEES REPORTS**

**9.1. EXCO/20/20: TECHNICAL PORTFOLIO COMMITTEE**

The Technical Portfolio Committee (TPC) presented its progress implementation report for FY 2020/21.

The EXCO;

**OBSERVED:**

- i) One (1) activity was complete while six (6) activities were reported as work in progress;
- ii) There was no clear description of the status of work done in terms of timelines and percentages.

## **9.2. EXCO/20/20: LEGAL PORTFOLIO COMMITTEE**

The Legal Portfolio Committee (LPC) submitted the report of its meeting held virtually, via Zoom.

The EXCO;

### **OBSERVED that;**

- i) There is a need for EXCO and Secretariat to guide the LPC in actualising various organisations' collaborations proposals;
- ii) The LPC did not meet physically or virtually which raises the question of the effectiveness of the engagements considering the critical deliverables;
- iii) There are no clear timelines and actual work status in most of the deliverables in terms of completion level;
- iv) The report was noted to have various discrepancies.

## **9.3. EXCO/20/20: ECONOMIC PORTFOLIO COMMITTEE**

The Economic Portfolio Committee (EPC) did not submit a report but conveyed their apologies on the Secretariat.

The EXCO;

### **OBSERVED that;**

- i) The failure to participate in the EXCO meeting demonstrated a lack of commitment by the portfolio committees. Consequently, the Executive Council.

### **REJECTED;**

All the portfolio committees' reports submitted as proposed by EPRA and seconded by RURA.

**DIRECTED;**

- i) All the portfolio committee reports should be redone and submitted by 15<sup>th</sup> January 2021;
- ii) The portfolio committees to provide written explanations on the failure to participate in EXCO and submission of poor reports;
- iii) The heads of the respective NRIs are to follow up with their respective staff involved in the portfolio committees in view of the dismal performance and take necessary corrective actions;
- iv) The Secretariat to support the portfolio committees to develop acceptable reports;
- v) The portfolio committee should use the standard template approved by EXCO during presentations;
- vi) The Secretariat to improve the monitoring of portfolio committees action plans through scheduling and participating in the portfolio committee;
- vii) The Secretariat to submit monthly reports to the chair EXCO on progress implementation of portfolio committee activities.

**MIN 10. EXCO/20/20: EXCO SUB-COMMITTEES REPORTS;****10.1. EXCO/20/20: COMMITTEE ON FINANCE AND ADMINISTRATION REPORT**

The Chairperson of the EXCO sub-committee on Finance and Administration (CFA) tabled their report for consideration by the EXCO.

The EXCO;

**OBSERVED that;**

The Secretariat has done some commendable work regarding increasing the visibility of EREA and generating revenue through organising capacity building programs.

**ADOPTED;**

The CFA report as proposed by Mr. Alex Mutware of RURA and seconded by Mr. Alex Nyombi of PAU.

 Page 7 of 10

**APPROVED;**

The budget reallocation of various items as proposed by the Secretariat.

**10.2. STRATEGIC PLANNING AND HUMAN RESOURCE COMMITTEE REPORT**

The Chairperson of the EXCO sub-committee on Strategic Planning and Human Resource (SPHRC) tabled their report for consideration by the EXCO.

The EXCO;

**OBSERVED;**

Some of the mandatory allowances proposed by the Secretariat were under implementation such as transport and house allowance;

**RECOMMENDED;**

- i) The SPHRC to review the specific allowances and make recommendations for approval in the next AGA;
- ii) The SPHRC to carry out the Executive Secretary's appraisal and circulate to the EXCO members for concurrence before confirmation;
- iii) The Chair EXCO to confirm the Executive Secretary after EXCO's concurrence on his appraisal.

**ADOPTED;**

The SPHRC report as proposed by Eng. Ziria Tibalwa Wako and seconded by Mr. Alex Nyombi of PAU.

**APPROVED;**

The inception report of the EREA Strategic Plan Mid-term review;

**MIN 11. EXCO/20/20: EREA'S MEETING FREQUENCY AND VENUE**

The Secretariat presented the EREA calendar of activities for the financial year 2020/21.



**NOTED;**

The EREA calendar of activities and proposed date of the 21<sup>st</sup> EXCO meeting as 16<sup>th</sup> June 2021;



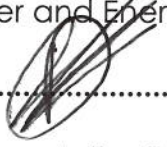

**DIRECTED;**

Physical meetings should be considered in the next EREA meetings, but should the COVID-19 restrictions persist; the Secretariat should revert to virtual meetings.

**MIN 12. EXCO/13/20: ANY OTHER BUSINESS**

- i) RURA confirmed their readiness to host the 21<sup>st</sup> EXCO and 13<sup>th</sup> AGA meetings in Kigali, Rwanda and welcomed the NRIs.
- ii) RURA also communicated that they have a new Director-General, who will officially take charge from 21<sup>st</sup> December 2020.
- iii) The meeting was postponed after prayers from Mr. Nurudin Njabire and Eng. Ziria Tibalwa Wako.

**Signed this 17th December 2020**

- (1) **Eng. Godfrey H. Chibulunje**.....  
Chairperson, Director-General  
Energy and Water Utilities Regulatory Authority (EWURA)
- (2) **Mr. Balthazar Nganikiye**.....  
Member, Director General,  
Authority for Regulation of Water and Energy Sectors (AREEN)
- (3) **Mr. Daniel Kiptoo** .....  
Member, Director-General,  
Energy and Petroleum Regulatory Authority (EPRA)
- (4) **Eng. Ziria Tibalwa**.....  
Member, Chief Executive Officer,  
Electricity Regulatory Authority (ERA)

- (5) **Mrs. Bihindi Khatib** .....  
Member, Director General, Zanzibar Utilities  
Regulatory Authority (ZURA)
- (6) **Mr. Alex Nyombi** .....  
Member, for Executive Director,  
The Petroleum Authority of Uganda (PAU)
- (7) **Mr. Alexis Mutware** .....  
Member, for Director General,  
Rwanda Utilities Regulatory Agency (RURA)

#### Annexe I. List of participants



1. Eng. Godfrey H. Chibulunje
2. Mr. Balthazar Nganikiye
3. Mr. Daniel Kiptoo
4. Mr. Cyprian Nyakundi
5. Eng. Ziria Tibalwa
6. Mrs. Bihindi Khatib
7. Mr. Alex Nyombi
8. Mr. Alexis Mutware
9. Mr. Charles Sangweni
10. Mr. Lee Okombe
11. Mr. Augustino Massawe
12. Mr. Khadija Hassan
13. Mr. John Ntende
14. Eng. Edward Kihara
15. Dr. Geoffrey Mabea
16. Mr. Nurudin Njabire