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REF: EXCO/25/2023

EXECUTIVE COUNCIL MEETING (EXCO)

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MT. MERU HOTEL,  
ARUSHA, TANZANIA

12<sup>TH</sup> JULY 2023

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**REPORT OF THE 25<sup>TH</sup> EXECUTIVE COUNCIL MEETING HELD ON WEDNESDAY  
12<sup>TH</sup> JULY 2023 AT 9.00 A.M.**

**AGENDA ITEM**

**MIN 1. EXCO/25/23: OPENING PRAYER**

The meeting began by opening prayers from two participants.

**MIN 2. EXCO/25/23: CONSTITUTION OF BUREAU**

The Executive Secretary confirmed the Quorum for the 25<sup>th</sup> EXCO Meeting and noted the attendance of Authority for Regulation of Water and Energy Sectors (AREEN), Energy and Petroleum Regulatory Authority (EPRA), Electricity Regulatory Authority (ERA), Energy and Water Utilities Regulatory Authority (EWURA), Petroleum Upstream Regulatory Authority (PURA), Rwanda Utilities Regulatory Authority (RURA), Petroleum Authority of Uganda (PAU) and Zanzibar Utilities Regulatory Authority (ZURA).

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

- i) EPRA, represented by CPA. Cyprian Nyakundi
- ii) PAU, represented by Eng. Dozith Abeinomugisha
- iii) AREEN, represented by Eng. Didace Ndivyariye
- iv) PURA, represented by Eng. Danstan Asanga
- v) RURA, represented by Eng. Alexis Mutware

In addition, the Secretariat received apologies from the Director General of Autorité de Régulation du secteur de l'Electricité (ARE).



### MIN 3. EXCO/25/23: ADOPTION OF THE AGENDA

**ADOPTED** the following agenda for the 25<sup>th</sup> EXCO Meeting.

1. Opening Prayer.
2. Constitution of Bureau
3. Adoption of the Agenda
4. Declaration of Conflicts of Interests
5. Introduction and Opening remarks
6. Tabling of the Report from the 24<sup>th</sup> EXCO Meeting held on 14<sup>th</sup> December 2023 in Kigali, Rwanda.
7. Matters Arising from the 24<sup>th</sup> EXCO Meeting held on 14<sup>th</sup> December 2023 in Kigali, Rwanda.
8. Matters Arising from the 14<sup>th</sup> AGA Meeting held on 24<sup>th</sup> June 2023 in Bujumbura, Burundi.
9. Presentation of the EAC Energy Surveillance Dashboard and ROI Performance monitoring template.
10. Presentation of Portfolio Committees Reports;
  - (i) Economic Portfolio Committee
  - (ii) Legal Portfolio Committee
  - (iii) Electricity and Renewable Energy Portfolio Committee
  - (iv) Petroleum Portfolio Committee
11. Presentation of 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)
12. EREAs' Leadership, Meetings Frequency and Venue

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#### **MIN 4. EXCO/25/23: DECLARATION OF CONFLICTS OF INTEREST**

There were no conflicts of interest declared by the members in the business of the meeting.

#### **MIN 5. EXCO/25/23: INTRODUCTION AND OPENING REMARKS.**

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

The Chairperson, Eng. Alexis Mutware welcomed the members present at the meeting in Arusha, Tanzania and made his opening remarks. In his remarks, the Chairperson appreciated EWURA for hosting the EREA meetings and their generous hospitality. He appreciated the various EREA committees notably the secretariat bureau and portfolio committees for their efforts in making the meeting a success. He also, extended his appreciation to the United Republic of Tanzania for its support to EREA through offering land for the establishment of the Energy Regulation Centre of Excellence (ERCE).

The Chairperson highlighted key milestones that EREA has achieved over time notably, establishment of an office in Arusha, Tanzania and setting up of ERCE which is now operational. He also noted the tremendous growth of EREA's visibility and collaboration with various partners which has positioned EREA as a strategic regional institution for regulatory development.

#### **MIN 6. EXCO/25/23: TABLING OF THE REPORT FROM THE 24<sup>TH</sup> EXCO MEETING HELD ON 14<sup>TH</sup> DECEMBER 2022 IN KIGALI, RWANDA**

The Secretariat tabled the report of the 24<sup>th</sup> EXCO meeting held on 14<sup>th</sup> December 2022 in Kigali, Rwanda.

The EXCO **NOTED** the report of the 24<sup>th</sup> EXCO meeting.

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**MIN 7. EXCO/25/23: MATTERS ARISING FROM THE 24<sup>TH</sup> EXCO MEETING HELD ON 14<sup>TH</sup> DECEMBER 2022 IN KIGALI, RWANDA**

The Secretariat submitted and reported on the status of the matters arising from the 24<sup>th</sup> Executive Council meeting held on 14<sup>th</sup> December 2022.

The EXCO

**COMMENDED** the secretariat and Portfolio Committees for implementing the matters arising from the 24<sup>th</sup> EXCO meeting.

**DIRECTED** the secretariat to:

- i) Include timelines for the activities that were noted to be work in progress for ease of follow up in subsequent meetings; and
- ii) Standardize the wordings used in reporting of the status of the matters arising

**ADOPTED** the report of the matters arising from the 24<sup>th</sup> Executive Council meeting held on 14<sup>th</sup> December 2022.

**MIN 8. EXCO/25/23: MATTERS ARISING FROM THE 14<sup>TH</sup> AGA MEETING HELD ON 24<sup>TH</sup> JUNE 2022 IN BUJUMBURA, BURUNDI.**

The Secretariat submitted and reported on the status of the matters arising from the 14<sup>th</sup> AGA meeting held on 24<sup>th</sup> June 2022 at Bujumbura, Burundi.

The EXCO **NOTED** the report of the matters from the 14<sup>th</sup> AGA meeting held on 24<sup>th</sup> June 2022 at Bujumbura, Burundi.

**MIN 9. EXCO/25/23: PRESENTATION OF THE EAC ENERGY SURVEILLANCE DASHBOARD AND ROI PERFORMANCE MONITORING TEMPLATE.**

The secretariat presented the EAC Energy Surveillance Dashboard and Regulatory Outcome Index (ROI) Performance monitoring template.

The EXCO

**NOTED;**



- i) The dashboard is an innovative tool for EREA and commended the secretariat for the initiative;
- ii) The need to ensure the data uploaded is accurate and up-to-date.

**DIRECTED** the EREA liaison officers to validate the data from their respective countries and ensure the information is approved by the heads of institution before being released to the secretariat.

**RESOLVED** to **RECOMMEND** to the **AGA** to **APPROVE** the EAC Energy Surveillance Dashboard and Regulatory Outcome Index (ROI) Performance monitoring template.

#### **MIN 10. EXCO/25/23: PRESENTATION OF PORTFOLIO COMMITTEE REPORTS**

##### **10.1. EXCO/25/23: ECONOMIC PORTFOLIO COMMITTEE (EPC)**

The Economic Portfolio Committee (EPC) presented its progress implementation report for financial year 2022/23 and the proposed work plan for financial year 2023/24.

The EXCO;

**ADOPTED** the EPC report subject to incorporating the comments raised.

**DIRECTED** the EPC to;



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- i) Bring out the issues that require approval by EXCO in their report;
- ii) Indicate the timelines of activities that were noted to be work in progress;
- iii) Align the reporting templates across all Portfolio Committees.
- iv) Update the data for Burundi;
- v) Work with the secretariat to align their action plan and goals to the EREA strategic plan;
- vi) Standardize the forecasting horizon when undertaking the demand-supply balance for the member states;
- vii) Include all activities undertaken during the financial year in the annual performance report;
- viii) Indicate timelines for the various projects stated under emerging issues and trends;
- ix) Include petroleum matters under emerging issues and trends;
- x) Work with the secretariat and other Portfolio Committees to jointly undertake the peer review activity and develop the modalities for undertaking the review.

**APPROVED** the EPC action plan for financial year 2023/24.



## **10.2. EXCO/24/22: LEGAL PORTFOLIO COMMITTEE(LPC)**

The Legal Portfolio Committee (LPC) presented its progress implementation report for financial year 2022/23 and the proposed work plan for financial year 2023/24.

The EXCO;

**ADOPTED** the LPC report.

**DIRECTED** the LPC to work with the secretariat to develop a policy to guide the engagement of ERCE courses' facilitators.

### **APPROVED:**

- i) The secretariat and LPC to undertake due diligence on the criteria for acquisition of diplomatic status with the support of NRI based in Tanzania;
- ii) EREA to enter into a formal engagement with the Independent Regulatory Board (IRB) on areas of collaboration;
- iii) EREA to enter into a formal engagement with the East African Law Society on areas of collaboration in capacity building of the legal fraternity in the East African region;
- iv) The LPC action plan for financial year 2023/24; and
- v) The EREA Executive Secretary to sign agreements with proposed training facilitators

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**RESOLVED** to recommend to AGA to **APPROVE** the amendment of the EREA constitution to provide for the Energy Regulation Centre of Excellence (ERCE) to be an organ of EREA.

### **10.3. EXCO/24/22: ELECTRICITY AND RENEWABLE ENERGY PORTFOLIO COMMITTEE (EREPC)**

The Electricity and Renewable Energy Portfolio Committee (EREPC) presented its progress implementation report for financial year 2022/23 and the proposed work plan for financial year 2023/24.

The EXCO;

**ADOPTED** the EREPC report subject to incorporation of the comments raised by members.

**APPROVED** the EREPC action plan for financial year 2023/24.

#### **DIRECTED**

- i) The secretariat to standardize the format of annual action plans to be used by all portfolio committees
- ii) The Secretariat to co-ordinate exchanges among NRIs on aspects to do with energy efficiency and conservation.
- iii) EREPC to develop terms of reference (TOR) for the consultancy on develop a regulatory framework for electricity mobility including a suitable tariff structure for vehicle charging and power supply to electric trains
- iv) Upon development of the TORs in (iii) above, the Secretariat to source funds and engage a consultant to develop a regulatory framework for electricity mobility including a suitable tariff structure for vehicle charging and power supply to electric trains.
- v) The EREPC to;
  - a) Segregate the presentation of thermal power into gas and other fossil fuels
  - b) Include undertaking peer review in their action plan

## **EXCO/24/22: PETROLEUM PORTFOLIO COMMITTEE (PPC)**

The Petroleum Portfolio Committee (PPC) presented its progress implementation report for financial year 2022/23 and the proposed work plan for financial year 2023/24.

The EXCO;

**ADOPTED** the PPC report subject to incorporation of comments raised by the members.

### **APPROVED:**

- i) The PPC action plan for financial year 2022/23
- ii) The proposed PPC leadership for a two-year term (FY 2023/24 and FY 2024/25)

### **DIRECTED**

The PPC to;

- i) Implement the recommendations from the various research undertaken by the committee;
- ii) Clearly propose recommendations that NRIs can implement on energy transition;
- iii) Propose a practical solution to addressing the challenge of strategic stocks;
- iv) The secretariat to harmonize the reporting format of the PC to bring out clear recommendations for action by EXCO.

## **MIN 11. EXCO/25/23: EXCO SUB-COMMITTEES REPORTS;**

### **11.1. EXCO/25/23: COMMITTEE ON FINANCE AND ADMINISTRATION(CFA)**

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

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The EXCO:

**ADOPTED** the CFA report.

**APPROVED** the proposed schedule of proposed salary band B subject to availability of funds as follows;

**Table 1: Proposed Salary bands for EREA Secretariat**

Band (Annually)	Office Attendant	Asst. Admin	FAL	ES
A(Base)	\$500	\$750	\$2,600	\$7,680
B	\$525	\$788	\$2,730	\$8,064
C	\$551	\$827	\$2,867	\$8,467
D	\$579	\$868	\$3,010	\$8,891
E	\$608	\$912	\$3,160	\$9,335

**RESOLVED** to **RECOMMEND** to the AGA to **APPROVE**

- The financial year 2023/24 budget proposal of **US\$ 454,500.00**;
- The gift token of **US\$ 1,000** to each of the outgoing DG's of EWURA, RURA and ZURA; and
- The responsibility allowance of **US\$1,500** per year to the ES as compensation for the additional work in running the activities of ERCE.

**EXCO/25/23: STRATEGIC PLANNING AND HUMAN RESOURCE COMMITTEE (SPHRC)**

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

The EXCO:

**ADOPTED** the SPHRC report.

**APPROVED**

- (a) The Secretariat to source funds for the development of the EREA/ERCE Master Plan;
- (b) The Executive Secretary to assume, on interim basis, the responsibilities of a CEO for ERCE pending ERCE's structure approval;
- (c) ERCE Curriculum subject to incorporation of the following proposed courses;
  1. Introduction to energy regulation
  2. Energy transition in East African countries



3. Environment and Sustainability Governance (ESG)

- (d) The Secretariat report and the amendment of the Human Resources Manual to include salary increment provisions.

**RESOLVED** to **RECOMMEND** to the AGA to **APPROVE** the proposed EREA action plan for Financial Year 2023-2024.

**MIN 12. EXCO/25/23: EREA's LEADERSHIP, MEETINGS FREQUENCY AND VENUE**

The secretariat presented the proposed EREA leadership for the next cycle, the schedule of the next meetings and venues for consideration by EXCO.

The EXCO **APPROVED**

- i) The Chairperson of EXCO - ERA and the Deputy Chairperson - PURA.
- ii) The leadership of EXCO sub-committees as follows;
  - a) Committee on Finance and Administration (CFA) – Chairperson (PURA)
  - b) Strategic Planning and Human Resource Committee (SPHRC) – Chairperson (PAU)
- iii) The 26<sup>th</sup> EXCO to be held on 13<sup>th</sup> December 2023 in Entebbe, Uganda.

**MIN 13. EXCO/25/23: ANY OTHER BUSINESS**

There being no other business the meeting was concluded at 4.54 p.m. by a word of prayer from the secretariat.

Signed this 12<sup>th</sup> July 2023

- (1) **Eng. Alexis Mutware** .....  
Chairperson, For Ag. Director General, Rwanda Utilities Regulatory Authority (RURA)
- (2) **Eng. Ziria Tibalwa Waako** .....  
Member, Director General  
Electricity Regulatory Authority (ERA)
- (3) **Dr. (CPA). James Andilile** .....  
Member, Director General  
Energy and Water Utilities Regulatory Authority (EWURA)
- (4) **ING. Didace Ndivyariye** .....  
Member, For: Director General,  
Authority for Regulation of Water and Energy Sectors (AREEN)
- (5) **Mr. Cyprian Nyakundi** .....  
Member, For: Director General,  
Energy and Petroleum Regulatory Authority (EPRA)
- (6) **Eng. Danstan Asanga** .....  
Member, For: Director General,  
Petroleum Upstream Regulatory Authority (PURA)
- (7) **Eng. Dozith Abeinomugisha** .....  
Member, for Executive Director,  
The Petroleum Authority of Uganda (PAU)
- (8) **Mr. Omar Ali Yusuf** .....  
Member, Director General,  
Zanzibar Utilities Regulatory Authority (ZURA)