

TRM/043/0066/1

# Planning Workshop on the Dakawa Settlement

FEBRUARY 26. - MARCH 3. 1990

To be held in Dakawa, Tanzania during

## Background

The planning workshop is being held under an agreement between ANC and the Norwegian Ministry of Foreign Affairs (MFA), <sup>1)</sup> in order to improve coordination and management of the development of Dakawa settlement, and establish a work plan of future activities.

An underlying idea is to establish a Project Management Unit within the ANC which would take advantage of Norwegian assistance as part of a learning process where inputs in terms of planning and physical development of the settlements in Tanzania is the main training component for those involved. This idea, which was expressed in a report by Hifab International, September 1988, has been strongly supported by ANC. <sup>2)</sup>

Towards this end, it is necessary to undertake a thorough appraisal of the situation facing the development of Dakawa in a wide perspective in order to lay down fundamental principles, and identify main factors which are likely to influence the situation in the future. From a general analysis of problems and opportunities, efforts should be made to focus on the specific needs in the area of coordination and management. This should be done in the first part of the workshop. In the second part of the workshop a detailed plan of activities should be worked out based on the findings from the first part.

## Method

A visualisation technique based on the logical framework approach will be used throughout the workshop.

## Participants

Because of the special workshop technique the number of participants should be limited to ten in the first part of the workshop. The participants should be either central decision makers or staff members which will be directly involved in the follow-up of the outcome of the workshop. We would suggest the following number of representatives:

- 2 from ANC, Zambia
- 3 from ANC, Tanzania
- 2 from NPA, Norway and Tanzania
- 3 from MFA, Norway and Tanzania

During the second part of the workshop additional staff from ANC and NPA should be called in to participate in working out details.

A tentative programme for the planning workshop is enclosed.

SEMINAR MATERIAL WILL BE DISTRIBUTED TO THE PARTICIPANTS AT A LATER STAGE.

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1) Reference is made to the agreed minutes from the meeting between ANC and MFA held in Oslo on October 17., 1989 (paragraph 5.3 a)

2) Reference is made to the paper presented by the ANC Treasurer General, Thomas Nkobi, to a workshop held in Dar es Salaam, April 27. - 28., 1989 (paragraph 2.1)



# **Programme for the Planning Workshop on the Dakawa Settlement 26/2 - 3/3 - 90.**

## **PART I OF THE WORKSHOP**

### **Monday**

1. Opening address by ANC and NPA
2. Introduction to the workshop methodology
3. Perspective analysis of current problems, based on a working paper by NPA to be distributed to the participants prior to the workshop

### **Tuesday**

4. Analysis of problems (continued)
5. Analysis of opportunities and objectives

### **Wednesday**

6. Development of a strategy for improved coordination and management of resources
7. Analysis of main factors likely to influence the situation in the future

## **PART II OF THE WORKSHOP**

### **Thursday**

8. Identification of main activities and corresponding external factors
9. Identification of organizational setup

### **Friday**

10. Identification of main responsibilities of a project management unit and corresponding assistance to be provided by NPA

### **Saturday**

11. Negotiation of agreed minutes from the workshop
12. Closing of workshop by ANC



## CHECKLIST REGARDING LOGISTICS FOR THE PLANNING WORKSHOP ON DAKAWA

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### 1. Reservation of workshop facilities, Dakawa or Morogoro

- \* convenient conference room for 20-25 persons
- \* 2 rooms for working groups 5-8 people

Important factors to consider

- \* regular electricity supply
- \* near to eating facilities

### 2. Reservation of accomodation for participants

Monday - saturday

- \* 3 from ANC Zambia (by ANC?)
- \* 3 from MFA Oslo/DSM (including Hifab Intl)
- \* 2 from NPA Oslo/DSM
- \* 1 Workshop moderator (Oslo)

Thursday - saturday

- \* additional participants from NPA and ANC

Important point:

- \* regular electricity supply

### 3. Reservation of convenient eating facilities

### 4. Equipment

- \* 5 soft-boards 1.25 x 1.5 metre
- \* 2 flip-overs
- \* 20 sheets of brown paper 1.25 x 1.5 meter
- \* copy machine
- \* paper for copy machine

### 5. Local transport

- \* DSM - Morogoro
  - \* Conference site - hotel - Dakawa
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FACILITIES SHOULD BE INSPECTED AND TESTED IN ADVANCE TO ENSURE THEY ARE ADEQUATE AND FUNCTIONING SATISFACTORY.



# CHECKLIST ON MAIN PREPARATORY ACTIVITIES IN CONNECTION WITH THE DAKAWA PLANNING WORKSHOP

Item	Action by
1. Draft workshop programme plus checklists to NPA/Oslo	SSC 15.12.89
2. Seminar programme with requests to appoint participants to ANC/Oslo, MFA/Oslo, NPA/Oslo, Hifab/Lunøe	NPA/Oslo <del>19.12.89</del> 10.1.90
3. Request to NPA/Tanzania to organize logistics (attached check-list)	NPA/Oslo <del>19.12.89</del> 10.1.90
4. Request to appoint representatives from ANC/Tanzania and Zambia	ANC/Oslo end week <del>2</del> 2.
5. Appointment of participants for part II of the workshop	ANC/Tanz. end week <del>4</del> 4 NPA/Tanz. — " — " —
6. Travel arrangements including accomodation in DSM	ANC/Zambia week <del>4</del> 4 MFA/Oslo " NPA/Oslo " Hifab Intl. " SSC "
7. Draft working paper for workshop to NPA/Oslo	SSC <del>5.1.90</del> 22.1.90
8. Finalized working paper distributed to ANC/Oslo, Tanz. and Zambia, MFA/Oslo, NPA/Tanz. and Hifab Intl.	NPA/Oslo <del>9.1.90</del> 24.1.90
10. Confirmation of arrangements (participation, facilities, accomodation, travel, etc)	all <del>week 2</del> 4. involved