



**THIRD RANET AFRICA LEADERSHIP TEAM (RALT)  
MEETING  
ARUSHA, TANZANIA**

**(25 – 26 JANUARY 2008)**

**MEETING REPORT**



**Compiled by Samuel Muchemi  
WMO  
(RALT Rapporteur)**

## **Meeting Summary**

The Third RANET Africa Leadership Team (RALT) Meeting was held in Arusha Tanzania from 25 to 26 January 2008. The Meeting was organized by the Tanzania Meteorological Agency (TMA) with the support of the National Oceanic and Atmospheric Agency (NOAA) of USA. It was attended by 23 people comprising RALT Members and members of staff of TMA. The purpose of the meeting was to assemble RANET country coordinators in Africa and the support organizations including NOAA, WMO, USAID and Australia Bureau of Meteorology to chart the future of RANET-Africa.

The main objectives of the meeting were to evaluate the implementation of the RANET communication project in Africa and to chart the way forward. It was intended to discuss and crystallise the future composition of RALT and the functions of its constituent groups, and finalize the Charter that would define the RALT entity.

The meeting made important decisions on the future of the RALT including finalization of the Charter constituting RALT. It also made several decisions and formed committees, with Terms of Reference (ToRs) to carry out specific tasks of RALT. The committees comprise: Best Practices Committee; Project Proposal Committee; Committee on Management Portal and; Publicity Committee.

## **Meeting Agenda and participants**

The Agenda of the meeting is given in **Appendix 1**, while the list of the participants is on **Appendix 4**.

### **1. Country RANET Program Updates and Discussions**

#### **1.1 Niger – Ali Abani**

RANET-Niger has 97 community radios across the country. A community radios specialist, supported by the United Nations Development Programme (UNDP) ensures that the radios stations are serviceable. There is also 1 Multimedia System that has been installed in Zinder. Another two are planned for Dosso and Maradi.

#### **1.2 Zambia – Col. D. Ng'ambi**

RANET-Zambia works in partnership with 5 existing community radios which they helped to establish. These are Radio Chikanya, Petauke Small and Medium Entrepreneurs (PAMSE) Radio, Chongwe Community Radio and Mumbwa Community radio. Two other radios will soon be going on air. They are also cooperating with another 9 community radios.

RANET Zambia has distributed 3050 solar/wind-up radio receivers. They have also installed 49 digital radio satellite receivers.

They started a project in 2007 for farmers to send feedback messages to the RANET Zambia National Information Centre and the Ministry of Agriculture. There are twenty phones to be distributed for this purpose.

#### **1.3 Morocco – Khadija Kabidi**

RANET-Morocco has installed 11 multimedia digital radio satellite receivers with various organizations which they are collaborating with. They also have 4 automatic stations for measurement of weather parameters. These stations are connected directly to the internet and hence this information is available on the RANET Web site.

The Web site carries weather and climate information, satellite images. The site has the capacity to automatically update satellite information every hour.

A weather warning alert system that flashes when a warning is issued has been incorporated in the RANET Web site.

Training events are held, including a RANET day that brings together all the RANET stakeholders for training.

#### **1.4 Mozambique – Eusebio Matola**

RANET – Mozambique has completed the first phase of RANET implementation which comprises of: Building internal commitment at the meteorological service; Demonstration of RANET equipment and; Holding of the First RANET Country workshop.

They have installed 9 multimedia digital radio satellite receiver stations, 2 of which are installed at rural community associations while 7 are installed at rural community radio stations with which they signed Memoranda of Understand (MOUs).

At the same time, three technical training workshops targeting Community Radio Operators on the use of WorldSpace technology, meteorological concepts and Technical Maintenance, were organized by INAM and partnering NGO's, providing contents to rural communities, aimed at broadcasting meteorological information in an easy and understandable way. A total of 17 technicians were instructed. During the training many partners were invited to assist INAM to teach different selected topics i.e. Agriculture, Health, Food security, gender issues, disaster management etc.

In the short term, it is planned to establish 10 more sites, add RANET Web site content, mobilize resources and enhance Government involvement.

### **1.5 Tanzania – Rosemary Mchihiyo**

The Tanzania Meteorological Agency (TMA) is at the fore front in supporting the RANET project in the country. In November 2005 TMA submitted a RANET project proposal to NOAA requesting for funds to start the project in the country. The request was accepted and funds were received. TMA appreciates the support from NOAA.

TMA conducted the RANET kick-off workshop titled “RANET for Dissemination and Communication of Environmental Information for Rural and Remote Community Development” in February 2007. A number of representatives from potential local RANET partner organisations working with the rural communities were invited to attend this workshop. A number of the participants confirmed the need for RANET and its benefits to the rural farmers they were serving. In addition, the participants understood the basic climate information requirements of the farmers as well the RANET equipment requirements (computers, printers, WorldSpace receivers e.t.c.). Each of them presented a proposal on how their organisations would start RANET in their communities. These proposals provided selection criteria that TMA could use to determine which partner organisations were most ready to start RANET.

After the workshop, TMA set a target to establish a network of 20 RANET Centres across Tanzania. Therefore 20 WorldSpace Tongshi Receivers were acquired to realise the target. Later TMA organised to start installing the RANET systems in the rural communities. Based on the available resources and coupled with the number of which organisations were most ready to start RANET, six rural communities were selected. The Communities included Monduli (North-eastern highlands of the country), Handeni, Mazingara, Msata, Ilonga, and Morogoro highlands (all are over the Indian Ocean Coastal belt). The installation activity was assisted by a RANET Expert Mr. Milton Waiswa, Senior Meteorologist – Uganda Meteorological Services.

In order to boost the project in the country, the RANET Africa Leadership (RALT) meeting and the RANET-Africa Technical Workshop were conducted from 25 to 1 February 2008 in Tanzania.

Tanzania is looking forward to searching for stakeholders and partners to work with for the project sustainability in the country.

### **1.6 Kenya – Samuel Mwangi**

RANET-Kenya has been in operation as one of the pilot countries. The project has so far been implemented with a two pronged approach: setting up Community Information Centers on the one hand and setting up Community Radio Stations on the other.

16 community information centers have been setup so far and 12 sites others are in the offing. The RANET-Kenya Web site is updated regularly with forecasts and other content relevant to rural communities. One community FM station has been setup at Suswa and is on air. Another FM community Radio station is currently being installed at Kangema. Another 4 sites, for which authority has been given, will be installed with Community Radio Stations in the foreseeable future.

The project has been presented at exhibitions to popularize RANET in Kenya. The project also maintained partnership with various players who assisted in making RANET- Kenya what it is today. Among the partners there are NOAA, WorldSpace, Freeplay Foundation, Coca-Cola and Safaricom. A team of multidisciplinary experts was setup to come up with content among the Multidisciplinary experts were: Kenya Agricultural Research Institute (KARI), Ministry of Agriculture and the National Agricultural and Livestock Extension Program (NALEP).

### **1.7 Ethiopia – Endalkachew Bekele**

#### **Things done so far include:**

- Hosting of the RANET Ethiopia Web page;
- Decentralized the RANET activities to our Branch Meteorological Offices;
- Demonstration centers in Branch Offices;
- Seven out of Eleven Branch Offices were able to post their products to their users through the RANET Web page;
- The RANET Ethiopia materials were produced in three local languages plus English;
- Awareness creation to NMA staffs and selected stakeholders: World Vision Ethiopia, Ministry of Agriculture, Regional Offices of Agriculture, Water, Agricultural Research and ILRI

#### **Things not yet done:**

- Establish RANET information access centers;
  - The process of importing equipments like World Space Digital radios is difficult. Partners therefore lose interest after agreeing in the beginning;
  - Most of the receivers available in the market lack the MMS reception capability;
  - The Government is introducing another information communication system called (“Wereda Net” and “School Net”), a satellite based communication network among over 610 Weredas (lowest administration level in Ethiopia). Hence, the attention of our stakeholders is drawn towards these technologies;
- Community Radio – There is a licensing problem.

#### **Recent developments and future plan:**

- ILRI office in Addis Ababa has a plan to bring market information to the rural communities in Ethiopia.
  - They are convinced that RANET could be the best tool
  - They can order purchase of receivers from abroad (the bank process problem in Ethiopia will be resolved for their case)
  - We agree to host their information in our site, while they will facilitate the receiving facilities in their area of interest.
  - This will give the community to look at and use the weather/climate information
- To deal with the WorldSpace Radio dealers in Ethiopia, for them to import Tongshi radios;
- Discuss with NGO that are the process of obtaining license for community radios;
- Work on the modern communication technology like, mobile phones, HF radio and so on;
- Work on ways of utilizing the "Wereda Net" and "School Net" systems and try to integrate them within RANET activities in Ethiopia;
- Work closely with the PLI project in Ethiopia;
- Perform some more RANET related awareness activities.

## **1.8 Uganda - Mr. Milton Michael Waiswa (RANET Uganda Coordinator) and Mr. Samuel Senkunda**

In Uganda, the RANET Uganda project is implemented by the Uganda Department of Meteorology under the Ministry of Water and Environment. The Department started implementing the project in 2001. The motivation for the Department to implement RANET was because of the opportunity to increase capacity for rural farmers to have timely access to climate information. Through partnerships with non government organisations, the Department has been able to establish more than 30 RANET centres in the rural communities spread over Uganda. Through this approach use of climate information produced by the Department, to farmers has increased.

The Department routinely produces climate information and posts this information to the website. This information is then downloaded in the rural communities through use WorldSpace receivers. At each RANET centre, the Department provides a WorldSpace receiver, installs the receiver to a field computer and trains the rural field officers how to use the RANET system to down climate information, print it and disseminate to farmers. In order to increase the demand and use of scientific climate information by the farmers, the Department trains them to translate the information from English language to local language for better interpretation.

The partner organisations provide rural office space, computer facilities, field staff, mobilization of farmers, downloading information, printing it and dissemination to farmers. In addition the partner organisation provides radio time on existing radio station for mass dissemination.

As a result of these efforts, a number of rural farmers living around the centres have enjoyed the benefit of having easy access to climate information to use it to decide when to plant their seeds.

Although some success is registered in many of the centers, in other cases there are challenges faced because of the following circumstances. Partner staff in the leaving jobs, computer break down, abrupt breakdown of satellite operations, delays in producing climate information. These challenges results into some centers to operate on and off basis which frustrates the development efforts established.

In Uganda the demand of RANET increases yearly and the department has plans to increase the coverage of RANET in Uganda as well as diversify its activities. The diversification includes installing automatic weather station with communities facilities to enable the Department timely have access to weather observation data needed to produce climate information to farmers.

## **2. RANET Technical Update and Review - Kelly Sponberg**

2.1 WordSpace is changing rapidly and the change includes moving of servers to new sites. The RANET backbone has several servers for various uses including Web hosting (the RIPI programme), e-mail etc. The servers, which are hosted under contract of about US \$ 20,000 to US \$ 30,000 per year, have recently been filling up. RANET is therefore acquiring 3 new servers. One server will be operational while the other two will be for backup. They will have 12 times more capacity per server. The RANET operator will also have more control. There will also be an enhanced possibility for pulling content from other providers.

2.2 A broadcast hitch that various country RANET teams have recently been facing is to be sorted out by Mr. Sponberg very soon.

### **Action: Mr. Sponberg**

2.3 **Mr. Sponberg** presented a summary of RANET technical systems and equipment including the latest systems otherwise referred to RANET 2.0.

### **2.4 The GEO NETCAST**

The GEO NETCAST will provide bandwidth to RANET. This will allow RANET to broadcast content on c-band at 64 Kbit/Sec. This will expand RANET information base. This system will be best suited for transmitting to extension offices. The receiver set is equivalent to the Tongshi, widely utilized in RANET.

### **2.5 The WANTOK Beacon Repeat system**

This equipment will provide recorded audio weather warning message repeats over and over again. The message itself will be of a maximum of about 10 to 15 minutes. This system is targeted at fishing communities.

### **2.6 The HF Digital E-mail**

The HF Email is a low cost system in terms of hardware and operational costs. It is good for long distance communication offering longer transmission than voice. It mimics Internet email but has different protocols/methods. It is now in use in commercial, military & humanitarian applications (SailMail, Winlink, RANET Pacific, Bushmail).

### **2.7 SMS and Internet (Mobile Phones)**

This system is under development and is intended to be used for sending messages to disaster managers. Communication codes will be created for RANET reporters on the ground. There is also the possibility of using mobile phones for Internet.

### **3. The GCOS/RANET Joint Technical Support Project (TSP)- Kelly Sponberg / Milton Waiswa**

#### **3.1 Introduction – Kelly Sponberg**

Cooperation between the NOAA-RANET initiative and the NOAA Global Climate Observing System (NOAA-GCOS) was suggested during the Second RALT meeting held in Kampala, Uganda in 2005. The idea resulted in the formation of the **GCOS/RANET Joint Technical Support Project (TSP)**. This idea was mooted because installation of RANET weather observation systems is also one of the RANET objectives. Such installations go hand-in-hand with the implementation of community weather stations especially, on the community radio sites. The project is funded by New Zealand and implemented from Uganda under the coordination of Mr. Milton Waiswa.

#### **3.2 The TSP – Milton Waiswa**

1. In the Terms of Reference (TORs) of the agreement between Uganda Meteorological Department and New Zealand Meteorological Service, Uganda will assist to kick-start RANET in other countries in Africa.
2. 22 countries were selected. The coordinator will:
  - a. Visit the RANET programme of each country,
  - b. Identify gaps in RANET implementation and recommend possible ways of filling them,
  - c. In collaboration with NOAA, help monitor GCOS stations.

#### **4. Discussion of Project / System Tracking and Reporting (Performance and Evaluation) - Kelly Sponberg**

The question of tracking and reporting activities of RANET was discussed. It was found that there is need to update ourselves on the level of our performance, and to develop a system that would facilitate access to information on the state of implementation. It was therefore decided that RALT should determine and institute a RANET monitoring and evaluation process.

**Act: Committee on Management Portal**

#### **5. Integration of RANET with WMO Objectives - Samuel Muchemi**

5.1 The representative of the World Meteorological Organization (WMO) Mr Muchemi made a presentation titled 'RANET and WMO' addressing the Integration of RANET with WMO Objectives.

5.2 The meeting was informed of the function of the Public Weather Services programme (PWSP) of WMO, which is to strengthen the capabilities of Members to meet the needs of society through provision of comprehensive weather and related services, for public safety and welfare.

5.3 The meeting also learned of the decisions of the WMO Congress XV (May 2007), in synch with the RANET objectives namely: improving the reach of NMHSs products and services and establishing and promoting best practices.

5.4 The WMO Regional Association RA I (Africa) session in Ouagadougou, Burkina Faso (14-23 February 2007) was also reported to have recommended to all the Member countries to embrace and implement RANET in their National Meteorological and Hydrological services (NMHSs).

5.5 The meeting recognised RANET as a model initiative that could be included in the PWSP 'Learning through Doing' initiative which focuses on implementing participative learning projects, involving forecasters in a number of adjacent countries in changing and developing their approach to the way they interact with users.

5.6 The Commission for Basic Systems (CBS) meeting held in Seoul, Republic of Korea (November 2006) was reported to have requested that the set of best practice should include examples from developing countries and demonstrate the effectiveness of tools such as RANET as a means of communication, an indication of the level of regard that RANET is held by WMO.

5.7 The following areas were identified for possible WMO assistance to RANET implementation in Africa:

- Support to country/regional RANET meetings, training workshops and seminars;
- Support in RANET equipment acquisition;
- Support in the production of RANET implementation guidance materials;
- Increasing RANET awareness among WMO Members likely to benefit from the project.

5.8 The following were identified as possible actions in collaboration with WMO:

- RALT to contribute to future WMO publications on 'Best Practice Examples';
- Investigate the possibility of producing a WMO PWSP/RANET guidance on Communication of Weather Information to rural communities incorporating RANET in Africa, the RANET-Pacific experience as well as that of RANET in the rest of Asia;
- Cooperate with WMO in the 'Learning through Doing' projects;
- Investigate the possibility of cooperating with WMO to use the PWS Focal points to increase RANET exposure in NMHSs.

**Action: Mr. Muchemi to follow up**

## **6. Discussion on Community Content / Information Needs**

The following was decided:

6.1 We should enhance hosting of community-good information from other providers such as health.

6.2 RANET broadcast is largely done in English. We should seek to have translation to other languages, notably French, done.

6.3 We should lay more emphasis on providing climate change and adaptation information on RANET. This should include educational materials.

6.4 Information should continue be user-driven. E.g. it has been found that farmers in Niger need information on the best time to sow their seeds.

## **7. Review of RALT Charter - R. Mumbi (Chair)**

A draft RANET charter as discussed in the second RALT meeting in Kampala (2005) was discussed and finalized. (See Appendix 2)

## **8. RALT Committees**

The following RALT committees were formed:

### **Project Proposal Committee**

Milton Waiswa (Convener)  
Rosemary Mchihiyo  
Khadija Kabidi

### **Publicity Committee**

Khadija Kabidi (Convener)  
Rosemary Mchihiyo  
Col. Ng'ambi  
Chouaibou Gueye  
E. Matola

### **Best Practices Committee**

1. Chouaibou Gueye
2. Ali Abani(Convener)
3. E. Bekele

### **Committee on Management Portal**

Chouaibou Gueye (Convener)  
Mwangi Samuel  
Col. Ng'ambi  
(Kelly Sponberg)

## 9. Meeting Reports of RALT Committees

The RALT Committees held side meetings to discuss their Terms of Reference (ToRs). Below are their reports:

### 9.1 Project Proposal Committee

#### *Terms of References (ToRs)*

- To develop regional proposals for submission to WMO and other donors for funding.
- Support (Management, technical, training) of RALT projects

#### *Expected Results*

Operational projects in Africa

#### *Methodology*

- Chair of Committee to initiate a draft proposal by 28th February 2008 and to circulate Draft Proposal to committee members;
- Committee members to review draft for improvement by 15th March 2008;
- Chair to compile inputs and produce final proposal by 30 May 2008;
- Chair to circulate proposal to RALT Members for inputs;
- Chairman RALT to submit proposal to donors by 30th July 2008.

It was noted the success of the committee would depend on the expeditious registration of RALT in Zambia. The chair thus requested to cause registration to happen without delay.

### 9.2 RANET-Africa Publicity Committee

#### *Terms of Reference*

- To promote awareness of the RANET Africa by international organizations, governments, NGOs e.t.c.
- Promote the brand of RANET-Africa

#### *Methodology*

- Support the national coordinators in raising the status of RANET in their countries;
- Produce simple brochures and posters on different aspects of RANET Africa in different languages;
- Developing a RANET Africa Promotional Web site:
  - post all national RANET activities,
  - Identify common activities of RANET in Africa (mission and vision, events, projects, etc.);
- Prepare and circulate a RANET-Africa power-point presentations template for use in subsequent RANET-Africa presentations;
- Promote collaboration with the existing NGOs in each country;
- Promote collaboration with the existing national media houses;
- Carry out surveys for the purpose of monitoring and evaluating RANET-Africa implementation;
- To attend exhibitions, market the RANET concept and demonstrate RANET systems.

### **9.3 Best Practices Committee**

#### *Terms of references*

- Ensuring that the RANET Program itself is promoted as one of the best practices in terms of Rural Weather and Climate Communication;
- Encouraging Country programs to compile and share best practices in RANET;
- Identifying best practices in line with RANET Vision and missions;
- Compiling inputs to be forwarded to Management Portal Committee.

#### *Methodologies*

- Sending questionnaires to RANET country focal points;
- Share Good practices among Committee members for analysis and feedback;
- Come up with final report on best practices to be submitted to the management portal.

### **9.4 Management Portal Committee**

#### *Terms of References*

- Ensure that useful information is collected from other relevant committees and posted on the Portal;
- Ensure that the quality of RANET Web site is sustained and that each country activities appear on website;
- Make available updated mailing list and portal for RANET;
- Establish a platform for sharing information and ideas (Forum, Reports of best Practices);
- Use the Management portal for Virtual and physical training on how to best use it;
- Create a technical assistance system to log and resolve failures and issues as well as alert the larger RANET Community;
- Review the activities of RALT every six months.

## 10. Any Other Business and Recommendations

10.1 **Mr. Muchemi** was requested to check whether RALT could open an account with WMO and communicate the finding to the chair.

10.2 **Mr Nga'mbi** and **Mr. Mumbi** were requested to check with banks in Zambia for the best deal in opening a dollar account.

10.3 The treasurer (**Mr Waiswa**) was requested to communicate names of international and local auditing firms to the RALT Committee, from which the RALT auditor will be chosen.

10.4 The following were decided upon as signatories to the RALT charter:

- The Chair
- Rapporteur
- Treasurer

10.5 It was decided that RALT should effect regular communication by producing regular reports. The RALT Publicity Committee was given this responsibility.

**Act: Khadija Kabidi (Convener)**

10.6 The rapporteur was requested to maintain an updated mailing list for all members and circulate it to RALT Members.

**Act: Rapporteur**

10.7 **Mrs Aurelia Micko** briefed the meeting on her new engagement since the last RALT meeting and pointed out that she is now working for the USAID. She stated that she would continue to be an active member of RALT. She urged the meeting to be on the lookout for opportunities of new services to society through RANET, especially in the field of adaptation to climate change.

10.8 **Mr. Bryan Hodge** briefed the meeting on the RANET activities in the Pacific and pointed out that RANET was well established and operational in the collection of data from remote areas for use by regional centers via an overlap of satellite, HF, VHF and other affordable and durable communications technologies. He said that he would cover details in the RANET workshop that was to follow the RALT meeting.

## 11. RALT Membership

The following were nominated and seconded into the following positions of membership:

*Chair*

Mr. R. Mumbi

*Vice Chair*

Mr. Ali Abani

*Secretary*

Mr. Chouaibou Gueye

*Vice Secretary*

Madame Khadija Kabidi

*Treasurer*

Mr. Milton Waiswa

*Vice Treasurer*

Ms. Rosemary Mchihiyo

*Advisers*

Mr. M. S. Boulahya  
Mr. Kelly Sponberg  
Mrs. Aurelia Micko  
Mr. Samuel Muchemi  
Mr. Bryn Hodge

*Other Members*

The meeting recalled that the following were also RALT Members:

Mr. Diallo Boubacar Madina - Guinea-Conakry  
Mr. Koite – Mali  
Mr. Michel Legand Saah - Cameroon

**12. Closing**

The Chair, **Mr. Mumbi** thanked all the meeting attendants and urged them to continue with the good work of implementing RANET in their own countries. He also asked those who had been requested to perform specific tasks at the meeting to ensure that they play their part effectively. He thanked the Tanzania Meteorological Agency (TMA) for inviting the meeting to Arusha, and for being such good hosts. Lastly he thanked NOAA for their continued support to RANET-Africa and for their active participation in their activities.

The meeting closed.

**Meeting Agenda**

**Friday, 25 January 2008**

1. Opening Ceremony
2. Country Program Updates and Discussions
3. RANET Technical Update and Review - Kelly Sponberg
4. RANET & GCOS Technical Support and Monitoring Project (TSP) - Kelly Sponberg / Milton Waiswa
5. Discussion of Project / System Tracking and Reporting (Performance and Evaluation) - Kelly Sponberg
6. Integration of RANET with WMO Objectives - Samuel Muchemi
7. Discussion of Community Content / Information Needs

**Saturday, 26 January 2008**

8. Review of RALT Charter - R. Mumbi (Chair)
9. RALT Committees
10. Committees Reports to the RALT Plenary
11. Any Other Business and Recommendations
12. RALT Membership

**Closing**



## Appendix 2

### RALT Charter

#### **Part I: Pre-Amble**

The RANET Africa Leadership Team (hereafter called “RALT” or referred to as the “Body”) provides guidance and recommendations for the country and regional activities of RANET throughout Africa. The RALT serves as a coordination mechanism to develop consensus among all RANET countries within Africa and is the primary contact point for organizations and individuals external to the RANET Africa community.

#### **Part II: RALT Roles and Mission**

1. **Aim:** The aim of the Body is to rise to the challenge of empowering rural communities with vital development information by utilizing new and existing information and communication technologies.
2. **Mission:** The overall mission is to enhance the living standards of rural communities by way of their access to vital information on weather, climate, environment, agriculture, education, health, natural calamities and other vital developmental information needed in order to improve their well being.
3. **Approach:** RANET and the RALT are inherently embedded within the National Meteorological and Hydrological Services and related national and regional entities. As such the focus of the Body and individual RANET country programs is the dissemination of weather, climate, and related services. The approach of RANET and the RALT, however, is to build sustainable communication networks by entering a community-based dialogue that looks at local needs and capacities. To this end the subject interest of RANET and the RALT is beyond simply weather and climate, but all information that when provided to a community promotes sustainable communication systems as well as beneficial outcomes to the communities in which RANET works.
4. **Roles:**
  - a. Facilitate and develop RANET programs and activities throughout Africa.
  - b. Mobilize necessary resources for regional and country activities.
  - c. Serve as a focal point for regional and international partnerships and communication.
  - d. Provide training and facilitate exchanges of experience.
  - e. Oversee, monitor, and develop regional scale networks common to country programs.
  - f. Develop appropriate regional institutional infrastructure.
5. **Limitations:** Consistent with RANET norms, the RALT shall not work to support any religious or political agendas at either the local, national, or regional level. As a guidance body, the RALT is unable to direct or demand certain actions of country or regional RANET programs. RANET programs are defined by involvement and are self-declared, and as such cannot be specifically directed by the RALT.

### **Part III: Body Composition**

1. **Headquarters:** The registered office of the Body will be located in Zambia under the RANET Zambia program.
2. **Membership:** The RALT shall consist of 20 members at any given time. There are three member types. Up to 11 voting members may sit on the RALT. 4 non-voting members may also sit on the RALT. 5 advisors may also be appointed to the RALT.
  - a. *Voting Members:* Voting members of the RALT are to be selected by existing voting members. Members to the RALT serve in an individual capacity. Each voting individual is elected for a 4-year term and can serve a second 2 year term either consecutively or non-consecutively. Afterwards, voting membership must pass to a new individual. A voting member, who has served 6 years on the RALT, consecutive or non-consecutive, may only serve on the RALT as an advisor. New voting members are nominated by any existing RALT member with voting privileges, and newly nominated voting members are confirmed with a simple majority of existing voting RALT members. Voting members have full rights to discuss, propose, and vote on agenda items for the RALT.
  - b. *Non-Voting Members:* Non-voting members are selected and confirmed by a simple majority of existing voting members. Non-voting members may only serve a 4-year term. After which they must be confirmed as a voting member, become an advisor, or leave the RALT. Non-voting members can propose agenda items for RALT deliberation and speak during RALT meetings on any topic.
  - c. *Advisor Members:* Advisor terms are 1 year, and are therefore confirmed annually by a consensus minus one of voting members of the RALT present at any meeting of the RALT. There is no limit to the terms served by an advisor. Should the RALT fail to convene in a given year or otherwise review the membership of advisors, current advisors continue their role. While advisor terms are for one year, advisors may be removed from the RALT by a consensus minus one of all voting members present. Advisors do not have privileges to propose agenda items or vote.
  - d. *Special Administrator:* The Special Administrator is a non-voting member of the RALT who resides in the host country of the RALT. The Special Administrator works to manage the legal and financial aspects of the RALT in accordance with the host country. Should a voting member of the RALT exist, the Special Administrator need not be a separate position, but rather can be held by the voting member.

### **3. Executive Positions:**

All executive positions are elected from voting members. For each position there is also a vice position, which assists the primary executive and / or fills in for the executive when necessary.

Executive positions consist of the following:

- Chairperson
- Vice-Chairperson
- Secretary
- Vice-Secretary
- Treasurer
- Vice-Treasurer

*a. Chairperson*

- i. Confirmation: The Chairperson is confirmed at the end of each meeting of the RALT (physical or virtual) and remains until a new meeting is called. If the Chairperson does not call a meeting within any 12-month period, any voting member of the RALT may call a meeting to elect a new Chairperson.
- ii. Responsibilities:
  1. Call meetings of the RALT.
  2. Support and stimulate the participation of each Body member.
  3. Monitor and support RANET member countries and their programs.
  4. Liaise with the RALT members in bringing up any concerns about the activities, roles, and actions of the RALT.
  5. In conjunction with the Secretary, initiate and lead an annual evaluation of the RALT and RANET activities in Africa.
  6. Serve to promote the interests of the RALT based upon the consultation and general consensus of the Body.
  7. Build the RALT into a cohesive working team.
  8. Authorize and counter sign all financial transactions.
  9. Serves as a regional liaison to other regional teams and bodies of RANET.

*b. Secretary:*

- i. Confirmation: The Secretary is confirmed at the end of each meeting of the RALT (physical or virtual) and remains until a new meeting is called. If the Chairperson does not call a meeting within any 12-month period, any voting member of the RALT may call a meeting to elect a new Secretary.
- ii. Responsibilities:
  1. Serves as the Chief Executive Officer of the Body and shall be responsible for all records of the RALT, for taking of, or to arrange for the taking of minutes of all RALT meetings and their typing and distribution to RALT members within 14 working days of the Body meetings.
  2. Maintain a suitable and accessible filing system for maintaining RALT records.

*c. Treasurer:*

- i. Confirmation: The Treasurer is confirmed at the end of each meeting of the RALT (physical or virtual) and remains until a new meeting is called. If the Chairperson does not call a meeting within any 12-month period, any voting member of the RALT may call a meeting to elect a new Treasurer.
- ii. Responsibilities:
  1. Serves to manage RALT finances and transactions.
  2. Counter signs all financial and legal transactions.
  3. Works to mobilize resources for the RALT and RANET programs in Africa.

## **Part IV: Administration**

1. **Meetings:** The RALT may meet once annually, however more frequent meetings, discussions, and votes may be held virtually via teleconference, e-mail, or other. Any item, except the status of non-voting and voting members, can be discussed and voted upon in a virtual meeting.
2. **Meeting Procedures:**
  - a. *Quorum:* Seven voting members shall form a quorum at any meeting of the RALT.
  - b. *Presiding Officer:* The Chairperson shall call and preside at any meeting of the RALT. In the absence of the Chairperson, the Vice Chairperson will serve as the Chairperson for the meeting.
  - c. *Statements and Votes:* Any voting or non-voting member may call for a vote. Votes are required for membership and to develop statements. The RALT exists to provide advice to and develop consensus within the African region for RANET. Therefore, all statements are to provide guidance and opinions to the country program managers and/or to inform external partners and organizations. Statements of the RALT must be confirmed by 7 voting members or a consensus of the quorum.
  - d. *Validity:* The proceeding of the RALT will be considered valid, despite the absence of members, as long as a quorum is met.
  - e. *Agenda:* At any meeting the presiding officer may use discretion as to what topics are discussed and items voted upon, however any request for a vote of membership or executive positions must be entertained.
  - f. *Declaration of Interest:* Any person present at a meeting of the RALT or any committees of the Body must declare any personal financial or other interests of his/herself and that of immediate family members, which might be germane to a topic of consideration or discussion. Such declarations will be recorded in the minutes.
3. **Working Groups and Committees:** The RALT may establish working groups or committees to further pursue specific tasks or issues. Such working groups and committees are established by a simple majority vote of voting-members at any RALT meeting. Committees must possess at least one voting member. Members to the working groups and committees are volunteers. The Chairperson or other presiding member of the RALT appoints a lead for each Working Group and Committee from the volunteers.
4. **Financial Accounting and Reporting:** On a quarterly basis, the Treasurer and Chair will report with documentation to the RALT the finances of the Body, as well as financial transactions which have occurred in the previous two quarters. On an annual basis, Treasurer shall seek third-party auditors to examine and report to the RALT the finances of the Body.

5. **Financial Actions:** a) There will be four signatories under the following categories.
- b) Chairman and Treasurer will be Principal signatories.  
Vice Chairman and Vice Treasurer will be Ordinary signatories.
- c) Financial actions will require at least two of the four signatories under the following two options:  
Option 1) 2 Principal signatories or,  
Option 2: One Principal and one Ordinary signatory.
6. **Alteration of the Charter:** Any amendment to the RALT Charter requires full consensus of voting members.
7. **Dissolution:**
- a. The RALT may be dissolved when the causes warranting its dissolution have been identified and established through a full consensus minus one vote.
  - b. The Director-General of ACMAD shall administer the assets and liabilities of the RALT following dissolution unless the RALT, prior to dissolution, shall set up an alternative plan and administrator.

### **Charter Signatories**

MR. RIEDNER GIBSON MUMBI, Chairperson

MR. ABANI AHMED ALI, Vice Chairperson

MR. CHOUAIBOU GUEYE, Secretary

MR. MILTON MICHAEL WAISWA, Treasurer.



### Appendix 3

#### Resolution: **RALT 1 – 2008**

The RANET-Africa Leadership Team (RALT) meeting in Arusha Tanzania from 25 to 26 January 2008,

**Considering:**

Recommendation 10.2 in the Report of the Third RALT meeting (25-26 January 2008, Arusha, Tanzania)

**Noting:**

The need to maintain a high level of management of RALT resources;

**Decides:**

To open bank accounts as appropriate.

**Resolution:**

Be it now resolved that the under mentioned be the signatories to all accounts and any two will sign at a time.

<b>Name</b>	<b>Title</b>
Raidner Mumbi (Principal signatory)	Chair
Ali Abani	Vice Chair
Milton Waiswa (Principal signatory)	Treasurer
Rosemary Mchihyo	Vice Treasurer

Dated this .....day .....2008

Raidner Mumbi (Chair) .....

Milton Waiswa (Treasurer) .....

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