

**20TH OSIEA REGIONAL BOARD MEETING**

**SOUTHERN SUN HOTEL, Dar es Salaam, TANZANIA**

**Saturday 19th March 2016 – Sunday 20th March 2016**

**AGENDA**

| **Time** | **Activity** | |
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| **DAY 1: SATURDAY 19TH MARCH 2016** | | |
| **09:00am – 09:05am** | **Opening and welcome remarks**  (Chris Maina Peter, board chair) | |
| **09:05am – 09:50am** | **Director’s update**   * *Human resources matters* * *OSIEA’s communication initiative* * *OSIEA’s legal restructuring* * *Board capacity building* * *Strategy updates:*    + *Uganda updates*   + *Burundi updates*   + *South Sudan updates*   + *Rwanda updates*   + *Women’s rights paper*   (Mburu Gitu, executive director) | |
| **09:50am – 10:50am** | **Finance & administrative director’s update**  *In this session, OSIEA’s 2015 spending (grants and operational expenses) will be analyzed and discussed with a view to understanding the organization’s finances in order to ensure accountability and discuss best practices.*  (Caroline Kariuki, finance & administrative director) | |
| ***10:50am – 11:05am*** | ***Health break*** | |
| **11:05am – 01:05pm** | **2017-20 strategy review and approval**   * *Presentation (Mburu Gitu, executive director)*   + *Context setting*   + *Major headings*   + *Key dates, including deadlines for submission*   + *What OSIEA will look like in the new strategy*   + *2017 budget and work plan* * *Discussion* * *Way forward*   (Chris Maina Peter, board chair) | |
| ***01:05pm – 02:10pm*** | ***Lunch break*** | |
| **02:10pm – 03:40pm** | **Learning session on Tanzania’s 2015 elections**  (Agnes Hanti, Tanzania program officer) | |
| ***03:40pm – 04:00pm*** | ***Health break*** | |
| **04:00pm – 06:00pm** | **Portfolio review: Tanzania’s 2015 elections**  Moderator: Mugambi Kiai, senior advisor to the director | |
| **04:00pm – 04:05pm** | **Introduction**   * *Aims of the portfolio review*   (Agnes Hanti, Tanzania program officer) |
| **04:05pm – 04:20pm** | **Presentation of the portfolio review**   * *Reasons for this particular portfolio review* * *Presentation of main headings with brief details under each* * *Reflection questions for discussion*   (Agnes Hanti, Tanzania program officer) |
| **04:20pm – 04:35pm** | **Response by lead discussant**   * *Critical reflection and questions arising from the portfolio based on the presentation and the portfolio review document*   (Chris Maina Peter, board chair) |
| **04:35pm – 05:45pm** | **Open discussion and Q&A**   * *Focus on results of past work and emerging developments/trends in the field*   (Mugambi Kiai, senior advisor to the director) |
| **05:45pm – 06:00pm** | **Summary**   * *Key insights from the discussion* * *Areas that will need further information and decisions* * *Ideas to refine/redesign the portfolio/strategy* * *Follow up on the portfolio in the coming months*   (Agnes Hanti, Tanzania program officer) |
| ***07:00pm – late*** | ***Group dinner at*** [***Akemi Revolving Restaurant***](http://akemidining.com/) | |

| **Time** | **Activity** |
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| **DAY 2: SUNDAY 20TH MARCH 2016** | |
| **09:00am – 09:45am** | **Reopening remarks and recap of Saturday’s agenda**  (Chris Maina Peter, board chair) |
| **09:45am – 10:00am** | **Confirmation of November 2015 board minutes**  (Chris Maina Peter, board chair) |
| **10:00am – 10:30am** | **Matters arising from November 2015 board minutes**   * *Reviewing OSIEA’s grant review processes* * *Improving board member’s access to KARL* * *Final approval of the board’s revised thoughtful grant making memo* * *A look at OSF’s conflict of interest policy* * *How OSIEA can address unpredictable inflation rates in South Sudan* * *A look at OSF’s current budget template* * *An update on the outcomes of OSIEA’s programmatic assessments in the Great Lakes and Horn of Africa regions* * *Recruitment of new board members in 2016*   (Chris Maina Peter, board chair) |
| ***10:30am – 10:50am*** | ***Health break*** |
| **10:50am – 11:50am** | **Grant discussions and approvals**  (Chris Maina Peter, board chair) |
| **11:50am – 12:20pm** | **AOB**  (Chris Maina Peter, board chair) |
| **12:20pm – 12:35pm** | **Vote of thanks and adjournment**  (Chris Maina Peter, board chair) |
| ***12:35pm onwards*** | ***Lunch and departures*** |