



**THE DRAFT MINUTES OF THE VIRTUAL 46<sup>TH</sup> MEETING OF THE EXECUTIVE COMMITTEE OF THE AFRICAN FORUM FOR UTILITY REGULATORS (AFUR), HELD ON 28<sup>TH</sup> APRIL 2021.**

**ITEM 1  
WELCOME AND APOLOGIES**

- 1.1 The 46<sup>th</sup> Meeting of the Executive Committee (ExCo) was held on the 28<sup>th</sup> April 2021. This was a virtual meeting. The following is an account of the minutes of the meeting proceedings. The AFUR Chairman, Mr. Stan Chioko, MERA, asked the Vice Chairman to chair the meeting as his internet signal was not stable. Dr Honoré Demenou Tapamo, ARSEL, Cameroon, introduced himself and declared the meeting open.
- 1.2 The Executive Secretary, Mrs. Debbie Roets confirmed that the quorum had been reached and the meeting, having been duly convened in accordance with the constitution, was therefore ready to proceed with the business of the day.
- 1.3 The Vice Chairperson welcomed all the members present. The zoom meeting was recorded.
- 1.4 **Members present online:**
- |                             |          |               |                  |
|-----------------------------|----------|---------------|------------------|
| Mr. Stan Ishmael Chioko     | MERA     | Malawi        | Chairperson      |
| Dr. Honoré Demenou Tapamo   | ARSEL    | Cameroon      | Vice Chairperson |
| Mr. Shalman Etutu           | ARSEL    | Cameroon      | Member           |
| Adv Motlatsi Ramafole       | LEWA     | Lesotho       | Member           |
| Mr. Monti Ntlopo            | LEWA     | Lesotho       | Member           |
| Mr. Paseka Khetsi           | LEWA     | Lesotho       | Member           |
| Mr. Francois Robinson       | ECB      | Namibia       | Member           |
| Mr. Francis AKA             | ANARE-CI | Cote d'Ivoire | Member           |
| Mr. Felix Epole             | ARMP     | Cameroon      | Member           |
| Mr. Stephane Djabang Kingue | HCPF     | Cameroon      | Member           |
| Mrs. Fiona Harrison         | NERSA    | South Africa  | Member           |
| Ms. Crystal Gradwell        | NERSA    | South Africa  | Member           |
| Mr. John Ntende             | ERA      | Uganda        | Member           |
| Mr. Julius Wandera          | ERA      | Uganda        | Member           |
- 1.5 **Others Present:**
- AFUR Secretariat:**
- |                     |      |              |                     |
|---------------------|------|--------------|---------------------|
| Mrs. Debbie Roets   | AFUR | South Africa | Executive Secretary |
| Mr. James Manda     | AFUR | South Africa | Technical Manager   |
| Mr. Moses Kadenge   | AFUR | South Africa | IT Specialist       |
| Mr Samuel S. Bunnya | AFUR | South Africa | Project Coordinator |
- 1.6 **Apologies:**
- |                        |       |              |        |
|------------------------|-------|--------------|--------|
| Mrs. Nomalanga Sithole | NERSA | South Africa | Member |
| Mr. Antou Gueye SAMBA  | CRSE  | Senegal      | Member |

<b>ITEM 2 ADOPTION OF THE DRAFT AGENDA</b>			
2.1	The Executive Secretary presented the Draft Agenda to the 46 <sup>th</sup> Executive Committee Meeting and the members were invited to consider fourteen (14) items of the agenda (2_AFUR_46 <sup>th</sup> ExCo_DraftAgenda_doc1_28042021)	The Draft Agenda of the 46 <sup>th</sup> Executive Committee Meeting was adopted by, Mr. Stan Ishmael Chioko MERA, Malawi;  Seconded by Mrs. Fiona Harrison, NERSA, South Africa (2_AFUR_46 <sup>th</sup> ExCo_DraftAgenda_doc1_28042021)	Chairperson
<b>ITEM 3 ADOPTION OF THE DRAFT MINUTES OF THE 45<sup>TH</sup> EXECUTIVE COMMITTEE MEETING HELD ON 15<sup>TH</sup> DECEMBER, 2020</b>			
3.1	The minutes of the 45 <sup>th</sup> ExCo (3_AFUR_45 <sup>th</sup> ExCo_DraftMinutes44thExCo_doc2_15122020) held on 15 <sup>th</sup> December 2020, virtually, were presented to the meeting. The minutes were circulated to the executive members on the 7 <sup>th</sup> December for comments and corrections.	The minutes of the 45 <sup>th</sup> ExCo were moved for adoption by Mr Felix Epole, ARMP, Cameroon. The minutes of the 45 <sup>th</sup> ExCo were approved by the meeting after taking the corrections on items 9 and 12 into consideration.  Seconded by Mrs. Fiona Harrison, NERSA, South Africa	Secretariat
3.2	The minutes were approved as a true record of the proceedings subject to the following corrections:		
3.3	The numbering for item number 12 and the spelling of “waste” needs to be corrected.		
<b>ITEM 4 MATTERS ARISING FROM PREVIOUS MINUTES</b>			
	The responses to matters arising from the previous minutes are prepared separately and presented as a separate item. The Matters Arising from the Previous Minutes were moved for adoption by LEWA, Lesotho Seconded by Mr Francois Robinson, ECB, Namibia		
<b>ITEM 5 THE SECRETARIAT'S REPORT</b>			
5.1	The Executive Secretary presented the Secretariat's Report as per document (5_AFUR_46 <sup>th</sup> ExCo_SecretariatReport_doc4_28042021) to the meeting.	The Secretariat's Report (5_AFUR_46 <sup>th</sup> ExCo_SecretariatReport_doc4_28042021) was moved for adoption by Mr. Daniel Kiptoo, EPRA, Kenya	Exécutive Secretary
5.2	Mr. Samuel S. Bunnya and Mr. Moses Munyaradzi of AFUR along with Mr. Shalman Etutu, ARSEL, will look at the forum and marketing side of the AFUR website.	Seconded by Mr Felix Epole, ARMP, Cameroon	

5.3	It was resolved that the road map for the Regulatory Guidelines for Climate Change: Mitigation and Adaption Measures in Water & Sanitation and Energy, developed by AFUR together with Mr Van Sanders from the Netherlands will be shared with the ExCo members before it is put up on the website.		
5.4	Dr. Honoré Demenou Tapamo, ARSEL Cameroon, encouraged all their members to finalise the fees' structure		
5.5	Mrs. Fiona Harrison, NERSA, South Africa pointed out that membership payments for 2021 have not yet been made. The requests have not yet been made. A decision for NERSA will depend on the finality on the membership methodology for 2021		
5.6	Mr. Felix Epole, ARMP, Cameroon suggested that members not defined as either Water & Sanitation, Transport or Energy, they should be considered for deliberations on the Technical Committees for expressing different views that are cross-sectoral. This suggestion was made into a recommendation by the chair of the meeting.		
<b>ITEM 6 MANAGEMENT REPORT FOR MONTH ENDED 31<sup>ST</sup> MARCH 2021</b>			
6.1	The Executive Secretary presented the Management Report for the period ending 31 <sup>st</sup> March 2021, stating that the quarter has a surplus because of higher incomes compared to the expenses.	The Management Report (6_AFUR_46 <sup>th</sup> ExCo _FinancialReport_doc5_28042021) was moved for adoption by Mrs. Fiona Harrison, NERSA, South Africa  Seconded by Mr. Julius Wandera, ERA, Uganda.	Executive Secretary

**ITEM 7  
FEEDBACK BY THE CHAIRS OF THE AD-HOC COMMITTEES**

7.1	The Chairman of the Ad-Hoc committee on the Strategic Plan, Dr Honoré Demenou Tapamo gave a brief summary of the work completed on the Strategic Plan. The questionnaire that was shared has not been answered by everyone and has created a bit of a problem. It was proposed that instead of email questionnaires, WhatsApp be used for the conversations.	The Committee took note.	
7.2	It was suggested that whenever new documents are uploaded on the site, notifications should be sent to members.		

**ITEM 8  
FEEDBACK BY TECHNICAL MANAGER ON STATUS OF SECTORAL COMMITTEES AND PROJECTS**

8.1	The Technical Manager gave feedback to the meeting on the activities of the Sectoral Committees and Projects that are underway.	The Committee took note.	
8.2	The TM highlighted that the TEA funded Mainstreaming Mini-grid Tariffs and Methodologies has started. He explained its main objectives and the progress it has made so far.		
8.3	The TM stated that AFUR was working very closely with CIGRE to develop a road map for the Regulatory Guidelines for Climate Change: Mitigation and Adaption Measures in Water & Sanitation and Energy		
8.4	The TM mentioned that many projects have been affected by the COVID 19 pandemic.		
8.5	The TM highlighted that there is an upstream Petroleum project with involvement from officials from EPRA.		
8.6	The transport sector has seen the involvement of a new regulator from Ivory Coast		

**ITEM 9  
EIGHTEENTH (18<sup>TH</sup>) AFUR ANNUAL CONFERENCE**

9.1	The ES gave feedback on the progress of the 18 <sup>th</sup> Conference slated for the first week of December.	The Executive Committee took note	Executive Secretary
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9.2	The ES mentioned that a number of topics have been shared by the members of the Secretariat. She wondered if there should be a cross-cutting theme or a combination of the themes shared.		
9.3	The ES suggested that the 18 <sup>th</sup> Conference should also be a virtual conference just like the 17 <sup>th</sup> .		
9.4	LEWA suggested that the themes pointed out should be combined.		
9.5	LEWA also suggested into looking into a physical Conference as well as a virtual one, which can be adopted if by the end of October COVID 19 has still created a problem		
9.6	The ES was asked to look at the themes and share three combined themes within the next couple of weeks		
9.7	The ES pointed out that for any physical conference, there would be a need for 6 months' time of preparation. A suggestion was made at looking at possible hosts including the secretariat with the budget of different entities taken under consideration.		
9.8	Another suggestion was raised that the 18 <sup>th</sup> conference should be a virtual event with an aim for the 19 <sup>th</sup> conference being physical. This was on account of all the factors mentioned in 9.7		
<b>ITEM 10 ANY OTHER BUSINESS</b>			
10.1	The ES suggested the use of the WhatsApp group for communication. This is to supplement the traditional modes of communication like email and telephone calls. A letter to members requesting for this and focal persons will be shared.		
<b>ITEM 11 DATE OF NEXT MEETING AND CLOSURE</b>			
11.1	The ES communicated the date of the next meeting to be the 24 <sup>th</sup> August, 2021.	The meeting was closed by the Chairperson on 5 <sup>th</sup> May 2021	

11.2	It was suggested that the meeting time be moved to 3PM SAST. The length of the meetings should be 2 hours and a minimum of 1 hour and 30 minutes.		
11.3	With no further business to discuss the Chairman thanked everyone for their participation and closed the meeting.		

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**THE EXECUTIVE SECRETARY**

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**THE CHAIRPERSON**