

REPUBLIC OF RWANDA



MINISTRY OF NATURAL RESOURCES
P.O. BOX 3502, KIGALI

Terms of Reference of the MINIRENA Senior Management Meeting

The Senior Management Meeting (SMM) of the Ministry of Natural Resources (MINIRENA) is a forum in which senior officials from the Ministry and its Agencies, meet to discuss planning, implementation and coordination of activities under Environment and Natural Resources (ENR) Sector.

These terms of reference clarify the goals and objectives of the MINIRENA SMM, its membership, operating functions, and the roles and responsibilities of its members.

1. Membership.

MINIRENA SMM is made up of the following members:

- Hon. Minister of Natural Resources
- Permanent Secretary
- Advisor to the Minister
- Director Generals and Deputy Director Generals of Agencies under MINIRENA
- Directors in the Ministry,
- Another member invited by SMM concerned by one or more item on the agenda

2. Goal of the SMM

The overall goal of the SMM is to ensure the sound management of Rwanda's environment and the sustainable use of its natural resources and monitoring the progress of implementation of all programs.

3. General objectives

The MINIRENA SMM has the following objectives in support of this goal:

- Guide the successful implementation of the Sector Strategic Plan (SSP) and ensure its contribution to the EDPRS, including projects executed under the Ministry;
- Ensure that the contribution of environment to Rwanda's development is understood fully at all relevant levels.
- To support the implementation of the ENR SSP, "unpacking" the Plan into thematic areas linked to each of its five outcome areas;
- Evaluating and monitoring the implementation of the Sector Strategic Plan for the ENR sector;

4. Specific objectives

- Monitoring the implementation of Ministry annual action plan
- After two weeks the line institutions report on the achievements against the planned activities of the projects and the meeting advise accordingly;

- Financial Resources Management
- Procurement Management
- Follow up of specific earmarked transfers.

5. Timing of SMM

The SMM is convened every two weeks on Monday from 8:30 except where there is a conflict with another program, in which case it will be deferred to another day.

6. Invitation

The SMM is invited by the Permanent Secretary of the Ministry via SMM yahoo group or any other communication means.

7. Agenda

The Agenda of the SMM is comprised of (i) Minutes of the previous meeting; (ii) Matters arising from the previous meeting; (iii) Regular Business Items; (iv) New Business Items and (v) Any Other Business. The Regular Business Items, include progress reports for the ENR sub-sectors (Lands, Environment and Climate change, Forestry, Mining, and Water Resources Management), and the status of Budget Execution. New Business Items are proposed by Permanent Secretary, upon consultation with the Minister and Heads of Institution. The agenda is adopted by members of SMM, with any member of SMM entitled to propose an AOB item.

8. Roles and Responsibilities of SMM Members

8.1. Chair of the SMM

The SMM is chaired by Hon. Minister of Natural Resources or the Permanent Secretary in the absence of the Minister.

8.2. Roles of the Members

- The DGs and DDGs present the progress reports for their respective sub-sectors, under the Regular Business Items.
- The financial report is presented by the Director of Administration and Finance
- Members can, propose a major item for the new business items, a week before the SMM, but can also propose an AOB at the beginning of the SMM.

8.3 Reporting

The SMM minutes are drafted by Advisor to the Minister and the Director of Planning, Monitoring and Evaluation and signed by Hon. Minister and Permanent Secretary after their approval by SMM member.

Date... 03/11/2008



 Caroline KAYONGA
 Permanent Secretary