

MINUTES OF THE 2021 SAMEA AGM

Date: Thursday, 21 October 2021
Time: 12:35 – 14:00
Minutes by: SAMEA secretariat
 Meeting conducted virtually (via Zoom) due to the pandemic

DELIBERATIONS	ACTIONS
1. Purpose of the Meeting	South African Monitoring & Evaluation Association’s Annual General Meeting for 2021
2. In Attendance	<ol style="list-style-type: none"> 1. Mokgophana Ramasobana (Chair) 2. Cara Hartley (Deputy Chair) 3. Ayanda Mtanyana (Treasurer) 4. Babette Rabie (Board Member) 5. Eleanor Hazell (Board Member) 6. Ian Goldman (Board Member) 7. Kemedi Kgaphola (Board Member) 8. Takunda Chirau (Board Member) 9. Tikwiza Silubonde (Board Member) 10. Moses Mashingaidze (Board Member) 11. Molupe Matsumunyane (Board Member) 12. Ruth Mojalefa (Board Member) 13. Dena Lomofsky 14. Gordon Freer 15. Herman Meyer 16. Jennifer Bisgard 17. Jennifer Norins 18. Lauren Wildschut 19. Matuku Mphahlehle 20. Margaret Roper 21. Nompumelelo Mrubata 22. Tumiso Chepape 23. Yeukai Tizora 24. Bheki Mamba 25. Marla Naidoo 26. Elnari Potgieter

<p>3. Welcome & Apologies</p>	<p>At 12:35 the SAMEA Chair opened the Annual General Meeting by extending a warm welcome to all members who attended the virtual 2021 AGM.</p> <p><u>Apologies:</u> Desiree Jason (Board member)</p>
<p>4. Review & Adoption of 2020 Minutes and 2021 Agenda</p>	<p>Minutes of the 2020 AGM were reviewed for corrections. Jennifer Bisgard proposed for the adoption of the 2020 AGM minutes and was seconded by Margaret Roper.</p> <p>The 2021 AGM agenda was approved without objection.</p>
<p>5. Chairperson's Report</p>	<p>SAMEA Chair shared the names of the 2020-2021 SAMEA Board of Directors before setting the scene of the various changes taking place globally and in South Africa.</p> <p>Global lens</p> <ul style="list-style-type: none"> • Developed and developing worlds • Crises -global warming, COVID -19 pandemic, widening wealth disparities and exclusions • Thriving Capitalism -seen through fight for military and economic dominance, unequal quality and distribution of vaccines. <p>South Africa</p> <ul style="list-style-type: none"> • Widening inequality, unemployment and poverty scales (haves and have nots) • Decrease in public trust (corruption, political sloganeering, racial tensions etc) • A bleeding fiscus • High demand for service delivery • Professionalizing the public service (meritocracy, depoliticization, etc) <p>SAMEA Chair continued with the Vision and Mission statements and the Values required to lead effectively and efficiently.</p> <p>Vision Monitoring and evaluation are widely recognised in South Africa as a profession and discipline essential to development, and practiced and used in a manner that adds significant value to effective, sustainable development in South Africa.</p> <p>Mission</p>

SAMEA will cultivate a vibrant community that supports, guides and strengthens the development of monitoring and evaluation in South Africa as an important discipline, profession and instrument for empowerment and accountability.

Values

1. Integrity

To act ethically, honestly, in good faith and best interest of the organisation.

2. Competence

To make informed decisions based on evidence, knowledge and skill, due care and diligence.

3. Responsibility

To take collective responsibility to provide strategic direction and manage the implementation of programmes.

4. Accountability

To be answerable for the execution of their responsibility to the Board and membership.

5. Fairness

To take a fair and inclusive approach to address issues of equity and social justice, consciously act against any form of social prejudice and discrimination.

6. Transparency

To be open and transparent in exercising their duties.

The above Values were drawn and adapted from: *“Principle 1: Governing Body should lead ethically and effectively” in the King IV Code of Corporate Governance (2016)*

Draft SAMEA Theory of Change

This was developed in consultation with legacy board members, stakeholders and SAMEA members. This is a draft document which is open for suggestions and ideas from members.

Wider impact of M&E that SAMEA strives to achieve is:

- Sustainable and equitable development creating positive futures.

SAMEA’s impact as an organisation:

- (South) African M&E theory and practice is recognised and influences international practice;
- M&E influencing theory and practice of sustainable and equitable development in South Africa.

Medium term outcomes:

- Improved M&E practice

- Improved M&E culture for responsive learning and adaptive management
- M&E more systematised as standard part of programme management
- SA M&E experience being sought in teaching, research and practice
- M&E recognised by government and civil society as an important discipline, profession and instrument.

Short term outcomes:

- Ongoing growth in capacity and professionalism to practice M&E and use M&E evidence
- Effective partnerships among diverse groups support M&E work
- Increased awareness of and demand for M&E as a discipline and the products of M&E evidence
- Diverse group of M&E practitioners (EEs)
- Relevant methodologies and models are provided for
- The agenda for future M&E research responds to needs in the continent.

Governance, Finance and Administration Portfolio

(Board members: Cara Hartley (Lead), Ayanda Mtanyana & Mokgophana Ramasobana)

- **Growing capacity of the secretariat:** Appointment of a new SAMEA Coordinator and Emerging Evaluators Programme coordinator
- **Strategic focus on partnerships:** New partnerships with the NSG, UN agencies (UNICEF, WFP, UNFPA, FAO, ILO, etc) and exciting developments with several others (ZENEX, DPME, CLEAR-AA, NASCEE, JET, NSG, etc).
- Participated in the **Public Service Dialogue** focusing on performance management organized by **DPSA, & Unisa M&E Policy Launch**
- **Building continuity of resourcing:** Implementing two major non-Conference projects in financial partnership with others: Our **EE programme** and the **Evaluation Hackathon**.
- **Strengthening our expression of strategic intent:**
 - Strategic Plan
 - Development of a SAMEA Theory of Change
 - Intentional about partners full participation during our strategic Planning session
- **Ensuring a continuity of well-equipped Board members:** Improving on induction and encouraging members to run for board elections.

Membership Services, Advocacy and Communication Portfolio

(Board members: Eleanor Hazell (Lead), Kemedi Kgaphola, Ian Goldman)

- Commencing a comprehensive **SAMEA Review** (offerings, membership services & communication) which will inform a review of SAMEA's offerings & Membership options;
- **Membership** is steady at (+/- 450-500 despite 2021 being a non-Conference year); Growth in the number of institutional members.
- **Communications:** 2x SAMEA newsletters in 2021 (another one planned for October); enhanced Twitter presence
Website updates: Emerging Evaluator and Evaluation Hackathon pages;
- **Advocacy with government:** development of a concept note with root cause analysis and identification of practical ways forward, which informed SAMEA's work in 2021 in a cross-cutting manner. Involvement of DPME, DSD, DBE and Presidential Climate Change Commission in various teams in the Evaluation Hackathon.
- **Regional chapters:** Collaboration with the KZN MEL network: will be launched as a SAMEA regional network.

Membership statistics as at 19 October 2021 are as follows:

- Individual Members 289
- Institutional Members 116
- Student Members 86

Total: 491 SAMEA members

SAMEA's current institutional members are:

1. Department of Planning, Monitoring and Evaluation (DPME)
2. UNICEF
3. CLEAR-AA
4. World Food Programme
5. Civilian Secretariat for Police Service
6. Department of Social Development (National)
7. Ikhala Technical and Vocational Education and Training College
8. USAID
9. Data Innovators
10. National Lotteries Commission
11. JET Education Services
12. Gauteng Provincial Legislature
13. South African Police Services
14. Department of Women, Youth and People with Disabilities

Co-creation Portfolio

Board members: Ian Goldman (Lead), Eleanor Hazell, Takunda Chirau

- This is a **new portfolio** seeking to apply co-creation in SAMEA's work, and through specific co-creation activities.
- The priority this year is the **Evaluation Hackathon** which will run from 8-22 October and is actually currently live (during the AGM). There are more than 100 participants, from CSOs, gov, EEs
- **Partners:** UNICEF, NACSEE, DPME, JET Education Services
- **8 teams, 8 topics in 4 themes** namely:
 - *Addressing systemic crises facing SA (developing criteria and guidelines for environmental sustainability, equity)*
 - *M&E during times of crisis (virtual M&E, rapid evaluations)*
 - *Developing approaches to M&E rooted in African knowledge systems (underlying concepts; case studies)*
 - *Other practical applications of M&E Development of an Evaluation Evidence Map*
- Products will be developed in the Evaluation Hackathon and then refined afterwards, seek to build on this and apply them in 2022

Emerging Evaluators Portfolio

(Board members: Kemedi Kgaphola (Lead), Tikwiza Silubonde)

- Outreach to Emerging Evaluators (EEs):
Presentations delivered to 7 Universities namely: University of Pretoria, WITS, University of Johannesburg, Rhodes, Nelson Mandela University, and Stellenbosch University from February to August 2021
- Partnerships/Internship Programme:
SAMEA and DPME EE collaboration ongoing;
SAMEA partnership with WFP, UNICEF, CLEAR-AA started in June 2021
- Mentorship/Internship Programme:
EE Programme Launch June 2021;
EE Programme Coordinator recruited in August 2021
- Facilitate EE networks/increase participation of EEs in platforms:
Through the ZENEX sponsorship, SAMEA sponsored over 30 EEs to attend the 2021 Workshops in June 2021;

EE participation in youth workshop organised by the Department of Women, Youth and Persons with Disabilities in July 2021

Webinars Portfolio

(Board members: Tikwiza Silubonde (Lead), Kemedi Kgaphola)

Three webinars were delivered this year from July to September namely:

- Rapid Assessment on the impact of COVID-19 on grade 12 learners receiving social protection intervention by Nompumelelo Nzimande & Prof Hanwelani Magidimisha-Chipungu
- 88 registrations and 22 attendees
- Technological Innovation in a Changing World: Rethinking Evaluation in Africa by Dr Kobena Hanson (African Development Bank)
- 73 registrations
- Exploring the impact of the global pandemic on evaluation designs by Liezel de Waal (M&Esure Research and Evaluation)
27 attendees

Capacity Building Workshops Portfolio

(Desiree Jason, Cara Hartley, Babette Rabie, Tikwiza Silubonde, Ayanda Mtanyana)

- Considering the pandemic, the board decided to host the 2021 Capacity Building Workshops via an **online platform**
- **Purpose of the workshops** is to enhance the knowledge, skills, capabilities of M&E practitioners and emerging evaluators; professionalization of M&E practice; strengthen M&E development and the community of practice;
- **Theme:** Monitoring and Evaluation in the Context of Global Crises
- Workshops were informed by a **Training Needs Analysis exercise**
- Event was successful with **13** facilitators with diverse knowledge and skills hosting **13** sessions; in attendance were **53** registered SAMEA members, **37** non SAMEA, **92** EEs (incl students) who received scholarships. EEs received **data** to the value R229 /person

- **Key output** produced a 2021 Online Capacity Building Workshops Analysis Report

Research, Learning & Partnerships portfolio

(Board members: Babette Rabie, Eleanor Hazell, Ian Goldman)

- 2021 Strategic plan: interest in a **shared M&E research agenda**
- **Evidence map** to identify M&E research gaps later identified as a precursor to the M&E research agenda.
- **NRF** funding proposal submitted for three components: (**Not awarded**)
- Component 1: Collaborative design of an M&E Evidence map (see Hackathon)
- Component 2: Encourage M&E scholars to focus research on priority areas through NRF bursaries.
- Component 3: Databases of evaluations on the SAMEA website (in progress).
- **October Hackathon** includes M&E evidence map as topic. Key priorities of the Hackathon team:
 - Identify *parameters* of the evidence map, *classify studies* in an existing database on these parameters, *propose a way forward* to continue work on the M&E evidence map.
- **DPME** indicated interest in collaboration on an M&E evidence map from 2022 onwards (and in **hackathon**).

Lessons learnt

- In January, the Board set out **ambitious goals** for not just **1 but 3 years**.
- We have **levelled up** in terms of the **strategic & innovative work** within the M&E sector and have **made good progress**.
- The work has **definitely stretched** our capacity (a recurring theme across our mid-term reflection sessions). Both board members & secretariat capacity was **and continues to be tested**.
- The **decision to postpone the conference** provided space to pursue other initiatives with partners –this has paid off in terms of a more **diverse funding base and larger range of initiatives** implemented this year.
- A larger secretariat & portfolio of work requires a stronger **institutional foundation** –organisational policies can no longer be ad hoc and require investment.

- We also recognised the need to invest in expectation management, clear and open communication, maintaining a collegial atmosphere and **frank conversations about challenges**.
- **Institutional memory** is being rebuilt and we need to prioritise Knowledge Management to safeguard this.

AGM'S noting

- Expand the EXCO by creating an Operations portfolio –setting up internal systems (financial and operational policies)
- Co-opting additional board members based on their skills sets or strategic partnerships
- Setting up additional committees comprising of the wider SAMEA members
- Pipeline of the future Board members AND augers well towards the sustainability of the board

Q&A from members:

1. Southern Africa representative for the next AfrEA board (Jennifer Bisgard)

Call for AfrEA nominations is open. The current southern African rep who is from Madagascar is not very active. SAMEA's board needs to think about how we want to be represented at AfrEA; how our M&E agenda for professionalisation, Theory of Change, Competency Framework, etc is carried through to the rest of the continent. The SAMEA board needs to consider who will stand in so all of our voices are heard.

Ian Goldman who was nominated by the SAMEA board to be the link between AfrEA and SAMEA announced that there was an initial discussion with Candice Morkel about the AfrEA nominations. The board agreed to convene a meeting with small, select group which will include Jennifer Bisgard before inviting the other southern African members. Since the AfrEA conference was delayed to mid Nov, Ian Goldman to schedule a meeting in the upcoming week.

2. What is the strategic initiative to take the draft evaluation competencies forward? (Lauren Wildschut)

SAMEA has tailored the Emerging Evaluator programme to address the core competencies in this framework; SAMEA has also in gLOCAL to talk about this. It should be noted that beyond using it as a framework, SAMEA hopes to develop a

	<p>road map on how to institutionalise the Competency Framework. SAMEA is in conversation with the National School of Government (NSG) about this. SAMEA is in the process of signing a MOU with NSG. We will use this agreement to influence how they think of M&E and we can use the Competency Framework to address this on a strategic level. We need to re-address this and bring it back into the SAMEA agenda.</p> <p>VOPEs put in a lot of effort to develop a Competency Framework but nothing further happens. Members to access and use it so that it becomes a value add for members.</p> <p>KZN MEL network is in discussion with BRIDGE (GP and WC) on a Super CoP event, and the idea is to have Rhoda Goremuचेche (author of the Competency Framework), in 2022, speak to a group on the competencies required in VUCA setting. The first meeting is scheduled for November 2021 and the intention is to have one session on the Competency Framework.</p> <p>3. BRIDGE SAMEA partnership Bridge Western Cape are very active. They held 3 M&E COPs this year and so it the one in Gauteng. There was also a joint ECD and M&E COP on Nutrition today, 21 October 2021.</p>
<p>6. Treasurer’s Report</p>	<p>Audited Financial Statement for 2021:</p> <p>Finance Report Financial Review for the year ending 28 February 2021</p> <ul style="list-style-type: none"> • SAMEA continues to maintain a healthy financial balance (R1.8m in FY2021), which is higher than usual for a non-conference year • The virtual format of the 2020 Capability Building workshops was cost-effective, which contributed to the healthy financial balance to enable SAMEA to survive delaying the 8th Conference • It is critical to have the conference in 2022 and continue to improve our membership and sponsorships • Treasury Management Guidelines continue to be followed with the exception of a finance sub-committee (decisions are made a board level) • BVSA continued to serve as the SAMEA bookkeepers and had increased scope to support the conference bookkeeping based on prior resolutions to have scope supported

	<ul style="list-style-type: none"> • BVA Inc. are the SAMEA auditors –belongs to the same group of companies as BVSA, but not the same company • FY2021 saw us maintain an above target amount. This has allowed the Association to defer the conference to 2022, given the pandemic context. • We have consistently done well with collections of conference and workshop proceeds by the end of the subsequent financial year. • Our membership fees improved despite it being a non-conference year. Similarly, we were also able to secure higher than usual sponsorships in a non-conference year. This has helped us maintain a healthy bank balance. <p>Looking ahead financially...</p> <ul style="list-style-type: none"> • We are working towards the 8th Biennial Conference where we will appoint a PCO to start preparing for it • We are working towards sustainability with new initiatives such as the Hackathon and the EE internships that are attracting new partnerships and delivering value to our members • We will take lessons from these initiatives and insights from the review to continue to strengthen our value proposition to our members and sponsors to grow our base. <p>Q&A from member:</p> <p>1. Is there a list of donors and amounts? (Jennifer Bisgard)</p> <p>For the previous financial year, SAMEA did have sponsors for the Capacity Building Workshops. They were ZENEX (R200 000), UNICEF (R150 000) and Twende Mbele (R40 000).</p> <p>As there were no further questions, comments or inputs, the Audited Financial Statements was approved by Lauren Wildschut and seconded by Ian Goldman.</p>
<p>7. Board Election Results for 2021</p>	<p>2021 Election results</p> <p>The 2021 elections results are as follows:</p> <ul style="list-style-type: none"> • Number of votes cast: 56 • Number of voters: 39 • Number of nominations: 20 • Number of nominations accepted: 7 (before vetting process) • Number of nominations confirmed: 3 (after vetting process)

	<ul style="list-style-type: none"> • The SAMEA elections are conducted online and was managed by an external IT management company • Only members with an active paid-up membership could participate. • Nominations took place from 01-22 September 2021 • Voting took place from 04-15 October 2021 <p>The new board members are: Dr Ruth Mojalefa: 17 votes Moses Mashingaidze: 22 votes Molupe Matsumunyane: 17 votes</p> <p>Explanation of the vetting process: vetting involves checking if nominees meet all the requirements that is outlined in the Nominee Guidance.</p>
<p>8. Closing Remarks</p>	<p>The Deputy Chair indicated that SAMEA hopes to appoint a Professional Conference Organiser (PCO) by December for next year's conference. The SAMEA conference is likely to be in September next year, and HYBRID - both virtual and in-person participation.</p> <p>The Deputy Chair officially welcomed the three new board members. On behalf of SAMEA, the Deputy Chair also expressed her appreciation to the outgoing board member, Desiree Jason and a vote of thanks to the secretariat for their ongoing support.</p> <p>The next AGM meeting to be determined at the Strategic Planning session in December 2021.</p>
<p>9. End of meeting</p>	<p>14:00</p>



Mokgophana Ramasobana
 SAMEA Chair 2021-2022
 Date