

# ASSOCIATION OF SOUTHERN AFRICAN NATIONAL ROAD AGENCIES



## ASANRA QUARTERLY REPORT July – September 2011



Thinking regionally .....

.....acting nationally

### PREPARED BY

ASANRA Secretariat  
P.O. Box 754  
Lilongwe 3  
MALAWI  
[asanrasec@asanra.com](mailto:asanrasec@asanra.com)

TABLE OF CONTENTS

1.0	INTRODUCTION.....	2
2.0	KEY ACTIVITIES IN JULY – SEPTEMBER 2011 QUARTER.....	3
2.1	Key Programme Activities.....	3
2.2	Key Finance And Administration Activities.....	11
3.0	KEY ACHIEVEMENTS IN THE JULY – SEPTEMBER 2011 QUARTER .....	13
3.1	Key Programme Achievements .....	13
3.2	Key Finance And Administration Achievements.....	13
4.0	PLANNED ACTIVITIES IN OCTOBER – DECEMBER 2011 QUARTER .....	14
4.1	Planned Programme Activities.....	14
4.2	Planned Finance And Administration Activities .....	15
5.0	IMPLEMENTATION CHALLENGES.....	16
6.0	RECOMMENDATIONS .....	17
7.0	ANNEXES .....	17
7.1	Annex I : Summary Of Progress .....	17
7.2	Annex II : Featured Subject .....	17

## 1.0 INTRODUCTION

The Association of Southern African National Road Agencies (ASANRA) is currently implementing the 2011/2012 Annual Work Programme (AWP) under the second 2009 – 2014 ASANRA Strategic and Business Plan. The programme was approved on 20<sup>th</sup> May 2011 at the 18<sup>th</sup> Board session held at Maseru, Lesotho. Implementation of the programme is monitored through quarterly reporting. The Quarterly Report also serves as a media for highlighting implementation issues thus drawing the attention and input of the Board and Standing Committee (SC) members where necessary. Most importantly, it is a common forum for promoting interaction and sharing of information on project activities among ASANRA standing committees and with stakeholders.

This report outlines progress achieved in the second (July – September) quarter of the 2011/2012 financial year, implementation challenges encountered and planned activities over the October – December period. Implementation in the first quarter (April – June) focused on critical administrative activities and these included relocation of offices to more conducive and strategic premises, registration of ASANRA for legal status as a Trust based in Lilongwe Malawi, preparation of the 2011/2012 Annual Work Programme and consolidation of monitoring and evaluation tools. The activities that were planned for the second quarter included instruction of ad-hoc services for the maintenance and updating of database of research and development projects; preparation of harmonised guidelines for contract documentation and contracting methods; organization of Technology Transfer (T<sup>2</sup>) and Capacity Building committee meeting; preparations for the 5<sup>th</sup> Africa Transportation T<sup>2</sup> conference, development of GIS-Based road map system of the Regional Trunk Road Network; preparation of guidelines on road safety awareness, education and enforcement, dealing with problem of vandalism/theft of road signs and, regionalization of volumes 2 and 3 of the SADC road traffic signs manual; preparation of terms of reference for guidelines for use of sand in road construction in the region, guidelines on performance-based contracting; assessment of status and adequacy of road funding in SADC – peer review mechanism and; participation at relevant meetings, workshops and conferences.

The report assesses performance in the July – September quarter by presenting a comparative analysis of achievements against planned outputs and targets in the 2011/2012 ASANRA Action Plan. This quarterly report also features the subject of engineering measures for promoting pedestrian safety to initiate discussion among

members in support of the UN Decade of Action for Road Safety and the recently launched SADC Road Safety Awareness Campaign Strategy and Action Plan.

## **2.0 KEY ACTIVITIES IN JULY – SEPTEMBER 2011 QUARTER**

In the second quarter, the Secretariat in line with the 2011/2012 Annual Work Programme, prioritised and progressed implementation of the following planned activities:-

### **2.1 KEY PROGRAMME ACTIVITIES**

#### **a) INSTRUCTION OF AD-HOC SERVICES FOR THE MAINTENANCE AND UPDATING OF DATABASE OF RESEARCH AND DEVELOPMENT PROJECTS.**

Following motivation in line with ASANRA procurement procedures, the President approved instruction of ad-hoc services under the contract with Libwin Library Systems CC of South Africa for the provision of annual support and enhancement services. The Secretariat executed and reported the negotiations with Libwin Library Systems CC and proceeded to issue the instruction on 2<sup>nd</sup> August 2011.

The Programmes Officer (PO), Finance and Administration Officer (FAO) and Administrative Assistant (AA) underwent beginners, intermediate, advanced and customised Libwin database training courses from 22<sup>nd</sup> to 26<sup>th</sup> August 2011 at Pastel Payroll Training Academy in Softline Technology Park, Edgecombe, Durban, South Africa. Libwin Library Systems CC has since submitted the training report. The remaining outputs under the instruction are customised Libwin manual and quarterly database reports focussing on website statistics to assess patronage. The service provider also undertook clean up services of the database.

Upon receipt of the customised Libwin manual, the Secretariat plans to undertake analytical cataloguing of study, conference and workshop reports in its custody. The Secretariat has also requested members to submit information on study reports and other documents for updating the database. In due course, the Libwin database would facilitate setting up of a physical library at the Secretariat.

#### **b) PREPARATION OF INCEPTION REPORT AND PROGRESSING THE PROJECT FOR PREPARATION OF HARMONISED GUIDELINES FOR CONTRACT DOCUMENTATION AND CONTRACTING METHODS**

The inception phase of the project commenced with the appointment of the Implementation Team (IT) comprising of at least two officials from each member agency. The team held its first meeting on 28th January 2011 at Pretoria, South

Africa. Terms of reference (ToRs) for the project provided for engagement of retired professionals, academics and individuals from research organisations on selective basis to assist the team in undertaking the assignment. Progress of the project however derailed due to the process of procuring Team Leader and Procurement Specialist.

The Board guided during the 18<sup>th</sup> session that the objective of the IT project delivery approach was to promote capacity building through skills transfer whereby experienced and junior staff from Member States undertook assignments jointly. The IT convened its second meeting from 18<sup>th</sup> to 19<sup>th</sup> July 2011 at SANRAL Offices at Pretoria South Africa to review and adopt the ToRs and prepare an inception report outlining methodology, approach and work plan for the assignment.

Following the review, the ToRs provided for appointment of a Team Leader and Deputy Team Leader from among the IT members. After extensive deliberation regarding logistical requirements for the assignment, the IT unanimously appointed Mr. Danie Erasmus of SANRAL as Team Leader and Ms. Gugu Mthembu as Deputy Team Leader to provide necessary backup support.

The team has since prepared, consulted and agreed on an Inception Report. The Team Leader (TL) will present the report to the Construction and Maintenance Committee for review and approval at the next committee meeting.

**c) ORGANISATION OF STANDING COMMITTEE MEETING FOR THE TECHNOLOGY TRANSFER AND CAPACITY BUILDING IN ARUSHA, TANZANIA IN SEPTEMBER 2011**

The Technology Transfer (T<sup>2</sup>) and Capacity Building Committee held a joint meeting with the Organising Committee of the 5<sup>th</sup> Africa Transportation T<sup>2</sup> Conference at Naura Springs Hotel in Arusha, Tanzania on 1<sup>st</sup> September 2011. The Committee previewed and was satisfied with the conference facilities.

On the overall, T<sup>2</sup> activities in the region have improved with the consolidation of the T<sup>2</sup> Unit in Botswana and preparations for establishment of NamT<sup>2</sup> in Namibia. The Committee however observed that challenges still remained especially with regard to financial sustainability of national T<sup>2</sup> centres in Malawi and Tanzania and; effective dissemination of research in technologies by the committee was limited by lack of forum where progress in implementation of respective ASANRA standing committee activities and outputs could be shared.

Following disbanding of technology transfer at the Centre for Scientific and Industrial Research (CSIR) in South Africa, Mr. Joe Odhiambo handed over

chairmanship of the T<sup>2</sup> committee to Mr. Hagai Bishanga of Tanzania TanT<sup>2</sup> Centre. During the meeting, Botswana offered to host the 6<sup>th</sup> Africa T<sup>2</sup> conference in 2013.

**d) PREPARATORY MEETING FOR THE 5TH AFRICA TRANSPORTATION TECHNOLOGY TRANSFER CONFERENCE.**

The Organising Committee of the 5<sup>th</sup> Africa T<sup>2</sup> Conference met on 2<sup>nd</sup> September 2011 at Arusha, Tanzania and in attendance were members of the ASANRA T<sup>2</sup> committee. The meeting reviewed progress of the conference preparations, registration of participants, papers and draft programme. The meeting noted that the conference coincided with the 10<sup>th</sup> anniversary of ASANRA and the establishment of the regional T<sup>2</sup> centre and hence resolved to incorporate joint commemoration celebrations in the conference activities.

Other planned activities at the conference include exhibitions and separate sessions of Ministers responsible for Transport and Chief Executive Officers (CEOs). Meanwhile, consultations are on-going between SADC Secretariat and the Government of the United Republic of Tanzania (GoT) regarding hosting(?) of the conference and in particular the ministers session.

**e) CONSULTATIONS, PREPARATION OF TERMS OF REFERENCE AND PROGRESSING THE PROJECT FOR THE DEVELOPMENT OF GIS-BASED REGIONAL ROAD MAP.**

The project involves establishment of a GIS-Based road map reporting system of the regional trunk road network. The Board resolved that the system would be hosted at the South African Roads Authority Limited (SANRAL).

Currently, SANRAL is migrating to a GIS-Based road map reporting system and installation of software and hardware is on-going. Therefore implementation of the project will be informed by the progress in system migration at SANRAL. In the meantime, the Secretariat has initiated consultations with Trademark Southern Africa (TMSA) who are operating a similar system for collaboration. Such collaboration, once concluded, would be formalised through a Memorandum of Understanding (MOU).

**f) PREPARATION OF GUIDELINES FOR ROAD SAFETY AWARENESS, EDUCATION AND ENFORCEMENT; DEALING WITH PROBLEM OF VANDALISM/THEFT OF ROAD SIGNS AND; REGIONALISATION OF VOLUMES 2 AND 3 OF THE SADC ROAD TRAFFIC SIGNS MANUAL.**

At its last and recent meetings, the Road Safety Committee resolved that all its three projects under the second Strategic and Business Plan should be

implemented beginning 2011/12 Annual Roads Programme. Terms of reference were drafted and reviewed by the committee. South Africa observed that there were pending issues with regard updating of the SADC Road Traffic Signs Manual. It was proposed that the regionalisation of volumes 2 and 3 of the Manual be informed by progress on the updating and hence could not be progressed now.

The tender for the preparation of guidelines for road safety awareness, education and enforcement and dealing with problem of vandalism/theft of road signs was finalised and launching was planned for 14<sup>th</sup> September 2011. South Africa recommended that the tender is delayed pending further consultations on the scope of the services as regards to whether dealing with problem of vandalism/theft of road signs was a policing matter and not a policy issue.

The Committee and Board will provide guidance at the next meeting scheduled for November 2011 at Arusha, Tanzania. Meanwhile, the Secretariat is exploring and pursuing collaboration with PIARC in undertaking the road safety projects.

**g) PREPARATION OF TERMS OF REFERENCE FOR GUIDELINE FOR USE OF SAND IN ROAD CONSTRUCTION IN THE REGION.**

The committee in consultation with Africa Community Access Programme (AFCAP) reviewed and agreed terms of reference for the project which aims at investigating innovative use of locally available sands which would have been considered marginal or rejected by traditional specification for construction of Low Volume Roads (LVRs) in the SADC region. The need was identified following depletion of good quality road-building materials in many parts of the Southern African Region, especially for the construction of all-weather roads in rural areas carrying predominantly low volumes of traffic. The principal road building material for these roads is gravel, which, in many areas has been heavily utilized and depleted through ongoing construction and maintenance activities. In extreme circumstances, no suitable gravel is now available for road construction and maintenance purposes. In addition, the haulage of good quality gravel from other areas, over long distances, is prohibitively expensive.

ASANRA and the AFCAP have hence signed a Memorandum of Understanding (MOU) for collaboration in carrying out the research. The MOU provides for project management arrangements to coordinate input and solicit commitment of the parties in undertaking the research. The tender for consultancy services to undertake the assignment was launched.

**h) PREPARATION OF TERMS OF REFERENCE FOR GUIDELINES ON PERFORMANCE-BASED CONTRACTING**

Zambia is currently implementing second generation performance based contracting. As such, the Construction and Maintenance Standing Committee assigned Zambia to prepare terms of reference for the project. Currently, Zambia is drafting the terms of reference. The Secretariat will provide support in the next quarter.

**i) PREPARATION OF TERMS OF REFERENCE FOR THE ASSESSMENT OF STATUS AND ADEQUACY OF ROAD FUNDING IN THE SADC REGION – PEER REVIEW OF ROAD ASSET MANAGEMENT PRACTICES AMONG ROAD MEMBER AGENCIES**

Namibia has advanced in commercialised road asset management practices and hence was assigned by the Road Network Management and Financing Committee to prepare terms of reference for the project. After consultations with Namibia, the Secretariat prepared zero draft terms of reference and Memorandum of Understanding for collaboration with the Sub Saharan Africa Transport Programme (SSATP) and African Road Maintenance Funds Association (ARMFA) in undertaking Peer Review of Road Asset Management Practices among member road agencies in the SADC region.

The objective of the Peer Review is to establish benchmark and advocate for good road asset management practices. The Peer Review would be undertaken through Implementation Team (IT) project delivery approach to enhance ownership of the process and results by member states. It is aimed at improved monitoring and advocacy (M&A) capacity for greater management efficiency and results effectiveness in road infrastructure delivery in the SADC region. The intention of the review is to expound on the assessment of commercialized road management practices covering all countries in the SADC region based on agreed criteria in collaboration with key stakeholders and also considering management, financing, responsibility and ownership aspects. Review of the zero draft ToRs and MOU by the standing committee, ARMFA and SSATP are on-going.

**j) ATTENDANCE AND REPORTING ON RELEVANT CONFERENCES, SEMINARS AND MEETINGS INCLUDING SIGNATURE OF THE NORTH SOUTH CORRIDOR MOU.**

During the July – September quarter, ASANRA was invited and attended a number of relevant meetings and conferences. These include:-



**NORTH – SOUTH CORRIDOR MEETING HELD IN MAPUTO, MOZAMBIQUE ON 29TH AND 30TH JUNE 2011**

The Programmes Officer was sponsored by Trademark Southern Africa (TMSA) to participate in the North-South Corridor meeting held at Maputo, Mozambique on 29th and 30th June 2011. The meeting was a follow-up to the meeting held in Lusaka in May 2011. The objective of the meeting was to finalize the drafting of a Memorandum of Understanding for the setting up of the North-South Corridor Management Institution (NSCMI) including translation of the MOU into French and Portuguese and updating of the roadmap for the setting up of the NSCMI.

The meeting was attended by around 25 delegates from the 7 corridor states, SADC, COMESA, TMSA and sub regional organisations – ASANRA, Federation of Eastern and Southern Africa Transporters Association (FERSATA) and Southern African Railways Association (SARA). The Chief Executive Officer (CEO) of Malawi Roads Authority also attended the meeting. The meeting was chaired by Mozambique represented by Dr Theresa Jeremias of the Ministry of Transport and Communications.

The meeting progressed the finalisation of the MOU except for Article 13 regarding funding arrangements for the NSCMI. Difficulties centred around the wording for the introduction of user-pay systems either “may” be introduced, or “shall” be introduced. The meeting resolved to re-word the article with both options for consideration by the ministers.

With regard to advancing the MOU for consideration and signature by the Ministers responsible for transport at their scheduled meeting in October, South Africa signalled delay would be incurred due to administrative and legislative requirements for ratification process. The key outstanding actions in the preparation of the MOU are facilitation of national internal approval of the MOU and preparations/authorisation for signing and hosting of the planned NSC Committee of Ministers Meeting for the signing of the MOU.

**4TH SADC TRANSPORT THEMATIC GROUP MEETING HELD ON 22<sup>ND</sup> JULY 2011 AT GABORONE, BOTSWANA**

SADC Secretariat convened the 4th meeting of the Transport Thematic Group (TTG) on 2nd July 2011 in Gaborone, Botswana. The meeting was attended by Infrastructure Cooperating Partners (ICPs) including Department for International Development (DFID), Japanese International Cooperation Agency (JICA), Development Bank of Southern Africa (DBSA), USAID Southern Africa Trade

Hub and Sub Regional Organizations (SROs) including ASANRA and SARA. The Programmes Officer attended the meeting.

The meeting reviewed support for transport programme; regional integration development relating to infrastructure and transport in SADC as well as the Tripartite (NSC, Western Clusters, Eastern Corridors Clusters and other Transport and Trade Facilitation Initiatives); report from “Friends of the Tripartite meeting which took place in Johannesburg, South Africa on 13th June 2011; SADC initiative on promotion of Public – Private Partnerships (PPPs); presentations by Sub-Regional Organisations on their subsectoral strategic and action plans; presentation of International Cooperating Partners (ICPs) on their current engagement and activities in SADC and future plans and; progress in the formulation of the Regional Infrastructure Development Master Plan.

ASANRA presentation at the meeting centred on the rationale for its establishment, its strategic and business plan, implementation and institutional progress, achievements and challenges but also focussed on collaboration with development partners in efficient and effective implementation of regional programmes and projects. The presentation is posted on ASANRA website [www.asanra.int.mw](http://www.asanra.int.mw).

#### **SADC ROAD SAFETY EXPERTS MEETING HELD ON 26<sup>TH</sup> AND 27<sup>TH</sup> JULY 2011 AT GABORONE, BOTSWANA**

The SADC Road Safety Experts meeting was held at Gaborone Sun Hotel in Botswana on 26th and 27th July 2011. The meeting was convened as a follow up to recommendations of the SADC Road Safety Steering Committee which identified finalisation of a plan of action for the monitoring of harmonised activities in support of the United Nations (UN) Decade of Action on Road Safety 2011-2020. The meeting was attended by SADC Secretariat, ASANRA and member state road safety experts. The President who is also Chairman of ASANRA Road Safety Committee and Programmes Officer attended the meeting.

The meeting reviewed and provided input in the preparation of the SADC Road Safety Strategy Proposal and Action Plan and SADC Region Road Safety Programme of Action in support of UN Decade of Action taking into account outputs of the United Nations Economic Council for Africa (UNECA) Road Safety Workshop which took place in Dar es Salaam Tanzania in 2009.

**HARMONISATION OF 3RD PARTY MOTOR VEHICLE INSURANCE SCHEMES AND ROAD TRANSPORT MARKET LIBERALISATION IN THE EASTERN AND SOUTHERN AFRICAN REGION MEETING HELD ON 22ND AND 23RD AUGUST 2011 AT LUSAKA, ZAMBIA**

The Tripartite of COMESA, SADC and EAC convened a kick off meeting for the project on harmonisation of third party insurance schemes and road transport market liberalisation in the Eastern and Southern African (ESA) Region. The meeting was sponsored by TMSA and participants included senior representatives of Ministries responsible for 3<sup>rd</sup> Party Motor Vehicle Insurance, Federation of Clearing and Forwarding Associations of Southern Africa (FCFASDA), FESARTA and ASANRA. The President attended the meeting.

The specific purpose of the liberalisation of the road transport market is to examine the current situation regarding the management of inter-state road transport by means of bilateral agreements, issue of permits and regulation of the movement of vehicles between member states. The project would evaluate the effectiveness of current systems, institutional arrangements and procedures and produce recommendations for the improvement of the facilitation of inter-state road transport in the interest of improved efficiency and reduced costs. The harmonisation of 3<sup>rd</sup> Party Motor Vehicle Insurance Schemes is aimed at facilitating the implementation of harmonised and convenient motor vehicle third party liability insurance systems for cross-border road transport operation in the region.

The meeting was convened to facilitate the start up of the two projects by launching the studies, introducing the consultants, reviewing methodology and approach including data requirements and agree tentative data collection programme.

**SADC ROAD SAFETY WORKING GROUP MEETING HELD ON 5<sup>TH</sup> SEPTEMBER 2011 AT BOKSBURG, SOUTH AFRICA**

SADC Secretariat convened a meeting of Road Safety Working Group on 5<sup>th</sup> September 2011 at Southern Sun Hotel at Boksburg South Africa. The meeting was attended by ASANRA, member states road safety experts, national and provincial management staff of the Department of Transport in South Africa. The Programmes Officer attended the meeting.

The meeting reviewed the SADC Road Safety Awareness Campaign Strategy and Action Plan and discussed the theme and activities for the launch of the

campaign at the meeting of Ministers responsible for Transport which was scheduled for October 2011 at Centurion, South Africa.

**EXPERTS GROUP MEETING TO VALIDATE THE REPORT ON REGIONAL NORMS FOR THE TRANS-AFRICAN HIGHWAY AND THE DRAFT INTERGOVERNMENTAL AGREEMENT HELD ON 19TH AND 20TH SEPTEMBER 2011 AT ADDIS ABABA ETHIOPIA**

UNECA convened the expert group meeting on the validation of the report on regional norms and standards for the Trans African Highway Network and its draft intergovernmental agreement at the UN Conference Center in Addis Ababa from 19th to 20th September 2011. The meeting was attended by AGEPAR, ECOWAS Commission, Trans Saharan Road Liaison Committee, IGAD, International Trade and Transport, ECCAS EAC, CEMAC, HAPS, NCP, UMA, UEMOA, AfDB, TANROADS, ASANRA, NCTTCA, Ethiopian Road Funds, IRF, DGTMM, SANRAL, AUC, UNOHRLLS, UNECE, UNESCAP and UNECA. The Programmes Officer attended the meeting.

The meeting deliberated on the importance of an intergovernmental agreement on the Trans African Highway and experiences from other regions on harmonising road norms and standards and reviewed the draft intergovernmental agreement on the Trans Africa Highway. The outputs of the meeting were three draft documents namely; recommendations of the Experts Group Meeting, Draft Intergovernmental Agreement on the Trans African Highway Network and Draft Action Plan for the adoption of the Intergovernmental Agreement on the Trans African Highway and these would be submitted to the second meeting of the Conference of African Ministers in Charge of transport.

## **2.2 KEY FINANCE AND ADMINISTRATION ACTIVITIES**

### **a) TERMINATION OF CONTRACT FOR THE PRINTING OF ASANRA STRATEGIC AND BUSINESS PLAN**

The contract for the printing of 500 copies of ASANRA 2009 – 2014 Strategic and Business Plan was concluded on 3rd September 2010. On 18th July 2011 ASANRA Secretariat notified the service provider of termination of contract on grounds of non performance. The service provider did not remedy its failure in the performance of their obligations under the Contract, within thirty (30) days after being notified. The contract was therefore terminated on 13th September 2011. The service provider has since fully repaid back all advanced sums.

**b) TENDER FOR THE PRINTING OF 2009 – 2014 ASANRA STRATEGIC AND BUSINESS PLAN AND 2001 – 2011 ASANRA ACTIVITIES REPORT**

Following the termination of captioned contract, the Secretariat re-launched the tender for the Printing of 2009 – 2014 ASANRA Strategic and Business Plan and the 2001 – 2011 ASANRA Activities Report. The printing of the report is in line with 18<sup>th</sup> Board session resolution. It also complements the commemoration of the 10<sup>th</sup> Anniversary of the establishment of ASANRA. The deadline for submission of tenders is 14:00 hours Malawi local time on Tuesday, 20<sup>th</sup> December 2011. The tender is published on ASANRA website on [www.asanra.int.mw](http://www.asanra.int.mw). The assignment is expected to commence tentatively on 6<sup>th</sup> February 2012.

**c) UPDATE AND MAINTENANCE OF ASANRA WEBSITE INCLUDING ORGANISING OF THE FIRST EDITORIAL COMMITTEE MEETING**

Following launch on 14<sup>th</sup> May 2011, the Secretariat has updated and maintained the rebranded ASANRA Website through publication of various reports and notices. In addition the Secretariat has monitored patronage of the website through Google Analytics. Currently, patronage stands at 84 visits per month of which 30.95% represents direct traffic.

Recently, the Secretariat has published advertisements for member agencies thus promoting participation of service providers at SADC regional level. Publication of tenders at ASANRA website affords dual benefits; attracts website patronage hence achieving its advocacy function and promotes tender competition thus enhancing value for money.

The Secretariat did not receive any editorial comments on the website over the period and such did not convene any meeting of the editorial committee.

**d) REVIEW OF ADMINISTRATIVE OPERATING PROCEDURES.**

The Secretariat circulated the Administrative Operating Procedures to all Board members. However, no responses have been received to date. Nonetheless, consultations are currently on going with the Malawi Roads Authority. It is planned that a paper will be presented at the 19<sup>th</sup> Board session highlighting recommendations.

**e) PRODUCTION OF AUDITED FINANCIAL STATEMENTS FOR YEAR ENDING 31 MARCH 2011**

The Secretariat circulated the draft audited financial statements for the year ending 31 March 2011 to all Board members for approval on 29 June 2011. The Secretariat followed up with the Executive Committee in August and September 2011. The final audited statements will be produced once approval has been granted by the Executive Committee.

### **3.0 KEY ACHIEVEMENTS IN THE JULY – SEPTEMBER 2011 QUARTER**

#### **3.1 KEY PROGRAMME ACHIEVEMENTS**

The key achievements in the July – September quarter of the 2011-2012 Annual Work Programme are:-

- a) Instruction of adhoc services under the contract with Libwin Library Systems CC for the maintenance and updating of database of research and development projects was issued on 2nd August 2011. This followed prosecution and reporting on the sole source negotiations with the service provider. The Secretariat staff has since been trained and would proceed with analytical cataloguing of articles of interest in various publications, study and conference reports;
- b) The Implementation Team for the project for Preparation of Harmonised Guidelines for Contract Documentation and Contracting Methods prepared and agreed Inception Report. The report outlines methodology, approach and proposed programme. The report would be presented at the next meeting of the Construction and Maintenance Committee for review and approval and;
- c) Memorandum of Understanding (MOU) between ASANRA and the Africa Community Access Programme (AFCAP) for collaboration in carrying out research to develop guidelines for the use of locally available sands in road construction throughout the Southern Africa Development Community (SADC) region was concluded and signed. Procurement of services for the assignment is currently on-going.

#### **3.2 KEY FINANCE AND ADMINISTRATION ACHIEVEMENTS**

- a) Termination of contract for the printing of ASANRA 2009 – 2014 Strategic and Business Plan progressed well with the service provider fully refunding advanced sums;
- b) Preparation and submission of the second July – September 2011 Quarterly Report on time and;
- c) Preparation and submission of the second July – September Financial Quarterly Report on time.

#### **4.0 PLANNED ACTIVITIES IN OCTOBER – DECEMBER 2011 QUARTER**

##### **4.1 PLANNED PROGRAMME ACTIVITIES**

The following are planned activities under programmes for the next quarter from October to December 2011:-

- a) Administer Libwin contract for maintenance and updating of database of research and development projects undertaken in the region to avoid duplication of effort. Undertake analytical cataloguing of the Libwin database;
- b) Follow up with SANRAL regarding setting up of the Web-Based GIS regional road map system. Depending on progress, prepare terms of reference and progress the project for the development of Web-Based GIS regional road map system. Prepare draft MOU for collaboration with TMSA;
- c) Launch and prosecute tender for road safety projects as directed by the Standing Committee and Board. Explore and pursue collaboration with World Road Association (PIARC) through MOU;
- d) Progress implementation of the assessment of status and adequacy of road funding in SADC – Peer Review Mechanism. Pursue collaboration with ARMFA and SSATP through MOU. Facilitate appointment of Implementation Team Members and organise first meeting;
- e) Progress implementation of the project for Preparation of Harmonised Guidelines for Contract Documentation and Contracting Methods. Facilitate presentation of inception report to Construction and Maintenance Committee. Support subgroups in undertaking research and holding consultations leading to identification of best practice, recommendations and preparation of guidelines;
- f) Participate in line with the provisions of the MOU signed with AFCAP in the implementation of the research project for Preparation of Guideline for Use of Sand in Road Construction in the Region;
- g) Support preparation of terms of reference and progress the project on Performance Based Contracting;
- h) Prepare Project Concept Note (PCN) for Harmonised Guidelines for Road Construction Materials and Production of Codes of Best Practice on Materials Utilization, Safety and Environmental Concerns. Present PCN to NEPAD – Infrastructure Project Preparation Facility Special Fund (NEPAD-IPPF Special

Fund) in line with the application form and requirement through SADC Secretariat;

- i) Prepare Project Concept Note for Guidelines for Further Development of Materials Inventory. Present PCN to NEPAD-IPPF Special Fund;
- j) Prepare Project Concept Note for Harmonised Materials Laboratory and Field Testing Manuals. Funding was secured from the African Development Bank (AfDB) but could not progress because counterpart funding was not sourced. The project was scaled down within available AfDB funding and re-submitted. Recently, the AfDB clarified that funding conditions have changed hence the project cannot no longer be supported. Present to Cooperating Partners (CP);
- k) Prepare terms of reference and progress synthesis of innovations in regional road technology;
- l) Prepare Project Concept Note for Performance Assessment of Naturally – Occurring Non-Standard Materials. Present to Cooperating Partners (CP);
- m) Follow up on review and comment on Guidelines for the use of in-situ recycling for the upgrading and rehabilitation of roads;
- n) Develop Performance Rating System of International Contractors and Consultants;
- o) Promote Best Practice Guidelines in the Region through subscription and dissemination of publications, reports, etc. to members;
- p) Participate in organisation and attend the 5th Africa Transportation T<sup>2</sup> Conference and;
- q) Attend and report on relevant conferences, seminars and meetings including the signature of the North South Corridor Memorandum of Understanding.

#### **4.2 PLANNED FINANCE AND ADMINISTRATION ACTIVITIES**

The major administration and finance activities planned for the next quarter are;

- a) Launch of tender for the Printing of 2009 – 2014 ASANRA Strategic and Business Plan and 2001 – 2011 ASANRA Activities Report;
- b) Launch of tender for the Provision of Audit Services for ASANRA Financial Statements Covering 2011/12, 2012/13 and 2013/14 Financial Years;



- c) Update and maintenance of ASANRA website including organising of the first Editorial Committee meeting and;
- d) Identify and procure promotional materials.

## 5.0 IMPLEMENTATION CHALLENGES

The following is the current status of major challenges reported in the last April - June quarter:-

- a) Implementation of the project for the establishment of Web Based GIS Regional Road Map is behind schedule.

*SANRAL is migrating their system to Web-Based GIS road map reporting system. Currently, software and hardware installation is on-going. The establishment of the Web-Based GIS regional road map system will therefore be informed by progress of system migration at SANRAL.*

- b) ASANRA Procurement Procedures provides for necessary approvals before proceeding with prosecution of requisite tenders. Hence, any protracted approval would have a direct bearing on implementation of subsequent activities.

*To facilitate approvals, the Secretariat enhanced consultations with the Executive Committee.*

- c) The effectiveness of ASANRA website can only be measured by level of patronage by members, associate members and other stakeholders. Currently, there is no system for assessing and monitoring patronage of the website.

*Project 4 who design the ASANRA website have set up a weekly email report system from Google Analytics to be received by the Secretariat on Monday every week.*

*Libwin Library Services CC who are hosting the ASANRA database of research and development projects have provided web statistics reports on request.*

The major challenge reported this quarter was highlighted by the T<sup>2</sup> Committee at their meeting in Arusha Tanzania and this pertains to lack of common forum for sharing implementation issues and project outputs among ASANRA Standing Committees. Such forum would facilitate contribution of the committee in research projects undertaken by the other committees and ultimately dissemination of the study outputs.

## **6.0 RECOMMENDATION**

The challenges reported last quarter are being managed. Regarding interaction of standing committees, it is recommended that the Chairman of the T<sup>2</sup> Committee is invited to attend the other standing committee meetings. The T<sup>2</sup> Committee has in the past held its meetings separate from the other committees by virtue of its unique activities and institutions. The schedule of meetings of the T<sup>2</sup> Committee should therefore be synchronised with the other committee meetings to facilitate participation of the chairman. The next committee meeting has been scheduled as such.

## **7.0 ANNEXES**

**7.1 ANNEX I : SUMMARY OF PROGRESS**

**7.2 ANNEX II : FEATURED SUBJECT**

**ANNEX I**

**SUMMARY OF PROGRESS**

**JULY – SEPTEMBER 2011**

<b>OBJECTIVE 1</b>		<b>EFFECTIVE PROJECT MANAGEMENT AND CONTRACT ADMINISTRATION</b>				
<b>PROJECT</b>	<b>ACTIVITY</b>	<b>CHAMPION</b>	<b>COLLABORATORS</b>	<b>PERFORMANCE INDICATORS</b>		<b>PROGRESS STATUS</b>
				<b>OUTPUT</b>	<b>TARGET</b>	<b>END OF 2<sup>ND</sup> QUARTER JULY – SEPTEMBER 2011</b>
Project 2.1.3 - Development of GIS-Based Regional Road Map.	Liase with Standing Committee (SC) on terms of reference (ToRs).	Programmes Officer (PO)	Standing Committee (SC)	Agreed ToRs	By end June 2011	SANRAL is migrating to GIS-Based Road Map Reporting System. Installation of software and hardware to support the system is on-going. Impelementation of the project will therefore be informed by progress of system migration at SANRAL. Meanwhile the Secretariat has initiated consultations with TMSA on collaboration.
	Prosecute tender	PO	SC	Evaluation report	By end September 2011	Pending progress of system migration at SANRAL.
Project 2.1.4 - Assessment of Status and Adequacy of Road Funding in the SADC Region.	Liase with SC on ToRs	PO	SC & Collaborating Partners	Agreed ToRs	By end July 2011	Secretariat has held extensive consultations with Namibia. Consultations on zero draft ToRs and proposed MOU with ARMFA and PIARC for collaboration in undertaking Peer Review of Road Assert Management Practices among member state agencies in the

<b>OBJECTIVE 1</b>	<b>EFFECTIVE PROJECT MANAGEMENT AND CONTRACT ADMINISTRATION</b>					
<b>PROJECT</b>	<b>ACTIVITY</b>	<b>CHAMPION</b>	<b>COLLABORATORS</b>	<b>PERFORMANCE INDICATORS</b>		<b>PROGRESS STATUS</b>
				<b>OUTPUT</b>	<b>TARGET</b>	<b>END OF 2<sup>ND</sup> QUARTER JULY – SEPTEMBER 2011</b>
						SADC Region on-going.
	Coordinate meetings. SC	PO	SC & Collaborating Partners (CPs)	4 No, Minutes of meetings	By end March 2012	-
Project 2.2.1 - Harmonised Guidelines in Respect of Contract Documentation and Appropriate Methods of Contracting	Liaise with SC on ToRs	PO	SC	Agreed ToRs	By end July 2011	ToRs reviewed and agreed by SC.
	Coordinate meetings. SC	PO	SC	4 No, Minutes of meetings	By end March 2012	2 <sup>nd</sup> meeting held at Pretoria South Africa on 18 <sup>th</sup> and 19 <sup>th</sup> July 2011. Inception Report Prepared and would be presented to Construction and Maintenance Committee for review and approval at next meeting.
Project 2.2.5 - on Performance-based Contracting.	Liaise with SC on ToRs	PO	SC	Agreed ToRs	By end July 2011	Zambia drafting ToRs. Secretariat to provide support.
	Prosecute tender	PO	SC	Evaluation report	By end October 2011	-
Project 2.3.1 - Updating of SATCC Standard Specs and Code of	Consolidate comments on SATCC Standard	PO	SC	Report on SATCC Specs and Codes of	By end October 2011	No comments received from members on experiences to-date. Secretariat to re-issue

OBJECTIVE 1	EFFECTIVE PROJECT MANAGEMENT AND CONTRACT ADMINISTRATION					
PROJECT	ACTIVITY	CHAMPION	COLLABORATORS	PERFORMANCE INDICATORS		PROGRESS STATUS
				OUTPUT	TARGET	END OF 2 <sup>ND</sup> QUARTER JULY – SEPTEMBER 2011
Practice	Specs and Code of Practice to Secretariat			Practice update		a reminder.
Project 2.3.2 - Preparation of Harmonized Materials Laboratory and Field Testing Manuals	Liaise with SC on ToRs	PO	SC	Agreed ToRs	By end July 2011	ToRs agreed by SC.
	Prosecute tender	PO	SC	Evaluation report	By end October 2011	Funding was secured from the AfDB but could not progress because counterpart funding was not sourced. The project was scaled down within available AfDB funding and re-submitted. Recently, the AfDB clarified funding conditions had changed hence the project could no longer be supported. Prepare PCN for presentation to CPs.
Project 2.3.3 - Production of harmonized guidelines for road construction materials and production of codes of	Prepare and liaise with SC on Project Proposal (PP)	PO	SC	Agreed PP	By end November 2011	-

<b>OBJECTIVE 1</b>	<b>EFFECTIVE PROJECT MANAGEMENT AND CONTRACT ADMINISTRATION</b>					
<b>PROJECT</b>	<b>ACTIVITY</b>	<b>CHAMPION</b>	<b>COLLABORATORS</b>	<b>PERFORMANCE INDICATORS</b>		<b>PROGRESS STATUS</b>
				<b>OUTPUT</b>	<b>TARGET</b>	<b>END OF 2<sup>ND</sup> QUARTER JULY – SEPTEMBER 2011</b>
best practice on materials utilization, safety and environmental concerns.						
Project 2.3.4 - Preparation of Guidelines for further development of Materials Inventory	Prepare and liaise with SC on Project Proposal (PP)	PO	SC	Agreed PP	By end November 2011	-
Project 2.3.5 - Preparation of Guidelines on the use and certification of non-conventional soil additives	Liase with SC on Guidelines	PO	SC	Agreed Guidelines	By end October 2011	PO distributed draft guidelines prepared by Malawi. SC to review and recommend accordingly to the Board. Secretariat to follow up.

<b>OBJECTIVE 1</b>		<b>EFFECTIVE PROJECT MANAGEMENT AND CONTRACT ADMINISTRATION</b>				
<b>PROJECT</b>	<b>ACTIVITY</b>	<b>CHAMPION</b>	<b>COLLABORATORS</b>	<b>PERFORMANCE INDICATORS</b>		<b>PROGRESS STATUS</b>
				<b>OUTPUT</b>	<b>TARGET</b>	<b>END OF 2<sup>ND</sup> QUARTER JULY – SEPTEMBER 2011</b>
Projects 2.4.1, 2.4.2 and 2.4.3 - Road Safety Awareness, Education and Enforcement; Guideline on Dealing with Problem of Vandalism/theft of Road Signs and; Regionalization of Volume 2 and 3 of the SADC Road Traffic Signs Manual.	Liaise with Standing Committee (SC) on terms of reference (ToRs).	Programmes Officer (PO)	SC	Agreed ToRs	By end July 2011	ToRs agreed. South Africa advised to pend regionalisation of volumes 2 and 3 because updating of SADC Manual is necessary.
	Prosecute tender	PO	SC	Evaluation report	By end October 2011	Secretariat prepared RFP for guidelines of road safety awareness, education, enforcement and dealing with the problem of vandalism. RFP was not launched pending consultation on the scope of services wether policing or policy matter.
Project 2.5.1 - Maintenance and updating of the R & D database.	Liaise with SC on ToRs	PO	SC	Agreed ToRs	By end June 2011	ToRs for instructing adhoc services agreed.
	Prosecute tender	PO	SC	Evaluation report	By end August 2011	Instruction for ahdoc services under the contract with Libwin Library Services CC of South Africa for the provision of annual support and enhancement services issued



OBJECTIVE 1	EFFECTIVE PROJECT MANAGEMENT AND CONTRACT ADMINISTRATION					
PROJECT	ACTIVITY	CHAMPION	COLLABORATORS	PERFORMANCE INDICATORS		PROGRESS STATUS
				OUTPUT	TARGET	END OF 2 <sup>ND</sup> QUARTER JULY – SEPTEMBER 2011
						on 2 <sup>nd</sup> August 2011.
	Administer service contract	PO	FAO & SC	Training report	By end March 2012	On-going. Training conducted. Outstanding outputs are customised training manual and quarterly reports.
Project 2.5.2 - Synthesis of innovations in regional road technology	Liaise with SC on ToRs	PO	SC	Agreed ToRs	By end August 2011	Secretariat presented paper to T <sup>2</sup> SC meeting held at Arusha, Tanzania on 1 <sup>st</sup> September 2011. Recommended scope of the project. SC to prepare and agree ToRs. Secretariat to provide support.
	Prosecute tender	PO	SC	Evaluation report	By end December 2011	-
Project 2.5.3 - Performance assessment of naturally-occurring, non-standard materials.	Prepare and liaise with SC on Project Proposal (PP)	PO	SC	Agreed PP	By end November 2011	-
Project 2.5.4 - Guideline for use of	Liaise with SC on ToRs	PO	SC	Agreed ToRs	By end July 2011	ToRs agreed by SC and AFCAP

<b>OBJECTIVE 1</b>		<b>EFFECTIVE PROJECT MANAGEMENT AND CONTRACT ADMINISTRATION</b>				
<b>PROJECT</b>	<b>ACTIVITY</b>	<b>CHAMPION</b>	<b>COLLABORATORS</b>	<b>PERFORMANCE INDICATORS</b>		<b>PROGRESS STATUS</b>
				<b>OUTPUT</b>	<b>TARGET</b>	<b>END OF 2<sup>ND</sup> QUARTER JULY – SEPTEMBER 2011</b>
sand in road construction in the region.	Prosecute tender	PO	SC	Evaluation report	By end October 2011	ASANRA and AFCAP signed MOU for collaboration in undertaking research project. Procurement of services to undertake the assignment launched.
Project 2.5.5 - Guidelines for the use of in-situ recycling for the upgrading and rehabilitation of roads.	Liase with SC on final report of similar project implemented by South Africa	PO	SC	Final report review	By end October 2011	Secretariat requested SANRAL to provide report for distribution for commenting by SC. Secretariat to follow up.
Project 2.5.6 - Development of performance rating system of international Contractors and Consultants.	Liase with SC on draft contractor performance rating system (PRS).	PO	SC	Agreed PRS	By end October 2011	-
Project 2.6.1 - Co-coordinating with organizing committees of international conferences to provide	Publish announcements of 5 <sup>th</sup> Regional Technology Transfer Conference on ASANRA Website	PO	SC	1 <sup>st</sup> and 2 <sup>nd</sup> Announcements Published	By end November 2011	First Announcement published. Organising Committee to issue second announcement. Secretariat to follow up.

<b>OBJECTIVE 1</b>	<b>EFFECTIVE PROJECT MANAGEMENT AND CONTRACT ADMINISTRATION</b>					
<b>PROJECT</b>	<b>ACTIVITY</b>	<b>CHAMPION</b>	<b>COLLABORATORS</b>	<b>PERFORMANCE INDICATORS</b>		<b>PROGRESS STATUS</b>
				<b>OUTPUT</b>	<b>TARGET</b>	<b>END OF 2<sup>ND</sup> QUARTER JULY – SEPTEMBER 2011</b>
parallel sessions for T <sup>2</sup> activities.	Co-organisation of 5 <sup>th</sup> RTT Conference	PO	SC & FAO	Minutes of preparatory meeting	By end of September 2011.	-
	Attend 5 <sup>th</sup> RTT Conference	PO	SC	5 <sup>th</sup> RTT Conference report	By end of November 2011.	-
Project 2.6.2 - Promoting best practice guidelines in the region	Collection and dissemination of manuals	PO	SC	Manuals collected and disseminated	By end March 2012.	-

<b>OBJECTIVE 2</b>	<b>EFFECTIVE COORDINATION OF PROGRAMMES</b>					
<b>PROJECT/ITEM</b>	<b>ACTIVITY</b>	<b>CHAMPION</b>	<b>COLLABORATORS</b>	<b>PERFORMANCE INDICATORS</b>		<b>PROGRESS STATUS</b>
				<b>OUTPUT</b>	<b>TARGET</b>	<b>END OF 2<sup>ND</sup> QUARTER JULY – SEPTEMBER 2011</b>
Standing Committee Meetings	Liase with and organise SC meetings	PO	FAO & SC	12 No. standing committee meetings held.	By end March 2012	6 No. SC meetings held including recent T <sup>2</sup> Committee meeting held on 1 <sup>st</sup> September 2011 at Arusha Tanzania.
	Prepare accurate minutes of meetings	PO	FAO	12 No. minutes of meetings prepared	14 days after meeting.	6 No. minutes of meetings prepared and distributed within 14 days.
Board meetings	Liase with and organise board meetings	PO	FAO/AA	2 No. board meetings held.	By end November 2011	18 <sup>th</sup> Board meeting held. 19 <sup>th</sup> Board session scheduled for 22 <sup>nd</sup> and 23 <sup>rd</sup> November 2011 at Arusha Tanzania. TANROADS confirmed hosting.
	Prepare accurate record of board meetings.	PO	FAO	2 No. minutes of board meetings.	14 days after meeting.	Minutes of 18 <sup>th</sup> Board meeting prepared and distributed within 14 days.
Capacity Building	Training of accounting package	FAO	PO/AA	AA trained in Data Capture	30 <sup>th</sup> September 2011	Training delayed but commenced on 19 <sup>th</sup> October 2011
	Identification and implementation of	FAO	CEO (RA)	Capacity building	November 2011	-

OBJECTIVE 2	EFFECTIVE COORDINATION OF PROGRAMMES					
PROJECT/ITEM	ACTIVITY	CHAMPION	COLLABORATORS	PERFORMANCE INDICATORS		PROGRESS STATUS
				OUTPUT	TARGET	END OF 2 <sup>ND</sup> QUARTER JULY – SEPTEMBER 2011
	capacity building needs of staff			programmes for FAO, PO and AA identified.		

<b>OBJECTIVE 3</b>	<b>RELIABLE MANAGEMENT REPORTING</b>					
<b>PROJECT/ITEM</b>	<b>ACTIVITY</b>	<b>CHAMPION</b>	<b>COLLABORATORS</b>	<b>PERFORMANCE INDICATORS</b>		<b>PROGRESS STATUS</b>
				<b>OUTPUT</b>	<b>TARGET</b>	<b>END OF 2<sup>ND</sup> QUARTER JULY – SEPTEMBER 2011</b>
Annual Work plan	Develop Annual Workplans 2011/2012 financial year	PO	FAO	1 No. Annual work plan	1 April 2011	Annual Work Plan submitted to 18 <sup>th</sup> Board meeting
Progress reporting	Prepare quarterly progress reports	PO	FAO	4 No. quarterly reports	20 days after end of quarter.	2 No. Quarterly Report prepared and distributed within 20 days after end of quarter.
Annual Operating Budget	Develop Annual Operating Budget 2011/12 financial year	FAO	PO	1 No. Draft Operating Budget	1 April 2011	Draft Operating Budget submitted to 18 <sup>th</sup> Board Meeting  Revised Operating Budget incorporating comments from the Board circulated to board members by 3 <sup>rd</sup> week of June 2011
Audited Financial Statements	Prepare draft financial report 2010/2011 financial year	FAO	External Auditors	Draft Audited Financial Statements	By 30 <sup>th</sup> June 2011	Draft Audited Financial Statements circulated to Board on 29 <sup>th</sup> June 2011  Production of final audited Financial Statements awaiting Board approval.
Quarterly financial report	Prepare quarterly Management report	FAO	AA	Management Report	15 <sup>th</sup> day after end of quarter	First report submitted 2 weeks late by 30 <sup>th</sup> day after end of

<b>OBJECTIVE 3</b>	<b>RELIABLE MANAGEMENT REPORTING</b>					
<b>PROJECT/ITEM</b>	<b>ACTIVITY</b>	<b>CHAMPION</b>	<b>COLLABORATORS</b>	<b>PERFORMANCE INDICATORS</b>		<b>PROGRESS STATUS</b>
				<b>OUTPUT</b>	<b>TARGET</b>	<b>END OF 2<sup>ND</sup> QUARTER JULY – SEPTEMBER 2011</b>
						quarter. (Delay due to year end activities – re:preparation of financial statements and interruption of services during the relocation of services which coincided with end of the quarter. Current report distributed on 20 <sup>th</sup> day after end of quarter.
Maintenance of Assets and Systems	Procure capital expenditure items	FAO	PO/AA	New and Replacement Assets procured	Asset procurement Schedule	Procurement of remaining items (camera and colour printer underway in October 2011 month
	Upgrade Sage Pastel Partner	FAO		2 User Accounting Package current version installed	30 <sup>th</sup> July 2011	Sage Pastel Version 11 installed and registered on 7 July 2011
Publicize Activities of the Association	Produce promotional materials	FAO	PO/AA	Members Certificate of Recognition; Flyers, etc	On-going	In process for ASANRA exhibition at the 5 <sup>th</sup> Africa Transportation T <sup>2</sup> Conference and commomeration of the 10 <sup>th</sup> Anniversary at Arusha Tanzania.

<b>OBJECTIVE 4</b>	<b>EFFECTIVE COLLABORATION WITH REGIONAL AND INTERNATIONAL ORGANISATIONS</b>					
<b>PROJECT/ITEM</b>	<b>ACTIVITY</b>	<b>CHAMPION</b>	<b>COLLABORATORS</b>	<b>PERFORMANCE INDICATORS</b>		<b>PROGRESS STATUS</b>
				<b>OUTPUT</b>	<b>TARGET</b>	<b>END OF 2<sup>ND</sup> QUARTER JULY – SEPTEMBER 2011</b>
Working agreements	Negotiate and conclude Memorandum of Understanding with Collaborating Partners	PO	Collaborating Partners	Memorandum of Understanding	By 20 <sup>th</sup> of following month after conclusion of agreement.	ASANRA and AFCAP signed MOU for collaboration in undertaking research of use of locally available sand in construction and maintenance of roads. Consultation on zero draft ToRs and MOU for collaboration with ARMFA and SSATP Programme in undertaking Peer Review of Road Asset Management Practices among member road agencies on-going. Secretariat exploring MOU for collaboration with PIARC in road safety and/or road asset management.
Workshops, Conferences and seminars	Attend and report on meetings, workshops, conferences and seminars	PO	AA & FAO	Adhoc reports	14 days after meeting, workshop, conference and/or seminar.	All meetings and conferences attended by the Programmes Officer are reported in section 2.1j of the quarterly report.



<b>OBJECTIVE 5</b>	<b>EFFECTIVE PUBLICATION OF ASANRA ACTIVITIES</b>					
<b>PROJECT/ITEM</b>	<b>ACTIVITY</b>	<b>CHAMPION</b>	<b>COLLABORATORS</b>	<b>PERFORMANCE INDICATORS</b>		<b>PROGRESS STATUS</b>
				<b>OUTPUT</b>	<b>TARGET</b>	<b>END OF 2<sup>ND</sup> QUARTER JULY – SEPTEMBER 2011</b>
Newsletter	Prepare and release quarterly newsletter bulletin.	PO	FAO & SC	3 No. newsletters	20 days after end of quarter.	2 No prepared and released within 20 days of end of quarter.

## **ANNEX II**

### **FEATURED ISSUE**

#### **ASANRA NEWLETTER SECOND ISSUE ARTICLE**

#### **ENGINEERING MEASURES FOR PROMOTING PEDESTRIAN SAFETY**

## **ENGINEERING MEASURES FOR PROMOTING PEDESTRIAN SAFETY**

The meeting of Ministers responsible for transport in the SADC region was held from 5th to 7th October 2011 at Centurion, South Africa. The Ministers endorsed a SADC Regional Road Safety Programme and launched a Road Safety Awareness Campaign Strategy and Action Plan developed as part of the initiatives geared towards United Nations Decade of Action for Road Safety 2011 – 2020.

The strategy concentrates on two focal areas, pedestrian safety and seatbelt compliance with the goal of achieving improved road user behavior. The key objectives of the campaign are to promote walking as a safe, desirable and viable mode of transport; reduce number and severity of pedestrian collisions occurring on national road networks of member states; focus on cost-effective measures to address the causes of pedestrian fatalities and injuries; support the promotion of seat belt and other child restraint use at all times; reduce the number and severity of collisions caused by unrestrained passengers and other vehicle occupants and monitor, evaluate and review all pedestrian-involved collisions.

The SADC Road Safety Programme, Campaign Strategy and Action Plan were developed by the Road Safety Working Group (RSWG) of which ASANRA is a member. The preparation was well informed by experiences of member states and ASANRA Guidelines on Road Safety Procedures (including audits) and; Principles, Development of Road Traffic and Incident Management Systems.

The quarterly report features the subject of engineering measures that road agencies could deploy to promote pedestrian safety. For instance, some member road agencies are embarking on construction of pedestrian flyover footbridges. The Secretariat invites members to share their experiences regarding engineering solutions to pedestrian safety for publication in the next issue of ASANRA Quarterly Newsletter. In addition, a number of selected topics at the planned 5th Africa Transportation Technology Transfer (T<sup>2</sup>) Conference at Arusha, Tanzania will dwell on the subject of road safety.

**FEEDBACK**

For feedback on the Quarterly Report and the featured subject on engineering measures for promoting pedestrian safety, please contact or post your comments to:

ASANRA Secretariat  
Pacific Villa  
Area 14/25, Flat No. 4  
P.O. Box 754  
Lilongwe

**Malawi**

Email : [ngerman@asanra.com](mailto:ngerman@asanra.com) or [ngerman2009@hotmail.com](mailto:ngerman2009@hotmail.com)

Website : [www.asanra.int.mw](http://www.asanra.int.mw)

Phone : +265 (0) 197 6042/ +265 1 775 086

Cell : +265 888 340 948 / +265 992 893 992