**SUMMARY OF THE MINUTE OF THE STEERING COMMITTEE OGP AMAC THAT WAS HELD ON THE 5TH OF JUNE 2023**

The meeting was attended by 9 members (including AMAC staff and OGP members) and the conversation was to map out the milestone plan for the second Action plan.

Summary of the meeting: It was agreed that the logistics unit will lead the implementation plan while the Department of Works and legal unit of the council will support the logistics unit. The procurement cycle for 2023 has been completed, so our activities for the remaining part of the year will focus on capacity building and review of the procurement process

The timeline for the project was worked on.

The output of the project was also addressed.

There will be a procurement process as of 2024.

**Commitment** - AMAC logistics office commits to include an allocation for public engagement (like radio projects, training, and town hall meetings) in the budget for the year 2024.

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| ***Describe the output*** | ***Activities*** | ***Start date***  ***(****MM/YYYY****)*** | ***End Date***  ***(****MM/YYY****)*** | ***Responsible Agency*** | ***Contact person*** | ***Status***  *Select from the following: Not started; in progress, stuck finished; incomplete.* |
| 1. To ensure proper understanding of the concept of open government within the Area Council by developing the knowledge capacity of the AMAC government administrators and strengthening the collaboration of CSOs and the Area Council for effective Monitoring and Evaluation. | a. Training of personnel under the works, legal, and logistics departments. (number of personals; 4 from works, 2 from legal, and 3 from logistics) | JUNE, 2023 | NOV. 2023 | Open contracting | Ms. Andie | Not started |
| 2. To increase awareness and promote citizens’ participation in the procurement process through the holding of dialogue meetings, media publicity, town hall meetings, and sensitization programs on public procurement. | a. Create a procurement calendar that will be designed by logistics to be made public.  b. Town hall meeting  c. Press briefing  d- Stakeholders Engagement | Dec 2023 | March 2025 | AMAC Steering Committee | The OGP Secretariat | Not started |
| 3. To ensure that the process of contracting/procurement is open to the public and that the criteria/requirement for qualification is accommodating and reasonably attainable to all including women and young people | a. Review the criteria for procurement to make sure it is gender sensitive  Review procurement policies  Develop a soft copy of procurement criteria and qualification  Publish the procurement Criteria to all media platforms | Jan 2024 | March 2025 | AMAC STEERING COMMITTEE | OGP SECRETARIAT | NOT STARTED |
| 4. To modernize the procurement system by using digital tools such as websites, mobile apps, and online bidding platforms, that are user-friendly as well as social media platforms, TVs, and radios for publicity. | Digitalization of the procurement process  Training of staff on ICT | Jan. 2024 | March 2025 | CSOs Partners | OGP Secretariat | Not Started |