



# ANNUAL GENERAL MEETING

PRESENTED AT THE 8<sup>TH</sup> BIENNIAL SAMEA CONFERENCE IN SANDTON, AND VIRTUALLY

22 SEPTEMBER 2022

# AGENDA

ITEM	RESPONSIBLE	TIME
Welcome	<b>Cara Hartley (SAMEA Chairperson)</b>	16h00 to 16h05
Review and adoption of 2021 Minutes and 2022 Agenda	<b>Tikwiza Silubonde (SAMEA Deputy Chairperson)</b> <ul style="list-style-type: none"> <li>- Adoption of 2021 AGM Minutes</li> <li>- Adoption of 2022 Agenda</li> </ul>	16h05 to 16h10
Chairperson's Report	<b>Cara Hartley</b> <ul style="list-style-type: none"> <li>- Portfolio reports</li> </ul> <b>Question and Answer Session</b>	16h10 to 16h40
Treasurer's Report	<b>Ayanda Mtanyana (Treasurer) &amp; Molupe Matsumunyane (Deputy Treasurer)</b> <ul style="list-style-type: none"> <li>- Finance portfolio</li> </ul> <b>Question and Answer session</b>	16h40 to 17h00
Board Election Results	<b>Babette Rabie, Ian Goldman and Mokgophana Ramasobana (Election Committee)</b> <ul style="list-style-type: none"> <li>- Announcement of 2022 election results</li> </ul>	17h00 to 17h15
Closing Remarks and gratitude for outgoing board members	<b>Tikwiza Silubonde</b>	17h15 to 17h30

# REVIEW & ADOPTION OF 2021 MINUTES



# REVIEW & ADOPTION OF TODAY'S AGENDA



# CHAIRPERSON & BOARD FEEDBACK



# BOARD 2021/2022



**Cara Hartley:**  
Chair



**Tikwiza Silubonde:**  
Deputy Chair



**Ayanda Mtanyana:**  
Treasurer



**Eleanor Hazell:**  
Operations Lead



**Molupe Matsumunyane:**  
Deputy Treasurer



**Mkgophana  
Ramasobana**



**Ian Goldman**



**Babette Rabie**



**Takunda Chirau**



**Ruth Mojalefa**



**Moses Mashingaidze**

# SAMEA Secretariat 2021 /2022

## **Our current secretariat**

Gaynor Nel – SAMEA Coordinator

Marla Naidoo – SAMEA Administrator

Sivenati Yami – EE intern

## **Thank you!**

Elnari Potgieter – former SAMEA Coordinator

Pamela Hlahla – former EE Coordinator



# FEEDBACK TOPICS

Portfolio / Area of work	Board member providing feedback
Building a stronger organisation	Eleanor Hazell & Cara Hartley
Membership Services and Communications	Ruth Mojalefa
SAMEA review	Eleanor Hazell
Partnerships and Advocacy	Mokgophana Ramasobana
Co-Creation	Ian Goldman and Moses Mashingaidze
Research	Babette Rabie
Workshops	Babette Rabie
Emerging Evaluators	Takunda Chirau
Treasury	Ayanda Mtanyana (presented as a separate agenda item)





# BUILDING A STRONGER ORGANISATION

## GOVERNANCE & STRATEGY

- Only 2 priorities
- Dissemination of a 2-page SAMEA Strategy
- Introduction of an Operations Lead on the Executive; and Deputy Treasurer
- Elections & inductions
- Expansion of Board from 10 to 11 (and soon to 13)



# BUILDING A STRONGER ORGANISATION

## OPERATIONS LEAD

New EXCO portfolio established in 2022 to support SAMEA's growth

### 2022 Highlights

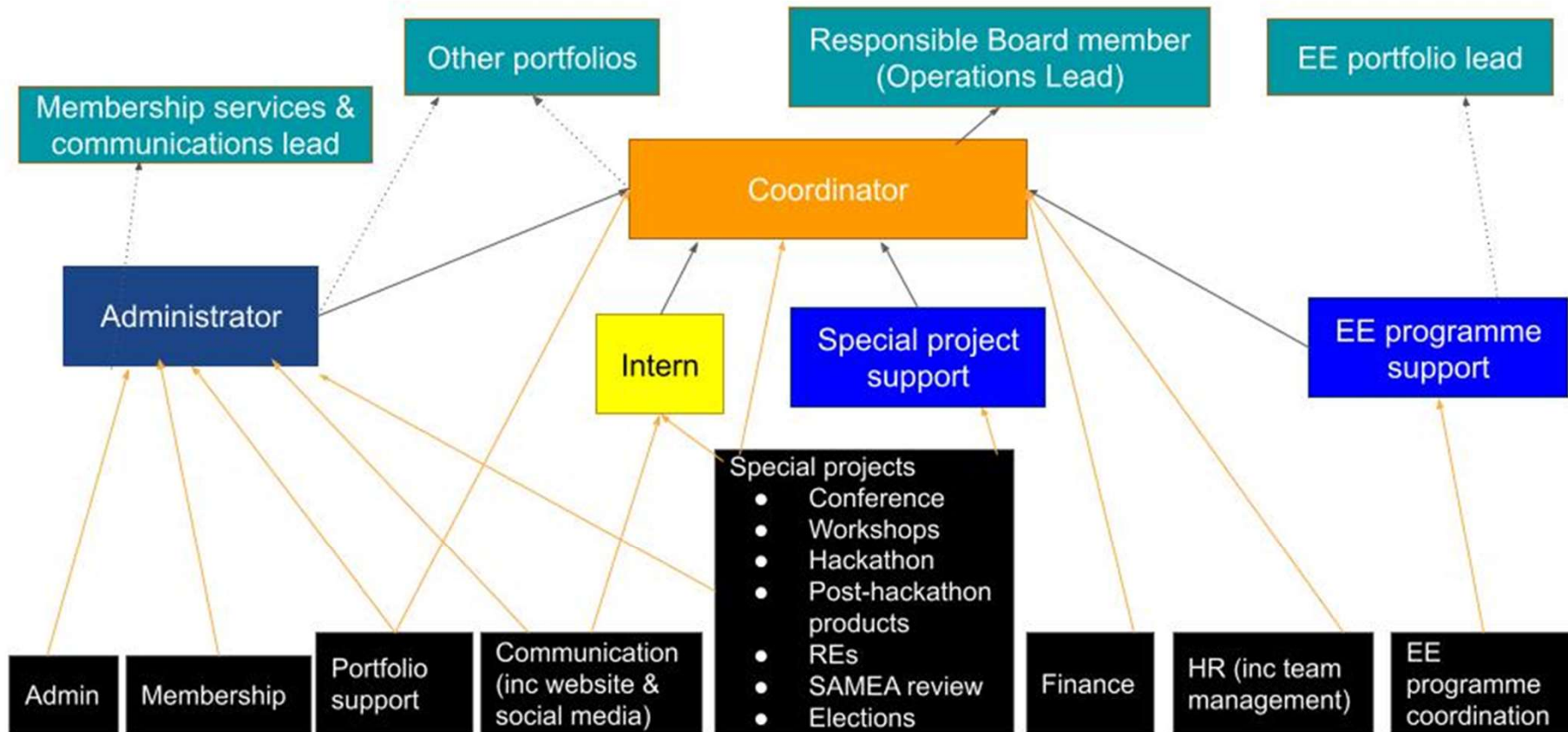
- Recruitment.
- Secretariat staff – a strong team.
- Strengthening operations.
- Defining & documenting organisational procedures (timekeeping, leave, exit interview, probation review).
- Developing a leave policy.

### Looking ahead to 2023

- Formalise appointment of an occasional HR advisor.
- Continuing defining & documenting organisational procedures in line with priorities.
- Review organisational templates.
- Knowledge management.



# SAMEA Secretariat Organogram



# SAMEA REVIEW

## Rationale & process

- *An external strategic review was last conducted in 2015 (by a legacy board member) and an internal review (membership survey) was conducted by the SAMEA Board in 2016/2017. The COVID-19 pandemic, has seen seismic shifts in the way that work is planned, organised and undertaken; M&E work is no exception.*
- [Terms of Reference](#) finalised April 2021.
- Conducted by **volunteers** with support from the SAMEA Secretariat.
- Sample
  - Survey (173 responses)
  - Membership Profile analysis
  - Social media analysis
  - Interviews (11 Klls & 1 FGD with 15 respondents)
  - Legacy board members, EE candidates, VOPEs, Members/non-member
- Preliminary findings (qualitative) presented at strategic planning, December 2021.
- Preliminary findings (survey) informed conference planning.



# SAMEA REVIEW

Communication



Capacity building



Networking



Membership



Suggested new services



Next steps/way forward



# MEMBERSHIP SERVICES AND COMMUNICATIONS

## Strategy for the year

Building a stronger organisation by means of:

- Encouraging all members to renew their memberships
- Using a collaborative leadership approach to instil confidence among members so that the SAMEA board represents their interests
- Being responsive to members and trying to assist them as soon as possible
- Offering diverse events so making it a worthwhile experience to our members eg follow through from the Evaluation Hackathon; EE Immersion Programme
- This year was also about delivering a successful conference
- By maintaining and strengthening communications with SAMEA members and stakeholders

## Highlights

- Widespread marketing of the conference. Conference has attracted over 450 physical and 100 virtual participants
- Effective use of general communications through SAMEA's regular channels
- Reached out directly to key relevant stakeholders e.g DPME , UNICEF, members, M&E practitioners and chapters/networks



# MEMBERSHIP SERVICES & COMMUNICATIONS (CONTINUED)

## **Stepping up our communications approach by means of:**

- Frequent SAMEA newsletters
- Portfolio undertook a comprehensive SAMEA Review. We have valuable info we can use to improve our communications with our members
- Regular website updates and the addition of new webpages e.g. Evaluation Hackathon and EE webpages

## **Membership statistics**

- As at 21 September 2022, SAMEA has 637 members. (371 individual members; 16 institutional members of which 163 are members and 103 student members). The top province is Gauteng followed by Western Cape, Eastern Cape, KZN and the other provinces.

## **Looking ahead**

- SAMEA review findings will help us to better communicate with members
- Partnership with more stakeholders to further strengthen communications and commit to multi-year projects
- Building on lessons learned from 2022 Conference communications and marketing for future years



## Comparative membership statistics

2017	556 members	12 institutional members
2018	685 members	12 institutional members
2019	551 members	16 institutional members
2020	519 members	16 institutional members
2021	491 members	14 institutional members
2022	637 members	16 institutional members

**SAMEATALK SUBSCRIBERS**  
981

## Tweets from @SAMEA\_ZA

## Facebook

## LinkedIn



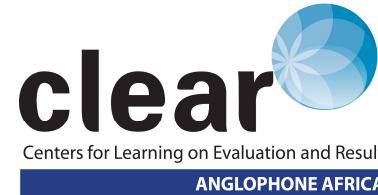


# INSTITUTIONAL MEMBERS



planning, monitoring  
& evaluation

Department:  
Planning, Monitoring and Evaluation  
REPUBLIC OF SOUTH AFRICA



**GAUTENG PROVINCE**  
SOCIAL DEVELOPMENT  
REPUBLIC OF SOUTH AFRICA



social development

Department:  
Social Development  
REPUBLIC OF SOUTH AFRICA



tourism

Department:  
Tourism  
REPUBLIC OF SOUTH AFRICA



**USAID**  
FROM THE AMERICAN PEOPLE



women

Department:  
Women  
REPUBLIC OF SOUTH AFRICA



**GAUTENG**  
LEGISLATURE  
Your View ~ Our Vision



JET EDUCATION SERVICES  
THINK EDUCATION. THINK JET.



Premier

Department  
Office of the Premier  
PROVINCE OF THE NORTHERN CAPE



World Vision



science & innovation

Department:  
Science and Innovation  
REPUBLIC OF SOUTH AFRICA



# PARTNERSHIPS & ADVOCACY

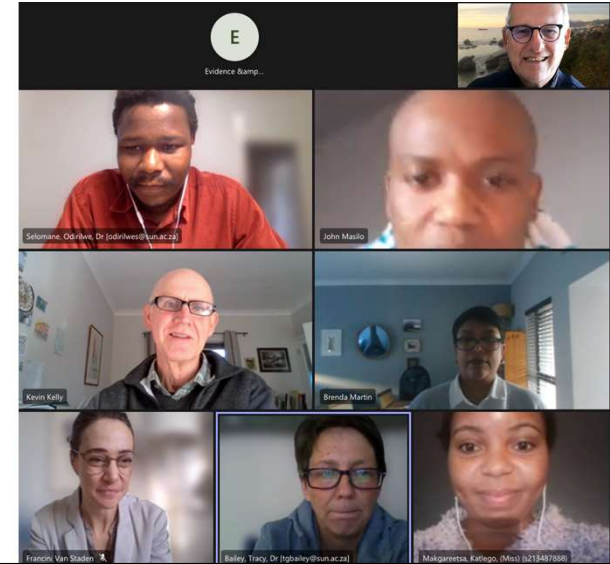
- Partnerships integrated to our three-year strategic plan expressed through our TOC (formalised via MOUs/MOAs)
- Steered implementation of programmes – Cocreation initiatives, EE programme, 2022 conference, Workshops
- Most importantly, advocated for systematic changes such as Evidence Map in partnership with DPME, Competency framework (QA NSG curriculum etc), enabled growth of our Secretariat
- Lessons & priorities – a dedicated board member, takes time, must be reviewed at different intervals, explore engaging with other spheres of government (SOEs, Local government, Legislative sector etc)





# CO-CREATION

- Importance of co-creation to address the complex problems facing the country and planet
- Focus on **hackathon** as first project
- **9 teams** focusing on Using M&E to address Systemic Crises; Undertaking M&E in crisis; MAE; evidence map building on existing evaluations – first three core themes for the Conference
- **Virtual hackathon** - 8-22 October 2022 - Five hackathon partners, 150 hackathoners involved including 32 EEs, top speakers eg Michael Quinn Patton, Presidential Climate Commission
- **Systemic crises** – 2 guidelines have been produced on climate/ecosystem health & equity, peer reviewed, piloted with UIF, DSD, DSI – will hear report back at conference
- **M&E in crisis** – guideline on virtual evaluation, 3 rapid evaluation plans, being implemented by EEs with evaluation facilitator and first evaluation now complete
- **MAE** – initial work on conceptualising – built on for conference
- **Conference** deciding where we take the co-creation next year



Equity Guideline 13

planning, monitoring & evaluation  
Department: Planning, Monitoring and Evaluation  
REPUBLIC OF SOUTH AFRICA

Evaluation Guideline No 2.2.2?  
Integrating a transformative equity criterion into evaluations for pro-transformative systemic change  
Created: 13 July 2022  
Updated:

Addressed to	Government departments and entities ( <i>schedule I &amp; II</i> ) who are u evaluations (programme managers and M&E staff); eva government programmes and policies.
Purpose	The purpose of this guideline is to provide guidance to eval commissioners of evaluation on how to apply an equity evaluation.
Policy	These guidelines support the objectives of the National Development

## SAMEA HACKATHON

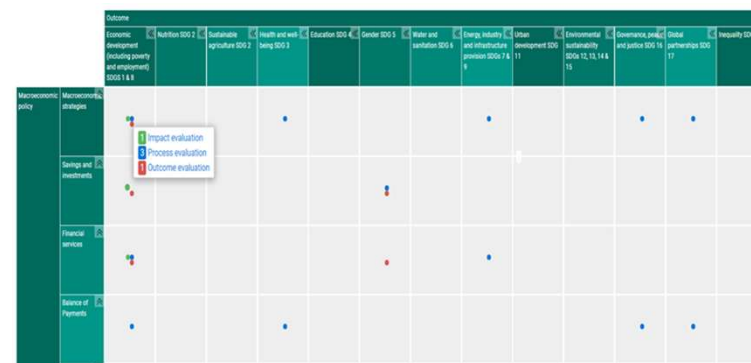
**Theme:** Monitoring and Evaluation in times of Crisis

**Team 4 Assignment:** Evaluation Design and Plan for HeartBeat Clowns

**Date:** March 2022

# RESEARCH

- A Hackathon team, comprising a significant portion of DPME officials, developed draft criteria and alternative action plans for a South African Evaluations Evidence Map.
- DPME is moving forward with the development of the evidence map, driven jointly by the DPME Evaluations, and Research and knowledge management directorates. SAMEA members form part of the reference group for this exciting initiative
- DPME has engaged with government departments to share completed evaluations. Through SAMEA talk, evaluation consultants, researchers, practitioners will be invited to identify and/or submit completed evaluation studies for inclusion in the evidence map
- Evidence maps show where evidence is available, and help to identify evidence gaps. Raise awareness, interest and potential use of available studies, and identify priorities to address information gaps
- Important role of SAMEA to leverage partnerships and networks to strengthen the M&E landscape in South Africa.





# CAPACITY BUILDING WORKSHOPS

- Three SAMEA workshops were offered in June
- Orientation to Research for Evaluation – a SAMEA, custom designed programme, to provide an orientation for those new to evaluation research
- Virtual Evaluation – training on the virtual evaluation guideline as developed during/post the 2021 Hackathon, to equip participants with practical methodologies for collecting and presenting evaluation data
- Climate/ecosystems and Equity Guidelines – guidance to the commissioners of evaluation to apply these two additional criteria to evaluations, another product of the 2021 Hackathon, 3 pilot evaluations participated from DSD, DSI, DPME and UIF
- Total number of delegates: over 60 in attendance
- Small budget for external support, mostly organized by the SAMEA secretariat
- Potential opportunity for additional income stream for SAMEA, and more regular capacity building opportunities for members



# EMERGING EVALUATORS (EE)

Pilot EE Programme launched by SAMEA in partnership with



# EMERGING EVALUATORS (EE)

Six host organisations participated in the programme, namely;



# EMERGING EVALUATORS (EE)

As part of the capacitation component of the programme each EE was partnered with a mentor.

Positive feedback received from the EE's and host organisations.

Phase 2 of the EE Programme will be implemented in the new fiscus.





# Emerging Evaluators Networking Event

You are invited to a networking event to engage with emerging evaluators, evaluators and development partners in the M&E field.

Meet us at the pool side!

[RSVP HERE](#)

**22 September,  
18:00pm till late!**



United Nations  
World Food  
Programme



# TREASURER'S REPORT

Ayanda Mtanyana

Treasurer

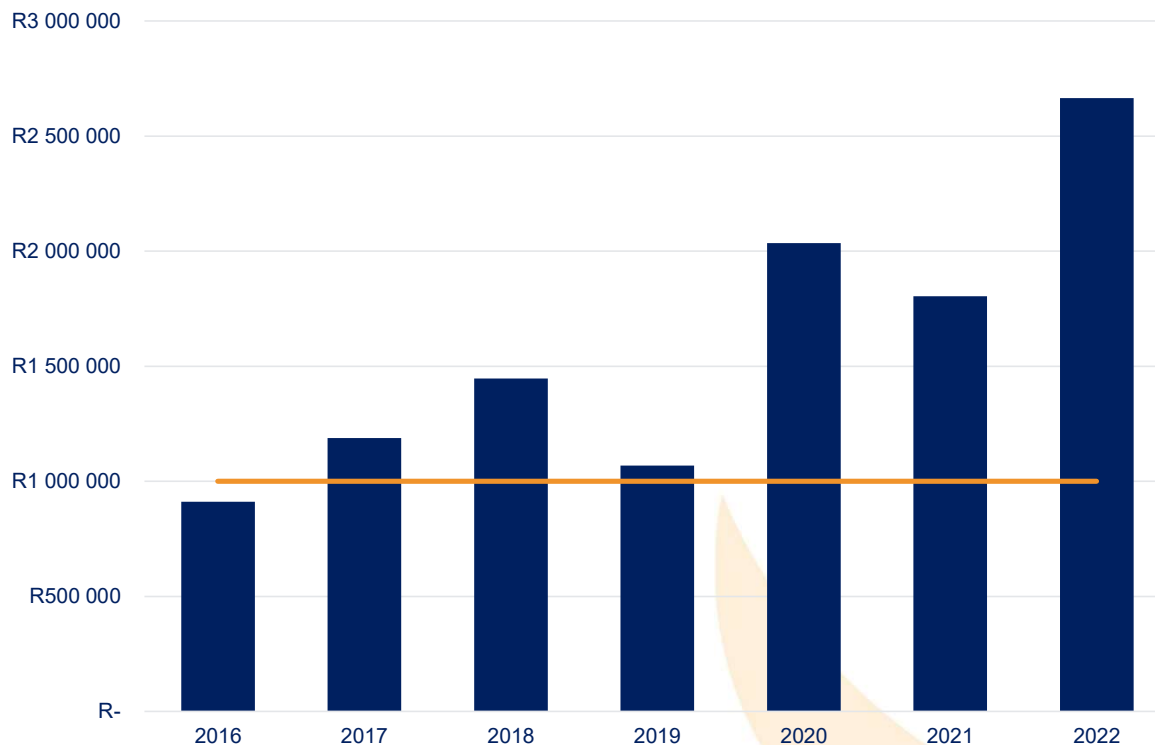


## Financial review for year ending 28 February 2022

- SAMEA had a **healthy bank balance of R2.7m** in FY2022, which is significantly higher than usual for a non-conference year due to grant income for **co-creation and EE programmes**
- The virtual format of the Capability Building workshops remained **cost-effective**, which enabled SAMEA to survive delaying the 8<sup>th</sup> Conference until this year
- It is critical to **fundraise for the EE programme** for continuity and to improve our membership and sponsorships fees
- **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 prepares the financial statements for audit purposes
- **BVA Inc. are the SAMEA auditors**, which is part of the same group of companies as BVSA, but not the same company

## Financial review for year ending 28 February 2022

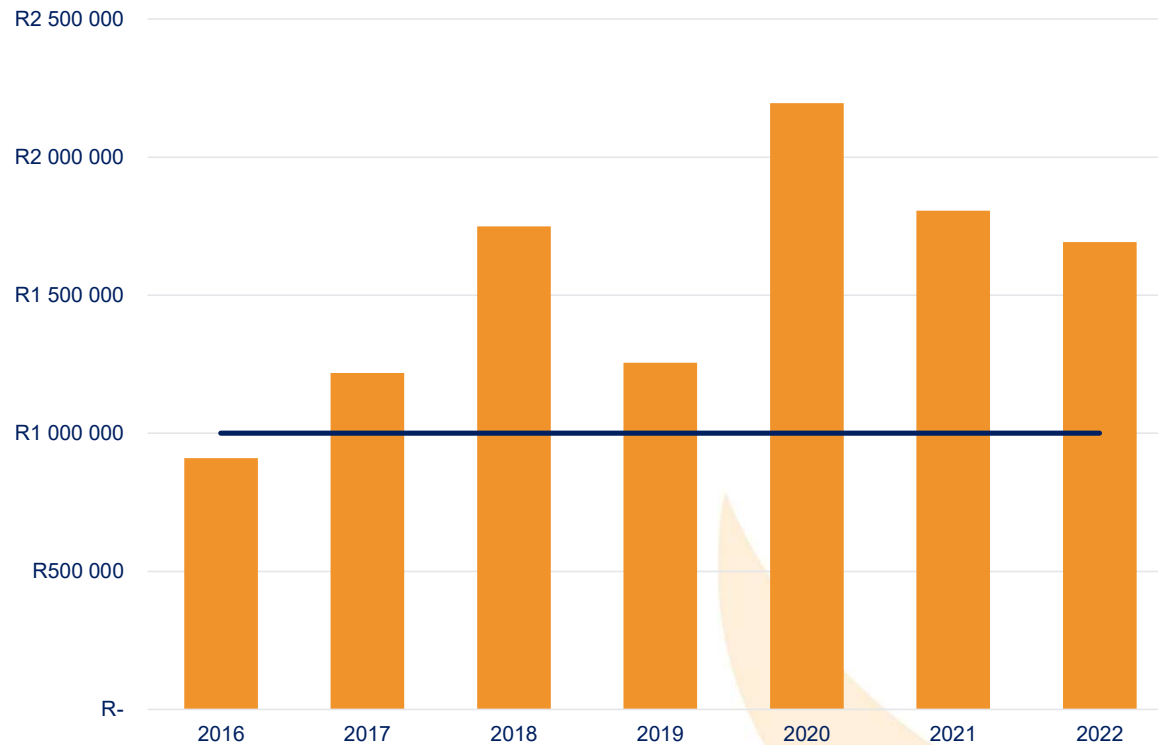
### Cash and Cash Equivalent



SAMEA continued to have a **healthy bank balance**. FY2022 saw us maintain an above target amount and diversify sources of funding. This allowed the Association to pursue **strategic imperatives such as EE capacity building and responsive co-creation** efforts that contribute to knowledge and practice.

## Financial review for year ending 28 February 2022

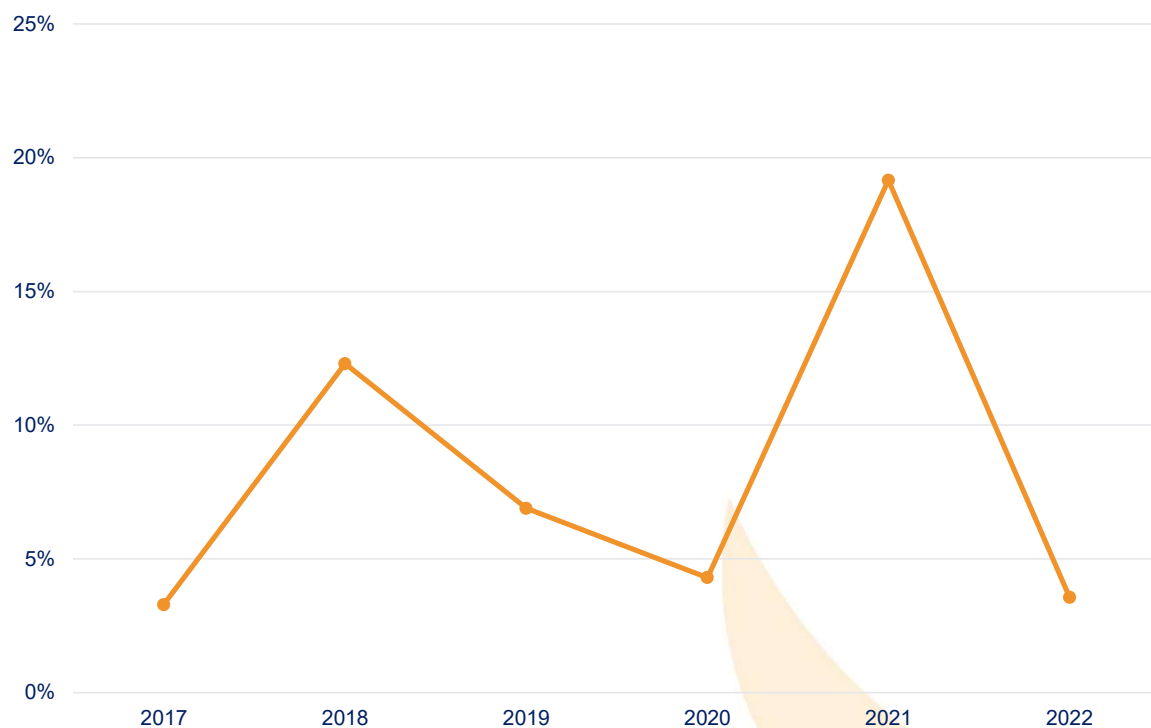
Retained Income



SAMEA had retained income that could give it a **two-year runway**, assuming that the conference at least breaks even. This is even so at the increased secretariat capacity of 0.5FTE Coordinator and 0.8FTE Administrator, which is critical to deliver services and for board sustainability.

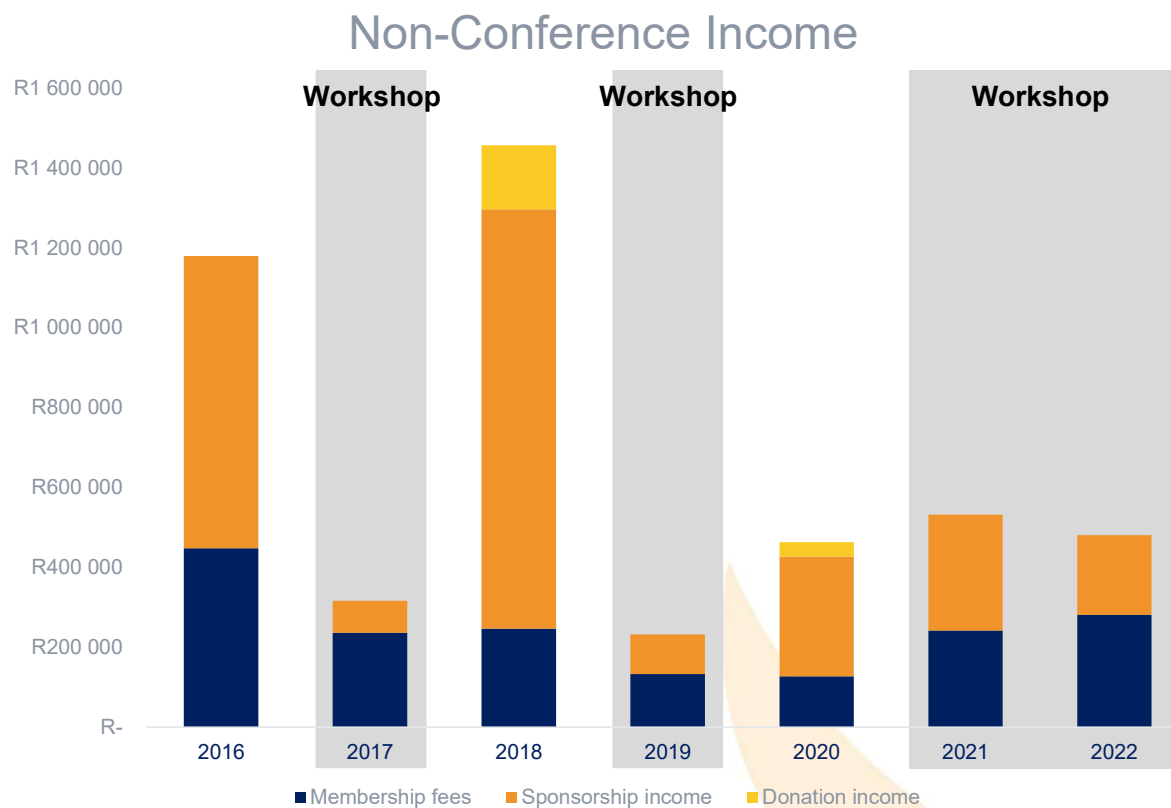
## Financial review for year ending 28 February 2022

### Trade and Other Receivables



We have consistently done well with **collections** of conference and workshop proceeds by the end of the subsequent financial year.

## Financial review for year ending 28 February 2022



Our **membership fees improved** despite it being a non-conference year. Similarly, we were also able to secure **adequate sponsorships** to break even for the capability building workshops. In addition to the virtual format, this has enabled SAMEA to limit subsidizing the workshops from retained income.

## Looking ahead...

- This **conference will contribute** towards the objectives of SAMEA and its sustainability
- Our new initiatives such as the co-creation and the EE internships deliver value to our members and we should to **fundraise to ensure continuity**
- We should **continue to strengthen our value proposition** to our members and sponsors to grow our base



# Review of FY2022 AFS

Approval of Audited Financial Statement

# 2022 ELECTION RESULTS

2022 Elections Committee: Babette Rabie, Ian Goldman, Mokgophana Ramasobana

The 2022 elections results are as follows:

- Number of votes cast: **289** (if you consider a vote on more than one nominee as multiple votes)  
Number of voters: **109**  
Number of nominations: **22**  
Number members nominated: **18**  
Number of nominations accepted: **17**  
Number of nominations confirmed: **9**
- The SAMEA elections were conducted online and was managed by an external IT management company, Development IT Solutions
- Only members with an active paid up membership could participate in the elections
- Nominations took place from 1 July 2022 – 25 August 2022
- Formal Voting Process took place from 12 September – 21 September 2022



# 2022 – 2023 SAMEA BOARD MEMBERS

The new SAMEA board members are:

- Asgar Bhikoo
- Jennifer Norins
- Mayibongwe Mncube
- Mishkah Teladia
- Nana Davies



# CLOSING REMARKS



END

