



VOLTA-HYCOS PROJECT

2ND STEERING COMMITTEE MEETING OF THE VOLTA-HYCOS PROJECT

**Ouagadougou, Burkina Faso
27-28- September 2007**

FINAL REPORT

TABLE OF CONTENTS

1.	BACKGROUND.....	3
2.	OPENING.....	4
3.	PARTICIPATION.....	5
4.	ORGANIZATION OF THE MEETING.....	5
5.	PROGRESS REPORT.....	5
5.1	Progress Report Presentation by PMU.....	6
5.2	Discussions.....	7
6.	REPORT BY COUNTRIES AND PARTNERS.....	7
6.1	Report by the Countries.....	8
6.2	Report by the Project Partners.....	9
7.	WORKPLAN AND BUDGET (October 2007 – December 2008).....	11
8.	RECOMMENDATIONS.....	12
9.	VENUE FOR THE NEXT MEETING.....	13
10.	CLOSURE.....	13

ANNEXES

1.	LIST OF PARTICIPANTS.....	14
2.	APPROVED AGENDA AND WORK PROGRAMME.....	18
3.	LIST OF RECOMMENDATIONS OF THE 1 ST SC MEETING.....	21
4.	PLAN OF ACTIVITIES.....	22
5.	PROPOSED BUDGET.....	27

1. BACKGROUND

1.1 In response to the necessity for adequate information systems on water resources and to address water problems and contribute to a solution, in 1993 the World Meteorological Organisation (WMO) initiated the World Hydrological Cycle Observing System, known as WHYCOS. This system helps to strengthen national capabilities by a better understanding of the hydrological cycle and therefore promotes regional cooperation through the exchange of information by using modern technology.

1.2 WHYCOS is being developed in the form of regional components (HYCOSs) designed to meet regional priorities expressed by the participating countries and encourage the countries to exchange meteorological and hydrological data and products and therefore strengthen regional cooperation.

1.3 A pilot phase of AOC-HYCOS (Western and Central Africa) was successfully implemented between 2000 and 2002 with the participation of eleven countries and funding provided from France.

1.4 As a continuation to the pilot phase, WMO proposed a follow-up phase with the implementation of the WHYCOS project in Western and Central Africa through a number of large transboundary river basin components, which could be launched independently.

1.5 The WMO, in collaboration with the French Institute for Development Research (IRD), prepared a draft project document in February 2003 to implement the Volta-HYCOS project. The ultimate objective of this project is to develop a system of reliable information on the water resources in the Volta Basin, using quality data, with easy access for users through the Internet. The project intends to consolidate technical and institutional capacities of the NHSs in the participating countries, reinforce hydrological observing networks, in particular through the use of different technological options in remote data acquisition, promote development of national and regional data bases, foster regional cooperation and organize pertinent training programs. The project will also strengthen the institutional capacity of the Volta Basin Authority (VBA).

1.6 An agreement between WMO and the Agence Française pour le Développement (AFD) for funding the project was signed in early December 2004. WMO is the executing agency of the project and will provide technical supervision. According to article 3-a of the above agreement, on 12th of September 2005 WMO received the first transfer of € 69.000 (sixty nine thousands Euros) for implementation of the preparatory phase of the project. The project coordinator resumed his duties on 1st January 2006.

1.7 The main objectives of the preparatory phase were to establish the Project Management Unit, implement country visits to collect data and information to prepare the Draft Detailed Project Document and finally to establish the project Steering Committee. The preparatory phase was successfully completed and has achieved its objectives. The 1st Steering Committee meeting was held from 6th to 7th September, 2006. Following the meeting, the project document was finalised and has been printed and is available in English and French.

1.8 The second phase started to implement activities in October 2006 with consideration of the countries recommendations during the 1st SC. WMO organized in Ouagadougou, Burkina Faso the 2nd SC from 27th to 28th 2007 where country representatives (the SC members) and partners were invited to discuss and review the progress report, work plan and budget for 2008.

2. OPENING

2.1 The meeting took place in Salle Raibaud at the International Institute for Water and Environmental Engineering (2iE/ Groupe EIER-ETSHER). It was officially opened on 27th September 2007 at 9:00 hrs by Mr. Francis Bougaïre, Director-General for Water Resources in Burkina Faso, representing the Minister of Agriculture, Hydraulics and Fisheries.

2.2 The Volta-HYCOS Project Coordinator, Mr. Jacob Tumbulto, welcomed participants to Burkina Faso. He briefed participants on the project background and main objectives of the meeting including budget approval and workplan for the second year.

2.3 The Representative of 2iE/EIER-ETSHER, Mr. Kouamé KOUASSI in his remarks, welcomed participants to the 2iE/EIER-ETSHER on behalf of the Director General of the Institution. As a research and training institution, the 2iE/EIER-ETSHER is particularly interested and concerned with activities of the Volta-HYCOS project. He expressed satisfaction in being associated with Volta-HYCOS Project and assured SC Members about his institution's continuous support to the project to ensure successful implementation.

2.4 In his remarks the Deputy Executive Director of Volta Basin Authority (VBA), Mr. Samuel ATIKPO, emphasized that the Volta-HYCOS project falls perfectly in the framework of the objectives of VBA, whose mandate is to promote IWRM tools for contributing towards reduction of poverty, sustainable development and better socio-economic integration. He too thanked the partners who financed and those willing to co-finance the Volta-HYCOS project, especially the AWF.

2.5 The representative of IRD, M. Bernard Thebe, in his intervention, hoped that the meeting will mark the beginning of a new dynamic phase in the implementation of the VHP and that the year 2008 will be a year of achievement of activities. He thanked the 2iE institute for hosting the meeting. He also thanked the government of Burkina Faso in particular Mr. Francis Bougaire, Director General of Water Resources in Burkina Faso, (DGRE) for their hospitality.

2.6 The WMO Representative, Mr. Mohamed Tawfik, expressed appreciation and thanks for the government of Burkina Faso and 2iE for hosting the 2nd Steering Committee meeting of the Volta HYCOS. After welcoming participants, he informed the meeting about the sudden death of the Niger-HYCOS project Coordinator Mr. O. Ould Aly and called on the meeting to observe a minute's silence in recognition of his active role in promoting water issues in the region. Further, Mr. Tawfik also briefed the meeting on the current flood situation in the region and explained how Volta-HYCOS can contribute to reduce risks for such disasters. Finally he reaffirmed WMO's commitment to support participating countries to ensure successful implementation of the project.

2.7 In his opening address, Mr. Bougaïre, Director-General for Water Resources in Burkina Faso referred to the recent floods in Africa and how the torrential rains this season created a confusing situation in many countries in the region. He added that the countries were taken by surprise and due to lack of prevention measures the impact was felt greatly.

2.8 He further highlighted the importance of provisional measures and effective early warning systems to enable prevention and save lives and property. He stressed the value of Volta-HYCOS as a fundamental project regarding security of the population and a better management of their water resources.

2.9 He welcomed the participation of the Volta Basin Authority (VBA) and encouraged them to start field work to achieve the objectives and support sustainable water resources development in the basin. He urged the project management unit to collaborate with VBA in the implementation of the work plan and to accelerate project activities. He wished the

Steering Committee Members fruitful discussions and declared the 2nd SCM of the Volta-HYCOS project open.

3. PARTICIPATION

3.1 The meeting was attended by eighteen (18) participants including six (6) senior officials from the participating countries (Benin, Burkina Faso, Côte d'Ivoire, Ghana Mali, and Togo), Steering Committee (SC) Members and invited organizations. The Volta HYCOS Project Manager/Coordinator served as secretary to the meeting assisted by the Project Hydrologist. The project partners who were present at the meeting included the World Meteorological Organisation (WMO), the International Institute for Water, Environment and Engineering (2iE/ EIER-ETSHER Group), and the Institute of Research for Development (IRD).

3.2 Six participants representing regional and international organizations including Volta Basin Authority (VBA), Niger Basin Authority (NBA), AGHRYMET Regional Center, African Water Facility (AWF), World Conservation Union (IUCN), Economic Community of West African States (ECOWAS) through Water Resources Coordination Unit, also participated in the meeting.

3.3 A list of participants is given in Annex 1 of this report.

4. ORGANIZATION OF THE MEETING

4.1 The meeting amended and approved the agenda and work programme. A copy of the approved agenda is given in Annex 2 of this report. The morning session of the first day was devoted to presentations on the project progress report and reports of countries and partners regarding activities of the project. Discussions followed the reports. The afternoon session was devoted to presentation of the Work Plan and Budget for the period October 2007 to December 2008.

4.2 Mr. Harold Clotey, Deputy Director of Hydrological Services Department of Ghana agreed to chair the meeting with Mr. Konan K. Patrice (Côte d'Ivoire) and Mr. Felix Azonsi (Benin) as rapporteurs.

5. PROGRESS REPORT

5.1 The project Coordinator, Mr. Jacob Tumbulto, briefed the meeting on the status of the implementation of recommendations of the first Steering Committee meeting. The SC members were pleased to note that all the recommendations were implemented successfully with the exception of one regarding the establishment of a memorandum of understanding between WMO and Volta Basin Authority (VBA) which is still under discussion and consideration by the two institutions. List of the recommendations of 1st SC is attached in Annex 3 to this report.

5.2 Presentation of Progress Report by PMU

5.2.1 The Project Coordinator, Mr. Jacob Tumbulto, presented a progress report for the period October 2006 until August 2007. In his introduction, he outlined the objectives of the Volta-HYCOS project and presented three major components of the project.

5.2.2 The meeting noted that the Project Management Unit (PMU) currently consists of a Project Coordinator (directly employed by the project), a Hydrologist, (seconded by IRD), and a Hydrological Technician (seconded by IRD). The PMU still does not have a web page Master. Mr. Robert Ouedraogo, from the IRD office in Ouagadougou is temporarily assisting the PMU until a professional web master is provided by IRD.

5.2.3 The Computer Engineer/Data base Expert who is supposed to intervene in the project for a total duration of eight months, continues to be based in Montpellier. He has however improved the communication system between IRD Montpellier and Ouagadougou, through the establishment of a system of document sharing on the web, thus making working from a distance less difficult.

5.2.4 In his presentation the project coordinator noted that specifications and draft calls for tenders for hydrological equipment have been prepared in both French and English by the PMU for the acquisition of the identified equipment for the participating countries and the PMU.

5.2.5 He also highlighted the collaboration with Niger-HYCOS and the agreement to order equipment directly from the same suppliers of Niger-HYCOS project to ensure synergy and avoid further delays in project implementation.

5.2.6 Regarding the purchase of computers for the countries, country representatives agreed that direct purchase from local markets is recommended. However for the servers, the NBA supplier should be approached. Regarding other equipment unique to the Volta HYCOS project such as for water quality, an international call for tenders is to be launched by WMO to acquire the equipment for the participating countries and the PRC.

5.2.7 On the second component of the project, the project coordinator noted that some progress has been made on the development of the Hydrological Information System at both the PMU and Montpellier. He noted that the hydrological data base is under construction with data from the countries. However some countries have yet to send part or all of their data to the PMU.

5.2.8 He added that a dynamic map of the Volta basin is under development by the Computer Engineer/Data Base Expert. Other hydrological products are under development at Montpellier in consultation with PMU.

5.2.9 Regarding training of trainers modules at the PRC, the project coordinator reported that (4) out of seven (7) modules planned for the year were organised by the PRC in 2006 and 2007.

5.2.10 The training was conducted in sessions designed for engineers and technicians of the National Hydrological Services (NHS) of the participating countries in the project. Complete reports on these training sessions have been prepared and circulated by the PMU to all countries. They include evaluation by participants on the usefulness of the training.

5.2.11 Regarding training at country level, none of the two countries Ghana or Togo have organised any training sessions yet. However, discussions are on-going for the organisation of such training sessions in the two countries.

5.2.12 The project coordinator indicated that the Project Management Unit (PMU) continued to operate without the support of a secretary/administrative assistant and the PMU team experienced difficulties with translation of documents and other administrative tasks.

5.2.13 The project coordinator noted that the absence of a project vehicle for the PMU continued to create transportation difficulties for the project team. He noted however that provision has been made for the acquisition of one under complementary funds to be mobilised from the African Water Facility.

5.3 Discussions

5.3.1 Country representatives expressed concern about the hydrological database management software. They observed that the software HYDRACCESS and HYDROM, both developed by IRD, are currently used in other basins in their countries. They enquired about the usefulness of introducing a third software for the Volta Basin. It was noted that compatibility is more important than introducing new software. The IRD representative explained that HYDRACCESS was developed by IRD for research purposes to meet their specific requirements and it is free of charge but not covered by any guarantee by IRD. On the contrary HYDROMET was developed to incorporate the needs of National Hydrological Services and is available on the market at a reasonable cost. He added that the NBA has selected this software (HYDROMET) with a special contract which includes a six month test period.

5.3.2 It was noted that to facilitate transfer of funds to the countries for implementing training and field activities, the countries should open special accounts in the name of Volta-HYCOS and sign a letter of agreement with the PMU for implementing these activities.

5.3.3 On the issue of purchase of equipment, including computers, it is realised that major equipment which is not available in the market in the region should be supplied by the same supplier of Niger-HYCOS and that which is available locally should be purchased locally to facilitate delivery. The countries were reminded that equipment delivered for the project should be tax-exempted and this applies also to the acquisition of locally purchased items.

5.3.4 Participants discussed the role of VBA in the operation of the Volta-HYCOS project. It was noted that efforts should be made to ensure involvement of VBA in the implementation of the Volta-HYCOS project activities. Currently VBA needs to be strengthened in order to accommodate the project and to be fully integrated into the VBA work programme.

5.3.5 The meeting expressed appreciation to the AFD for financing project activities and urged AWF to co-finance the Volta-HYCOS within the framework of strengthening institutional capacity of VBA.

5.3.6 Steering Committee Members noted with satisfaction that, Training of Trainers sessions organised by the PMU were successful and all six countries participated in the four training sessions organised. They were pleased to note that the training was useful and should be continued/repeated to improve knowledge on topics, like ADCP use.

6. REPORT BY COUNTRIES AND PARTNERS

The countries were invited to present their comments and reports on their participation in the project activities.

6.1 Report by the countries

Benin

6.1.1 Benin informed the meeting about difficulties experienced in the transit of equipment in the framework of the Niger-HYCOS project, and requested Volta-HYCOS Project (VBP) to consider such problems in the supply of equipment to the Volta-HYCOS participating countries.

6.1.2 It was also noted that Benin owns an ADCP since 2003 but maintenance represents a major problem, and recommended that the Volta-HYCOS Project set up a network for maintenance of ADCPs at the basin level.

6.1.3 There are 3 Volta-HYCOS stations in Benin, data from two stations for the period 1953- 2007 was provided to the PMU. No data was sent from the third station (Dompago) as it has been closed since 1995. There are plans for rehabilitation under a different project.

6.1.4 Benin participated in the four training sessions organised by the project. These sessions were considered very useful to their national hydrological service. They expressed a desire to organise related national training sessions to benefit from this component.

Burkina Faso

6.1.5 Burkina Faso reported that 24 stations are planned to be equipped under Volta-HYCOS project, four (4) of which are already equipped with digital water level sensors under another project. The PMU of Volta-HYCOS supported Burkina Faso in the installation of the field equipment for the above 4 stations.

6.1.6 Currently, the hydrological database management software used by DGRE is HYDROM. There is an on-going study to improve the quality of hydrological data.

6.1.7 There are 24 Volta-HYCOS stations in Burkina Faso, data from twenty-two (22) stations for the period 1952-2006 was provided to the PMU. The other two stations (Lahiraso and Bagre down stream) are yet to be installed within project activities.

6.1.8 Burkina Faso participated in the four training sessions organised by the project and considered them very useful to their national hydrological service. They expressed a desire to organise related national training to benefit from this component.

Côte d'Ivoire

6.1.9 Côte d'Ivoire indicated that out of the three Volta-HYCOS stations in the country, one is to be created, the second station named Tagadi is not integrated into the National hydrometric network (it is a station from the WHO-Onchocercosis programme). It is only Pouon station that has data.

6.1.10 Côte d'Ivoire participated in the 4 training sessions organised by the Volta Hycos Project with satisfaction. National training has been carried out at the country level for 3 modules sponsored by Niger-HYCOS project. Training on the fourth module on Flow measurements and ADCP is pending due to waiting for equipment (ADCP which is still at NBA).

Ghana

6.1.11 Ghana reported that they participated in the four training sessions organised by the PMU one of which was organised in Accra. They were considered refreshing and beneficial

to the national hydrological service, but the actual impact is to be evaluated after the implementation of national training.

6.1.12 Out of the 16 Volta-HYCOS stations in Ghana, data from 13 stations for the period 2000-2007 has been made available to the PMU. The hydrological data for the above stations exists from the 50's but has many gaps. There is an initiative from HSD to fill the gaps in the data and to provide a complete set of data to the PMU. Ghana requested PMU to start the process of delivery of field equipment to allow field activities to start.

Mali

6.1.13 Mali has 3 stations within the Volta HYCOS network. A partial set of data are available for only one station and it has been provided to the PMU during the 2nd SCM. The other two stations are to be established by the project.

6.1.14 A program of field activity related to the Volta-HYCOS stations has been prepared for 2007-2008, but is still pending due to delivery of funds for country support as approved in the budget.

6.1.15 Mali participated in the four training sessions organised by the project and they were considered very useful to the national hydrological service. Mali recommended that the training on ADCP should be repeated. They expressed appreciation to Niger-HYCOS for facilitating their national training.

Togo

6.1.16 The Togo representative informed the SC members that a meeting was organised between the Ministry of Water and Hydraulic Resources and DGEA in June 2007 to review the progress of the VHP and the involvement of the Ministry in the project activities. The meeting noted that Togo has signed and forwarded to WMO the agreement for implementing project activities in the country. It was also noted that Togo opened a special account for managing funds received from Volta-HYCOS for training and field activities.

6.1.17 Togo has 11 stations in the Volta-HYCOS network in the country. Data from the 11 stations in Togo for the period 1953- 1991 was provided to the PRC.

6.1.18 Togo participated in the four training sessions organised by the project and they were considered very useful to their national hydrological service. Togo recommended that the training on ADCP should be repeated and expressed desire to organise related national training to benefit from this component.

6.2 Report by the project partners

IRD

6.2.1 The representative of IRD informed the meeting that IRD organised three training sessions out of the 4 Volta-HYCOS training modules. There were some problems related to interpretation and translation of documents, still the training was appreciated by the countries.

6.2.2 He recalled that the Computer and Data Base Expert who is part of the PMU is expected to be provided by IRD for a period of 8 months, under the agreement between IRD and WMO.

6.2.3 The Computer and Data Base Expert is currently based in IRD Montpellier. He undertook his first mission to the Project Regional Center (PRC) in March 2007 for a week and since then he is in regular contact with the PRC to collaborate in the execution of his

tasks. The IRD representative also informed the meeting about his request to the Director of IRD for employing a Computer expert to be stationed in Ouagadougou for a continuous period of eight (8) months.

WMO

6.2.4 The WMO representative informed the Steering Committee members about the various bilateral meetings between WMO and IRD, AWF and FFEM which resulted in the improvement and facilitation of the implementation of the project. Further he briefed the meeting about the main points of the agreement between WMO and IRD regarding the secondment of IRD staff to the PMU and IRD's agreement on providing technical support to the project during the life span of the project (three years).

6.2.5 Participants were pleased to note that WMO assisted VBA in submitting a financial request to AWF for co-funding the project. They were satisfied with the outcome of the WMO's meeting with FFEM which resulted in amendments to the existing agreement between the two organisations to facilitate the flow of funds to the project.

NBA

6.2.6 The representative of NBA, M. OLOMODA, expressed deep sorrow and regret on the sudden death of Mr. Ould Aly, Niger-HYCOS Coordinator. On behalf of the NBA and Niger-HYCOS, he expressed gratitude to those who stood by them during this difficult time.

6.2.7 He recalled that cooperation between Niger-HYCOS and the Volta-HYCOS Projects had been strong since the beginning of the Volta-HYCOS, especially in the area of harmonization and acquisition of the hydrological equipment. He expressed concern about the problem of vandalism and stressed the need for good maintenance system for equipment in both projects. He invited the Volta Basin Authority to join the African Network of Basin Organisation and to be an active member in their programme.

2iE

6.2.8 The representative of 2iE, M. KARAMBIRI, recalled that 2iE collaborated actively with the Volta-HYCOS Project in the organisation of the training sessions. He informed the meeting that 2iE participated in 3 out of the 4 modules and organized the fourth module on IWRM and Hydrological expertise in collaboration with the PMU. He wished that further interaction be encouraged between 2iE and the project through activities such as training of students, and installation of a hydrological technology platform (which could be of benefit to the countries and students under the Volta-HYCOS trainings).

6.2.9 He raised the issue of ownership of the data contained in the Regional Hydrological Database which is being put in place at PRC, and inquired about the existence of agreements defining the modalities of dissemination and exchange of this data between the countries or for research purposes. WMO's representative briefed the meeting on WHYCOS data policy and assured SC members that countries have complete ownership of their data and modality of exchange and dissemination is to be developed in accordance with a MOU between PRC and the countries.

VBA

6.2.10 The Deputy Executive Secretary of VBA, Mr. ATIKPO, emphasised the need to integrate VBA in the operations of the Volta-HYCOS Project. He recommended that VBA be closely associated with activities of the project, in order to ensure sustainability of the project results. He suggested including the VBA logo with the logos of other partners.

6.2.11 He informed the meeting that the VBA convention was signed in January 2007 and will come into-force with full legal status once it is ratified by at least four participating countries.

IUCN - PAGEV

6.2.12 The representative of IUCN, reported on the activities and results of the PAGEV (Water Management Improvement in Volta Basin) project (2004-2007), which has provided support towards the institutional setup of VBA and has undertaken a water audit study on the Volta basin. He indicated that for the water audit study, PAGEV was faced with the problem of availability and quality/compatibility of hydrological data in Burkina Faso and Ghana. He considered that it is essential for the Volta-HCOS Project to improve these points within the Volta Basin.

AGHRYMET Regional Centre

6.2.13 The representative of AGHRYMET Regional Center, Mr. Abdou Ali, noted that most of the countries from CILSS (which are members of AGHRYMET) are also involved in HYCOS projects. He informed the meeting that AGHRYMET is involved in network monitoring for the hydrological stations as well as data management. He stressed the need for cooperation amongst various HYCOS projects and expressed his institution's interest for full cooperation and collaboration with HYCOS projects in Africa including the Volta-HCOS Project.

AWF

6.2.14 The representative of AWF, Mr. Torbjorn, indicated that the Volta-HYCOS is a key instrument in strengthening VBA's institutional capacity. He confirmed the receipt of financial request from the VBA for co-funding the Volta-HYCOS Project.

6.2.15 The AWF has positively evaluated the request from VBA and is currently considering it for funding. Further he informed the meeting that it is expected to finalize the process by the end of 2007 through the signature of an agreement for funding of about 780 000 Euros. According to AWF procedures, disbursement of funds should be effected within three months of signing the agreement.

7. WORKPLAN AND BUDGET (OCTOBER 2007 -DECEMBER 2008)

7.1 The Project Coordinator, Mr. Jacob Tumbulto, presented the project activities planned for last quarter of 2007 and year 2008 which are to be undertaken by the Project Management Unit (PMU) in collaboration with the Volta Basin Authority (VBA) and the National Hydrological Services (NHS) of the participating countries. He indicated that the budget distribution covers only the cash contribution from the French GEF (FFEM) to the project.

7.2 Provisional activities for the last quarter of 2007 (October to December) and those of 2008 have been put together in one plan in order to facilitate monitoring the implementation of activities and ensure continuity. They cover three components of the project namely;

Component 1: Improvement in the hydrometric network

Component 2: Development of a Regional hydrological information System

Component 3: Training and sensitization

7.3 The participants noted with concern that the work plan is too ambitious and needs to be revised. They also noted that for some of the planned activities, the time period indicated is directly dependent on the availability of equipment which needs to be acquired in the

framework of the project (hydrological equipment and computers). These activities could therefore be delayed by some weeks or months depending upon the acquisition of the equipment.

7.4 After discussions and considering comments from participants, the SC members approved the work plan and the proposed budget for the period October 2007 to December 2008. The approved work plan and budget is presented in Annex 4.

8. RECOMMENDATIONS

After a thorough discussion and evaluation of the progress on implementing the project activities, the Steering Committee members agreed on the following recommendations:

8.1 WMO should continue supporting VBA secure funds for incorporating the Volta-HYCOS project within its programme to strengthen its institutional capacity.

8.2 WMO and IRD should assist PMU to recover unimplemented activities which were planned for 2007.

8.3 WMO should assist member countries finalise letters of agreement between the PMU and the countries for the implementation of project activities at country level.

8.4 WMO should communicate with the suppliers of the hydrological equipment and the hydrological data base management software for Niger HYCOS to provide the same items to the Volta-HYCOS project with same specifications and conditions of contract as with Niger-HYCOS.

8.5 PMU should facilitate purchase of equipment ordered from the local market.

8.6 Utilisation of data in the Project Regional Centre should be regulated by MOU between the PRC and participating countries to ensure countries' ownership of the data.

8.7 Countries are requested to open special bank accounts in the name of the Volta-HYCOS and notify the PMU with details in order to facilitate transfer of funds for project activities in the countries.

8.8 The meeting realised the importance of the establishment of the regional data base in the PRC. In this regard, participants were requested to provide missing data for the identified Volta-HYCOS stations in their countries to the PRC in order to complete the regional data base.

8.9 Regional institutions such as Volta Basin Authority and Niger Basin Authority should be directly involved in and be responsible for the maintenance of hydrological network in the respective basins and provide support to the countries in implementing this activity at a national level.

8.10 The logo of the Volta Basin Authority should be included with the logos of other partners.

8.11 Subject to incorporating participants' comments, the draft report of the meeting together with its annexes was adopted and WMO Secretariat was requested to make any necessary editorial changes. It was recommended that, after WMO finalised the draft report, it should be circulated to all the participating countries as soon as possible for final endorsement. After incorporating country comments, WMO should circulate the final report by 1st November 2007.

8.12 It was also recommended that the Volta-HYCOS Project set up a network for maintenance of ADCPs at the basin level.

9. VENUE FOR THE NEXT MEETING

The Steering Committee members agreed to organize the next Steering Committee meeting in September 2008. Regarding the venue, they request the project coordinator to consult with the countries for hosting the 3rd SC meeting for Volta-HYCOS. In case no offer is received by July 2008, PMU will make the necessary arrangements with 2iE and VBA to organize the meeting in Ouagadougou, Burkina Faso.

10. CLOSURE

During the closing session, the WMO representative thanked Steering Committee members and invited partners for their useful and valuable contribution in the discussions and their strong support for the Volta-HYCOS project. He also thanked the 2iE/EIER-ETSHER for hosting the meeting and providing excellent facilities. He concluded by assuring the country representatives of WMO's support to ensure successful implementation of the project and thanked the Ministry of Agriculture, Hydraulics and fisheries in Burkina Faso for the warm hospitality.

The meeting closed at 7:00 pm on Friday, 29th September 2007.

Volta-HYCOS PROJECT

2ND STEERING COMMITTEE MEETING

Ouagadougou, 2iE /Groupe EIER-ETSHER, 27-28 September 2007

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Annex 2a
Volta-HYCOS PROJECT

2nd STEERING COMMITTEE MEETING

Ouagadougou, BURKINA FASO
27th -28th September 2007

Approved Agenda

1. OPENING OF THE MEETING
2. ORGANIZATION OF THE WORK OF THE MEETING AND APPROVAL OF THE AGENDA
3. PROGRESS REPORT
4. PRESENTATION OF REPORTS FROM THE COUNTRIES AND PARTNERS
5. PRESENTATION OF WORK PLAN AND BUDGET FOR LAST QUARTER (OCTOBER-DECEMBER 2007 AND 2008)
6. DATE AND VENUE OF NEXT MEETING
7. DRAFTING OF MEETING REPORT
8. CONCLUSION AND RECOMMENDATIONS
9. ADOPTION OF THE REPORT AND CLOSURE OF THE MEETING

Annex 2b
Volta-HYCOS PROJECT

2nd STEERING COMMITTEE MEETING

Ouagadougou, 2iE /Groupe EIER-ETSHER
27th -28th September 2007

Approved programme of work

DAY 1: Thursday 27 September 2007

09:00 – 9:30	OPENING OF THE MEETING
	<ul style="list-style-type: none">• The representative of the 2iE, the Project Regional Centre• The Executive Director of the Volta Basin Authority• The AFD representative• The IRD representative• The WMO representative• DG DGRE, BURKINA FASO
09:30 – 10:00	ORGANIZATION OF THE WORK OF THE MEETING AND APPROVAL OF THE AGENDA
10:00 – 10:30	PROGRESS REPORT BY THE PROJECT COORDINATOR
10:30 – 11:00	Coffee Break
11:00 – 12:00	DISCUSSIONS ON PROJECT ACTIVITIES IN 2007
12:00 – 12:30	REPORT BY THE PARTICIPATING COUNTRIES AND PARTNERS
12:30 – 14:00	Lunch
14:00 – 14:30	PRESENTATION OF ACTIVITIES AND BUDGET FOR LAST QUARTER OF 2007 AND 2008 BY THE PROJECT COORDINATOR
14:30 – 16:30	GENERAL DISCUSSIONS ON THE ABOVE
16:30 – 17:00	Coffee Break
17:00 – 17:30	DATE AND VENUE OF NEXT MEETING

DAY 2: Friday 28 September 2007

09:00 – 13:00	DRAFTING OF THE MEETING REPORT
13:00 – 14:00	Lunch
14:00 – 15:30	PRESENTATION AND DISCUSSION ON MEETING REPORT
15:30 – 16:00	ADOPTION OF THE REPORT AND CLOSURE OF THE MEETING

Annex 3

RECOMMENDATIONS of 1ST STEERING COMMITTEE MEETING VOLTA-HYCOS PROJECT *(Extracted from the Meeting Report)*

9. RECOMMENDATIONS

9.1 The participants asked the Project Manager to review and enhance the project budget and to present a comprehensive one with detailed costed activities. The contribution of each partner should be indicated in details.

9.2 The participants recommended allocating some funds to the Volta Basin Authority to enhance its operational capacity and strengthen its role in the Volta-HYCOS project. This should be reflected in the revised budget.

9.3 It was recommended to increase the budget allocated for vehicle to the PRC and to include one vehicle for each country to ensure successful implementation of the project field activities.

9.4 The meeting agreed that to ensure synergy between Niger HYCOS and Volta-HYCOS, the hydrological equipments and data management software should be compatible.

9.5 The meeting asked the Project coordinator to communicate with the Niger Basin Authority to investigate the possibility of organising joint training modules to ensure cost effectiveness and synergy between the two projects. He was also asked to establish strong link of communication with the Project coordinator of Niger-HYCOS to exchange experience and to ensure synergy between the two projects.

9.6 The meeting realised the importance of the effective functioning of the PRC through the establishment of the regional data base. In this regard, the participants were requested to start providing the available data for the identified Volta-HYCOS stations in their countries to the PRC in order to make regional data base operational.

9.7 It is recommended that the project document should reflect in detail the modalities, resource requirements for VBA's involvement and responsibilities in project implementation.

9.8 It is recommended that WMO and the VBA should consider preparing a MOU between the two institutions to establish a framework for cooperation with focus on the Volta-HYCOS project.

9.9 The meeting requested WMO to assist VBA to secure funds to strengthen its role in the project implementation.

9.10 The meeting requested the PMU to provide the Steering Committee Members with a copy of the agreements between WMO and IRD and that between WMO and 2iE/EIER-ETSHER in respect of the implementation of the Volta-HYCOS project.

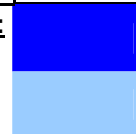
9.11 The meeting requested WMO to communicate with the AFD to ensure the release of the required funds for the start of the field implementation activities.

9.12 Participants adopted the draft report of the meeting together with its annexes and requested WMO Secretariat to make any necessary editorial changes. It was recommended that, after WMO has finalised the draft report, it should be circulated to all the participating countries as soon as possible for final endorsement. After incorporating any comments from countries, WMO should circulate the final report by 15 October 2006.

PLAN OF ACTIVITIES

	Duration	Provisional Plan of project activities														
		4 th quarter 2007			1 st semester 2008						2 nd semester 2008					
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Component 1: Improvement in the hydrometric network																
1.1 Acquisition of hydrometric equipment and computers - Preliminary field visits by NHS																
Ordering of hydrometric equipment (direct purchase from the suppliers of Niger-HYCOS for identical equipment: staff gauges, current meters, ADCP, etc.)	1 month															
Launching of call for tenders and ordering of hydrological equipment unique to VH project (water quality sensors, rain gauges etc.)	3 months															
Rehabilitation works to be carried out on the Volta-HYCOS stations by NHS (leveling, engagement of gauge readers etc.)	2 months															
Field visits by the NHS to collect data. Measurements of low flows and high flows with existing equipment at the NHS	3 months															
1.2 Installation hydrometric equipment (staff gauges, DCP)																
Installation of new electronic DCP at the Volta-HYCOS stations by the NHS	2 months															
Support mission of the PRC in the countries for installation of the DCP	20days															
1.3 Field visits by the NHS to the installed VH stations																
Visits to collect data by the NHS on the new installed and the rehabilitated VH stations. Measurements of low flows and high flows with acquired equipment under VH project (e.g. with ADCP,)	11 months															

Legend:



Activities of the Project Management Unit (PMU)

Activities of the National Hydrological Services (NHS)

	Duration	Provisional Plan of project activities														
		4 th quarter 2007			1 st semester 2008						2 nd semester 2008					
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Component 2: Development of a Regional Hydrological Information System																
2.1 Acquisition computer equipment for PRC and the countries																
Launching of international call for tenders for the supply of servers to the PRC and the countries and purchase of other equipment.	3 months	■	■	■												
Purchase of computers and accessories in the countries	3 months	■	■	■												
Installation of Internet at the NHS of Ghana and Togo	1 month							■								
2.2 Acquisition and installation of the hydrological data base management software																
Acquisition of the hydrological data base management software selected by the project	2 months	■	■													
Installation of the data base software at the RRC and in the NHS. Transfer of hydrological data from the existing data bases to the new data base. A support mission from the PRC is planned for each country.	3 weeks						■									
2.3 Exchange of hydrological data between the countries and the PRC- Development of the Regional Hydrological Data base																
Development of protocols and formats for the exchange of hydrological between the NHS and the PRC Validation of the protocols by the NHS / Definition of the procedures and format for the exchange of historic hydrologic data within the NHS and the PRC	9 months	■	■	■	■	■	■	■	■	■						
Constitution of the Regional Hydrological Data base from the historic data on the Volta-HYCOS stations and data acquired during the project	15 months	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■

	Duration	Provisional Plan of project activities														
		4 th quarter 2007			1 st semester 2008						2 nd semester 2008					
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Component 2: Development of a regional hydrological information system (continued)																
Definition and introduction of procedures for the control of the quality of the data and archiving	1 month															
2.5 Definition and conceptualization of hydrological products																
Definition and conceptualization of hydrological products from hydrological information	9 months															
Validation workshop for the hydrological products to the NHS and other beneficiaries of the project (user of HIS)	2 days															
2.6 Putting on line of the Regional Hydrological Information System																
Putting on line the Regional Hydrological Information System, diffusing the hydrological products developed by VH and validated by the users	12 months															

	Duration	Provisional Plan of project activities														
		4 th quarter 2007			1 st semester 2008						2 nd semester 2008					
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Component 3: Training and sensitization																
3.1 Training of Trainers at PRC																
Module M4 (Installation and maintenance of electronic DCP)	15days															
Module M5 (Management of Hydrological Data with Data Base software selected by the project)	15days															
Module M7 (Maintenance of Web Site and development of hydrological products)	5days															
3.2 Training in the countries																
Module M1 (Hydrometry and Topography): Ghana, Togo	5days															
Module M2 (Flow Measurements using ADCP and current meter): Benin, Burkina, Ghana, Togo	7days	Benin											Ghana + BF + Togo			
Module M3 (Establishment of Rating Curves): Ghana, Togo	5days															
Module M4 (Installation and maintenance of electronic DCP): Benin, Burkina, Ghana, Togo	7days															
Module M5 (Management of hydrological data with Data Base software selected the project): Ghana, Togo	7days															
Module M6 (Expertise in hydrology and IWRM): Ghana, Togo	5days															

	Duration	Provisional Plan of project activities														
		4 th quarter 2007			1 st semester 2008						2 nd semester 2008					
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Component 3: Training and sensitization																
Module M7 (Maintenance of Web Site and development of hydrological products): Benin, Burkina, Ghana, Togo	5days															
3.3 Supplementary training and sensitization																
Supplementary training (Module M8: Hydrological Modeling for flood forecasting - Module M9: The use of remote sensing data in the planning and management of water resources. <i>The organization of these training modules is dependent upon the availability of supplementary fund to VH project</i>)																
Sensitization workshops for government officials and decision makers and the general public on the importance of the activities of hydrological monitoring of water courses - Presentation of the Hydrological Information System developed by Volta-HYCOS project																

Proposed Budget for Volta-HYCOS (October 2007-December 2008)**Table 1: Proposed Overall Budget**

Budget Headings	Budget for last quarter of 2007 (euros)	Budget 1st semester 2008 (euros)	Budget 2nd semester 2008 (euros)	Total budget 2008 (euros)
1. Equipment				
Hydrological equipment	255 000	-	-	-
Purchase and installation of DCPs	140 000	-	-	-
Computer equipment	86 710	-	-	-
Purchase and installation of the Hydrological Database Software	30 000	-	-	-
Internet /Assistance	-	20 000	20 000	40 000
Shipping Cost	10 000	-	-	-
Sub-Total	521 710	20 000	20 000	40 000
2. Running Cost and Training				
Running Cost of PRC	35 506	30 863	30 863	61 725
Support to running cost of countries for field activities	22 500	33 750	33 750	67 500
Steering Committee Meeting	8 000	-	8 600	8 600
Organisation of 7 training modules at PRC and in the countries	14 000	37 500	23 500	61 000
Sub-Total	80 006	102 113	96 713	198 825
5. Management Cost				
Contribution to 2iE	-	-	6 667	6 667
Contribution to the Execution Agency (WMO)	-	-	40 000	40 000
Sub-Total	0	0	46 667	46 667
6. Project Assessment				
Final Project Assessment	-	-	8 000	8 000
Sub-Total	0	0	8 000	8 000
7. Miscellaneous and unforeseen expenses				
Miscellaneous Expenses	880	3 250	3 250	6 500
Sub-Total	880	3 250	3 250	6 500
BUDGET TOTAL (Euros)	602 596	125 363	174 630	299 992

Table 2: Proposed Budget of the PRC

Rubrique	Budget for last quarter of 2007 (euros)	Budget 1 st semester 2008 (euros)	Budget 2 nd semester 2008 (euros)	Total budget 2008 (euros)
Budget for Running Cost				
Personnel	-	3 500	3 500	7 000
Salary of Project Coordinator	6 000	12 000	12 000	24 000
Telephone	250	1 000	1 000	2 000
Office supplies and consumables	360	1 361	1 361	2 721
Communication (Translation, publication, ...)	363	3 156	3 156	6 312
Cost of missions (transport and per diem)	3 773	9 846	9 846	19 692

Total Budget for Running Cost	10 746	30 863	30 863	61 725
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Budget for Equipment				
Computer equipment	4 760	-	-	-
Purchase and installation of the Hydrological Database Software	10 000	-	-	-
Licences / Computer Assistance / Internet	-	-	-	-
Shipping Cost of equipment	10 000	-	-	-
Total Budget for Equipment	24 760	0	0	0

Grand Total	35 506	30 863	30 863	61 725
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Table 3: Proposed Budget for**countries****Table 3 (a) : Benin**

	Budget last quarter 2007 (euros)	Budget 1st semester 2008 (Euros)	Budget 2nd semester 2008 (Euros)	Total budget 2008 (Euros)
Budget for Running Cost				
Gauge readers' Allowances	270	405	405	810
Transport allowance	875	1 313	1 313	2 625
Running cost of vehicles	1 054	1 581	1 581	3 161
Hiring / Repair of vehicles	-	-	-	-
Computer consumables	138	206	206	413
Telephone	-	-	-	-
Miscellaneous	-	-	-	-
Total Budget for Running Cost	2 336	3 504	3 504	7 009
Budget for Equipment				
Equipment for hydrological measurements	16 340	-	-	-
Equipment for recording and transmission	8 100	-	-	-
Computer equipment	4 550	-	-	-
Purchase and installation of the Hydrological Database Software	0	-	-	-
Computer Assistance / Internet	2 000			
	0			
Total Budget for Equipment	30 990	0	0	0
Grand Total	33 326	3 504	3 504	7 009

Table 3 (b) : Burkina Faso

	Budget for last quarter 2007 (euros)	Budget 1 st semester 2008 (Euros)	Budget 2 nd semester 2008 (Euros)	Total budget 2008 (Euros)
Budget for Running Cost				
Gauge readers' Allowances	2 070	3 105	3 105	6 210
Transport allowance	2 258	3 386	3 386	6 773
Running cost of vehicles	1 660	2 490	2 490	4 980
Hiring / Repair of vehicles	-	-	-	-
Computer consumables	155	233	233	465
Telephone	-	-	-	-
Miscellaneous	-	-	-	-
Total Budget for Running Cost	6 143	9 214	9 214	18 428
Budget for Equipment				
Equipment for hydrological measurements	80 970	-	-	-
Equipment for recording and transmission	51 500	-	-	-
Computer equipment	19 900	-	-	-
Purchase and installation of the Hydrological Database Software	0	-	-	-
Computer Assistance / Internet	6 000			
Total Budget for Equipment	158 370	0	0	0
Grand Total	164 513	9 214	9 214	18 428

Table 3 (c) : Cote d'Ivoire

	Budget for last quarter 2007 (euros)	Budget 1 st semester 2008 (Euros)	Budget 2 nd semester 2008 (Euros)	Total budget 2008 (Euros)
Budget for Running Cost				
Gauge readers' Allowances	270	405	405	810
Transport allowance	610	915	915	1 830
Running cost of vehicles	575	863	863	1 725
Hiring / Repair of vehicles	-	-	-	-
Computer consumables	293	439	439	878
Telephone	-	-	-	-
Miscellaneous	-	-	-	-
Total Budget for Running Cost	1 748	2 621	2 621	5 243
Budget for Equipment				
Equipment for hydrological measurements	25 795	-	-	-
Equipment for recording and transmission	8 100	-	-	-
Computer equipment	6 250	-	-	-
Purchase and installation of the Hydrological Database Software	0	-	-	-
Computer Assistance / Internet	3 000			
Total Budget for Equipment	43 145	0	0	0
Grand Total	44 893	2 621	2 621	5 243

Table 3 (d) : Ghana

	Budget for last quarter 2007 (euros)	Budget 1 st semester 2008 (Euros)	Budget 2 nd semester 2008 (Euros)	Total budget 2008 (Euros)
Budget for Running Cost				
Gauge readers' Allowances	1 440	2 160	2 160	4 320
Transport allowance	1 875	2 813	2 813	5 625
Running cost of vehicles	2 350	3 525	3 525	7 050
Hiring / Repair of vehicles	-	-	-	-
Computer consumables	551	827	827	1 654
Telephone	63	94	94	188
Miscellaneous	-	-	-	-
Total Budget for Running Cost	6 279	9 418	9 418	18 836
Budget for Equipment				
Equipment for hydrological measurements	78 590	-	-	-
Equipment for recording and transmission	47 400	-	-	-
Computer equipment	27 900	-	-	-
Purchase and installation of the Hydrological Database Software	10 000	-	-	-
Computer Assistance / Internet	14 000			
Total Budget for Equipment	177 890	0	0	0
Grand Total	184 169	9 418	9 418	18 836

Table 3 (e) : Mali

	Budget for last quarter 2007 (euros)	Budget 1 st semester 2008 (Euros)	Budget 2 nd semester 2008 (Euros)	Total budget 2008 (Euros)
Budget for Running Cost				
Gauge readers' Allowances	270	405	405	810
Transport allowance	578	866	866	1 733
Running cost of vehicles	883	1 324	1 324	2 648
Hiring / Repair of vehicles	-	-	-	-
Computer consumables	135	203	203	405
Telephone	-	-	-	-
Miscellaneous	-	-	-	-
Total Budget for Running Cost	1 865	2 798	2 798	5 595
Budget for Equipment				
Equipment for hydrological measurements	21 235	-	-	-
Equipment for recording and transmission	6 300	-	-	-
Computer equipment	4 550	-	-	-
Purchase and installation of the Hydrological Database Software	0	-	-	-
Computer Assistance / Internet	3 000			
Total Budget for Equipment	35 085	0	0	0
Grand Total	36 950	2 798	2 798	5 595

Table 3 (f) : Togo

	Budget for last quarter 2007 (euros)	Budget 1 st semester 2008 (Euros)	Budget 2 nd semester 2008 (Euros)	Total budget 2008 (Euros)
Budget for Running Cost				
Gauge readers' Allowances	945	1 418	1 418	2 835
Transport allowance	1 185	1 778	1 778	3 555
Running cost of vehicles	1 750	2 625	2 625	5 250
Hiring / Repair of vehicles	-	-	-	-
Computer consumables	250	375	375	750
Telephone	-	-	-	-
Miscellaneous	-	-	-	-
Total Budget for Running Cost	4 130	6 195	6 195	12 390
Budget for Equipment				
Equipment for hydrological measurements	32 070	-	-	-
Equipment for recording and transmission	18 600	-	-	-
Computer equipment	18 800	-	-	-
Purchase and installation of the Hydrological Database Software	10 000	-	-	-
Computer Assistance / Internet	12 000			
Total Budget for Equipment	91 470	0	0	0
Grand Total	95 600	6 195	6 195	12 390