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Aktenzeichen

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Titel

Protokolle Gossner Mission Team/Gossner Service Team (GMT/GST), Zambia

Band

Laufzeit

1989 - 1994

Enthält

chronologisch geordnete Protokolle, meist in engl. Sprache: Team Meetings (Gossner Service Team bzw. Gossner Mission Team - GST/GMT), 1989-1993; auch zwei Protokolle gemeinsame Sitzungen der Gossner Mission Teams für Gwembe South Development Project (GSD)

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1654 Lochung mit Ösen

16191

MINUTES OF GOSSNER MISSION TEAM MEETING HELD AT IBEX HILL IN
LUSAKA ON 5TH DECEMBER, 1994

ATTENDANCE:

Alesia Stahmatter
Birgit Groth (Chairperson)
Edna Maluma
Welhelm Damm
Joachim Franke
Berthold Geserick
Reinhold Berkenkoep
Karl Waldschütz
Frieder Bredt
Winfried Diete (Secretary)



AGENDA

1. Independence of project components
2. Workshop "What is development"
3. Team leaders (full team)
4. Solar
5. House furniture
6. Security
7. Archives
8. Official travel abroad
9. Procurement and use of goods
10. Cars orders/replacement
11. PTC Telephone
12. Sales tax
13. Confidentiality of informations
14. Joachim's contract
15. Communication with Berlin
16. A.O.B:
 - a) Finances
 - b) Terms of reference - R.F. Bredt
 - c) Next meeting

The meeting was opened with a Bible reading by Welhelm Damm.

1. INDEPENDENCE OF GSDP PROJECT COMPONENTS

a) SMALL SCALE VILLAGE INDUSTRIES (SSVI)

The matter was discussed at length. The house came to the conclusion to advise the GSDP staff meeting that SSVI should remain under GSDP. The present stucture under wich SSVI is working has been proeven as practicle and good and should therefore not be changed.

b) VALLEY SELF HELP PROMOTION SOCIETY (VSP)

A short report about the move toward the independence of VSP was given by Karl. A first step in this direction will work be the physical move of the VSP administration from Nkandabbwe to Sinazeze. The money required for the construction of the new VSP office and storage buildings has been budgeted .

The construction of these buildings can therefore start soon. The VSP Exco has for this reason decided to employ a building supervisor or instead of employing a successor for the dismissed programme officer.

A good occasion to generate additional income and to gain more financial independence is the possibility to open a petrol and service station at Sinazeze.

VSP had to face several constraints one of them is the break down of the Leyland truck. VSP is too vulnerable with one truck only. Another constraint results out of the management set up. Mike has been dismissed because he misused K20,000. After his dismissal another shortage of K85,000 was discovered. Welhelm expressed his concern about losses of money within VSP.

Carl reported on irregularities in 1991 and 1992 where money disappeared, and mentioned that VSP has tried to close some loopholes. The VSP book keeping system has been improved in such a way that losses can be discovered very soon.

c) FEMALE EXTENSION

The Female Extension programme is depending on the Gossner Mission worker and faces difficulties in terms of finding a suitable animator. It is planned to establish an advisory committee as a kind of sounding board from which the programme gets a feed back. Welhelm emphasised the importance of the Female extension programme. The activities of the female extension program are a response to the need of the people

2. WORKSHOP "WHAT IS DEVELOPMENT"?

It was mentioned that the topic choosen for the planned workshop sounds a bit theoritical but the workshop in which the senior staff of GSDP and local leaders will be participatingⁱⁿ has to be seen in connection with the Livingstone workshop. It should be a continuation of the previous workshop and help to make GSDP staff sensitive in their work and make us asking ourselves what are we doing and what are do we want to achieve with our work. Welhelm mentioned that there is a similar discussion going on in Berlin about wether GSDP will have developed something after Gossner Mission has left.

3. TEAM MEMBERSHIP

Welhelm told the meeting that the Zambia Committee discussed this matter (see minutes of ZA of 29.10.93) and commented that the regulations (about ⁸team membership, should be seen as a guideline but not be used exclusively and legalistic.

Spouses, family members and friends should generally not be excluded from taking part in team meetings.

4. SOLAR SYSTEM

Funds initially meant for the electrification of Sinazeze were received from Berlin for the outfit of senior staff houses with solar voltaic systes. The funds recieved in forex were kept in a current account on Kwacha basis. It was known that after a loss due to devaluation those funds were integrated into the regular GSDP budget and spent as such in 1992. Frieder made it clear that there were no funds left for the outfit of staff houses with solar systems, unless the new GSDP budget allows such spendings.

5. HOUSE FURNITURE

It was made clear in this context that it the responsibility of GSDP/GM to supply basic furniture and rapeirs of funi-
ture for staff houses. The supply of furniture should be according to the numbers of family members. This regulation applies to Gossner Mission employees only.

6. SECURITY AND THEFTS

It was noted that theft and burglary were on the increase as well in Lusaka as in Nkandabbwe. In response to this fact Ibex hill has employed a second watchman. In Nkandabbwe the GSDP in cooperation with the Police administration will work out a circular about how to improve safety in the camp. Additionally fences around houses should be improved and windows and doors have to be secured by burglar bars one after another.

7. ARCHIVES

offer Welhelm announced that Mr. Mehlig is prepared to come to Zambia in order to bring the Gossner Mission and GSDP archives in order and to update them. The team will comed Mr. Mehlig after and initiave since the necessity of bringing the archives in order is well known.

8. OFFICIAL TRAVELS ABROAD

Welhelm informed the team about the fact that Berlin has to be informed in writing about all official journeys abroad made by team members. This has to be followed for security and insurance reasons.

9. PROCUREMENT AND USE OF GOODS

Welhelm complained that goods purchased in Germany are not soon after arrival distributed or used as applied for. (eg the eight taps for Nkandabbwe camp).

No decision can be made by this time on Joachim's application for a set of new tyres.

Joachim should submit his application again after having driven his car for one and half year.

10. CAR ORDERS/REPLACEMENTS

- a) The new truck for the water programme, a donation from the Methodist church, is on its way from Dar-es-saalam. All side cost are covered.
- b) The World Food Programme car used for PPM activities is still under repair. It will remain with GSDP.
- c) The present poolcar will need a replacement, if not replaced soon it will face major repairs and cause high expenses.

11. PTC TELEPHONE

The application for frfquences for a radio telephone is in progress. Birgit and Winfried will look for estimates for radio sets.

12. SALES TAX

Nothing is achieved so far.

13. CONFIDENTIALITY OF INFORMATION

It was discussed about which language should be used in correspondence. English unfortunately is not understood by everybody in the Gossner Mission administration in Berlin. It was agreed to write all official letters in English. The german speaking team members are prepared to translate all other correspondence and reports written in german for Edna.

14. JOACHIM'S CONTRACT

Frieder and Winfried asked Welhelm to support Joachim's application for an extension of his contract. The extension of Joachim's service was necessary since he was delayed in starting his work with carpenters under SSVI. Frieder asked for Joachim's service for the supervision of shelter construction under PAM. Welhelm agreed to support Joachim's application but mentioned that the decision about it can be done by the Zambia committee and the Gossner Mission Excutive Committee only.

15. ANY OTHER BUSINESS

- a) Finances: It was discussed and agreed on to administer the finances of the different GSDP components (except the own budgets of BMIS and VSP) under the GSDP stuc-tures existing. Welhelm criticized that the fact that Mr. Nthala is related with Frieder was not well known by everybody concerned.

Frieder claimed that he had informed all staff and team members about his relation to Mr. Nthala. Karl emphasised Mr. Nthala being a competent auditor.

Frieder mentioned that he was told by MAFF about a report criticizing him for having engaged a relative for auditing GSDP accounts.. He said he would ask for the removal of that officer who passed the information about the circumstances of Mr. Nthala's employment to the MAFF. Welhelm asked Frieder to keep calm and to refrain from taking such action.

c) Terms of Reference - Frieder Bredt: Welhelm stressed the point that Frieder 's term of reference from (5.4.93) are still valid. There was no change of term of reference since Frieder took over from Ulrich Luig.

d) NEXT TEAM MEETING

The next team meeting will take place in Nkandabbwe on Friday the 4th of February, 1994. It will be chaired by Joachim.

Minutes of the Gossner Mission Team
Meeting held on the 24 th of November 1993 at Winni's House

Attendance:

- | | |
|-------------------------|----------|
| 1. Joachim Franke | |
| 2. Karl Waldschütz | Chairman |
| 3. Frieder Bredt | |
| 4. Winfried Diete | |
| 5. Edna Maluma | Recorder |
| 6. Aloisia Strittmatter | Visitor |
| 7. Rev. Wilhelm Damm | Visitor |

Eingegangen

11. Juli 1994

Erledigt:.....

1. Armin Kreiter on leave

Agenda:

1. Prayer, Opening remarks and schedule of visitors
2. Issues related to Frieder's contract
3. Livingstone workshop
4. Independence of project components
5. Our understanding of development work in the valley
6. GSDP Exco
7. A.O.B.
- 7.a. Armin's leave
- 7.b. Solar panels
- 7.c. House furniture
- 7.d. correspondence with Berlin

1. OPENING REMARKS

Joachim conducted the opening prayer. This was followed by building the agenda as indicated above. Due to time constraints as the meeting was scheduled for the morning only, it was agreed that issues not discussed in full would have to be postponed to another scheduled team meeting in Lusaka on the 5 th December. It was noted that this was only a preparatory meeting and only involved the valley personnel.

SCHEDULE OF VISITORS

The reviewed schedule of Rev. Damm and Mrs. Strittmatter was circulated and changes explained. Rev. Damm requested for a free Saturday 27 th December to prepare for his sermon on Sunday at Trinity United Church of Zambia (UCZ) congregation. The day was originally scheduled for local leaders meeting with the visitors. The local leaders were individuals that the project closely cooperated with. They were also people who had some influence in their communities. They included Ms Mary Siatwinda, Deaconess Mabbolobolo, Mr. Namaiko, Mr. Gray Madyenkuku, Rev. Mulowa, Mr. Hutchinson, Mr. Patson Mangunye, Rev. Manyanina, board chairman of BMIS, Mr. Masyapi, Deaconess Siatwinda, both chiefs and the catholic sisters from Maamba. The local leaders meeting was moved to Wednesday morning 1 st December. Concern was expressed regarding inadequate time allocated to Naluyanda project. It was noted that the opening of the clinic was delayed because the Ministry of Health has not posted a clinical officer

2. ISSUES RELATED TO FRIEDER'S CONTRACT

In response to July team meeting Frieder had written a seven page typed paper for discussion during the 1 st November team meeting. The paper was not discussed. Reasons include some staff having had inadequate time to read the document before the meeting. Since issues raised had previously been discussed it was felt unnecessary to repeat the discussions. Instead a copy was sent to Berlin for information.

Since Rev. Damm's visit in February Frieder has felt that decisions have been taken by Berlin leaving him out. In addition some team members have developed attitude of not discussing issues in the team meetings, instead communicate with Berlin directly. Such practices also questions the way Berlin utilises such information. Several examples were enumerated. At the end it was felt that this was partly due to basic differences existing at the moment on several of those issues.

One such example of basic difference was the chairman's and Berlin's understanding of the role of the team chairman and the chairman of GSDP. The job description submitted by Berlin in April does not reflect clearly the role Frieder is supposed to perform. Berlin had not reacted to the proposals made by the team for a Team Speaker, instead of team chairman, and by the staff for the GSDP Chairman. The discussion raised matters pertaining to policy, staff leave and attitudes to work. For example Armin recently went on leave earlier than the chairman had expected him to do so. Regarding staff matters Berlin office prefers the line of command to be done in a sisterly and brotherly understanding manner.

Loyalty to the employer, Gossner Mission, should be observed. Criticism of the organisation and escalating issues by going public cannot be accepted. Frieder asked for an explanation and a clear statement if he or his actions in the past were meant. No answer was given.

On the procedure to table the chairman's renewal of the contract for discussion, it was felt by some members that Berlin made a mistake. Differences emerged between those for and against. The process raised questions as to what extent Berlin takes partners contribution ie. participation of senior staff in recommending Gossner Mission personnel for renewal of contracts seriously. Gossner Mission will in future though continue soliciting partners views when it comes to its personnel's renewal of contract. It is a healthy process even though it might be difficult. The present difficult process was partly attributed to lack of confidentiality as senior staff gave their recommendation in the presence of the incumbent. Staff with contrary views might not have felt free to express them.

Concern was raised as to how cooperation and good working relationship would be ensured in the coming months. Project work had to some extent been affected due to: - poor interpersonal relationship among some staff; - some Senior staff fear that once Frieder leaves they might face problems; - participation in the senior staff meetings is low; - formation of groupings in the camp etc. Individual discussions with staff would shed more light on the above.

Team members were encouraged to work out positive working relationships by not concentrating on negatives. Efforts should be made to make life and working here more joyous for all and cooperating more.

3. LIVINGSTONE WORKSHOP

Berlin office was of the impression that enough copies had been sent. They could not understand messages sent asking for more. GSDP did not have enough copies to all who needed it then but had since photocopied some and distributed them. That aside, quality of the report was disappointing to Zambia Committee in Germany as much as it was disappointing to team and staff here. The person Berlin thought could do a good job did not measure to expectations. As a result the report cannot be used as a policy guide-line due to its inadequate information.

It was regretted though that a good chance was lost especially in view of partners who attended ie government, Ministry of Agriculture, Food and Fisheries, Gossner Mission and valley people etc for policy guide-lines. Nevertheless, some of the discussions shared did not qualify to be included under policy matters as some partners expectations were different. As the workshop cannot be relived, it was up to each and every component to salvage whatever information and come up with a policy document. The exercise would be difficult in view of the notes taken at the workshop not being made available from the consultant.

4. INDEPENDENCE OF PROJECT COMPONENTS

It was noted that the administrative unit of the project is spending more money. The issue here is that the donor would like to see more funds being spent on actual project work than on administration. Questioning the above though should not be viewed as mistrust.

The high costs were partly attributed to high transportation costs, neglect of buildings in the Camp for many years and high costs for building materials, high inflation, poor infrastructure and communication due to vastness of area covered. Efforts have been made to cut down expenses by combining trips. The practice though is riddled with problems like overloading and delays etc.

Since Livingstone workshop, Berlin would like to see steps being undertaken towards diminishing dependence on GSDP by components like VSP, BMIS and SSVI and move towards independence. Project advisers are basically in charge of their components and report to the GSDP chairman. In doing so democratic principles of delegating responsibilities should be born in mind. Advisers work independently on their own but from time to time and as need arises share ideas with colleagues for purposes of professional guidance.

To cover part of its budget for 1994, GSDP would receive from Gossner Mission a total of DM 150,000.00 . Berlin will only spend any amount of money from this when specifically asked for, otherwise it will be sent to Zambia and spend according to budget.

Regarding reserve fund in Berlin, Rev. Damm would have to raise the issue and get authority from the Zambia Committee.

5. OUR UNDERSTANDING OF DEVELOPMENT WORK IN THE VALLEY

Due to time constraints the above topic was postponed to the next meeting in Lusaka.

6. GSDP EXCO

The issue of GSDP Executive Committee (Exco) had come up at the last senior staff meeting. The Exco had in the past existed, mainly due to the large numbers of senior staff ie 30 . With only 14 senior staff, it was felt unnecessary. Berlin thought of having the Exco revived in order to relieve staff and to make quick decisions. The Zambia Committee might come up with the matter again for further consideration.

7. A.O.B.

A brief mention was made of SSVI planned survey. Funds had been a hitch but Berlin assured SSVI to go ahead as they would scout for needed funding.

As part of the publicity for GSDP and Gossner Mission, Multi Media Zambia staff had come to learn about the project activities. They plan to return and do a video on some selected project work.

Nkandabwe Irrigation Scheme (NIS) had a total DM 23,000.00 in the special donation account in Berlin. Ideas were being sought by Berlin from all concerned as to how best this money could be utilized before being send here. Three proposals were put forward for consideration:

- to use it for raising the dam wall
- to purchase a vehicle for marketing
- to get an adviser for the scheme.

The present pool car is due for sale and the scheme could purchase it from GSDP. After some discussions, it was suggested that the money be used to raise the dam wall for purpose of harvesting more water. Frieder was to contact NIS for follow up and final decision. Ways should be sought to support the scheme without necessarily creating dependence.

A brief report on the meeting of the visitors with Hon Madyenkuku was shared. The Minister as MP for the area generally supported and appreciated project activities, including construction of small dams, Muziyo road and SSVI etc. Electrification of NIS and Sinazeze are not on the donor's priority list. Regarding the chairman's position, the MP accepted the decision taken by Gossner Mission regarding the none renewal of his contract. Rev. Damm assured him that Gossner Mission would continue working in the valley. It would also continue cooperating with Methodist Church (UK) in the area of sustainable agriculture.

Apart from sharing team member's understanding of development being postponed to the next meeting, other topics postponed were solar panels, house furniture, Correspondence with Berlin and Armin's leave.

There were other issues for discussion but the meeting had to be stopped and discussions picked up as suggested above.

Eingang 2.11.93

L. M.

~~D 2A 28.6.94~~ 1

Minutes of the Gossner Mission Team
Meeting held at Buleya Malima on the 4 th of September 1993 in
Armin's house

Attendance:

- | | |
|--------------------|-----------|
| 1. Joachim Franke | |
| 2. Karl Waldschütz | |
| 3. Frieder Bredt | |
| 4. Winfried Diete | |
| 5. Armin Kreiter | Chairman |
| 6. Edna Maluma | Secretary |

1. Berthold Geserick on leave
2. Birgit Groth on leave
3. Reinhold Berkenkopf on leave

Agenda:

1. Prayer
2. Corrections and Confirmation of last minutes
3. Matters arising of last minutes
4. Social responsibility to staff (school fees)
5. Milage claim
6. Arusha workshop
7. VSP
8. Clinic membership
9. Credit request from Mr. S.S. Madyenkuku
10. Allowance payment to PPM drivers
11. Any other business

1. Opening remarks

Armin asked for a volunteer for a prayer. Edna did so.

Berthold was still on home leave but expected to return next week on Friday. Both Birgit and Reinhold were on two weeks leave in Mauritius. An observation was made that it was unfortunate that they were absent from the meeting in view of the fact that the date was specially chosen to suit their situation.

2. Correction of previous minutes

- page 1: personell to read personnel
page 3: splin to read spleen
page 4: water programme to be replace with sustainable
agriculture car
page 5: hugh to read high
page 6: 7.2. Coordination of NIP

Frieder has actually discussed the idea with Berthold in a positive manner and was for it and NOT against it.

3. Matters Arising from previous minutes

Agriculture Coordinator

Fifteen (15) applications have so far been received for the post. Frieder and Mr Munsanda are currently scrutinizing the applications. A panel of four (4) people will participate in the interviewing the short listed candidates. The panel will comprise of Armin, Munsanda, Frieder and Edna. Findings will be reported to senior staff and team meetings. Three (3) names will be recommended for final selection by Berlin.

Solar Panels

Birgit was still waiting for a response from Berlin as to whether team members who already have solar panels should be included or not. The quotation from a company in Berlin is still expected. More feedback from Berlin on this is yet to be received.

Storage sheds

Three sheds were agreed to be constructed at Muziyo, Siampondo, and Sinakoba. Siawaza will be covered under Siampondo. Population in Siawaza is low and the distance to the main centres, Siampondo and Kafwambila is long. It was noticed that the construction of sheds is a big job that GSDP will be faced with. It will need close supervision and technical assistance and should not be left to local people alone. PPM will provide cement and other building materials. No local material are expected to be used in the construction.

PPM follow up

No funds yet to purchase the grinding mills.

Container / Sewing machines

The container arrived. Some "salaula" second hand clothes used as protection for the sewing machines were brought along from Lusaka today. They were mainly small bedsheets. The same would go to VSP for sale to raise money for self help community projects. Berlin initially paid for the transportation but the same will be recovered from all receiving items from the container.

Frieder had not written to Berlin to ascertain that two sewing machines be handed over to Patricia and Mr Sianchingili. Thirty applications have so far been received for sewing machines. Care will be needed to be taken while transporting them from Lusaka to the valley. Edna will check on how complicated each sewing machine is, to have a rough idea before selling as to who can handle what type of machine. Four (4) toilet seats had been received as a gift from Mr and Mrs Mehlig. The next person to go to Lusaka should bring the list of contents of the container.

Senior staff trip

Two Senior staff who were still renewing their passports got them. Arrangements for the trip finalized as per last Senior staff meeting.

PPM costs

A claim would be made to Gossner Mission for prefinanced monies from GSDP budget. Request for additional mileage would be made to GM due to increased costs and expenditure. No response yet from Berlin about the 5,000.00 DM which were promised for Joachim's PPM expenditures.

Response to Frieder's letters

Up to date Frieder has not received any response to his official letters from Wilhelm. Despite the differences between Wilhelm and Frieder, there were official issues in Frieder's letters which Wilhelm needs to respond to. He needs to be reminded to do so. Frieder should follow up.

Cars - pool car, Edna's car, Armin's car, WFP car, Sustainable agriculture car -

Progress has only been realised regarding Armin's car, who got it. Frieder has written and phoned Berlin about Edna's car. He wrote the letter in June but so far there has been no response from the insurance company. Pressure should be put on Berlin to act quickly. Frieder is asked to draft a letter to Berlin, which will be signed by all team members.

In the meantime local arrangements could be made when Karl's landcruiser is out from the garage as formerly done before Joachim's car arrived.

World Food Programme (WFP) those expected to repair the car have not even started working on it. They needed two documents before they do so. One, a letter from the project indicating GSDP's willingness to share the costs of repairing the vehicle. The project agreed to do so as long as it does not exceed one million Kwacha (K 1m). Secondly, a report from Lakar, the organisation that opened up the engine. Both have been sent but unfortunately have not reached appropriate authorities supposed to receive them. Joachim has been following up the issue.

Benz / DAF

There has been a delay in response regarding the insurance for both the Benz and DAF for this year.

Minutes of the Zambia Ausschluß meeting

Frieder has started to work on project proposal

GM / CCZ Relations

A letter had been received from GM in relation with CCZ. Upon his return Berthold will only stay in Zambia up to the end of the year due to medical reasons. He will stay in Naluyanda. It was originally decided by Berlin that after Berthold there will be no other adviser from Germany to be sent to Naluyanda. Berlin is willing to pay the local Coordinator of the project. At the next team meeting members would like to discuss the issue of the long term relationship between Gossner Mission and Naluyanda.

Frieder's contract

Frieder will comment on the different points mentioned in the next team meeting.

PTC / Telephone

The contact person is currently on holiday. Karl will follow up when he returns at the end of September. He knows his name and home address. If frequencies are available telephone equipments could be ordered.

Sale Tax

GTZ not willing and had some reservations about exemptions from sales tax. The issue will need to go back to the Ministry of Finance for further consultations.

Livingstone workshop results

Members of the team were disappointed with the quality of the document produced from Livingstone planning workshop. It cannot be used as a working document, it is completely useless for any work and has to be redone otherwise the workshop would be in vain. It is a document with brief statements only. Team members do not feel as if they were part of the workshop after reading through the document. Both the consultant and Berlin share the blame for such poor quality work. As it might be impossible to rewrite the document it was suggested that a working paper as a guide-line be produced. This would help in guiding various programme activities and monitor to the year 2000. To do this components would need to receive all available notes ie. group discussion reports from the consultant or Berlin.

MinBank Clinic

Medical services are available at the clinic at US \$ 40.00 per year. Anybody interested could see Karl for details. For group insurance to all staff Winfried would investigate possibilities of medical care with Dr Jain at Maamba due to easy accessibility.

4. Social Responsibility to staff (school fee)

Joachim and other members of the team have from time to time been asked for credit by several staff for their children's school fee. Was there any obligation on part of GM to provide education assistance? Most parents are finding it difficult to meet their children's education needs due to low salaries. After a lengthy discussion it was suggested that Children in secondary schools could be offered casual jobs if need arises instead of hiring outsiders to do the work for the project. This will go a long way to curb dependency. Even in offering casual jobs cases would be considered on an individual needs.

5. Mileage claim

This subject was brought up to have a uniform way how the mileage claim should look like to avoid misunderstandings which have been there in the past. Frieder was seeking clarification on how the issue could be dealt with.

Frieder's July Km claim was circulated as a sample. The meeting agreed to the following points.

- a) If a car is used for other project components than ones own, the member responsible for the specific component should

countersign the claim as the costs will be taken from her / his part of the budget and the km possible to be claimed for 0.42 DM will be reduced accordingly.

b) Frieder explained that the claim should have from each trip the date, the places visited, km driven and the purpose of the trip.

c) The claim should not only have the total km driven but also separate the km driven eg. for project component and clinic trips.

d) Each officer should indicate the km driven per month and per year especially for his claim for 0.42 DM per km. Km above the agreed limit will be calculated only with 0.23 DM. If one members sees that she or he will succeed the limits the claim can be divided already on a monthly basis, but the claim must be clearly indicating how many km in the running year are claimed for 0.42 DM.

It was stressed again that in view of transport shortage there is greater need for cooperation and combination of trips.

6. Arusha workshop

The CCZ had requested Edna to attend a workshop in Arusha on its behalf. Adequate travel allowance had not been made which resulted in Edna having no money and Joachim stepped in to assist. Due to the special relationship between CCZ and GM either side expected contributions towards the trip. The inviting agency All African Conference of Churches bore the major expenses of air ticket, room board and lodging. For incidental expenses Frieder explained that imprest could be utilized and counted for upon return as such trips are budgeted for under Female Extension. The full amount of US \$ 150.00 Joachim gave Edna was refunded to him in Kwacha equivalent from CCZ.

7. VSP

Karl reported that Mike Siabuci the trading officer for VSP was dismissed from his job at the 31st August Executive Committee meeting. He was on two occasions involved in missing some money. The latest incident involved mine police and fearing the reputation of VSP with mine police the chairman, Mr Sianchingili decided to call an urgent small Executive Committee meeting on Sunday 15th August 1993. At the meeting it was resolved to suspend Mr Siabuci and recommended dismissal to the full Executive Committee.

Karl feels somewhat demotivated to be "policing" what is going on in VSP. Management appears to have no financial planning, money is spent without consideration. Without proper financial management VSP cannot survive too well. He hopes that after Mr Siabuci's dismissal others will take financial management more seriously. It is a warning to all employees of VSP of what could happen to them.

It was also observed that the small Exco meeting just before the full committee and the remarks in the audit report made the case worse, resulting in a vote of dismissal against Mr Siabuci. Mr Nthala, the auditor was expected in October and towards the end of the year for auditing purposes.

8. Clinic membership

This was discussed under matters arising

9. Credit request from Mr S.S. Madyenkuku

Mr Madyenkuku currently on study leave applied for a loan of K 200,000.00 . The application letter was read to the team. The purpose of the money was to invest in a business venture that he and his brothers are running. The team members were sympathetic that he wanted to improve his family's well being. But funds from GM could not be utilized for business activities. If granted it would set a precedence which will be difficult to turn down to another person in future. Loans are meant to assist staff to meet their social needs. The regulation of getting a loan up to three (3) months of the basic salary is still available to him to which he could apply if he has no other outstanding money.

10. Allowance Payment to PPM drivers

Karl and Joachim explained that a way of appreciating the services of Maxwell, the driver attached to VSP for driving the IFAs a farewell party was held. In addition he was given K 50,000.00 . Maxwell had not only driven the IFA trucks but maintained them as well. The issue raised the question of communication and consultation among team members. The PPM Coordinator asked for a farewell party in May but no response was received from the committee. At the end of June a private party for Maxwell was held. Frieder had hoped to report the matter of drivers' allowance to the PPM treasurer upon his return from leave so that a general agreement could be reached for all drivers involved in PPM activities.

11. Any other business

Request for typewriters

Mr Siankondo, Mr Sindaza and Mr Sibanda had all applied for typewriters for their various organisations. These were expected to be received in the container. A check would have to be made on the list but it appears doubtful if there were any typewriters.

Stolen cooking oil

Some staff are requesting to purchase the recovered cooking oil. The oil should not be sold and should be kept separately. As advised by the police, it might be needed in future as an exhibit in the case. Two of the former watchmen involved in the case have paid the amount in full except Seulu. He is now working for Mr Syapwaya, who has promised to pay the project in instalments.

Rev. Dam's visit

Rev Dam will be arriving on the 19th of November 1993.

Next Team Meeting

The next team meeting will take place in Lusaka on Monday the 1st November 1993 and Birgit Groth will be the convener.

Kopiert f. 7A 29.10.93
sh.

* CCT-FAX *

Gr Lusaka zu Gr Berlin
- 86 + 7 wurden bereits überreicht -

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Minutes of the Gossner Mission Team
Meeting held at Buleya Malima on the 4th of September 1993 in
Armin's house

Attendance:

1. Joachim Franke
2. Karl Waldschütz
3. Frieder Bredt
4. Winfried Diete
5. Armin Kreiter
6. Edna Maluma

Chairman
Secretary

Eingegangen

29. Okt. 1993

Erledigt:.....

1. Berthold Gaserick on leave
2. Birgit Groth on leave
3. Reinhold Berkenkopf on leave

Agenda:

1. Prayer
2. Corrections and Confirmation of last minutes
3. Matters arising of last minutes
4. Social responsibility to staff (school fees)
5. Milage claim
6. Arusha workshop
7. VSP
8. Clinic membership
9. Credit request from Mr. S.S. Madyenkuku
10. Allowance payment to PPM drivers
11. Any other business

1. Opening remarks

Armin asked for a volunteer for a prayer. Edna did so.

Berthold was still on home leave but expected to return next week on Friday. Both Birgit and Reinhold were on two weeks leave in Mauritius. An observation was made that it was unfortunate that they were absent from the meeting in view of the fact that the date was specially chosen to suit their situation.

2. Correction of previous minutes

page 1: personell to read personnel

page 3: splin to read spleen

page 4: water programme to be replace with sustainable agriculture car

page 5: hugh to read high

page 6: 7.2. Coordination of NIP

Frieder has actually discussed the idea with Berthold in a positive manner and was for it and NOT against it.

3. Matters Arising from previous minutes

Agriculture Coordinator

Fifteen (15) applications have so far been received for the post. Frieder and Mr Munsanda are currently scrutinizing the applications. A panel of four (4) people will participate in the interviewing the short listed candidates. The panel will comprise of Armin, Munsanda, Frieder and Edna. Findings will be reported to senior staff and team meetings. Three (3) names will be recommended for final selection by Berlin.

Solar Panels

Birgit was still waiting for a response from Berlin as to whether team members who already have solar panels should be included or not. The quotation from a company in Berlin is still expected. More feedback from Berlin on this is yet to be received.

Storage sheds

Three sheds were agreed to be constructed at Muziyo, Siampondo, and Sinakoba. Siawaza will be covered under Siampondo. Population in Siawaza is low and the distance to the main centres, Siampondo and Kafwambila is long. It was noticed that the construction of sheds is a big job that GSDP will be faced with. It will need close supervision and technical assistance and should not be left to local people alone. PPM will provide cement and other building materials. No local material are expected to be used in the construction.

PPM follow up

No funds yet to purchase the grinding mills.

Container / Sewing machines

The container arrived. Some "salaula" second hand clothes used as protection for the sewing machines were brought along from Lusaka today. They were mainly small bedsheets. The same would go to VSP for sale to raise money for self help community projects. Berlin initially paid for the transportation but the same will be recovered from all receiving items from the container.

Frieder had not written to Berlin to ascertain that two sewing machines be handed over to Patricia and Mr Sianchingili. Thirty applications have so far been received for sewing machines. Care will be needed to be taken while transporting them from Lusaka to the valley. Edna will check on how complicated each sewing machine is, to have a rough idea before selling as to who can handle what type of machine. Four (4) toilet seats had been received as a gift from Mr and Mrs Mehlig. The next person to go to Lusaka should bring the list of contents of the container.

Senior staff trip

Two Senior staff who were still renewing their passports got them. Arrangements for the trip finalized as per last Senior staff meeting.

PPM costs

A claim would be made to Gossner Mission for prefinanced monies from GSDP budget. Request for additional mileage would be made to GM due to increased costs and expenditure. No response yet from Berlin about the 5,000.00 DM which were promised for Joachim's PPM expenditures.

Response to Frieder's letters

Up to date Frieder has not received any response to his official letters from Wilhelm. Despite the differences between Wilhelm and Frieder, there were official issues in Frieder's letters which Wilhelm needs to respond to. He needs to be reminded to do so. Frieder should follow up.

Cars - pool car, Edna's car, Armin's car, WFP car, Sustainable agriculture car -

Progress has only been realised regarding Armin's car, who got it. Frieder has written and phoned Berlin about Edna's car. He wrote the letter in June but so far there has been no response from the insurance company. Pressure should be put on Berlin to act quickly. Frieder is asked to draft a letter to Berlin, which will be signed by all team members.

In the meantime local arrangements could be made when Karl's landcruiser is out from the garage as formerly done before Joachim's car arrived.

World Food Programme (WFP) those expected to repair the car have not even started working on it. They needed two documents before they do so. One, a letter from the project indicating GSDP's willingness to share the costs of repairing the vehicle. The project agreed to do so as long as it does not exceed one million Kwacha (K 1m). Secondly, a report from Lakar, the organisation that opened up the engine. Both have been sent but unfortunately have not reached appropriate authorities supposed to receive them. Joachim has been following up the issue.

Benz / DAF

There has been a delay in response regarding the insurance for both the Benz and DAF for this year.

Minutes of the Zambia Ausschluß meeting

Frieder has started to work on project proposal

GM / CCZ Relations

A letter had been received from GM in relation with CCZ. Upon his return Berthold will only stay in Zambia up to the end of the year due to medical reasons. He will stay in Naluyanda. It was originally decided by Berlin that after Berthold there will be no other adviser from Germany to be sent to Naluyanda. Berlin is willing to pay the local Coordinator of the project. At the next team meeting members would like to discuss the issue of the long term relationship between Gossner Mission and Naluyanda.

Frieder's contract

Frieder will comment on the different points mentioned in the next team meeting.

PTC / Telephone

The contact person is currently on holiday. Karl will follow up when he returns at the end of September. He knows his name and home address. If frequencies are available telephone equipments could be ordered.

Sale Tax

GTZ not willing and had some reservations about exemptions from sales tax. The issue will need to go back to the Ministry of Finance for further consultations. 2

Livingstone workshop results

Members of the team were disappointed with the quality of the document produced from Livingstone planning workshop. It cannot be used as a working document, it is completely useless for any work and has to be redone otherwise the workshop would be in vain. It is a document with brief statements only. Team members do not feel as if they were part of the workshop after reading through the document. Both the consultant and Berlin share the blame for such poor quality work. As it might be impossible to rewrite the document it was suggested that a working paper as a guide-line be produced. This would help in guiding various programme activities and monitor to the year 2000. To do this components would need to receive all available notes ie. group discussion reports from the consultant or Berlin. (

MinBank Clinic

Medical services are available at the clinic at US \$ 40.00 per year. Anybody interested could see Karl for details. For group insurance to all staff Winfried would investigate possibilities of medical care with Dr Jain at Maamba due to easy accessibility. where

4. Social Responsibility to staff (school fee)

Joachim and other members of the team have from time to time been asked for credit by several staff for their children's school fee. Was there any obligation on part of GM to provide education assistance? Most parents are finding it difficult to meet their children's education needs due to low salaries. After a lengthy discussion it was suggested that Children in secondary schools could be offered casual jobs if need arises instead of hiring outsiders to do the work for the project. This will go a long way to curb dependency. Even in offering casual jobs cases would be considered on an individual needs. (

5. Mileage claim

This subject was brought up to have a uniform way how the mileage claim should look like to avoid misunderstandings which have been there in the past. Frieder was seeking clarification on how the issue could be dealt with. Frieder's July Km claim was circulated as a sample. The meeting agreed to the following points.

a) If a car is used for other project components than ones own, the member responsible for the specific component should

countersign the claim as the costs will be taken from her / his part of the budget and the km possible to be claimed for 0.42 DM will be reduced accordingly.

b) Frieder explained that the claim should have from each trip the date, the places visited, km driven and the purpose of the trip.

c) The claim should not only have the total km driven but also separate the km driven eg. for project component and clinic trips.

d) Each officer should indicate the km driven per month and per year especially for his claim for 0.42 DM per km. Km above the agreed limit will be calculated only with 0.23 DM. If one members sees that she or he will succeed the limits the claim can be divided already on a monthly basis, but the claim must be clearly indicating how many km in the running year are claimed for 0.42 DM.

It was stressed again that in view of transport shortage there is greater need for cooperation and combination of trips.

6. Arusha workshop

The CCZ had requested Edna to attend a workshop in Arusha on its behalf. Adequate travel allowance had not been made which resulted in Edna having no money and Joachim stepped in to assist. Due to the special relationship between CCZ and GM either side expected contributions towards the trip. The inviting agency All African Conference of Churches bore the major expenses of air ticket, room board and lodging. For incidental expenses Frieder explained that imprest could be utilized and counted for upon return as such trips are budgeted for under Female Extension. The full amount of US \$ 150.00 Joachim gave Edna was refunded to him in Kwacha equivalent from CCZ.

7. VSP

Karl reported that Mike Siabuci the trading officer for VSP was dismissed from his job at the 31st August Executive Committee meeting. He was on two occasions involved in missing some money. The latest incident involved mine police and fearing the reputation of VSP with mine police the chairman, Mr Sianchingili decided to call an urgent small Executive Committee meeting on Sunday 15th August 1993. At the meeting it was resolved to suspend Mr Siabuci and recommended dismissal to the full Executive Committee. Karl feels somewhat demotivated as to "what is going on in VSP. Management appears to have no financial planning, money is spent without consideration. Without proper financial management VSP cannot survive too well. He hopes that after Mr Siabuci's dismissal others will take financial management more seriously. It is a warning to all employees of VSP of what could happen to them.

It was also observed that the small Exco meeting just before the full committee and the remarks in the audit report made the case worse, resulting in a vote of dismissal against Mr Siabuci. Mr Nthala, the auditor was expected in October and towards the end of the year for auditing purposes.

8. Clinic membership

This was discussed under matters arising

9. Credit request from Mr S.S. Madyenkuku

Mr Madyenkuku currently on study leave applied for a loan of K 200,000.00 . The application letter was read to the team. The purpose of the money was to invest in a business venture that he and his brothers are running. The team members were sympathetic that he wanted to improve his family's well being. But funds from GM could not be utilized for business activities. If granted it would set a precedence which will be difficult to turn down to another person in future. Loans are meant to assist staff to meet their social needs. The regulation of getting a loan up to three (3) months of the basic salary is still available to him to which he could apply if he has no other outstanding money.

10. Allowance Payment to PPM drivers

Karl and Joachim explained that a way of appreciating the services of Maxwell, the driver attached to VSP for driving the IFAs a farewell party was held. In addition he was given K 50,000.00 . Maxwell had not only driven the IFA trucks but maintained them as well. The issue raised the question of communication and consultation among team members. The PPM Coordinator asked for a farewell party in May but no response was received from the committee. At the end of June a private party for Maxwell was held. Frieder had hoped to report the matter of drivers' allowance to the PPM treasurer upon his return from leave so that a general agreement could be reached for all drivers involved in PPM activities.

11. Any other business

Request for typewriters

Mr Siankondo, Mr Sindaza and Mr Sibanda had all applied for typewriters for their various organisations. These were expected to be received in the container. A check would have to be made on the list but it appears doubtful if there were any typewriters.

2. Stolen cooking oil

- Some staff are requesting to purchase the recovered cooking oil. The oil should not be sold and should be kept separately. As advised by the police, it might be needed in future as an exhibit in the case. Two of the former watchmen involved in the case have paid the amount in full except Seulu. He is now working for Mr Syapwaya, who has promised to pay the project in instalments.

Rev. Dam's visit

Rev Dam will be arriving on the 19th of November 1993.

Next Team Meeting

The next team meeting will take place in Lusaka on Monday the 1st November 1993 and Birgit Groth will be the convener.

15-Aug-1993 13:44

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*Logiert am 19.8.93
f. Z. A.*

Minutes of the Gosner Mission Team Meeting held at Nkandabwe on 24.7.93
in Winni's house

Attendance:

1. Reinhold Berkenkopf
2. Frieder Bredt
3. Birgit Groth
4. Joachim Franke
5. Winfried Biete
6. Edna Maluma
7. Karl Waldschütz

Secretary

Chairman

Berthold Geserick

on homeleave

Armin Kreiter

gone to Tanzania for transfer of his vehicle

Agenda:

1. Opening remarks
2. Correction of previous minutes
3. Matters arising
4. Inauguration Ceremony SSVI/Sinazeze Crafts Centre
5. Sinazongwe Agricultural Show
6. Minutes Zambia Ausschuss Meeting
7. Minutes Naluyanda Board Meeting
8. Extension of Frieder's contract
9. PTC/ Telephone
10. Sales Tax
11. Livingstone Workshop results
12. A.O.B.

1. Opening Remarks

Karl opened the meeting welcoming all participants. The proposed agenda was accepted.

2. Correction of previous minutes

2.1. Page 1, ad 3: Frieder will not draw up a job description but an advertisement.

2.2. Page 3, ad 5, second chapter, second sentence should read:
Confronting the Senior Staff Meeting with personnel matters may be just
as unsuitable

2.3. Page 4, ad 8, second chapter, second sentence should read:

- 2 -

It seems that putting up a large amount of money

2.4. Page 5, ad 12, second chapter, second sentence should read:

In the meantime, Frieder should send the revised job description to Berlin.

The minutes were confirmed correct with the corrections above.

3. Matters arising

3.1. ad 3 Agricultural Advisor

The first advertisement is out, a second one will be published on 30.7.93. Mr. Kokwe and Mr. Michello were consulted by Frieder about a suitable candidate.

3.2. ad 3 Camp Security

Some new watchmen are on probation after the previous ones being involved in a case of stealing cooking oil. The matter will be brought up in the next staff meeting.

3.3. ad 3 Solar Panels

Birgit has received some quotations for solar equipment. Winfried reported that Berlin is not prepared to finance installations for all senior staff houses. Birgit will try to get more information from Wilhelm.

3.4. ad 3 Storage Sheds

A project proposal was written to the PAM Coordinator.

3.5. ad 3 Grinding Mills

A request has been written to the PAM Coordinator.

3.6. ad 3 PPM Follow up/ Sinazongwe NGO

The founding meeting for the Sinazongwe NGO to be held last Tuesday was postponed to 4.8.93. The Team nominated Frieder and Karl to represent GM in the 'SNGO'.

3.7. ad 3 Edna's Signature

Edna is now a signatory of the GM accounts at Barclay's and Standard Bank in Choma.

3.8. ad 3 Sewing Machines

The Team agreed that the transport costs of DM 6.000 for the container

- 3 -

have to be recovered. Everybody receiving goods from the container will be charged according to weight of his consignment. Winfried told the Team that two sewing machines were reserved by Bernd Heinemann for Patricia and Mr. Siachingili. Frieder will ask Bernd Heinemann for such a statement in writing. *Besuch von B. Heinemann 18.8.93*

bestätigte dies nochmals

3.9. ad 3 Trusteeship

Birgit reported that for the change of trusteeship the respective minutes from the Zambia Ausschub are required. Birgit has requested these minutes from Berlin already. She will proceed after having received them.

*besprochen
auf der ZA 18.8.93*

3.10. ad 3 Government Gazette and Magazines

Birgit has taken up the matter with the Government Gazette and will make a follow up. Frieder will look for a subscription of the 'New African'.

Können wir nicht

The subscription of 'Die Zeit' therefore shall be withdrawn.

Siehe Glee 33/26.8.93

*more examples
unbunden?
Nein*

3.11. ad 3 Senior Staff Trip

Birgit contacted the Schumachers about the next staff tour which is planned to go to Harare i.e. Cold Comfort Farm. 14 senior staff members from Nkandabwe and 3 participants from Lusaka will take part in it. The Schumachers will find out about accommodation which can meet the restrictions of the budget limits. The tour will be discussed at the next staff meeting on 5.8.93.

3.12. ad 4 Winfried and Robby (Berthold)

Birgit informed that Robby is still under medical care with his ruptured spleen. He is on the way of recovery. The Team wishes him a quick and full recovery.

Winfried gave a short report about his stay in Germany and his different medical treatments.

He further informed the Team about his intention to extend his contract for up to three more years in the project (up to March 1997). He briefed the Team that this matter was already discussed with Mr. Hecker during his visit in Berlin.

3.13. ad 5 Minutes of Team Meetings

The Team came to the conclusion that Team minutes are not confidential but also not public. Therefore they will be put into envelopes or stapled together in future.

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3.14. ad 6 Edna's Team Contribution

Edna's contribution was regarded as very useful. The Team should come back to Edna's papers if it feels that Team relations should be improved.

3.15. ad 8 GM Budget

There is confusion about how to administer the finances of Ibex Hill. Birgit and Reinhold were told by Berlin to administer the budget allocation for Ibex Hill independently without the Team Speaker getting involved. Frieder told the meeting that this regulation is new to him. He has written already a letter to Berlin asking for clarification. The matter will be discussed again after an answer is received.

3.16. ad 9 PPM Mileage

A statement about the amount spent on PPM activities and a report about the PPM exercise will be presented at the next Team meeting.

3.17. ad 10/11 Poolcar, Edna's car, Armin's car, WFP car, Water Programme car
Birgit reported that Armin has gone to Dar Es Salaam to pick up his car. Berlin was already asked by Birgit for insurance cover. ✓

The Team expressed its deep concern about a quick replacement of Edna's stolen car. Edna and her important work is too much hampered by the lack of transport. The Team asks Berlin to act as fast as possible in order to buy a new car. Frieder was asked to write a separate letter to Berlin in order to speed up this matter. ✓

The WFP car is on breakdown and has been taken to Lusaka. It seems to be a mechanical problem and not the driver's fault. Jochen will make a follow up.

Frieder has written to Berlin about the suggested replacement of the pool car.

It was reported that the Methodist Church is prepared to pay the difference on top of the compensation from the insurance company for the stolen car from the Water Programme in order to get a replacement.

3.18. ad 12 Response to Frieder's letters

Frieder informed that there was no response to his letters so far.

3.19. ad 13 PPM Follow up

A PPM Final Report and a report about a seminar attended by Frieder are in circulation.

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3.20. ad 15 Muzyo Celebration

Two drums are bought. The preparations for the celebration will be done by BaGray with assistance from GM.

3.21. ad 16 Naluyanda AGM

Birgit took part in the AGM of the NIP. She reported that the Naluyanda people have new hopes a new Chairman and new committee members were elected. But there was no news about the relations between GM and CCZ concerning NIP.

3.22. ad 17 VSP - Benz/DAF/Landcruiser

The cheque for the Benz springs has been received and handed over to Mr. Bonkat. The DAF is on breakdown with a diff-problem. The Landcruiser is on breakdown with an engine problem.

4. Review of Inauguration Ceremony of Sinazeze Craft Centre

The Inauguration Ceremony was seen as a full success despite some difficulties during the preparations. The ceremony was well attended. Some remarks by the MP about future plans for the centre are contrary to the agreed policy (GSDP, Livingstone Workshop, SSVI Advisory Board) and this will need clarification and corrective follow up.

5. Review of Sinazongwe Agricultural Show

The different GSDP components were poorly represented at the show. This has to be taken up and discussed in the next staff meeting.

6. Minutes of the Zambia Ausschuss Meeting 18.6.93

6.1. Paragraph 3, second chapter concerning the Sustainable Agriculture Officer: We did not read out of the fax message dated 27.5.93 that Frieder was supposed to write a project proposal to Brot für die Welt. Therefore no action was taken. Nevertheless Frieder will now work on this project proposal as soon as possible.

6.2. Paragraph 4, second chapter concerning increase of expenditures for administration: It is seen and agreed by the Team as well that in comparison with other components the expenditures for administration have gone up tremendously. We all feel not happy with this development. This has to be seen in connection with the high increase of prices for fuel, lubricants, spare parts and charges for service and repairs. All prices where transport is concerned have gone up extraordinarily compared to prices of other goods. We all have to find ways how to

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reduce expenses for transport. On the other hand it has to be mentioned that especially in rural areas each and everything depends on transport.

6.3. Paragraph 4, third chapter concerning audit of GSDP accounts:

Frieder mentioned that bringing up the question of a really independent audit was an insult to him and a sign of mistrust. He would like to point out that there was hardly any other auditor found doing that job for K 50.000,- only. Karl also confirmed that VSP's experience with the same auditor shows that he is doing a professional job.

7. Minutes of the Naluyanda Beirat Meeting

7.1. Question of housing for Berthold: Birgit reported that Berthold is not interested in renting a flat within Lusaka. She looked around and found a reasonable flat but did not make any further arrangements due to Berthold's uncertain return dates because of still ongoing medical treatment. She will take it up after Berthold's return to Lusaka or if more clear instructions are given to her. The same applies to the plans for purchase of a new vehicle.

7.2. Coordination of NIP: Frieder mentioned that he discussed the idea of having three coordinators for the NIP with Berthold but he never talked about that in Naluyanda. He has never been an active promoter of this idea.

7.3. Relations GM/CCZ: Jochen expressed his dissatisfaction about the poor relations between GM and CCZ concerning the NIP. He feels that the NIP has to suffer under these circumstances. He asks Berlin to show more concern and creativity in order to get things moving with the CCZ for the benefit of the NIP.

8. Extension of Frieder's contract

Frieder insisted that he wants to know the Team members views about his performance as Team Speaker and GSDP Chairman. Voting thereafter will be done in his absence. He only wants to consider writing an application for extension to GM Berlin after the results are out. Asked about his personal plans in view of the need for this position up to the year 2000 he said he could imagine to stay some more years but not unlimited. Upon request it was decided to conduct this discussion in German despite an earlier general decision to have all Team discussions and correspondence done in English. Edna agreed to have the discussions translated to her simultaneously by Birgit. It was felt that in this exceptional case talking in German would help the majority of Germans to more clearly express their views in their mother language.

The discussion centred around Frieder's working style rather than his

- 7 -

performance of assigned duties therefore it cannot be seen as a review and evaluation of his working performance in his two positions. The main points of criticism were his inability to work in a participatory way, to come to decisions in a consultative way, his tendency to lonely decisions and to overheating his chair by reigning into other officers competency fields. He was criticised to act like this in such a way that it leaves the impression that he is guided by a vision of what is wrong or right and that he rather seems to be disturbed by requests for more joint decisions and more communication. He seems to make no difference between his personal views and Team decisions which he tends to take not serious. This lack of communicative leadership was repeatedly leading to points of friction. A few examples were mentioned: loans to VSP management staff without consultation, planning for the Drought Recovery Programme without adequate involvement of other Team members, lack of coordination with the Liaison office, conflicting views about the Ibex Hill budget, reservations against Reinhold's contract despite a positive team decision, questioning parts of SSVI's policy, unsatisfactory involvement in NIP. It was also expressed that the violation of confidentiality of letters and minutes look like a publicity campaign culminating in the Guest of Honour's public appeal at the SSVI Inauguration Ceremony. The Senior Staff Meeting's decision to write a letter without confidentiality was seen as an acclamation of dependents rather than an independent and free decision whatever body is regarded as superior. The tendency is to create facts and put GM Berlin under pressure. Conflicts have developed on different levels: the political level with the danger of annoying important officials who are quite important and influential for the valley and the project, the controversy about who is the policy maker for the project between Frieder and GM Berlin, the personal level in the team with the feeling of having no longer trustful working relations. The decision about Frieder's extension has become a question whether the Team members can live with this conflicts and the working style or not. Once again it was emphasized that this is no judging about Frieder's commitment to his job which is generally undoubted. Frieder did not really reply to the general questions but rather tried to listen and to explain circumstances of some of the above mentioned examples.

9. PTC/ Telephone

Karl wanted to know whether there is progress with the application for a wireless telephone. He knows somebody who succeeded very fast in getting

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a frequency and permission. He will find out from him and try to use the same channel in order to speed up the matter.

10. Sales Tax

Birgit informed about her trials to get tax exemption for project related purchases. She has seen somebody from the Ministry of Finance but could not succeed since the right person was not in. She will make another attempt after consulting GTZ and GDS in this matter. These organisations could be of great help since they seem to be generally exempted from Sales Tax. Frieder will get clarification from the MAFF about unclear passages in the Agreement between GM and GHZ concerning this issue.

11. Livingstone Workshop results

They have just arrived and the Team expressed from the first glimpse its deep disappointment about the report. It was found vague and shallow and cannot be of any use as a working foundation or policy paper for future decisions what it was supposed to be. This report does not meet our expectations at all. This issue has to be discussed more in detail at the next meeting.

12. A.O.B.

1. MinBank Clinic

This clinic seems to have good facilities and can offer a comprehensive medical service. Karl will get more information about it and will brief the Team next time.

2. Circulars

It was criticised that circulars are taking a long time to go around. Ways of improving should be introduced, some suggestions were made. This issue will be taken up at the next Senior Staff Meeting.

3. Next Team Meeting

The next Team Meeting shall take place at Armin's house in Buleya Malima on Friday 3.9.93 at 9 hours. Armin will also be the Convenor.

Nkandabbwe, Freitag der 13.8.1993

Winfried Diete

Karl Waldschutz

lvj

Minutes of the Team Meeting held at Ibex Hill on 14-06-1993

Attendees:

Frieder Bredt
Jochen Franke
Birgit Groth
Armin Kreiter
Edna Maluma
Karl Waldschütz

Eingegangen

26. Juli 1993

Erledigt:.....

Agenda:

1. Prayer
2. Last minutes - correction and confirmation
3. Matters arising
4. Information about health condition of Winnie and Robby
5. Status of team meeting regarding confidentiality
6. Role of TEAM: how do we define our task as team?
7. Increase of allowances for GM staff
8. Funding of GM activities in Zambia
9. Mileage claim
10. Solar systems
11. Replacement of pool car
12. Replacement of stolen cars
13. Job description of Team Speaker
14. Winding up of PPM / new programme (DRP)
15. Muziyo celebration (20.08.)
16. GM policy for NIP
17. Any other business

ad 1.:

The prayer was rendered by Edna.

ad 2.:

The minutes of the last meeting were read and accepted.

ad 3..

Re Agricultural Adviser:

Frieder will draw up a job description and look for candidates using private contacts such as Mr Michello (Monze Diocese) or Mr Kokwe (GDS). Interviews should be held in Nkandabbwe.

Re Camp Security:

A committee was set up from the Staff Meeting. VSP would be prepared to recruit and pay one additional watchman.

Re Solar Panels:

Birgit has received a comprehensive offer from Renewtech (Hans Drechsel). Basic installations including professional wiring and service would come to approx. DM 50.000,-, which means ca. DM 3.000,- per house. Do-it-yourself-kit types of offers are still outstanding, but expected to be in

the range of DM 2.000 - 2.500 per house. Hence, the existing funds of DM 20.000 - will definitely not be sufficient. Question: can GM Berlin boost them up? Birgit will send incoming quotations to the valley for inspection. *No!*

Re Nahiyanda:

Jochen has received his work permit. Frieder has completed his auditing, the results show a mix-up of accounts and the failure to record incoming money properly. He has tried to advise them on proper bookkeeping. Jochen informs that Jenny, formerly in charge of the Women's Programme, got fired due to "being too close to the Mzungus"; the old women's team, including the chairman's wife, got reinstalled. *wer informiert Jochen? Und: sollte er sich nicht zurückhalten?*

Re Storage Shed:

Since the PPM has run out, requests for storage are followed up by Gossner Mission as such., after consultations with partner NGO's including VSP. The tender papers for storage will be followed up, albeit belatedly, by Mr Makala.

Re Grinding Mills:

No funds for them yet at PAM, which now acts as go-between for GRZ, donors and NGOs regarding Drought recovery measures. Requests should nevertheless be handed in speedily so that they will be among the first to be considered.

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Are found wanting and meriting future discussion. *nic!*

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Both Winnie and Robby are reported to be on the mend. Winnie is planning to return on the 12th or 19th of July.

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Birgit reports that Wilhelm objects strongly to the widespread circulation of team meeting minutes; this was unheard of in the past. Frieder maintains that Team Meeting minutes are not confidential per se. They were not circulated intentionally: he pigeonholed them, and apparently they were read by staff members, too. In former times, access was limited because they were written in German. As part of accountability, Frieder even advocates keeping an open file on them. Karl points out that staff members may utilize differences between team members gleaned from the minutes for their own purposes; this means we cannot discuss personal matters any more. Frieder thinks that they scrutinize us in our glass house anyway and cannot be kept from utilizing divisions. *no!* *No!* *No!*

The team concludes after a lengthy discussion that, in future, more care must be taken when setting up agendas for the two respective forums. Confronting the Staff Meeting with personnel matters (Frieder's job description) is just as unsuitable as discussing personal failures of (example) Mr Makala or Mr Munsanda in the Team Meeting. If personal matters are discussed all the same, this should happen off the record. An increase of suspicion among the Zambian staff is to be avoided. On the other hand, Team Minutes are primarily an instrument to inform GM Berlin and should therefore clearly reflect team opinions. *gsl. vertraul. Notiz* *ok.* *+ eig. Konfliktfall* ** waso?*

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Edna's question: "What does the notion of TEAM mean to you?" yields the following replies:

- working together for a joint aim
 - sharing the same idea of the target issue
- gut!*

- an unhierarchic structure where responsibility is shared
- communication
- decisions achieved together
- to weed out grievances early
- to share joys and sorrows
- more than a 9 to 5 relationship

Edna distributes papers and questionnaires on the topic of Team Relations and Group Effectiveness for reading and consideration: She thinks that a team, like an engine, needs "maintenance". This interesting thought may be taken up in the next meeting.

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In the light of what was said under 5., this topic is relegated to the Staff Meeting as a more appropriate forum.

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4/1 In their 1994 budget proposal, GM Berlin have allotted DM 45.000,- to the Liaison Office.

Wasthen - Frieder thinks this sum is exaggerated, particularly since the acquisition of a new bus is due in 93, not 94. Jochen remarks at this point that he objects to Wilhelms proposal to take 1/3 of the bus payment out of Naluyanda funds. Frieder would like to see the L.O. accounts; Birgit maintains that he has not shown any interest in them so far. While accounting for the money spent would not be a problem, she strongly feels that the L.O. is only accountable to GM Berlin, who decide on their own how much money they allot. After all, the GSDP budget has not been cut because of the L.O.'s budget increase, which has to do with the projected building activities.

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ad 10.: = agenda: 11

The pool car is getting old. Nkandabbwe Irrigation Scheme would be interested to have it. The

- 1) - 1) Aufstockung L.O. Budgets würde schon für 1992 beschlossen
2) L.O. is exclusively accountable to GM Berlin
3) Also nicht in Bezug auf Admin. Costs

v by column?

aus dem
Projekt?
muss
woher kam das
Geld fröhe?

WFP car cannot be seen as a replacement, there is no official word yet whether it can stay with the project. If so, it is earmarked for Rural Works. Therefore, the poolcar should be replaced by a new vehicle. *Wenn, dann nur v. Proj. funds*

ad 11.:

12.

The Methodist Church has proposed to come up with the difference between what the insurance may refund for the stolen vehicle and the price for a replacement. GM Berlin is asked to look into the insurance problem regarding Edna's car fast and to come up with an interim solution to help Edna, who is now again without transport. (Prefinancing of a replacement vehicle? Definitely not a Hi-Lux again since they are too prone to theft.)

ad 12.. = 13

The necessity of the preamble Frieder put at the top of his Job Description version was discussed; Frieder regards it as important framework. At the end of §5 should be added: "in Zambia". Further discussion arises about Frieder's questioning the GM concept of partnership in his letter to Wolfgang Mehlig. While Frieder thinks the approach old-fashioned and meddlesome, Karl points out that other organizations meddle a lot more., and that in fact the Naluyanda mishaps show what can happen if the donor organisations stay remote. Frieder lets on that his understanding of GM's handling of their partnership with Zambia is violated, and that he questions his relation to GM. Karl asks whether Frieder's letter to Wolfgang was a private one. Jochen points out that in this case he should not have used the Gossner letterhead.

Further discussion is postponed until a reply from the Zambia Committee has been obtained. In the meantime, Frieder should send his version of the Job description to Berlin, but with a layout which clearly sets off his preamble. *fr. nicht annehmen lassen, od. vorgehen*

ad 13.: = 14

A written final report about the Drought Relief Programme will be circulated. While the PPM has run out, PAM is now facing new tasks as a joint handling agency for GRZ, the donor community and the NGOs under the heading of Drought Recovery. ("Drought" to be seen as a synonym for all past catastrophes). Project proposals are invited; pledges have come in from IFAD and USAid. GRZ will run money earmarked to cushion the consequences of structural adjustment through PAM as well.

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Karl mentions that, now that people have now got used to milling their own maize, VSP thinks of buying up part of the local harvest. Since that would block all their funds for other activities, VSP would need to borrow money initially, later to be repaid from the profit. Frieder warns of floating prices, but will discuss the financial possibilities with him.

result?

ad 15.: =

The people of Muziyo plan on a big fete; they look to "Gossina" (via BaGrey) for contributions. Frieder thinks in terms of K 15.000,-. The open drums needed for the outdoor cooking of large quantities of mealie meal can be procured from Lusaka at presently K 9.000,- each; they should only be lent out, however, and then stay with GSDP.

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The lack of a clear-cut Gossner policy for the Naluyanda Integrated Project is sorely felt, also by CCZ, whose relationship to Gossner should be redefined as well. The underlying contract runs for another 3 years. Frieder reports that Rev. Violet Bredt will eventually cancel the relationship with GM if she does not hear from them. The team finds it unsatisfactory that GM has not settled its relationship with NIP and CCZ so far, and urges GM Berlin to take action.

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Frieder, who has attended some NIP meetings but does not feel called upon to advise them more than necessary, clarifies that the proposal was agreed upon with Robby.

Birgit has been invited to attend the NIP AGM on 26-05-93,; she will follow this up provided that GM Berlin and CCZ have no objections.

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A possibility to send mail via GDS exists on the following day.

Karl mentions that the Nobel Trading bill for the Mercedes springs must be paid in foreign exchange. Birgit will look into possibilities to pay via Mr Bonkat's Munich-based partner.

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Lusaka, 15-07-93

Birgit Groth
Liaison Officer

Minutes of the Team Meeting held at Ibex Hill on 14-06-1993

Attendees:

Frieder Bredt
Jochen Franke
Birgit Groth
Armin Kreiter
Edna Mahuma
Karl Waldschütz

Eingegangen

26. Juli 1993

Erlødig:.....

Agenda:

1. Prayer
2. Last minutes - correction and confirmation
3. Matters arising
4. Information about health condition of Winnie and Robby
5. Status of team meeting regarding confidentiality
6. Role of TEAM: how do we define our task as team?
7. Increase of allowances for GM staff
8. Funding of GM activities in Zambia
9. Mileage claim
10. Solar systems
11. Replacement of pool car
12. Replacement of stolen cars
13. Job description of Team Speaker
14. Winding up of PPM / new programme (DRP)
15. Muziyo celebration (20.08.)
16. GM policy for NIP
17. Any other business

ad 1.:

The prayer was rendered by Edna.

ad 2.:

The minutes of the last meeting were read and accepted.

ad 3..

Re Agricultural Adviser:

Frieder will draw up a job description and look for candidates using private contacts such as Mr Michello (Monze Diocese) or Mr Kokwe (GDS). Interviews should be held in Nkandabbwe.

Re Camp Security:

A committee was set up from the Staff Meeting. VSP would be prepared to recruit and pay one additional watchman.

Re Solar Panels:

Birgit has received a comprehensive offer from Renewtech (Hans Drechsel). Basic installations including professional wiring and service would come to approx. DM 50.000,-, which means ca. DM 3.000,- per house. Do-it-yourself-kit types of offers are still outstanding, but expected to be in

the range of DM 2.000 - 2.500 per house. Hence, the existing funds of DM 20.000 - will definitely not be sufficient. Question: can GM Berlin boost them up? Birgit will send incoming quotations to the valley for inspection.

Re Nahuyanda:

Jochen has received his work permit. Frieder has completed his auditing, the results show a mix-up of accounts and the failure to record incoming money properly. He has tried to advise them on proper bookkeeping. Jochen informs that Jenny, formerly in charge of the Women's Programme, got fired due to "being too close to the Mzungus"; the old women's team, including the chairman's wife, got reinstalled.

Re Storage Shed:

Since the PPM has run out, requests for storage are followed up by Gossner Mission as such, after consultations with partner NGO's including VSP. The tender papers for storage will be followed up, albeit belatedly, by Mr Makala.

Re Grinding Mills:

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Lusaka, 15-07-93

Birgit Groth
Liaison Officer

MINUTES OF THE GOSSNER MISSION TEAM MEETING
HELD IN NKANDABWE
ON THE 03.05.93 IN FRIEDER'S HOUSE

MEMBERS PRESENT: Edna Maluma
Birgit Groth
Karl Waldschütz
Berthold Geseke 2
Reinhold Berkenkopf
Armin Kreiter
Joachim Franke
Frieder Bredt

Eingegangen

24. Mai 1993

Erledigt:.....

Agenda:

- 1.06.93 Prayer
- 2.06.93 Rotation of chairmanship during team meetings
- 3.06.93 Correction and confirmation of last minutes
- 4.06.93 Matters arising of last minutes
- 5.06.93 Timely presentation of minutes
- 6.06.93 Allowance for Mrs Meja and Mr Madyenkuku
- 7.06.93 Credits of Mr. R. Makala and Mr. Munsanda
- 8.06.93 Signature of Edna on Gossner accounts
- 9.06.93 Job description of team chairman
- 10.06.93 Minutes of the Zambia Ausschuß
- 11.06.93 Mail from Gossner Mission in Berlin
- 12.06.93 Solar systems for senior staff members
- 13.06.93 Sewing machine for Liaison office
- 14.06.93 Gossner Mission trustees
- 15.06.93 Government Gazette
- 16.06.93 Request of an NGO to release Nambu for consultancy work for a few days
- 17.06.93 Preliminary Guide-lines
- 18.06.93 Students from the Free University
- 19.06.93 Any other matters

01.06.93 PRAYER

The meeting started at 14.30 hours with a prayer from Joachim.

02.06.93 ROTATION OF CHAIRMANSHIP DURING TEAM MEETINGS

It was decided to rotate the chairmanship during the team meetings. By the end of each meeting the date and the chairmanship for the next meeting will be decided. Team members are requested to bring their points for the next agenda to the selected chairperson in time. 2

03.06.93 CORRECTION AND CONFIRMATION OF LAST MINUTES

page 2, under ad 4: It should read "The tax limit since 01. April 93 is K 25000.00 p.m.."

page 2, under ad 4: It should read "A raise on precental basic salaries"

page 2, under ad 6: It should read "Karl will talk to Mr. Kantisi Siatwiko about this."

page 3, under ad 8: It should read " All other team members agree with her."

Frieder proposed that this were the correct minutes and Joachim seconded this.

04.06.93 MATTERS ARISING:

04.1.06.93 AGRICULTURAL ADVISER:

The team sees Wilhelm's letter to the Senior Staff, dated 7.04.93 , as not helpful about the question of agricultural adviser's employment. We would need to know a) how much money is available from special donation fund. b) will the stolen vehicle be replaced. Who will pay the difference between the money of the insurance and the price for a new vehicle.

The team would like to emphasise that it is not good to have too many people working under different conditions in the same project. This brings discontent among staff or team members.

The team would like to state that the person needed for this job must be highly qualified and we will not be able to get a highly qualified person under the condition stated in Wilhelm's letter.

The following proposals were made:

- 1) Either Gossner Mission agrees to finance a qualified Zambiaⁿ under the similar conditions like Edna or the idea of Sustainable Agriculture should be dropped.
- 2) To write a project proposal for sustainable agriculture to Bread for the World or EZE which should include the salary of similar level like Edna's.

The whole matter will be brought to the staff meeting for final discussion.

04.3.06.93 CAMP SECURITY

The security in the camp was discussed in the last staff meeting but with out much result. The special committee was not able to sit as Winni was supposed to chair that meeting. Some items were stolen from the lorry last Saturday when it was parked at VSP. The watchmen were told to watch the lorry specially.

Camp security will have to be discussed in the staff meeting. Karl said that VSP will offer to pay one watchman who will have to stay around the VSP offices and to watch the lorries specially.

unses
Brief v.
28.5.93

04.4.06.93 SOLAR PANELS FOR SENIOR STAFF

Birgit made contact with two suppliers but has not yet received any new quotation.

The team reemphasized the what was said in the last minutes under point ad 9.

04.5.06.93 LETTER TO GM BERLIN

Karl has not been able to start with a joint semi-privat letter to GM Berlin. He will try to do so during the next days. ?

04.6.06.93 NALUYANDA

Frieder has finished the auditing of Naluyanda books and send the copies to Naluyanda, CCZ and GM Berlin. Joachim asked for a copy as well which was given to him during the meeting. Frieder has handed to the CCZ two cheques for NIP earmarked for the clinic buildings. ✓

It was reported that the women club of Naluyanda has not yet received the K 80,000.00 which was earmarked for their activities. Birgit said that she has handed the money to CCZ. ✓

Joachim will have to bring the signed form which he received through Birgit to CCZ for his work permit. Joachim will bring these forms to CCZ when he will be in Lusaka this week.

04.7.06.93 STORAGE FACILITIES AND GRINDING MILL

VSP had not produced any proposal but the Area PPM has requested for 7 storage sheds and 3 grinding mills.

BaGray shall be asked to write a report about his experience during the PPM activities. Joachim will also write a report after all PPM activities have ended.

05.06.93 TIMELY PRESENTATION OF MINUTES

Birgit brought the minutes and distributed them this morning. It was proposed that the minutes should be distributed earlier as some action have to be taken before the next meeting.

06.06.93 ALLOWANCE FOR MRS MEJA AND MR MADYENKUKU

Frieder told the meeting that Mrs. M. Meja was a bit disappointed with the increase of the allowance which were decided last meeting. Her increase was from K 1000.00 to K 1758.00. It was agreed that her allowance should be increase to 15 % of her basic salary which is K 17,580.00 per month. Mr. S.S. Madyenkuku's allowance will stay at 20 % of his basic salary.

07.06.93 CREDITS OF MR. R. MAKALA AND MR. MUNSANDA

2 ! Karl reported that the credit of Mr. Makala has increased since the beginning of this year instead of decreased. The increase of credit happen most times when Karl is not present. This is an very unsatisfactory situation. Karl feels that he can not continue under this conditions with his work either Makala has to leave or he is considering the extension of his contract. Karl was advised to look into the procedure of money spend in VSP. (eg. vouchers which have to be signed by him or the VSP Chairman). Matters of employment and extension of contract should be brought into the VSP Exco meeting and only the VSP Exco can make the final decision. Karl should prepare a summary of shortcomings of Mr. Makala which should be presented at the Exco. It should not be seen that there is a personal conflict. Frieder will support this move in the VSP Exco.

2 Mr. Munsanda has taken a credit in January from Buleya Malima and has not made any attempt to pay this money back. The same is with the credits he has with GSDP. It is a bad example when senior staff is seen to be the ones who do not pay back their credits when other people have to pay back. This matter should be also discussed in the staff meeting.

08.06.93 SIGNATURE OF EDNA ON GOSSNER ACCOUNTS

It was agreed that Edna shall have a signatory power on all Gossner Mission accounts in Choma, Barclays Bank as well as Standard Chartered Bank. *Regründung?*

09.06.93 JOB DESCRIPTION OF TEAM CHAIRMAN

The team understands the job description for the Gossner Mission Chairman send by Wilhelm as a draft, as this was the agreement during the visit of Wilhelm. Some point are also not clear of misunderstandings.

The job description was discussed and it was agreed that there should be a clear distinction between the functions as a Gossner Mission Team Chairman and the GSDP Chairman. The unclear definition of the two functions has led to misunderstandings in the past. To avoid this in future the team agreed to change the position of the Gossner Mission Team Chairman to the position of a Gossner Mission Team Speaker. Frieder was asked to work out Terms of Reference (TOR) for the GSDP Chairperson and an other for the GM Team Speaker. The TOR for the GSDP Chairperson have to be discussed in the staff meeting and the TOR for the GMT Speaker in the team meeting.

It should reflect that:

- the GMT Speaker acts as the primus inter pares and is answerable to GM in Berlin
- the GSDP chairman is responsible for GSDP as the whole answerable to the MAFF, Director of Policy and Planning and represents GSDP at all levels. + Gm !
- GMT speaker represents GM at local and provincial level and cooperates with the GM Liaison Officer in presenting GM at national level.

wo ist der unterschrieben?

10.06.93 MINUTES OF THE ZAMBIA AUSSCHUSS

The minutes of the Zambia Ausschuss was verbally translated.

on AIDS: Edna was not aware that she should try to develop an AIDS programme. She stressed that she does not want to be involved in a special AIDS activity, as this would derail her work. This was already mentioned in discussions during Wilhelm visit and specially during the workshop in Livingstone. It was agreed that AIDS is a task for all of us and not only an individual person. It was also referred to point 18 of our last minutes.

on request from farmers of Nkandabwe Irrigation Scheme (NIS):

mit Fr. - besp.! The team express its surprise about this request. Nobody of the team was aware of an official request made. The team recommended that this kind of requests should be discussed in and a recommendation by the team made before it is discussed in the Zambia Ausschuss and recommendations or decisions are made there. Hopes may be raised which will make it difficult for us later, when they can not be fulfilled. The team does not recommend to convert the money for raising the dam to buying transport. a) NIS produces only 6 to 8 month only. What will happen to the car during the rest of the time. b) Production does not concede separate transport. Experience which were made in BMIS and in Siatwinda should be taken into account. c) Transport may mislead production in NIS. In the past few years farmers change production to crops which can be marketed locally. Own transport will reverse this trend which would have a negative effect for the scheme. d) Ownership is not clearly discussed with farmers. Support of a private individual transport by Gossner Mission should be discussed generally before it can be offered to anybody. e) Efforts are on the way to find support to raise the dam wall. The Provincial Water Engineer offered technical advice and later may be supervision. ??

on GSDP: The team feels that the minutes of the Zambia Ausschuss do not represent the situation in GSDP. Discussions held during the visit of Wilhelm and Wolfgang ended with an understanding of reconciliation. This is not reflected in the minutes. Frieder express that he feels quite hurt about the way the situation in GSDP is portrayed in all the papers he has received in April from Berlin and in the minutes of the Zambia Ausschuss. The team express understanding for his feelings and does not support this type of reporting as it does not present to true picture. ?

* *reborn - Wünsche v. Wörster: Frieders Bericht in Berlin?*
Vgl. minutes Teammeeting v. 8.2.93, No. 3.

12 Frieder said that he will react to all the papers received and the team will get copies of his letters. Karl explained his stand-point that he does not want to be involved in secret votes and secret letter writing as decided in the minutes of the Zambia Ausschuß.

11.06.93 MAIL FROM GOSSNER MISSION IN BERLIN

Each team members will react to parts of the information received through Gossner Mission by herself or himself. If needs arises, some points will be discussed next meeting.

12.06.93 SOLAR SYSTEMS FOR SENIOR STAFF MEMBERS

This was already discussed under point 03.4.06.93, Matters Arising.

13.06.93 SEWING MACHINE FOR LIAISON OFFICE

Birgit ask if she could have one of the sewing machines which are packed in the container. She was asked by Mr. Banda the watchman in Ibex Hill to have it for his wife. Berthold and Joachim questioned this because Mrs. Banda was actively involved in the problems of the women's club in Naluyanda.

98. It was agreed that individual people and not only clubs or organisations can be considered as potential user of the sewing machines. The team would like to know the exact number of sewing machines, so that it is easier to decide about the distribution. Conditions for the distribution and disposal of the sewing machines have to be worked out and been discussed.

14.06.93 GOSSNER MISSION TRUSTEES

✓ There is no progress so far. Birgit will report to the next meeting. It may become important in connection with the title deeds for the plots in Sinazeze and Siabaswi which are used by SSVI.

15.06.93 GOVERNMENT GAZETTE

Liaison office has started to receive the GRZ gazettes but GSDP not. Birgit will make a follow up on this.

11 The question of magazines for team members was raised. It was decided that an English weekly magazine should be ordered. It was decided to propose that Gossner Mission should order the magazine "Newsweek" for the team.

16.06.93 REQUEST OF AN NGO TO RELEASE NAMBU FOR CONSULTANCY
WORK FOR A FEW DAYS

Birgit brought a letter requesting Mr Nambu to make a survey in Monze district. As this was a matter which will have to be discussed at first with Mr Nambu and then decided by GSDP, Frieder took this letter to apply to it. ?

17.06.93 PRELIMINARY GUIDE-LINES

This was not discussed and the guide-lines will be made available to all team members.

18.06.93 STUDENTS FROM THE FREE UNIVERSITY

The team felt that Prof. Ute Luig did take too many things for granted. At first saying that GSDP will not be involved but then expecting in the beginning accommodation and other help. The team feels that each member of the group is a nice person but on one side to do like if we do not exist officially for them but on the other side of course we have to and are very willing to give services to such a group.

19.06.93 ANY OTHER MATTERS

19.1.06.93 ANONYMOUS LETTER

An anonymous letter was received by some GSDP senior staff members accusing other members of stealing goods. This letter should not be acted upon, but it should be stated in the staff meeting that such letters and their content should not be used outside GSDP. 2

19.2.06.93 WINNI DIETE

Birgit reported that Winni has phoned and that he is improving, but is still in the hospital in Tübingen. A postcard was signed and shall be sent to Winni. Berlin was not yet informed about Winni's sickness. 2 it was!

19.3.06.93 PROPOSAL FOR NEXT STAFF TOUR

Karl and Joachim reported that they visited the project in Harare where Manfred Schumacher is working. - Greetings from Manfred and Gisela were conveyed. - They proposed that this would be an interesting project to be visited by the senior staff. }

19.4.06.93 NEXT TEAM MEETING

Next meeting will be held on Monday the 14th of June 1993 at 9.00 hours in Ibex Hill. Joachim will chair that meeting.

The meeting closed at about 18.30 hours

R.F.Bredt
08.05.93

2

Eingegangen

04. Jun 1993

Erledigt:.....

MINUTES OF TEAM MEETING HELD AT NKANDABBWE ON 06-04-93

Attendees:

Edna Maluma
Birgit Groth
Frieder Bredt
Karl Waldschütz
Winfried Diete
Jochen Franke
Berthold Geserick
Armin Kreiter
Reinhold Berkenkopf

Agenda:

1. Prayer
2. Correction and confirmation of last minutes
3. Matters arising of last minutes
4. Allowance for BaMonica and BaMwami
5. Application for BaNambu
6. Lifts and other matters concerning GSDP/VSP cars
7. Orders of safety devices for cars
8. Position of GSDP Coordinator/information on discussion at MAFF
9. Solar systems for GSDP senior staff members
10. Revolving fund of SSVI and financial statement 92 of VSP
11. Letters to Gossner Mission
12. Letter to Water Aid
13. Transport and "fees" for Lehmann group
14. Nahuyanda situation
15. Work permit Jochen
16. Easter holiday duty roster
17. Sales tax
18. AIDS
19. UNZA questionnaire
20. PPM/PAM
21. Course application BaPhiri
22. Next meeting/holidays

ad 1.

The prayer was rendered by Berthold.

ad 2.

Minutes of 27 February:

Correction on page 2, 2nd paragraph: should read "The discussions in the other 6 groups ..."

Birgit explains that the expression used on page 5 "valley team members" was not meant to denote a renewed subdivision of The Team, but was put there for practical reasons, hence no majuscules.

Minutes of 04 March:

page 4 Karl clarifies that he used the expression "Administrative Coordinator" in a sarcastic manner when referring to what appeared to him a newly reduced responsibility for Jochen in his PPM work. Frieder disagrees with this view and states that Jochen remains to be regarded as PPM Coordinator.

Page 3: Frieder explains that he did not mean to "call for joint discussions rather than private talks" but instead wished that Wilhelm would talk to all Senior Staff members and not only to selected people. He should discuss grievances on an individual basis prior to airing them in meetings. (Additional remark by Edna: All of us should proceed like this when something critical is up.)

After "Wilhelm pointed out" drop the word "general".

Page 5: point of clarification re car orders: it is recommended that Toyota's releasing schedule be observed. Payment must arrive at IAPSO at the beginning of a month, otherwise the release of the car gets postponed for another month. Ideally, car orders should be processed during the future user's preparation time in Germany. Funds must be made available in time.

Last line on page 5: insert the word "discuss".

Page 6: Karl remarks that the detailed km figures were put into the minutes by him later; during the discussion approximate figures were used.

ad 3.

Matters arising from minutes of 27th February:

"Preliminary Guidelines" to be put on the next agenda.

Regarding the recruitment of a new Agricultural Adviser, Frieder points out that GM Berlin must state job requirements as well as job conditions, transport arrangements and fringe benefits before we can shop around for suitable candidates in Zambia.

With these amendments and additions, the minutes of both meetings are adopted.

ad 4.:

BaMonica and Ba Mwami's monthly allowances for the handling of large sums of money were pegged at K 1.000 resp. K 2.000 last year. Both have requested adjustment.

While Jochen and Birgit question the allowance system in general, the latter in favour of bonus payments, Frieder and Armin defend the custom in view of the appreciation involved, which is of psychological value. Frieder mentions that a GRZ White Paper exists denoting salaries for government employees on various levels, and that, according to the latest rules, allowances are taxable. The tax limit since 01 April 93 is K 25000,- p.a. A raise on percental basis (10% for BaMonica and 20% for BaMwami) is agreed; their requests were of course higher.

ad 5.:

The JOCV application forms have been filled in and handed in at the JICA office.

ad 6.:

Frieder has been approached that lifts have been given for money on GSDP cars. Karl points out that his Landcruiser is now to be regarded as a VSP vehicle, which implies charges for lifts. Jochen admits to charging smugglers and stone dealers for lifts.

Cases of drunken driving reported by outsiders may result from drinking invitations issued to drivers by customers. Also, customer-hunting around the bars may be mistaken for loitering around drinking places. Karl will talk to BaSmart about this.

While it is clear that, according to regulations, the pool car as well as all VSP vehicles are not supposed to take passengers (for fear of overloading and resulting damages, insurance problems, and problems with the police), the team agrees that one must take into account the difficult transport situation in the valley. Karl suggests that drivers be cautioned they should carry passengers only in emergencies.

ad 7.:

Frieder thinks that the order of safety devices for vehicles was not brought to everybody's attention. Birgit explains that Berlin made the decision very urgent. As a matter of fact, the number of devices ordered will meet the demand: one each for Jochen, Karl, Armin, Edna and the GSDP Pool car. In view of the recent car theft, additional safety measures were discussed and the employment of day watchmen recommended. All Nkandabbwe Camp watchmen should have watches so that they need not ask people passing through the gate for the time. Window etching on cars is also considered an effective deterrent.

ad 8.:

Frieder informs about the final consultation of Wilhelm Damm, Wolfgang Mehlig and himself with Ms Lomthunzi Jere at the MAFF Planning Department., during which Ms Jere reported that the Permanent Secretary strongly agreed with her opinion (already voiced at the Livingstone seminar) that the Ministry expects Zambian counterparts to have the same formal education and/or similar university degrees as the expatriate advisors. The Permanent Secretary, she said, also expects the necessary topping-up of such a person's salary (i.e. provisions for transport, inducement allowance) to originate from project or donor funds. The topping-up would be expected to be 50% of the basic salary. Should no donor funds be made available, GRZ would have no qualms about using project funds, since they are shelling out more money to GSDP this year than before.

Edna points out that bringing in a new person contradicts our winding-down efforts. Other team members agree with her.

ad 9.:

Birgit should go ahead now and invite quotations for solar panel installations from various firms. The suggestions made by Hans Drechsel after his visit to Nkandabbwe appear too comprehensive and consequently too expensive.

Birgit is asked to get quotations for 16 solar panel sets, consisting of 1 panel, 1 regulator, 1 battery and 6 lights each, plus spare lights; additional requirements for the telephone would be 2 panels, 1 regulator and 2 batteries. The quotations should clearly separate hardware and installation/service costs. The merits of getting the wiring and service done by experts as opposed to a do-it-yourself kit must of course be considered.

Beneficiaries would be: Frieder, Karl, Winnie, Jochen/guesthouse, Edna, old guesthouse, administration, Patricia, Makala, 1 house in Kanchindu, Munsanda, Mwami, Allan, BaNcite, Monica, Phiri.

ad 10.:

Winnie agrees to hand over the Revolving Fund to Frieder on the following Wednesday, Karl the financial statement 92 for VSP likewise.

ad 11.:

Frieder has circulated a letter draft concerning the Environmental Seminar in Kabwe that he took part in as well as some financial matters; the Liaison Office will receive a copy of the final version.

Karl proposes to start a joint semi-private letter to GM Berlin and circulate it to the others so that they can add their news in an informal manner.

re 12.:

Regarding Water Aid's complaint, Frieder stated that their offer of assistance, in conjunction with Ray Heslop's report, arrived after Bob Mann had submitted the Methodist Church's offer for assistance, which was of course followed up first. Frieder's reply to Water Aid is under preparation, however.

= not the only reason!

Re 13.:

The Lehmann group was accommodated in the guesthouse (with cooking facilities) in previous years. This time they have to stay with Team members. Birgit has instructed them to take vegetables and groceries along to their hosts. A farewell party (roasted goats) will be held at Frieder's place. The group is prepared to pay DM 0,42 for their long-distance transports.

re 14.:

According to what the Naluyanda chairman told Robby, a promise to hand over all movable assets is already in the minutes. Frieder maintains that no such promises were made and that the minutes - still to be written by him - will show this clearly.

Jochen claims to see these minutes and other reports from Frieder's project visits. He objects that GM Berlin is still willing to support NIP despite the quarrels and individual shortcomings, he is sure that the clinic allotment will be squandered.

Frieder insists that the books he inspected for the 1992 Naluyanda Account look o.k. He is not prepared to dig further into the past, only to check present books and advise on future procedure, even if to a large extent this means hushing up past failures, which admittedly causes uneasiness.

Jochen claims that this does not acquit him in the eyes of the Naluyanda people, he would still want the auditing to extend further back and into the sub-accounts (shop etc.). Frieder concedes that since the project spent more money than they received, it is well possible that they dug into the shop's coffers.

conclusion?

re 15.:

Jochen has sent his passport and old work permit to Lusaka. Mr Kahya from CCZ has agreed to handle the procedure, while we pay the fee.

re 16.:

Over Easter, their respective housekeepers will look after Winnie's, Jochen's and Karl's houses. Munsanda is on local leave; Mwami and Edna will be in the camp and take care of emergencies.

Frieder agrees to stand in for Karl during his holidays, especially during phases of absence by Patricia and Makala. Karl will leave instructions for him.

re 17:

A proper "Yellow Card" entitling to Sales Tax deduction should be obtained in place of the copies from the Government Gazette which do no longer suffice everywhere. With the new document, another attempt at getting the Sales Tax removed from our telephone bills should be made.

Birgit will find out from GTZ where they obtained this card.

re 18.:

GM has lingering ambitions to get involved in the AIDS issue. Frieder thinks of inviting experts from Chikankata for counselling; Edna has closer contacts to a social worker there, but thinks that a single event will

not propel our activities enough..

Another information source could be Mrs Beyrich, who is working in Lusaka with a group of infected people.

re 19.:

Team members reject cooperation on the UNZA Housegarden Survey, since people in the valley are fed up with these things.

Birgit will advise the UNZA lecturer to get the questionnaire translated into Tonga language and then taken round to people by students, if at all.

re 20.:

PPM/PAM is winding down; a follow-up will be Food Security measures, utilizing the existing structure of jointly operating NGO's. Storage facilities are the first projects in this new context, the desired capacity would be 3000 bags. Extensions could be erected to the existing grinding mill buildings to accomodate bags.

re 21.:

The application handed in by Mr Phiri for a correspondence course in Business Management entails 1000 Brit. Pounds total costs. Before he is granted course participation, he should commit himself to the project for another 2 years after completing the course. He and/or the institution should report regularly on his progress. If he fails through neglect to pass the exam, he must pay the course fee back.

re 22.:

The next Team Meeting will be held in Nkandabbwe on the 3rd of May 1993 (afternoon).

02-05-93

Birgit Groth

Minutes of the GSDP/GM Team Meeting held on the 4th of March, 1993
at Winnie's house at 15.30 hours

Eingegangen

21. April 1993

Erledigt:.....

Agenda

1. Prayer
2. Correction and confirmation of last minutes
3. Matters arising of last minutes
4. Position of Team Chairman
5. Relationship to counterparts
6. Orders of cars for new Team members
7. Fax from Karl to Frieder
8. Solar panels for the camp
9. BaGrays remuneration
10. Minutes of the Zambia Ausschuß
11. Any other matters

Attendance

F. Bredt
W. Damm
W. Diete
J. Franke
A. Kreiter
E. Maluma
W. Mehlig
K. Waldschütz - Secretary

1. Prayer

The Meeting was started with a prayer by Wilhelm Damm.

2. Correction and confirmation of last minutes

The minutes were read out as Karl had not finished typing them.

10. d): Winnie asked for correction of the last sentence:

"Winnie could not discuss his order with Frieder due to his absence on homeleave. Frieder wants to be involved for budget reasons, budget limits should be observed."

3. Matters arising of last minutes

ad 2. ad 6.: There was a complaint that the watertank is still under construction and progress is too slow. Frieder informed that the number of workers had to be reduced due to financial constraints. There is little progress because the few workers are busy at different places.

ad 3.: Wilhelm remarked that decisions will not be made about Naluyanda during their visit but recommendations will be discussed. Decisions then are done in the Zambia Ausschuß.

ad 10. c): Frieder said that no decision on the participation of the mentioned workers for the pipe fitting course was done. This will only be decided when time and contents are known..

ad 10. d): The Team members were informed that the transport costs for the container are not part of the donation, therefore our budget will be debited. Wilhelm promised to consider using their reserve funds.

ad 10. g): Once again everybody felt that there is need for temporary employment of an archivar. As it seems that nobody is doing the first step it was agreed that both sides stay in correspondence about a project proposal to be formulated from our side and conditions of service negotiated after identifying a person from the Berlin side.

Wilhelm - reacting on complaints about delays - made clear that discussions held with him do not automatically mean decisions.

Wolfgang Mühlig?

4. Position of Team Chairman

Wilhelm opened the discussion by stating the terms of reference for the Team Chairperson. Frieder's contract does not mention the word chairperson, he is employed as Advisor to the Coordinator with the additional task of churchwork. Verbally during the employment discussions a stronger role in GSDP was regarded necessary because of the problems with former coordinators and due to lack of involvement from the PAO. That is why the Coordinator became an Administrative Coordinator and Frieder got a stronger position as GM Chairperson and GSDP Chairperson at the same time. But this organisational structure developed and is subject to other development. Wilhelm stressed that there is no line of command, all are equal, there should be a team and teamwork. This also applies to the Zambian staff-members and also to the Liaison Office.

On Frieder's question whether the Team members feel that there is a line of command in the Team Winnie answered that there is no line of command but interference and a tendency to lonesome decisions. The VSP/IFA controversy was mentioned as an example. Winnie said that there is a lack of discussion repeatedly. Although the decisions taken without consultation often seem to have good arguments on their side this often causes disturbances. Frieder commented on the IFA issue that he acted in line with Wilhelm after a telephone discussion that the trucks were ordered for the needs of GM and their involvement in PPM. He was surprised later to hear a different story. Wilhelm replied that discussions with him are not decisions, as he had explained already earlier. Frieder additionally explained that he did not see a need for VSP anymore as it was clear for him that LZL would come in with a donation for VSP.

Karl narrated the development of the IFA controversy which happened more and more behind his back after his initial initiatives. It cumulated with undiscussed correspondence by Frieder with Berlin reflecting negative views of VSP. Even The ExCo of VSP got involved with a public controversy between the Chairman of VSP and Frieder. Karl felt so much interfered and unconsulted that he was considering quitting the Team.

Frieder said that things will change with 2monthly regular Team Meetings and he appealed that the Advisors should not see their work and their project component as single components on their own. For the sake of continuity of the projects the usual discussion fora should be taken serious. Wilhelm cautioned the Team that they should note the policy line that the Team Meeting does not come first. The SSM always comes first! He suggested that he would send a revised job description in order to make it clear that the GM Chairman is not the overall Coordinator.

Frieder protested and demanded that a revised job description for him must be consulted with him first, only thereafter the Team can discuss it before a final decision. Wilhelm agreed.

Frieder suggested that this new paper should take into consideration the revised Terms of Reference for the future Administrative Coordinator which were discussed in the SSM and with the PAO. Wilhelm said that he is not in favour of looking for a new coordinator. This would mean going into the wrong direction of more centralization rather than the planned decentralization. Ms Jere from the MAFF obviously was in favour of a new coordinator during the discussions of the recent Planning Workshop. He will take this up with her during his final discussions with the MAFF in LSK. He does not see the need for a new person the present set up should rather be developed where the present Coordinator is seen as a Government Representative in GSDP.

Frieder accused GM of interfering with decisions taken by the SSM. He emphasized that it was never his intention to be a project leader but that he grew into this position because of the weakness of the present Coordinator. His history, qualifications and performance show that it is not good to put a person into a position which he cannot fill.

Wilhelm does not see interference in this case. His position only shows that GM thinks differently.

Frieder is willing to accept the GM position but asks again for respect to SSM decisions. He remembered that the relationship Adm. Coord./ Project Leader was discussed and anticipated in discussions held in Berlin before his employment and things straight away were developing that way.

Wilhelm repeated that he regards this relationship as a matter of development in the project and asked the other members about their views.

Winnie said that he can work with the present Coordinator in a very co-operative way. He does not see why we should expect more from a Coordinator than what we have got now. Otherwise this would just blow up the position with the additional risk of having a new person who could be more difficult in some ways. Karl agrees principally.

Frieder said that the present Coordinator might be okay in the short term but not in a long term view, he is not able to be fully in charge.

Wilhelm asked Frieder at this point for formal acceptance of the majority position. He also reported that he had a long discussion with the Coordinator the previous day which was very cordial. He would like to see the Coordinator staying. He observed that the Coordinator feels humiliated by the GM Chairman.

Frieder called for joint discussions rather than private talks and regards the accusation of humiliation as an insult. He formally agreed to accept the decision about nonreplacement of the Coordinator.

Wilhelm replied that there seems to be a problem of communication between him and Frieder. The talks were not secret and he is just reporting. Frieder shouldn't see things too personal, the reporting was not meant as an insult to him.

Jochen raised the question of the WFP vehicle which was treated as a pool car rather than a PPM car and is administered by GSDP now. This was done without consulting him.

Frieder referred to a decision of the December SSM.

Karl asked why this is a topic for the SSM when PPM is not even regarded as a project activity of GSDP. He would have objected to such a decision if he would have taken part in the meeting (he was on leave).

Winnie said that during that meeting this issue was just mentioned but nothing was discussed or decided.

Jochen also expressed his surprise that he was never informed about such a decision when Frieder went on homeleave. He was at that time not a member of the SSM (he was coopted in January only). He only realized the change when he was charged for the use of the WFP car by the Adm. Officer end of December. He also said that quite a number of practical problems are resulting from the takeover of the vehicle by GSDP.

Karl added that during his time as Acting Chairman he was also taken by surprise when he realized that nobody was prepared to pay for the driver's salary therefore he asked VSP to pay him as all other transport related to PPM use was jointly organised between VSP and PPM (tractor, IFAs, Benz, DAF). Additionally he wondered why Jochen's role as PPM Coordinator was downgraded to Administrative Coordinator after Frieder's return from home leave. Frieder was only elected as Vice Chairman of PPM. Frieder said he found problems after his return which made it necessary to play a stronger role again. Wilhelm here closed the discussions about this topic by saying that the situation is clear now and the mood should calm down. Winnie appealed to have more often discussions in order to avoid misunderstandings.

5.: Relationship to counterparts

GSDP has 4 direct counterparts with Central Administration, BMIS, VSP and SSVI. 2

Frieder's relationship was discussed exhaustively before.

Winnie's counterpart was not meeting fully his expectations especially in the field of economical thinking, business advisor for the entrepreneurs. But it was also observed that he played a stronger role in the beginning than now. He should be taken seriously in his position as a Project Officer even if that means sharing the risk of joint responsibility in case of things going wrong sometimes. Winnie can live with reduced expectations, give him more often a chance of responsible duties and wants to avoid taking shortcuts without him. BMIS-Advisor Armin is not long enough in the project to comment on this topic.

Karl expressed his opinion that teamwork should be practised also in the project components rather than having hierarchic or formal counterpart relations. Weaknesses and stronger sides of the different officers can complement. He sees problems with his manager counterpart with his lack of business and accounting background, not so much in representation and organisational skills. But teamwork is not really appreciated by him, he tends more to an outdated general manager style. Repeatedly irregularities came up in management which led already to considerations of giving notice to him. Frieder said he has a different opinion and does not see it that strong. And it is not us who have to decide on that but the ExCo. Karl would like to discuss VSP more in detail in the next meeting and hopes for some advice or ideas.

Wilhelm pointed out the general problem of not fully developed skills in Zambia, only training in the weaker fields of performance can help. Edna told the house about her experience of working under a Canadian expatriate where small incidents caused a feeling of insecurity which sometimes could even pile up to fear. Different attitudes of people from different countries can easily lead to poorer performance of Zambians working with expatriates than they could do. The Zambian SSM members have started with a 'black meeting' which might help identify weaknesses and how to tackle them. This meeting is not intended to be in competition to the Team meeting. 2

Frieder expressed his hope that Edna can help correcting some of the counterpart problems and would like to discuss this issue more often in the Team meeting.

6. Orders of cars for new Team members

Frieder informed that Edna's car was only paid for on 31.12.92 and he appealed to act faster in future. 2
Wilhelm explained that the IAPSO offer is much cheaper than any other way of purchase, therefore the procedure is of advantage for the Team members. Edna's contract was signed mid November but due to lack of funds towards the end of the year they could make payment only that late. GM is depending on donations from 6 churches. 3
It was discussed that the usual delivery time of up to 5 months is a real problem, the period could be shortened with timely payment along Toyota's monthly production schedules. Alternatively we would have to look around the local market and try to establish other contacts through the Liaison Office.

7. Fax from Karl to Frieder

From Karl's point of view there was nothing to add on the recordings of the discussions from the last meeting. In the meantime he has also talked with Wilhelm about the fax and he hopes that Wilhelm also regards Frieder as cleared from the insinuation.
Frieder stressed again that he only followed ruling loan regulations. Also Karl had approved a loan request by the Coordinator without involving him and he has not started repayment.
Karl sees quite different circumstances in the two cases.

8. Solar panels for the camp

2
The GM budget has an allocation for electrification of Sinazeze and Nkandabbwe camp with the aim of boosting the local economy but it proved to be difficult to find additional donors. Wilhelm agreed to try to re-allocate the funds for the different purpose of solar panels. He will send us a list of questions. Winnie wants to ask GDS for their relatively cheap source. He also suggested that we could pay some kind of electricity fee for maintenance of the systems.

9. BaGray's remuneration

Frieder informed that BaGray has asked for an increase of his remuneration from 18.000,- to 22.000,- Kwacha.
After a controversial discussion about the history of his employment, party and personal involvement, benefits and attitudes the house agreed with Frieder that he contributed a lot to the success of PPM, but agreed to the salary increase with reservations only. Karl suggested that BaGray should write a contribution for the 'Biene' magazin to help the donating people in Germany to better understanding of the drought relief programme, they often have a completely wrong picture of helplessness of peoples in Africa.

10. Minutes of the Zambia Ausschuß

Winnie, Karl und Jochen felt that there are quite a number of wrong or misinterpreted informations reflected in the minutes of the last ZA meeting. As they are written in German it would be too difficult to discuss all this here in the meeting. The concerned Team members are free to comment in writing to the ZA who will the statements there.

discuss

11. Any other matters

- a) Wilhelm asked for clearer separation of income through sales in the financial statements. Frieder said that they are clearly separated.
- b) Jochen has asked Wilhelm for topping up of his mileage claim limit which is far short of the actual needs. The house fully confirmed the higher mobility needs for the PPM activities. Additionally he could only start using his own vehicle end of December after nearly having exhausted his limit therefore having next to no depreciation costs covered with the reduced claim rate of 0,23 DM/km. Winnie and Karl offered to give Jochen their share of topped up kms. This increases the limit for Jochen for the period 9/92 - 8/93 to 25.416 km (14.252 km with depreciation, because he has used other cars already for 11.164 km). He is now left for 3/93 - 8/93 with 6.370 km (1.062 km/month). Winnie is still left with 4.756 km for 3/93 - 5/93 (1.585 km/month). Karl is left with 5.328 km for 3/93 - 10/93 (666 km/month). Frieder raised the question whether the additional burden on the budget for the increased mileage claims can be covered through the donation funds. Wilhelm promised to consider this.

5.4.1993

Karl Waldschütz

MINUTES OF GOSSNER MISSION TEAM MEETING, NKANDABBWE, 27.02.1993

Participants: Mr Wolfgang Mehlig, Chairman Gossner Mission Committee
Mrs Gisela Mehlig
Rev. Wilhelm Damm, Gossner Mission Zambia Desk Officer
Mrs Ursula Gröhn-Wittern, former Team member
Mr Frieder Bredt
Mr Karl Waldschütz
Mr Jochen Franke
Mr Winfried Diete
Ms Edna Maluma
Mr Armin Kreiter
Mr Berthold Geserick
Mr Reinhold Berkenkopf
Mrs Birgit Groth

Eingegangen

12. März 1993

Erledigt:.....

- Agenda:
1. Minutes of previous meeting
 2. Workshop review
 3. Armin Kreiter's work in Buleya Malima
 4. Chairmanship/Coordinator issues
 5. Minutes of Zambia Committee meeting
 6. Contract details
 7. Sustainable agriculture
 8. Female extension
 9. PPM/Drought relief/ Further employment Jochen Franke
 10. Communication with Berlin headoffice
 11. Orders for container/Medical supplies
 12. Booking of flights
 13. Seminar regarding environmental issues
 14. Timetable update

The meeting started off with a prayer.

ad 1.:

Previous minutes mention a letter from Berlin concerning temporary raise of km allocation. This was meant to cover the drought relief, i.e. until March 93; after that the allocation must drop back to its former level. However, should the drought relief work continue beyond that period, an informal letter to Gossner Mission Berlin is required to request prolongation of said temporary km allocation.

The situation in Naluyanda, then described in gloomy terms, appears to look better now. Berthold Geserick has obtained his new work permit through the assistance of CCZ.

The job description for Reinhold Berkenkopf has been approved in Berlin; he will be employed as part-time Technical Officer as of 01/93.

CCZ's request for transport assistance could not be granted due to persistent mobility problems of IFA trucks.

A request for compensation for initial repairs on both IFAs remains to be formulated towards Hold-Trade Engineering.

ad 2.:

Of the issues featured in the workshop, "Policy" emerges as the most problematic, partly due to the abstractness of the topic and partly to a refusal of Gwembe South partners to envisage the intended phasing out of Gossner Mission engagement in the valley. W. Damm admits that "Policy" may be more of a Berlin issue than a discussion point sur place; K. Waldschütz seconds that we should have clear structural ideas ourselves rather than asking local partners how these should be.

F. Bredt, W. Diete and U. Gröhn-Wittern suggest various means of furthering the withdrawal discussion: regular meetings with leaders, written handouts, or the founding of an Advisory Committee. W. Damm points out that setting up more structures contradicts the withdrawal effort. While the "Deadline 2000" is clear (and dawning on local leaders, too), the steps towards this objective have to be worked out from ground level, not superimposed.

The future of GSDP remains unclear. While the amount of political culture now evident in GSDP staff meetings is something to be cherished, the joint tasks of GSDP after shedding its main project components could be safeguarded by one of the remaining components or, in the long run, through the Liaison Office.

The discussions in the other 6 groups (VSP, Sustainable Agriculture and Irrigation/Rural Works) appear to have been more fruitful. Correct assessments and problem definitions (i.e. youth work) were achieved. Though the VSP group laboured too long over their membership issue, they managed to point out quite clearly that the intended physical move to Sinazeze does not mean full-fledged independence yet.

Thorough internal preparation (discussion papers) facilitated the group work; the overall preparation leaves something to be desired. W. Damm criticizes that the list of participants reached Berlin too late for amendments; the intention to invite partner organizations as well as GTZ and GDS(DED) could therefore not be followed up satisfactorily.

ad 3.:

W. Damm remarks that the formerly floating chairmanship was turned into a rotation system after the unification of both Gossner teams; however, due to the problems in Naluyanda, the intended annual alternation between F. Bredt and J. Franke did not come to pass. Thus, F. Bredt is now in his second year of chairmanship, which must now be questioned, since there is only one kind of chairmanship (no division between a Valley (or GSDP) Team and an overall one). F. Bredt registers surprise that the chairmanship about to be discussed is also his role as GSDP chairman; since this is a personal as well as a personnel matter, he points out that it should have been discussed with him beforehand (which W. Damm states has been attempted in Berlin). F. Bredt declares that this procedure annoys him and that his contract states clearly his position as GSDP chairman. Hence, he says, it is not to be discussed here; Postponement of this issue is agreed.

ad 2.:

While A. Kreiter should inspect his new working place and living arrangements in Buleya Malima as soon as possible, a formal introduction to his co-workers and local dignitaries must be safeguarded. F. Bredt states that the house is clean and contains basic furniture incl. stove and fridge, but no pots, pans, cups etc.

During his introductory visit it must be made clear to locals that A. Kreiter is still in his orientation phase. The Liaison Officer will look into possibilities for a Tonga language course and visits to other projects (Chirundu, Siavonga).

As for his transport, F. Bredt favours day-to-day arrangements since the Water Programme car is clearly earmarked for that programme only by its donors. To facilitate arrangements, radio contact would be desirable. JICA volunteer R. Nambu owns a suitable radio, but no licence exists for this connection. It should however be used in conjunction with the daily radio call to Lusaka until an application for another radio station in Buleya Malima is granted. For this, the acquisition of another power transformer or a battery charger will be necessary. 2

ad 4.:

W. Damm states that Gossner Mission understands the role of the Zambian coordinator as somebody seconded from government whose salary will then be topped up by GM. Fringe benefits would be a car etc. It is felt, however, that GM should refrain from shelling out additional payment and benefits to GRZ personnel, no matter how qualified; in the pursuit of continuity and in acknowledgement of the present coordinator's (Mr Munsanda's) abilities and commitment, he should continue and not be superseded or replaced by a new coordinator drawn from the top ranks of the Ministry of Agriculture and Fisheries' Planning Department (as aimed at by F. Bredt).

In this context, the previously abandoned discussion of F. Bredt's position as chairman and/or project representative flares up; he expresses surprise and anger that he is seen as assuming over-all project responsibility; his contract, he claims, ascribes him the chairman position and consequently the role of GSDP representative. Further discussion is postponed until documents are produced. F. Bredt insists anyhow that matters personally concerning somebody's work must be discussed bilaterally before being brought to a wider forum.

Re the Administrative Coordinator most participants agree that Mr Munsanda does a fair enough job, also as Government Representative within GSDP, hence no call for another person to be seconded from MAFF. F. Bredt insists that while he never intended to replace Mr Munsanda, MAFF and the PAO agree with him that the future running of GSDP according to Zambian regulations requires a more qualified coordinator to be sent from the Ministry's Planning Dept.

W. Damm closes the discussion on this topic by referring to the "Preliminary Guidelines", which must be considered and possibly revised.

re 5:

The sentence on page 2 of the Zambia Committee Meeting's minutes "... beschlossen, dass keine neuen Tischlergruppen mehr ..." must be regarded as a recommendation only. A feasibility study about future fields of activity is due.

Re Naluyanda, K. Waldschütz contests that the 3 persons mentioned are trustworthy; beyond that he has had bad experiences, money-wise, with UCZ 18 months ago. The accuracy of some statements in the minutes, based on F. Bredt's impressions while checking their account books, is questioned by J. Franke. F. Bredt points out that he was only asked to control the GM/GRZ bookkeeping records, which tally.

CCZ

He will continue to check their books; in the meantime W. Damm will report to the Zambia Committee his personal not entirely favourable impressions from his visit to Naluyanda. Another visit to Naluyanda as well as consultations with UCZ and CCZ are planned during his stay in Zambia.

Correction for the minutes section dealing with PPM: not GSDP but Gossner Mission is partner in this venture; for WMF please read WFP (World Food Programme).

re 7:

W. Damm asks team about further implementation of Sustainable Agriculture as a long-term project; so far it is only clear that it should be based in Kanchindu and that the Methodist Church is willing to cooperate beyond Bob Mann's initial studies, which are brilliant technically but may lack in the social aspects. W. Diete suggests additional field study by Michael Kokwe, GVS Zambian agricultural expert. K. Waldschütz points out that this programme, especially since its duration may exceed GM involvement, must be headed by a Zambian. B. Groth seconds this. A job description exists; only whose task is it to recruit? In any case, the project's alleged "first priority" must be turned into reality soon.

re 6:

W. Damm points out that a "Blue Book" containing all DU regulations exists with Frieder Bredt and should be consulted prior to asking GM Berlin questions about contract issues.

Future aggravations about the deduction of "Miete" from Christmas allowances will be avoided by splitting up the 13th salary and paying out 1/12 of that along with every month's payment.

re 8:

E. Maluma states that she has settled in well and is familiar with the territory from a previous job. She plans to focus not only on income-generating programmes, but wants to further women's participation in GSDP project components. Chief Mweemba's participation in the Female Extension discussion group during the workshop may prove useful. The selection of a CiTonga speaking counterpart will take place in June or July. Her vehicle has not arrived yet; J. Franke, speaking for all colleagues, promises assistance with transport when necessary.

re 9.:

Since CCZ cannot specify their basically tempting Livingstone job offer for J. Franke, he wholeheartedly agrees to work for SSVI for 9 months (= 3 carpenter's training sessions) after the PPM work runs out. His work permit expires on May 15th; since it was applied for through CCZ, it cannot be prolonged under a new employer.

re 10.:

F. Bredt objects to letters written to Berlin without copy for his files. These files contain copies of all his missives and can be inspected should anybody feel uninformed.

GM Berlin and the Zambia Committee desire more background information about Zambia: political, environmental, health-wise etc.

K. Waldschütz suggests informal reporting to Berlin via a joint monthly letter from Gwembe Valley; the valley team members agree to try that.

W. Damm stresses that there is only one Gossner Mission team and that the Liaison Officer must have access to all team meetings. F. Bredt contests the need of that and refers to the L.O.'s terms of reference; these do state participation in team meetings, however. He then claims that it was discussed prior to the Liaison Officer's arrival that this should only apply to "joint" team meetings. The Liaison Officer maintains her claim to attend all team meetings, even though participation involving 3 days travel will not always be feasible.

Re 11.:

The container half-filled with donations and requests will remain open until W. Damm's return to Germany. Of the sewing-machines already contained, Naluyanda wants a few; W. Diete would prefer 2 which can sew leather for a home-operating leather worker.

The request for medical kits is modified in such a way that each person writes down exactly what they need to replenish their supply; the order should state also whether private accounting or payment through GM is envisaged. This applies to all other requests, too.

Re 12.:

Both Gossner Mission Berlin and Harald Lehmann enjoyed Travel Agent status with Zambia Airways. The airline has revoked this in the case of GM due to lack of bookings; for renegotiation purposes it is necessary to learn how many flight tickets will be required in 1993. GM Berlin may also look into other cheap flight possibilities and inform the team accordingly. Harald Lehmann has asked not to be involved in flight bookings any more due to new professional commitments.

Re 13.:

A 3 day Planning Seminar on Environmental Training geared towards NGOs will take place in Kabwe. J. Franke has details; it is agreed that F. Bredt should attend.

Re 14.:

As an addition to the German visitors' timetable, U. Gröhn-Wittern plans to spend one day in Kanchindu. She will need to use the pool car for this purpose (all day).

11-03-93
Birgit Groth
Liaison Officer

Birgit Groth

Minutes of the GSDP/GM Team Meeting held on February 8th, 1993
(14 hours, Frieder's house)

Eingegangen

21. April 1993

Erledigt:.....

Agenda

1. Correction of last minutes
2. Matters arising from last minutes
3. Visit to Berlin by Frieder
4. Request by BaNcite to buy a fridge
5. Programme for W. Damm, W. Mehlig, G. Mehlig, U. Wittern
6. Settling of Edna in her house and in her job
7. Regular Team Meetings to improve on communication
8. Request by Maaze Cooperative
9. Arrival of Armin Kreiter
10. Any other business

Attendance

F. Bredt
W. Diete
J. Franke
E. Maluma
K. Waldschütz - Secretary

1. Correction of last minutes

There were only minutes of a Team Meeting held on September 21st, 1992 and they were confirmed as correct. Some members of the Team felt that there was another meeting in November but nobody could clearly remember. 2

2. Matters arising from last minutes

- ad 4.: A question was raised whether the visitors from the former GDR have produced a report about their visit. Some members of the Team said that they have seen a report but nobody was really sure. Definitely there was nothing circulated. ?
- ad 6.: A new water tank is under construction now next to the guesthouse. Water pressure is still low sometimes. On the other hand the existing reservoir is filling up faster now after discovery of a faulty pump cylinder and its replacement.
- ad 7.: Despite the approval of the supplementary budget for GSDP by the Ministry the joint efforts of Karl, Jochen and Mr. Munsanda in the absence of Frieder (homeleave) have failed to get the payment before the end of 1992 and thereafter they were told that it has become too late now.

3. Visit to Berlin by Frieder

Frieder informed that there was a 2 day seminar held in Mainz by the 'Zambia Ausschuß' in preparation of the GSDP Planning Workshop. Naluyanda was also discussed. The controversial question of the IFA trucks

was also taken up there and finally decided. They will be sold and the money is to be used for VSP's planned construction of office buildings at Sinazeze. A letter from Mr. Damm was just received the same day and read out. Frieder also reported that Wilhelm Damm is planning a second visit to Zambia in September, may be together with Ms Strittmatter. The 'Zambia Ausschuß' has coopted two members of the Naluyanda Board. Generally the Naluyanda Board is an advisory body only whilst the 'Zambia Ausschuß' is decision making. Once again, the ZA complains about scarce information and lack of communication from our side. For example, the seriousness of the actual cholera epidemic was not at all known in Germany.

Karl wanted to know more about the contents of the discussions held, i.e. about VSP, Naluyanda and Jochen's future. Frieder informed about Naluyanda that the future relationship between GM, CCZ and Naluyanda was discussed, the Agreement had already expired in April last year, both sides are obviously waiting for each other to come forward. No decisions were taken yet about Berthold's future and about eventual assistance for a new local coordinator. These decisions will have to be taken on the basis of the findings by Mr. Damm and Mr. Mehlig during their visit. The discussion about VSP didn't bring substantial changes in the policy of GM towards VSP, the results will be presented during the visit and in the Planning Workshop.

Jochen's position now and in future will be discussed with W. Damm during his visit, but Jochen has to make up his mind whether he wants to follow up on the CCZ request for Livingstone or take up the offer to work for SSVI in the carpentry section.

4. Request by BaNcite to buy a fridge

The request was approved with K 60.000,- on loan basis incl. 5% monthly interest. As first instalment, BaNcite should be asked for a substantial downpayment.

5. Programme for W. Damm, W. Mehlig G. Mehlig, U. Wittern

For the period of their stay in the valley the following suggestions were made: 1.3. Boma and Siabaswi, afternoon Team Meeting; 2.3. VSP Exco; 3.3. PPM Meeting and excursion; 4.3. Senior Staff Meeting and discussions with senior staff; 5.3. Joint GM Team Meeting; 6.3. Departure to Lusaka. A plan for accommodation of all the visitors was discussed. Concerning the Planning Workshop a Preparatory Committee was formed by the Senior Staff Meeting. It will look into distribution of participants to the working groups, guidelines for a structured discussion and logistics like transport, vouchers for drinks, eventual requests for sitting allowances etc. Karl asked why Reinhold and Berthold were not included in the list of participants. Frieder answered that it is simply a question of keeping the number below 40 participants in order to guarantee effective discussions.

6. Settling of Edna in her house and in her job

All practical details were discussed from stove to fridge, gas cylinder to toilet repair, replacement of locks etc. Everything is worked on. Edna should be assisted with transport by including her on trips undertaken by other Team members as her ordered car has not yet arrived.

7. Regular Team Meetings to improve on communication

The suggestion of Frieder to hold Team Meetings regularly every two months was very much welcomed. They will be held on the first Mondays of the resp. months, the next meetings therefore are scheduled for the 5th of April and the 7th of June 1993.

8. Request by Maaze Cooperative

GM Berlin has already approved the request by Maaze in general. They want to set aside some money in Forex for future replacement of their truck like VSP and BMIS are doing it. The Team approves this request as well and welcomes GM's favourable decision. At the current running inflation there is no way of saving in Kwacha (more than 200% annual inflation, more than 300% devaluation against foreign currencies, only 80 - 100% interest for savings at the banks).

9. Arrival of Armin Kreiter

Armin will arrive on 19.2. already, earlier than we expected. The letter to be written by Karl and Winnie was not done yet, Winnie will now send a fax message with some recommendations. Karl will contact DVS and GDS (DED) to find out about a Zambia orientation course or a Tonga language training course.

10. Any other business

- a) Telephone: We are still waiting for allocation of a frequency by PTC.
- b) The Methodist Church has invited DaAllan and a second person still to be decided for a well digging training with their programme in Gambia.
- c) Industrial Training Centre in Lusaka should be approached whether they offer a pipe fitting course. Julias and Edson were proposed.
- d) The deadline for the container offer by GM Berlin is February 15th. Winnie wants clamps and a leather sewing machine. Frieder complained that there was no prior consultation with him about these items.
- e) Winnie told the house about his problems with his counterpart who is not meeting all his expectations.
- f) Karl explained why he sent a fax message to Frieder via Wilhelm Damm. He apologized for overreaction out of anger about not being consulted on such a major VSP concerning issue. It was not his intention to doubt Frieder's personal integrity. He will talk to Wilhelm Damm during his visit in order to clear Frieder from the a.m. insinuation.
- g) Once again it was strongly recommended to look for a librarian or an archivar (preferably a retiree) to bring order into the scattered 'historical' files of GSDP.

Protokoll

Teilnehmer:

Frieder Bredt - Karl Waldschuetz - Winfried Diete -
Birgit Groth - Berthold Geserick - Joachim Franke

Tagesordnung:

1. Protokolle der Sitzungen vom 13.6. und 3.10. 92
2. Situation in Naluyanda - Position und Aufgaben von Berthold
3. Aufgabenbeschreibungen fuer Reinhold Berkenkopf
4. Weitereinsatz von Jochen Franke
5. Anfrage vom CCZ
6. Gaestehaus IBEX HILL
7. Brief von Wilhelm Damm vom 13. Nov.
8. Armin Kreider
9. IFA - Anspruch an Trad Holding
10. Beiladung zum Benz Truck
11. Informationsfluss bei Planungs- und Entscheidungsablaeufen
12. AOB

Protokoll vom 13.6.

Top. 5

Wini Diete verweist darauf, dass nicht ein Funktelefon bestellt i-
sondern dass die Lizenzen fuer die Frequenzen fuer eine Funkver-
bindung von Nkandabbwe nach Maamba bei PTE ~~WATER~~ beantragt wurde.
Erst wenn diese genehmigt sind, kann an die Bestellung eines
Funktelefon gedacht werden.

Top. 6

Es wird noch einmal auf die Regelung der GM fuer Km-Abrechnung ver-
wiesen. Fuer die Zeit der Drought hat die GM eine Erhoehung auf 18.
km zugestimmt, nicht auf 20.000 km. Es gibt keine gen. Erhoehung.

Protokoll vom 3.10.

TOP 4

Der Satz: Berthold bestritt das wird ersatzlos gestrichen.

TOP 9

am Ende Zusatz:

.... und soll spaeter fuer Drylandfarming Programm benutzt werden.

Anlaesslich der Rekapitulierung beider Protokolle wird noch ein-
mal festgestellt, dass ueber dienstliche Gespraechе mit Berlin
Vermerke fuer die anderen Teammitglieder angefertigt werden sollen.

Der Vorgang mit den gelieferten Mealimeal fuer Siampondo ueber
den CCZ ist nicht abgeschlossen. Es besteht weiterhin der Verdacht
dass eine Lieferung nicht voll vor Ort angekommen ist.

Beide Protokolle werden bestaetigt.

2. Situation in Naluyanda - Position und Aufgaben von Berthold

Berthold berichtet ueber die Situation in Naluyanda und seine
Rolle als "Cheffahrer". Die urspruenglich verabre deten 2 Stadt-
fahrten pro Woche sind auf 6-8 Fahrten ausgedehnt.

- es gibt keine Arbeitsplanung mehr, keine Absprachen
- Hauptkonfliktpunkt ist der Verfuigungsanspruch auf den Wagen
- Protokolle von Meetings werden nicht mehr ueberprueft.
- Allgemeiner Niedergang des Projektes faellt jetzt auch den
Villagern auf (Frauenarbeit - Trainees - Arbeitseinsaetze ?)

Frieder x wird gebeten bei seinem naechsten Besuch klare
Aufgabenbegrenzungen vorzutragen. Berthold ist als Landwirtschafts-
berater in Naluyanda.

~~Es wird von Wilhelms Besuch eine Klärung der Situation erwartet.~~
Bertholds Einsatzvertrag geht bis Juni 1994, sein Workpermit läuft im ~~Dez~~¹⁹⁹² ab, Frieder wird gebeten hier mit dem CCZ zu verhandeln, es sollte ein neues Permit für zwei Jahre beantragt werden. Das Team hält B. Einsatz weiterhin für sinnvoll und ermutigt ihn zu bleiben. Es wird die Frage eines Auszuges aus dem Projekt beraten und ein Umzug nach Lusaka empfohlen.

Ein Budgetvorschlag für 1993 sei mit der Besuchergruppe aus Deutschland beraten und dem CCZ vorgetragen, was allg. verwundert.

Es wird ausdrücklich unterstrichen, daß der Vorschlag der G.M. einen zambischen Coordinator künftig ~~vom~~^{von} zu finanzieren, sei in der noch immer ungeklärten Situation von Friederike viel zu früh gemacht worden. Bevor ein neuer Mitarbeiter installiert wird, sollte die gegenwärtig noch immer verworrene Situation geordnet und aufgearbeitet werden. Noch immer hat kein Annual Meeting stattgefunden. Ein Verwendungsnachweis der Finanzen ist nur lückenhaft gegeben und sehr verworren.

Es wird erhofft, daß Wilhelm genügend Zeit für Naluyanda einplant und es zu klaren Abstimmungen kommt.

3. Aufgabenbeschreibung für Reinhold Berkenkopf

Ein Entwurf wird vorgelegt und beraten, nach geringfügigen Änderungen wird der Entwurf angenommen und zur weiteren Beratung nach Berlin weitergeleitet. Reinhold wird ermutigt seine Engl. Sprachkenntnisse zu vertiefen.

4. Zukünftiger Einsatz von Jochen Franke

Die Frage, wo Jochen nach dem Einsatz im PPM Programm eingesetzt werden soll ist noch nicht entschieden. Es gibt zwei Angebote: Einsatz bei ~~E~~ SSVI als Trainer für Tischlergruppen (begrenzt auf 9 Monate) Oder Einsatz für den CCZ als Consultant in zwei Bau-rehabilitierungs Projekten.

Wini berichtet, daß er einen Antrag bei der Fachgruppe Handwerk ~~des~~^{der} um einen Mitarbeiter zu bekommen gestellt hat, Fachgruppe hat dem Antrag zugestimmt. Jochen teilt mit, daß er geneigt ist das Angebot des CCZ anzunehmen, allerdings sei alles noch unklar, da die EZE bist her die Gelder nicht bewilligt habe. Der CCZ habe an die G.M. geschrieben, und um Freistellung von Jochen gebeten. Sobald ^{neue} weitere Informationen vorliegen, soll im team weiter beraten werden.

5. Anfrage des CCZ

Eine dringende Bitte um Unterstützung beim Maistransport in der Nordprovinz seitens des CCZ wird von Frieder vorgetragen. Sobald beide

beide IFA's im Einsatz sind, wäre team zum Helfen bereit.

6. Gästhaus Konto

Birgit berichtet, daß die Gästhaus-Bilanz im Ganzen posetiv ist, auch wenn im ersten Halbjahr ein Minus von 15.000,- entstanden war. Die Gehälter der Mitarbeiter müssen ständig der Inflationsrate angepaßt werden. Es wird bei der Berechnung von einem festen DM Betrag ausgegangen. (als Berechnungsgrundlage)
Es soll ein eigenes Konto für die Gästhäuser angelegt werden.

7. Brief von Wilhelm Damm

Mit Schreiben vom 13.11. teilt Wilhelm mit, daß sein Besuch vom 17. Febr. - 8. März sein wird. Er wird von Wolfgang Mehlig und Ehefrau begleitet. Zum Workshop wir außerdem Jochen Lindau von B.f.W. kommen.

Es sollte nach Berlin signalisiert werden, ob Wilhelm seinen Besuch nicht auf 4 - 5 Wochen ausdehnen könnte, um anstehende Probleme in Naluyanda ^{seine} und Vertrag mit CCZ klären zu können. Als Ort für den Workshop legt Birgit verschiedene Angebote vor, das Team befürwortet Siavonga (Lake Kariba In). Teilnehmer am Workshop sollten folgende Gruppen umfasse:

- Vertreter von Distrikt und Provinz
- Aus jedem Projekt zwei Vertreter auf lokaler Ebene
- Experten
- Vertreter aus anderen Entwicklungsorganisationen
- Staffs und Gossner Mission Berlin

Terminvorschlag: 23. - 26. Februar

Wilhelm erbittet von jedem Teammitglied kurze Jahresberichte.

Es wird auf das ^{Arbeits} ~~ca-res~~ Programm 93 verwiesen, was Ausblicke auf einzelner Aktivitäten enthält. Es sollen Thesen für Projektziele zur Vorbereitung zum Workshop erstellt werden.

In diesem Zusammenhang wird die Frage einer Hospitality Allowance beraten. Das team ist der Meinung:

Das Liaison - Office Lusaka sollte mit einem besonderen Fonds für Gästebewirtung ausgestattet werden(dort müssen öfter Gäste beherbergt werden). Für die team Mitglieder im Tal scheint eine solche Regelung nicht für erforderlich!

8. Container

Das Angebot im Frühjahr 93 einen Container zu schicken besteht weiter, es ist noch Platz für Beiladungen, Bestellwünsche Frieder mitgeben.

9. Armin Kreider

Team begrüßt die Entscheidung des Zambia Ausschusses zu Gunsten von Armin Kreider^{Fr.} Frieder soll versuchen mit ihm Kontakt aufzunehmen, bei seinem Deutschlandbesuch im Jan 93.

10. Ansprüche gegen Hold Trading

Die ~~erhalten~~ Instandsetzungskosten für die beiden IFA's sollten gegenüber Hold Trading in Anspruch gestellt werden. (Transport - oder verdeckte Schäden). Die Reifen des einen IFA sollten ebenfalls auf Reklamation gebucht werden.

11. Beiladung zum Benz Truck

Für die bestellten Sachen aus SA werden getrennte Rechnungen erstellt, GSDP, VSP und persönliche Bestellungen. Es sind nicht alle Bestellungen mit dem Truck mitgekommen.

12. Informationsfluß bei Planungs- und Entscheidungsabläufen

Aus gegebenem Anlaß wird die Vermeidbarkeit von Spannungen im Team beraten. Die rechtzeitige Einbeziehung betroffener Mitglieder wird dabei unterstrichen. Die Abreise von Bob Man ohne Verabschiedung^{z.B.} (weil niemand etwas wußte) wird bedauert. In diesem Zusammenhang wird auch der Brief von Frieder an Birgit beraten.

13. A.O.B.

- Frieder teilt mit, daß die Reise zur AACC mit Berlin abgestimmt war, die Kostenabrechnung erfolgt über Berlin, die Auslagen kommen zu L.Office zurück.

- Archivar auf Zeit

Die Notwendigkeit sich nach einem Archivar umzusehen, der Freude und Zeit hat die vielen Akten und Berichte aus alten 'Gossner Zeiten', die unsortiert im Camp lagern, wird eindeutig unterstrichen. Es ist bedauerlich, daß wertvolle Beiträge unaufgearbeitet herumliegen.

- Daß vom Weihnachtsgeld (13. Gehalt) auch Mietkosten einbehalten worden sind, erscheint als ungerechtfertigt und sollte mit Berlin geklärt werden.

- Frieder berichtet über sein letztes Gespräch mit ~~Friedrich~~ Wilhelm.

Joachim Franke

GOSSNER MISSION TEAM MEETING in IBEX HILL, 03.10.92

Protokoll

Teilnehmer:

Frieder Bredt
Karl Waldschütz
Winfried Diets
Joachim Franke
Berthold Geserick
Birgit Groth
Reinhold Berkenkopf

Tagesordnung:

1. Job-Description Reinhold
2. Diskussion der Bewerbungen f. Buleya Malima
3. Geplantes Seminar
4. Verhältnis Naluyanda/L.O./Valley
5. Fonds für Möbel
6. Trusteeship Ibex Hill
7. Urlaubspläne
8. EZE-Besucher
9. Neue Lastwagen (IFAs & Mercedes)

Zu Beginn des Meetings entschuldigte sich Birgit für die Nichtfertigstellung des Protokolls des vorigen Meetings: die Unterlagen sind nicht aufzufinden; sie bat um Verständnis angesichts der durch die Bauarbeiten erforderlichen mehrmaligen Umlagerung aller Akten und Papiere; gemeinsam wurden die T.O.-Punkte rekapituliert. (Inzwischen kam die Mitschrift zutage und wurde ordnungsgemäss bearbeitet.)

ad 1.:

Wie allen Anwesenden bekannt, arbeitet Reinhold in Ibex Hill mehr, als durch sein internes Job-sharing mit Birgit abgedeckt ist. Wie Berlin ggü. Winnie bei dessen Besuch verlauten liess, läge es an uns, eine Job-Definition vorzulegen, über die dort beraten werden kann. Birgit betonte besonders, dass ihre Job-Beschreibung zwar den Begriff "Instandhaltung" einschliesst, dass aber das, was ggw. in Ibex Hill geschieht (und noch lange weiter geschehen muss) Instandsetzung ist und somit eine Zusatzaufgabe, die Kenntnisse und Fähigkeiten erfordert, die von ihr (und vermutlich auch nicht vom vorigen Liaison Officer) ^{hier}erbracht werden können.

Es wurde beschlossen, dass Birgit und Reinhold einen Entwurf für eine Job Description erarbeiten, der beim nächsten Meeting --- das noch vor Birgits Heimreise erfolgen sollte --- diskutiert und dann Berlin vorgelegt werden soll.

ad 2.:

Die von Friederike Schulze übermittelte Kurzbeschreibung der 3 Kandidaten für Buleya Malima wurde dem Team zugänglich gemacht und diskutiert. Es wurde bedauert, dass kein Kandidat mit Familie dabei ist, was für das soziale Klima und auch für den Kandidaten selbst als erfreulicher empfunden würde; einhellig wurde bemerkt, dass bei allem fachlichen Anspruch die menschlichen Qualitäten des Bewerbers im Vordergrund stehen müssen. Frieder besonders äusserte sein Misstrauen gegenüber einem Kandidaten, dessen Lebensweg 20 Jahre lang durch Industrieunternehmen bestimmt worden ist; Fazit der Diskussion: eigentlich keinen der 3, aber wenn, dann den Landwirt Armin Kreiter.

Bei der Frage, wo die Stelle ausgeschrieben worden sei, kam zutage, dass von den Anwesenden keiner ausser Frieder die Publikation "Piene" regelmässig oder überhaupt erhält.

ad 3.:

Berlin wünscht, dass im Februar ein Seminar bzw. Workshop abgehalten werden soll. Dieser soll nicht in Ibex Hill, sondern in einer dafür geeigneten Lodge stattfinden, z.B. Lochinvar Lodge.

ad 4.:

Das Liaison Office hält sich gemäss Weisung aus Berlin hinsichtlich Naluyanda zurück, versucht aber, Berthold wenigstens moralisch zu unterstützen. Frieder hat die Buchführung des CC Account (Spendengelder) geprüft; er fand die Buchprüfung gut vorbereitet und ohne Evidenzen von Unterschlagungen oder Unkorrektheiten. Zur Prüfung des Naluyanda Account soll er wieder eingeladen werden. Jochen meinte, die von Frieder gegenüber dem Chairman Naluyanda ausgesprochene Ermutigung sei vorzeitig; man solle erst eine Gesamtüberprüfung abwarten. Gegenwärtig kann CCZ angesichts hauseigener Probleme aber ohnehin die - langfristig dennoch erforderliche - Finanzkontrolle nicht durchführen.

ad 5.:

Auch angesichts von Jochens Transfer ins Gästehaus in Nkandabbwe tauchte die Frage auf, wie der Begriff "Grundmobilar" definiert ist. Betten, Schränke, Tische, Stühle sowie Matratzen gehören auf jeden Fall dazu. Der Begriff "hard furniture" ist insofern irreführend, da eben auch Matratzen gewährt werden.

ad 6.:

Die Trusteeship für Ibex Hill muss geändert werden. Als neue Trustees sind vorgesehen: Frieder Bredt, Heiner Knauss und Rev. Siatwinda. Birgit hört sich nach einem geeigneten Awalt um.

ad 7.:

Urlaubspläne: Karl 2-3 Wochen ab 20. Oktober
4 Wochen April/Mai 93
Jochen kann Jahresurlaub 92 erst nach Ende der Drought Relief-Massnahme, also ab April 93 nehmen.
Berthold plant Urlaub im Juni 93.
Winnie im Mai 93
Frieder 21.12.92 - 26.01.93
Birgit 09.12.92 - 03.01. (seitdem geändert auf 07.01.)

ad 8.:

Die vorgelegten Itinerarien der beiden EZE-Besucher lassen den Schluss zu, dass kein Aufenthalt im Gwembetal mehr angestrebt wird. Birgit soll versuchen, direkte Kontaktaufnahme nach Einreise, also 06. oder 07.10.92, anzubahnen, zumal Karl dann noch in Lusaka ist. Ausser über die Abwicklung der Mercedes-Bezahlung soll auch über eine Finanzierungshilfe für die Elektrifizierung von Nkandabbwe gesprochen werden.

Dem Mercedes können übrigens noch Lasten aufgepackt werden, Transport- und Zollkosten bleiben dann dieselben. Die Teammitglieder sollen ihre Bestellungen ans Liaison Office durchgeben.

ad 9.:

Wegen der Mercedes-Lieferung wird Karl nochmals mit Herrn Bonkat sprechen, um schnellstmögliche Einfuhr zu erreichen. Hinsichtlich der IPAs soll kurzfristig entschieden werden, wer sie fährt. Auf jeden Fall müssen sie der Versicherung in Deutschland gemeldet werden, noch ehe die Fahrten ins Tal angetreten werden.

Das für Bob Mann aus Mitteln der Methodist Church angeschaffte Auto wird später Teil des Schwerpunkt Wasserprogramms.

Anlässlich der Rekapitulierung der Tagesordnungspunkte des vorangegangenen Meetings fand noch folgendes Erwähnung:

- Die Komplettservice-Angebote der Fa. Jos. Hansen sind zu ignorieren; evtl. wäre eine andere Firma mit Reparatur und Wartung zu beauftragen. Karl empfahl, Grace Musenge von der OBF um Rat zu fragen.
- Stand der "renovierungsarbeiten in Ibox Hill:
Die Dacharbeiten sind so gut wie beendet; Elektroinstallationen (Bereinigung des Kabelsalats) und Innenarbeiten dauern noch an. Die Renovierung der Gästehäuser und Servants Quarters kann erst in 93 in Angriff genommen werden, letztere auch der praktischen Erwägung halber, dass Naluyanda-"Student" Maybin und der Überbrückungsweise untergebrachte Wachmann Banda bis Jahresende ausziehen werden.
- Der Gästehaus-Etat soll aus dem Lusaka Account wieder ausgegiedert werden; mangels Gästen im ersten Halbjahr 92 trug sich das Gästehaus nicht selbst; daher zeitweilige Verschmelzung mit dem Lusaka Account. Die Übernachtungskosten sollen dem Kwacha-Verfall angepasst werden und sich an DM 10,- orientieren. Der neue Tarif soll nach Berlin und ins Gwembetal mitgeteilt werden.
- Bei Dienstreisen von Gossner-Leuten wird von Berlin aus keine häusliche Ersparnis mehr abgezogen (Aussage Dieter Hecker). Dies steht im Widerspruch zu Fax-Mitteilungen seitens Friederike Schulze. Festzuhalten ist jedenfalls, dass wir hier keinen Hospitality Fonds unterhalten: es sollte nach Team-Meinung uns überlassen bleiben, wen von unseren Gästen wir einladen und wen nicht.
"Offizielle" Besucher brauchen im Gästehaus nichts zu bezahlen. Berlin sollte uns jedoch klar vorher mitteilen, ob jemand als offizieller Besucher gilt. Im Falle der 4 deutschen Besucher wurde gemeinsam entschieden, ihnen kein Geld für die Übernachtungen in Ibox, Naluyanda oder im Tal abzufordern.
- Edna Maluma ist als Female Extension Adviser ab 01.02.93 volles Teammitglied.
- Fahrtkosten: Jochen kommt für seine Arbeit mit der Limitierung des Kilometergeldsatzes von 0,42 DM bzw. Äquivalent auch bei Anwendung der Sonderregelung nicht zurecht. Frieder stellte den Sinn der Regelung noch einmal dar und bemerkte, aus Berlin sei diesbezüglich keine Änderung zu erwarten.
Umzugsfahrten (z.B. Jochens Umzug ins Tal) sollte das Sonderkonto in Berlin übernehmen.
- In Lusaka findet alle 2 Wochen ein PPM-Meeting. ~~xxxxFrieder~~ statt, das Frieder und Birgit möglichst gemeinsam besuchen. U. a. werden dabei die Verkaufspreise für das gespendete Mealiemeal festgesetzt. Noch läuft im Gwembetal die Verteilung über Verkauf recht gut; es scheinen bei den Tonga doch Barmittel vorhanden zu sein, z. B. durch den Verkauf von Rindern, durch Gehälter seitens der Buchi Farm, Einkommen aus Kapentafischerei, Schmuggel, illegalen Handel mit Steinen und Dagga, aber auch an wasserreicheren Stellen durch Gemüseproduktion.
- Das Visum-Problem von Reinhold konnte gelöst werden; entgegen der Befürchtung, die Behörden akzeptierten nur mitreisende Ehefrauen, erhielt er auf völlig legalen Wege ein Residence Permit ausgestellt.

20.10.92

Birgit Grotz

MINUTES OF GOSSNER MISSION TEAM MEETING HELD AT FRIEDER'S
HOUSE ON MONDAY THE 21/9/92 FROM 14:00 TILL 20:30 HOURS

ATTENDANCE:

R F Bredt
K Waldschuetz
J Franke
W Diete (Sec)



AGENDA

- 1) Minutes of last meeting
- 2) Bob mann's mission
- 3) GSDP Co-ordinator
- 4) Visitors from Germany
- 5) New IFA trucks
- 6) Water at the camp
- 7) Financial situation in GSDP
- 8) Proposal for the full Gossner Meeting
- 9) A O B

1) MINUTES FO LAST MEETING (13/7/92)

The minutes were read and accepted as correct.

2) BOB MANN'S MISSION AT GSDP

W Diete briefed the Team on the meeting held with Mr Hecker, Mr Damm and M Temple at G M Berlin on 7/8/92 where the decision was made to send Bob Mann for three months mission to the Gwembe valley.

His mission is:

- a) to make a survey on deforestation in Gwembe south and to find facts and make a research on a kind of decent agriculture which preserves the environment. The results of his research should flow in an evaluation report. For working out this evaluation Bob should be joined by a Zambian expert in Dryland farming (this could be Misael Kowkwe, working with GDS. In this respect Frieder will contact the GDS to get permission for Misael to join Bob for a short time)
A programme for Dryland farming (including agroforestry and erosion control) has to be drawn up and an expert in Dryland farming should be found and employed by GM as soon as possible.
- b) To assist the water programme in order to upgrade the craftsmanship of its personnel and to develop new equipment for well digging.
- 3) c) ~~to prepart the coming of an expert from water aid (UK) to the measures to make available more resources~~

c) To prepare the coming of an expert from water aid (UK) to the water programme in order to work out measures to make available more sources of good drinking water to the people of Gwembe south.

3) GSDP COORDINATOR

The matter was discussed exhaustively.

4) VISITORS FROM GERMANY

On the way back from Lusaka to collect seeds Karl will bring the visitors to Sinazeze on Saturday 26/9/92 Jochen will take the group to Livingstone on Saturday, 27/9/92 stay with them here till 28/9/92 They will spend their time with GSDP/GM Sinazeze as follows:

- 1) On 29/9/92 with SSVI visiting Sinazeze Craft Centre and Siabaswi
- 2) On 30/9/92 visiting with VSP project at Chiabi, Siabaswi, Sinanjola and Buleya Malima.
- 3) On 1/10/92 with Mr Franke to learn about PPM

They will return with GMT members to Lusaka on their way to the GMT meeting on Friday 2/10/92

5) NEW IFA TRUCKS

Frieder, Karl and Jochen who are directly involved in the PPM affairs shall meet soon and work out a paper about the use of the New IFA trucks, the way how they should be financed and under which ownership they should be registered. Karl emphasized the importance of a good cooperation between PPM and VSP since VSP has all the external structures in terms of administration and book keeping which are required for the work of PPM. PPM should make use out of them in order to avoid a duplication of work.

6) WATER AT THE CAMP

The GM Guest house occupied by Jochen and Frieder's house have a poor water supply both get water sporadically only. It was agreed that Frieder's house should get connected directly to the main tank. The GM guest house ~~a-connection-bi~~ needs a connection bigger in diameter 1 1/2" than the present one which is 3/4"

7) FINANCIAL SITUATION OF GSDP

Frieder informed the house that the supplementary budget is approved by the government. The finances budgeted for can be spent from now on. Karl asked GM for a loan for purchasing seeds. Frieder advised VSP should not buy Bulruth and Sorghum seeds because PPM Sinazongwe has applied for those. Those seeds will be given by to the people by PPM seed for work programme.

8) PROPOSAL FOR THE FULL GOSSNER MISSION MEETING

The next full Gossner meeting will be held on 3rd October at 09:00 hours at Ibex Hill.

9) A O B

9.1 HOUSE RENT TO BE PAID BY JOCHEN

The Gossner Mission Team doesn't see a need for Jochen to pay house rent for the G M guest house.

9.2 SALE OF THREE USED MOTORCYCLES

Three motorcycles replaced by new ones are for sale. They shall be offered for K 75,000.00 The offers should be decided on after one week.

W Biete

WD/gmh...

15/10/92

23/09/92

MINUTES OF GOSSNER MISSION TEAM MEETING HELD AT FRIEDER'S
HOUSE ON MONDAY, THE 13TH OF JULY, 1992

ATTENDANCE

- 1) Frieder Bredt
- 2) Karl Waldschuetz
- 3) Winfred Diets

ABSENT:

Gaby and Harald - on local leave

AGENDA

- 1) Correction of minutes (06-06-92)
- 2) Matters arising
- 3) A O B

1. Correction of minutes

- 1.1 The last sentence of paragraph 92.4.2
Housing Allowance "The same regulations----" has to
be deleted.
- 1.2 On page⁵ sentence 6 must read ---- "Non GRZ staff
housed----" instead of "----Non GSDP housed----"
- 1.3 The minutes including the two above mentioned changes
were accepted as correct.

2) Matters Arising

92.4.6 Telephone

An application for a Telephone connection for GSDP to
the Catholic Parish Maamba was written to the Post
Office - Maamba, another application for two frequencies
was written to the Post and Telecommunication - Ndola,
both by Frieder.

2.2) 92.4.9 Dryland Farming

Winnie should discuss during his visit to GM Berlin
the possibility of employing a Zambian specialist for
Dryland Farming. This matter is pending since a long
time. Due to the importance of an arrangement of GSDP
in this field a solution should be found soon in this
respect.

2.3) 92.4.10 Brought Relief

Jochen Franke should come and stay at Nkandabbwe camp
and operate from here managing the PPM.

2.4) 92.4.12 Order of new motorbikes

Frieder informed the house that 4 new motorbikes
were sent on 10-07-92 to Lusaka and will arrive here
soon.

Eingegangen

20. Jan. 1993

Erledigt:.....

/2...

3) A O B

V S P: Karl informed the meeting about several problems which VSP is facing. Due to a break down of the lorry it could not operate for two weeks and couldn't generate money.

The repair of the lorry will be quite expensive.

There were some irregularities in handling money within the VSP management which resulted in a bigger loss of finances. An extra ordinary VSP EXCO meeting therefore will be held on 14-07-92.

S

Secretary: ^WDiete-----

DATE:-----

WD/gmh...

GOSSNER MISSION TEAM MEETING in NKANDABBWE, 13.06.92

Protokoll

Teilnehmer:

Frieder Bredt
Karl Waldschütz
Winfried Diete
Joachim Franke
Birgit Groth
Reinhold Berkenkopf

Tagesordnung:

1. Programm des Besuchs Groth/Berkenkopf/Franke//Zeitpläne
2. Arbeitsplatzbeschreibung Liaison Officer
3. Technisches zu Ibex Hill
4. Finanzielles
5. Telefon für Nkandabbwe
6. Transportregelungen
7. Naluyanda
8. Programme to Prevent Malnutrition (PPM)

Zu Beginn des Meetings stellten Birgit Groth und Reinhold Berkenkopf sich vor und wurden in einem einleitenden Gespräch mit Informationen zur Malariaephyllaxe und zur ärztlichen Versorgung versehen.

ad 1.:

Zweck des Besuchs für die Newcomer soll sein, einen Eindruck von den Projekten im Gwembetal zu erhalten.

Zeitplan: Sa bis 15.00 Uhr Meeting, dann Besichtigung Nkandabbwe
Irrigation Scheme, Kohlensee
So Kirchengang, danach Besuch Kanchindu und Siatwinda
Mo Buleya Malima Irrigation Scheme, VSP, SSVI

Weitere Zeitplanung:

20.07.-18.08. Winnie Heimaturlaub
ca. gleichzeitig Frieders Söhne aus D. anwesend
22.-26.06. Karl mit Schneiderinnen in Lusaka, benötigt Bus
und Fahrer f. 1 Tag
ca. 06.07. Karl und Winnie langes Wochenende
Oktober DED-VV in Livingstone (betr. Winnie)
Mitte Sept.+ Karl möchte 2 x 2 Wochen Urlaub machen
Ende Okt.
Oktober Urlaub Reinhold
Weihnachten Urlaub Birgit und Frieder

ad 2.:

Birgit schilderte, wie sie an die Liaison-Officer-Stelle kam und wie sie nach bisherigen Informationen und Selbstverständnis ihre Tätigkeit auffasst. Das Problem des gutwillig mitarbeitenden Ehepartners, der/die irgendwann doch unzufrieden sein mag, wurde diskutiert. Frieder versprach, es im Brief an W. Damm nochmal zur Sprache zu bringen, v.a. wegen des noch-Touristenstatus von Reinhold. Winfried Diete führte einige der Probleme von Vorgängerin Haja auf unzureichende Instruktionen zurück; auch sei sie wohl mit der Dienstaufsicht (die jetzt nicht mehr mit dem L.O.-Job verbunden ist) überfordert gewesen. Frieder Bredt legte seine Vorstellung dar, dass Ibexhill ein verbindendes Glied zwischen Gwembe Valley und Naluyanda darstellen solle; einer der beiden Teamleiter sei jährlich Speaker, und diesem sei der Liaison Officer dann rechenschaftspflichtig.

Zur Verbesserung der Kommunikation wurde vereinbart, dass Ibexhill und Valley sich gegenseitig Kopien ihrer Korrespondenz mit Berlin zuschicken.

Birgit fasste als ihr Job-Verständnis zusammen, dass Ibexhill zwar

eine Servicestelle für die Projekte, jedoch kein Sekretariat sei.

ad 3.:

Mitglieder der Teams und Staff Members haben bei der Auslastung der Gästehäuser in Ibexhill Priorität. Der Liaison Officer ist autorisiert, unangemeldete Personen abzuweisen. Die Preise sollen im Zuge der Inflation angehoben werden und sich bei DM 8-12 ansiedeln. Dies muss dem DED bei deren nächster Buchung mitgeteilt werden. Das Gästehaus-Inventar sollte neu erfasst werden; Kennzeichnung pro Gästehaus erforderlich. Diebstahl kommt vor, auch bei DED-Gästen. Für die materialintensive sambische Küche sollten noch einige einfache Töpfe angeschafft werden.

Der Anbau am oberen Gästehaus kann erst im nächsten Jahr realisiert werden. Eventuell können aber schon jetzt Bauzeichnungen angefertigt und a) den Teams, b) den Behörden vorgelegt werden. Als Architekt käme evtl. der neben der Otto Benecke Foundation arbeitende infrage; zunächst soll jedoch John Imbwae, der jetzt den Umbau des Haupthauses macht, gefragt werden.

Eigentlich hat das Gästehaus ein eigenes Unterkonto; daraus sollen 8 neue Stühle gekauft werden (möglichst im SSVI-Projekt). Die Betten verdienen mittelfristig eine Überprüfung. Simon soll Schäden und Fehlbestände reportieren. Sein Gehalt wie seine Arbeitsmittel sollen aus dem Gästehaus-Account bezahlt werden.

Fam. Kapooria soll ein Ultimatum gestellt bekommen hinsichtlich der Abholung ihrer Holz- und Metallgestelle. Der mitten auf dem Plot stehende Holzschuppen soll irgendwann näher an die Mauer gerückt werden. Nach Entfernung verrotteter restlicher Tonga-Crafts soll darin Material gelagert werden. Die Blechhütte aus EG-Beständen ist abgeschrieben, kann ins Tal verbracht werden.

ad 4.:

Dem Vermerk Wilhelm Damms, wonach das von der Versicherung erstattete Geld für Manfred Schumacher-Justs Unfall dem Ibexhill-Account zufließen soll, kann nicht Folge geleistet werden: der Team Chairman betont, dass es sich um keine Entlastung des Budgets von GSDP handelt, da ja seinerzeit Kosten entstanden sind. Man werde sich im Tal jedoch um Einsparungen zugunsten von Ibex Hill bemühen. Das Geld sei auch schon im Budget erfasst und von daher nicht so einfach herauszulösen.

ad 5.:

Ein Funktelefon für Mkandabbwe ist bestellt. Die Leitung soll bis Choma per Funk gehen und ab dort normal weitergeschaltet werden. Das Gerät muss über Berlin gekauft werden; zusätzliche Solarpanel sind notwendig. Die Ankopplung ans Netz geschieht auf dem Grundstück des katholischen Priesters in Maamba. Die Buchi-Farm besitzt eine ähnliche Anlage, die gut funktioniert. Blitzschutz ist jedoch notwendig. Winnie versprach, sich nach hier verwendeten Fabrikaten zu erkundigen.

ad 6.:

Hinsichtlich der Transport Regulations ergab bereits das vorhergehende Team Meeting, dass 15.000 km/Jahr zu wenig sind. Daher soll Berlin gebeten werden, auf km 20.000 pro Jahr zu erhöhen. (Winnie sagte, er habe bereits bis Mai km 8.000 hinter sich gebracht.) Jochen unternimmt ggw. teils private, teils dienstliche Fahrten mit dem Naluyanda-Poolcar. Er rechnet jetzt ~~Kennzix~~ Diesel mit Ibexhill ab, zahlt für seine privaten Fahrten aber 20 K pro km ein. Die vertragsmässig zustehenden Reifen von Winnie sind weder Projektkosten noch Liaison Office-Kosten. Ibexhill sollte den dafür verauslagten Betrag bei der Gosener Mission Berlin geltend machen.

ad 7.:

Ein englisch abgefasster Brief von F. Schulze, der die Bereitschaft ausdrückte, 2 Gehälter zu zahlen, wurde an die Partner geschickt. Im Projekt gehen ungerechtfertigte Beschuldigungen um, Frankes hätten sich Gelder angeeignet. Die vier Personen, die jetzt in Naluyanda das Wort führen, zahlen sich nunmehr gegenseitig K 5.000,- Gehalt als "Manager". Am Mittwoch fand ein Chief-Gerichtsverfahren statt, im Verlaufe dessen auch 2 Briefe des CCZ von April verlesen wurden; dies stellte eine unerwartete Demütigung für Jochen Franke dar, der dies nicht erwartet hatte; ausser ihm war auch Frieder Bredt anwesend.

Die Frage nach weiterer Unterstützung für Naluyanda wird positiv beantwortet, schon als Rückhalt für Berthold Gesserick, der Gefahr läuft, dort nur noch Fahrdienste zu leisten für den sehr anmassenden Chairman. Erkennbar ist aber auch das Interesse seitens der neu fusionierten Gossner Mission Berlin, gerade in dieser Zeit das ehemalige "Ost"-Projekt nicht aufzugeben, zumal dies von denjenigen, die es bisher unterstützten, gewiss politisch missverstanden würde. Jochen ~~asserte~~ seine Kränkung über die kurzgehaltene lapidare Mitteilung seines Abzugs aus Naluyanda in "Helft mit" und auch darüber, dass Friederike Schulze die Forderung nach einem Public Meeting dann doch zurückstellte. Frieder meinte, die "Accountability" sei als Masstab für eine Entscheidung über die Weiterführung des Engagements in Naluyanda anzusehen. Er berichtete von seinem Besuch beim Exekutiv-Komitee am Dienstag, wonach CCZ weiter mitmachen, aber auch ein Financial Control Committee gegründet werden soll. Es scheinen sich erste interne Spannungen zwischen den Komitee-Mitgliedern, aber auch im Christian Council abzuzeichnen. Violet Bredt scheint ihren ersten Eindruck revidiert zu haben, da inzwischen auch ihr Zweifel darüber kommen müssen, ob die "Viererbande" das Volk von Naluyanda vertritt.

Das Gossner-Team drückte jedenfalls sein Bedauern darüber aus, dass die Gossner-Mission sich gegenüber den Solidaritätsgruppen nicht deutlicher vor Jochen gestellt hat. Wichtig wäre auch nach Ansicht des Teams, ~~xxxx~~ klarzustellen, dass Jochen nicht wegen Verfehlungen aus Naluyanda abgezogen wurde, sondern zwecks weiterer Konfliktvermeidung. Das Team ersuchte Jochen um schriftliche Klarstellung gegenüber Berlin im eigenen Interesse. Ein solches Schriftwerk würde dann vom Team rehabilitierend kommentiert und den entsprechenden Foren zugeleitet.

ad 7.:

Die Gossner Mission ist aufgerufen, sich innerhalb des "Programme to Prevent Malnutrition" zu engagieren. Dadurch werden Kosten für Administration und Transport auf die GM zukommen, die nichts mit der sonstigen Projektarbeit zu tun haben und die auch nichts mit der ~~Projektarbeit~~ Regierung (GRZ) abgerechnet werden können. GM Berlin sollte dies bei Kollekten etc. bedenken.

10.11.92

(verspätet erstellt, da Script bei
Büroumzug verschüttet wurde; sorry!)

Bup 7 Proth

Birgit Groth
Liaison Officer

Minutes of the Gossner Mission Team Meeting held at Karl's house
on Saturday, 6.6.1992 from 14 - 20 hours

92.5. Attendance

Present: Frieder Bredt, Winfried Diete, Karl Waldschütz

Absent: Harald and Gaby Nicolay on leave

92.5.0. Agenda

1. Minutes 92.4. of 23.3.1992
2. Allowances
3. Mr. Phiri's application for a solar system
4. Jochen Franke
5. DED/GDS
6. Km claims
7. Camp accommodation
8. News from GM Berlin
9. Any other matter

92.5.1. Minutes 92.4. of 23.3.1992

- 91.12.6. Transport office

BaGreenwell has paid only one instalment so far and he is already two instalments behind again. If he will not pay more regularly Frieder will have to inform his new employer.

- 91.1.5 Motorcycles

Winnie has produced the paper on bike regulations. It has already been discussed and approved in the GSDP staffmeeting of 4.6.92.

- 92.2.11. Buildings Sinazeze

Frieder has to follow up. Some old papers have been discovered containing useful informations.

- 92.3.12. Shuffle of GSDP

The idea of a transfer of GSDP from the MAFF to the MGL is shelved and no longer considered.

- 92.4.2. Housing allowance

No housing allowances will be paid anymore/with the announcement of new salaries for GRZ employees. They contain new regulations on housing: the former housing allowance is now included in the salaries which have gone up between 110 to 195 %. Salaries of non-GRZ GSDP employees have been increased accordingly. Employees accommodated in GRZ houses will have a part of their salary de-

ducted. There is talking of 10% but details still have to be enquired. The same regulation will be applied to non-GRZ GSDP staff.

- 92.4.4. New Coordinator

Discussion will be continued after having received comments by Wilhelm Damm.

- 92.4.5. Mechanical Workshop

The workshop manager has applied for a transfer some time ago. This has been granted now and he might move any time from now. With this new development decisions about the future of the workshop have to be made as soon as possible. The Team will sit together before the next meeting for brainstorming.

- 92.4.6. Telephone

Further investigations by Winnie have been done. Two applications have to be written a) to Ndola PTC for a frequency b) to Maamba PTC for a connection. Only after having received positive replies the system can be ordered. The applications will be drafted by Winnie.

- 92.4.7. Electrification

Frieder has taken the application to LZL in Germany and has discussed it with them personally. After an initial rejection they promised to discuss it seriously and favourably in June. An answer cannot be expected before mid July.

- 92.4.9. Dryland Farming

Frieder informed that there are no funds for employing an expatriate with GM this year, therefore no recruitment steps have been taken so far. The Team will try to find out whether a qualified Zambian can be found. The Zambian coordinator for agricultural activities working with the DED/GDS office seems to meet their expectations fully. He will be contacted for assistance. Of course, reasonably attractive conditions will have to be offered to a qualified Zambian national but this will still be considerably cheaper for GM.

- 92.4.10. Drought Relief

A Founding meeting of a local committee will take place in Maamba coming Thursday. The Ministry of Health has appointed World Vision as 'Lead NGO'. Documents from the MoH have been received. The programme is called 'Programme to Prevent Malnutrition' (PPM).

- 92.4.12 Order of new motorbikes

Winnie obtained local quotations. Quotations from other countries still have to be awaited.

- 92.4.13. Loans

The loan account could not yet be opened because there was next to no money with GSDP for the last two months due to a delay with the transfer of money from Germany. GRZ funds also became available just a few days ago.

- 92.4.16. Guest house attendant Lusaka

BaSimon should visit us in the valley now that Mrs. Groth has arrived. Arrangements for the trip will be done in combination with one of the next trips.

92.5.2. Allowances

It was decided that the recently introduced responsibility allowance will be cancelled. Salaries have been increased much higher than expected and they are overstretching our budget by far. They also reflect responsibilities and needs of the employees now, therefore also meeting the intention of this temporarily introduced allowance. In view of the budget constraints and the improvement for the employees this decision is hoped to be accepted.

Patricia Siatwiko (VSP) will have her guesthouse caretaker allowance increased from K 600,- to K 1.500,- per month.

Charges for use of the guesthouse will be increased as well to K 400,- (without cooker and fridge) and to K 800,- (with facilities) resp. per person/per night.

Night allowances granted by GRZ have also been increased up to K 3.000,- to K6.000,-. This is exceeding our possibilities by far. A limitation of trips for the different officers/tasks therefore becomes necessary and this was discussed and decided in detail. Additionally the Team had to fix special and appropriate regulations and night allowances for GSDP staff as follows:

- in the valley K 1.000,- per night
- outside the valley K 3.000,- per night (without free accommodation)
- outside in LSK K 2.000,- per night (with free accommodation in GH)

92.5.3. Mr Phiri's application for a solar system

The application was found fully justified and discussed with the aim of finding a way. But due to financial constraints it had to be postponed. Additionally a positive decision would have created

differences through different conditions amongst the senior officers. The same privilege is already included in the proposed package for the new coordinator. In order to avoid unequal conditions the discussion was postponed to October 1992 when the Team will be able to calculate the possibilities of the last quarter of the budget. If there will be enough funds left by then, all three senior officers should be granted a solar system. By then, the electrification request will be decided, hopefully making this investment unnecessary. *get!*

92.5.4. Jochen Franke

Jochen Franke received an offer for a new position from CCZ, therefore making his coming to SSVI pending. The Team is kept update with discussions about future posting of Jochen. Winnie confirmed that SSVI is still looking for a shorttime posting for a period of 9 months, either with Jochen or a volunteer from another organisation.

92.5.5. DED/GDS

Winnie has forwarded a financial request to GDS for assistance to SSVI at their last meeting. It was discussed favourably, an amount of up to K 240.000,- could be granted upon writing a revised request submitted before end of June. This will be done.

92.5.6. Km claims

Despite our efforts to keep official trips at a minimum and to undertake joint trips as often as possible in order to cut down on the mileage of our vehicles the logbooks show that the annual km allocation of 15.000 km is getting exhausted rapidly. Realistic estimates based on the logbook entries show an unavoidable expected mileage of more than 20.000 km per car per year. Frieder will take up this matter and ask Wilhelm Damm for an increase of the annual km allocation to 20.000 km. The letter should go with individual documentation.

92.5.7. Camp accommodation

Mr N'gandu's transfer to Mazabuka is decided, making it possible to allocate his house to Mwami Madyenkuku who didn't have appropriate housing so far. Naomi (VSP Sinazeze shopkeeper) was living with the N'gandu family and has to get a flat now.

Venia (housemaid of Karl) has applied for housing at the camp, she lives half an hour away. In principal, she can get housing if there is no need for other official employees.

The formerly discussed move of Patricia Siatwiko is no longer necessary, there is enough adequate housing for all GSDP staff at the moment and in the foreseeable future.

As GRZ employees will have a deduction from their salary in case of official housing it was discussed whether rent should be charged from non GSDP ^{staff} housed at the camp. This idea was rejected in view of the escalating inflation which will expectedly eat up increased salaries in half a year.

A proposal was made to build an additional watertank in order to meet the shortage of water in the lower parts of the camp. This idea was very much welcomed and approved. *but how?*

92.5.8. News from GM Berlin

Frieder reported about Discussions held with Dieter Hecker and Wilhelm Damm. Financial matters will be handled by Anne in direct correspondence now. Wilhelm Damm's planned visit in August is still pending due to medical reasons. The trip might be necessary in view of the Naluyanda situation but not so much for GSDP. Therefore the Team does not see any harm done to GSDP in case of postponement. Generally the Team welcomes visits on a regular basis but rather once a year with one or even two additional visits in connection with problems or programmes. More news are expected with letters still with Mrs. Groth who arrived with her husband two days ago in Lusaka.

92.5.9. Any other matter

The Team decided to move the copy machine from Buleya Malima to Nkandabbwe Camp in order to make office work more efficient.

Karl Waldschütz

Nkandabbwe

15.6.1992

MINUTES OF THE GOSSNER MISSION TEAM MEETING HELD AT KARLS
HOUSE ON 23.3.1992

92.4. ATTENDANCE

Present: Frieder Bredt Winfried Diete
 Karl Waldschütz Harald Nicolay

92.4.0. AGENDA

1. Minutes 92.3. of 29.2.1992
2. Housing Allowance
3. Order of Goods from Germany
4. Proposed Conditions of Service GSDP Coordinator
5. Future of Mech. Workshop
6. Telephone Nkandabwe Camp
7. Electrification
8. Dams
9. Dryland Farming - Sustainable Agriculture
10. Drought Relief
11. Mrs Haackes Engagement
12. Order of New Motorbikes
13. Loans
14. Settlement of km Claims
15. Application of Building Materials for Churches
16. Any Other Matter

92.4.1. Minutes 92.3. of 29.2.1992

91.12.6. Transport Office

BaGreenwell has a job in Maamba. He has been granted an extension until end of March to pay the first instalment of his debt.

91.1.5. Motorcycles

Winnie will design a paper called "Motorcycles ..."

92.2.11. Buildings Sinazeze

Town and Country Planning Office in Choma will be consulted by Frieder concerning GM buildings / title deeds in Sinazeze.

92.3.3. New Coordinator

A "package" proposal has been prepared.

92.3.12. Shuffle of GSDP from Ministry of Agriculture to
 Ministry of Local Government

Frieder contacted Min. of Local Government and talked with Mr Patel, assistant to the Dir. of Planning. There is no further information available.

92.4.2. Housing Allowance

Frieder was approached by GM staff, who enquired about a salary increase. Frieder alternatively proposed to increase the housing allowance from K 500.- to K 1500.-. The team agreed to this proposition.

.. 2 /..

Mr Madjenkuku will obtain K 500.- housing allowance to compensate for his poor housing, until he is supplied with adequate housing.

92.4.3. Order of Goods from Germany

The team proposed that basic furniture for Ibex Hill is purchased locally. Adequate furniture of Zambian origin is available. As this would stimulate local industry, it appears sensible from a development point of view.

At the time of the meeting there was no demand for space in a container.

92.4.4. Proposed Conditions of Service GSDP Coordinator

Frieders proposal of 16.3.1992 was discussed and accepted as follows:

- 1) The GSDP Coordinator should be attached to GSDP by the Ministry of Agriculture, Food and Fisheries. His/her salary will be paid by GRZ from recurrent funds. Additionally, he/she should be offered a topping-up of his monthly salary of 50 % of his basic salary or at least K 10 000.- per month.
- 2) The house of the future GSDP Coordinator should have the same standard as the houses of GM employees (advisers).
- 3) One solar panel plus lamps in the house should be provided.
- 4) One car should be available for his/her use. It should be handled like a pool car. - special account; duty trips paid by GSDP budgeted funds, private trips paid by him/herself.- km limitation will be the same as for the GM advisers.

92.4.5. Future of Mech. Workshop

Various options to improve the efficiency of the GSDP workshop were discussed.

An independent workshop - loosely affiliated with SSIV - may be investigated in future.

92.4.6. Telephone Nkandabwe Camp

Winnie informed that for about US\$ 4000.- a complete radio phone system can be obtained. This would operate through the exchange in Maamba. Frieder asked Winnie to investigate further.

92.4.7. Electrification

The application will go to Lusaka on 25.3. with Frieder.

92.4.8. Dams

There is no funding and personnel for this activity.

92.4.9. Dryland Farming - Sustainable Agriculture

postponed

92.4.10. Drought Relief

The team envisions major problems related to lack of food production in the valley. Team members were urged to participate in any activities relating to famine relief.

92.4.11. Mrs Haackes Engagement

The team welcomed Mrs Haacke to the Camp. Mrs Haacke will supply a final report of her work to GSDP.

92.4.12. Order of New Motorbikes

Quotations will be obtained by Winnie before Frieder comes back from leave. Bikes will be ordered shortly after Frieder returns. → JAPSO?

92.4.13. Loans

? The team agreed to introduce a separate loans account. 5 % interest will be charged per month.

92.4.14. Settlement of km Claims

not monthly?

Team members are asked to keep km accounts on cumulative basis. The change from "higher" to "lower" km rate will be automatically executed by the individual team members when calculating their allowance.

92.4.15. Application of Building Materials for Churches

It was suggested, that GM helps but asks for some service of goods in return eg.: bricks, planting some trees, ...

92.4.16. Any Other Matter

1. Guest house Attendant Lusaka

When the opportunity arises, BaSimon will be given the opportunity to visit GSDP in the valley.

Harald Nicolay

Buleya Malima / 26.3.1992

MINUTES OF THE GOSSNER MISSION TEAM MEETING HELD AT KARLS
HOUSE ON 23.3.1992

92.4. ATTENDANCE

Present: Frieder Bredt Winfried Diete
 Karl Waldschütz Harald Nicolay

Eingegangen

18. Jun 1992

Erledigt: 14.7.92 LD

92.4.0. AGENDA

1. Minutes 92.3. of 29.2.1992
2. Housing Allowance
3. Order of Goods from Germany
4. Proposed Conditions of Service GSDP Coordinator
5. Future of Mech. Workshop
6. Telephone Nkandabwe Camp
7. Electrification
8. Dams
9. Dryland Farming - Sustainable Agriculture
10. Drought Relief
11. Mrs Haackes Engagement
12. Order of New Motorbikes
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14. Settlement of km Claims
15. Application of Building Materials for Churches
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92.4.1. Minutes 92.3. of 29.2.1992

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- 2) The house of the future GSDP Coordinator should have the same standard as the houses of GM employees (advisers).
- 3) One solar panel plus lamps in the house should be provided. *from ?*
- 4) One car should be available for his/her use. It should be handled like a pool car. - special account; duty trips paid by GSDP budgeted funds, private trips paid by him/herself. - km limitation will be the same as for the GM advisers. *2*

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postponed

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92.4.15. Application of Building Materials for Churches

It was suggested, that GM helps but asks for some service of goods in return eg.: bricks, planting some trees, ...

92.4.16. Any Other Matter

1. Guest house Attendant Lusaka

When the opportunity arises, BaSimon will be given the opportunity to visit GSDP in the valley.

Harald Nicolay

Buleya Malima / 26.3.1992

MINUTES OF THE GOSSNER MISSION TEAM MEETING HELD AT
NICOLAYS HOUSE ON 29.2.1992

92.3. ATTENDANCE

Present: Frieder Bredt Winfried Diete
Gabriele Nicolay Karl Waldschütz
Harald Nicolay (secretary)
Wilhelm Damm /Friedrike Schulze

92.3.0. AGENDA

1. Minutes 92.1. of 23.1.92
2. Minutes 92.2. of 24.2.92
3. New GSDP Coordinator
4. Job Description GSDP Chairperson
5. Dry-Land-Farming (postponed)
6. Dams (postponed)
7. Relationship GSDP Staff ./ GM Advisers (postponed)
8. Policy Workshop
9. Electrification Nkandabwe Camp/ Sinazeze (postponed)
10. Telephone Nkandabwe Camp (postponed)
11. Mechanical Workshop GSDP (postponed)
12. Shuffel of GSDP from Min. of Agr. to Local Government
13. A.O.B.

92.3.1. Minutes of 23.1.92

91.12.6. Transport Office
Ba Greenwell has not returned any of the missing funds.
The chairman will initiate further action (police).

91.12.11. Letter Heads
Frieder informed, that new GSDP letterheads have been printed and are available. New GM letterheads are awaiting collection in Lusaka.
Wilhelm urged that in matters pertaining to policy and external representation of GSDP/GM, Berlin is involved more closely.

91.1.5. Motorcycles
Winnie will design a paper "bike regulations".

92.3.2. Minutes of 24.2.92

92.2.11. Buildings in Sinazeze
Town and Country Planning Office in Choma will be consulted by Frieder concerning GM buildings / title deeds in Sinazeze.

..2/..

92.3.3. New Coordinator

Frieder reported on the general expectations of senior government people who would be eligible for the coordinators post. He detailed a salary + fringes package.

Frieder will prepare a "package" proposal to be discussed further, which would then be submitted to Berlin for further comments.

92.3.4. Job Description GSDP Chairperson

This issue will be discussed further after Frieder has submitted a revised the present job description of the GSDP chairperson.

92.3.8. Policy Workshop

The workshop i planned for march 1993.

It was suggested, that an external moderator is recruited.

92.3.12. Shuffle of GSDP from Ministry of Agriculture to Ministry of Local Government

Frieder briefly discussed the expected shuffel, noting that he only possesses very preliminary information at present.

Some team members expressed concern about the possible implications of such a shuffle.

Frieder will attempt to collect more information on the working relationship and experiences made by other IRDPs already working under Min. of Local Gov.

Either Wilhelm or another tem member will accompany Frieder on further fact finding missions.

92.3.13. A.O.B.

Magazines: For 2 contract holders, GM pays one subscription. Nicolay thus shares with the Camp.

Issues carried forward:

1. Dry-Land-Farming
2. Dams
3. Relationship GSDP Staff ./ GM Advisers
4. Electrification Nkandabwe Camp/ Sinazeze
5. Telephone Nkandabwe Camp
6. Mechanical Workshop GSDP

The meeting closed at 14.00 h.

responsible: Harald Nicolay
Buleya Malima / 1.3.1992

MINUTES OF THE GOSSNER MISSION TEAM MEETING HELD AT
NKANDABWE (Frieders House) on 24.2.1992 (14.00 h)

92.2. ATTENDANCE

Present: Frieder Bredt Winfried Diete
 Gabriele Nicolay Karl Waldschütz
 Harald Nicolay (secretary)
 Fredericke Schulze Wilhelm Damm

92.2.0. AGENDA

1. Correction + Adoption of Minutes of 23.2.1992 (postponed)
2. Matters Arising - Minutes of 23.2.1992 (postponed)
3. Female Extension Adviser
4. Time Frame / GSDP Visitors to Berlin ..
5. KM- Allowance
6. Letter from Harald Lehman
7. Visit Jutta Hacke
8. Dry-Land-Farming (postponed)
9. Salaries / Bonuses GSDP Staff
10. Relationship Team ./ Staff (postponed)
11. GM Building in Sinazeze
12. A.O.B.

92.2.3. Female Extension Adviser

Only one candidate appeared for an interview on 10.2.92, which was conducted by Karl, Winnie and Frieder. The candidate was found unsuitable.

The position will now be advertised by Berlin. A deadline for applications - which are also open to zambian applicants - will be set by Berlin.

The option of recruiting a programm officer, prior to the appointment of an adviser, was rejected after discussion.

92.2.4. Time Frame for Visits etc.

1. The period from 25.6. to 29.8. will be kept free of all appointments.
2. The 4 GSDP visitors will go to Germany during June.
3. Preliminary time frame: Wilhelm will visit Nulyanda during last week of August and GSDP during first half of September, During which period a policy workshop will be held.

Als Besinnungslage.

92.2.5. KM - Allowance

This point was discussed exhaustively. Consensus was not

.. 2/..

reached.

92.2.6. Letter from Harald Lehmanⁿ

Frieder informed the team of the letter of 30.1.92 concerning a visit in 1993 by Mr Lehman. Frieder will draft a letter to Mr Lehman.

92.2.7. Visit Jutta Hacke^a

The visit is planned for the period 4.3. - 25.5. Mrs Hacke has been notified of the living conditions and transport situation.

92.2.9. Salaries / Bonuses GSDP Staff

It was agreed that responsibility allowance can be paid to GSDP staff, based on merit and responsibility.

Wilhelm is of a different opinion, fearing increased dependency of zambian staff on GM adviser decisions. Further Wilhelm noted that such a system would be counter-productive to the self-reliance policy.

The proposal will be further discussed in a GSDP staff meeting.

Two categories, i.e. K 1000,- and K 2000,-/month respectively are envisioned.

92.2.11. Building in Sinazeze

Wilhelm enquired about a building in Sinazeze, presently occupied by Barclays Bank. Frieder will follow up this issue.

Carried forward to next meeting:

- coordinator
- job description GSDP chairman
- dry-land-farming
- relationship team ./. GSDP staff
- 2 allowances / increases in salaries
- let's Head *****
- "GMT"

responsible: Harald Nicolay

Buleya Malima / 25.2.1992

MINUTES OF THE GOSSNER MISSION TEAM MEETING HELD AT
NICOLAYS HOUSE ON 23.1.1992

92.1. ATTENDANCE

Present: Frieder Bredt Winfried Diete
 Gabriele Nicolay Karl Waldschütz
 Harald Nicolay (secretary)

92.1.0. AGENDA

1. Correction + adoption of minutes of 25.11.91
2. Matters arising - minutes of 25.11.91
3. Transport GM team members
4. Visit Wilhelm Damm
5. New motorbikes
6. A.O.B.

92.1.1. Correction + Adoption of Minutes of 25.11.91

91.12.10.2. should read: "With immediate effect, Karl is acting chairman when the chairman is not present".

92.1.2. Matters Arising - Minutes of 25.11.91

91.12.3. Local Experts

Three candidates will be interviewed for the post of female extension adviser on 10.2.1992. Winnie + one more person will participate in the interviews.

91.12.4. Praktikant

Frieder will write the letter.

91.12.6. Transport Office

BaGreenwell has not returned any of the missing money. Proof of further irregularities is collecting. A job description for the new transport officer was approved by the GSDP staff meeting.

Individual advisers will prepare a list of people who appear eligible for a topping-up of their salaries. Also, suggestions concerning the amount will be made (eg. based on forex or M/M). This issue will be discussed further during next team meeting.

BaMonica already receives K 800,-/month topping-up.
BaMadyenkuku presently receives K 1000,-/month topping-up.

A letter has been written to the PAO by Mr Munsanda.

91.12.9. Sewing Machine

VSP has bought the sewing machine for K 15.000,-.

91.12.11. Letter Head

Frieder will design a letter head - Winnie will then

- 2/-

procure a lay-out.

92.1.3. Transport GM Advisers

The latest papers received from Berlin concerning transport (attached to letter of 19.12.) do not answer any of the teams queries.

The team is not satisfied with the proposed regulations concerning the km-allowance. The matter will be pursued further.

92.1.4. Visit Wilhelm Damm

The draft schedule was discussed.

Frieder will prepare a new version.

92.1.5. Motorcycles

3 new bikes have arrived and are now in Ibex Hill store.

They will be allocated as follows upon transfer to the valley:

1 unit ---	BMIS
1 unit ---	SSVI
1 unit ---	VSP

Winnie will design a paper "bike regulations .."

92.1.6. A.O.B.

- A radio diary will be introduced in Ibex Hill.
- Team members using the Lusaka pool car are urged to sign the trip record kept by BaChibesha.
- The trip records kept by BaChibesha may be modified.

responsible: Harald Nicolay

Buleya Malima / 27.1.1992

23. Dez. 1991

Erledigt:.....

Protokoll

der gemeinsamen Sitzung der Gossner Mission Mitarbeiter in
Zambia

vom 29.11.91 in Lusaka, Ibex Hill, von 9.30 - 13.30 Uhr .

=====

Anwesende:

Jochen Franke (Vorsitzender)
Vera Franke
Gaby Nicolay
Manfred Schumacher Just
Karl Waldschütz
Harald Nicolay
Berthold
Winfried Diete
Frieder Brecht (Protokollant)

Entschuldigt:

Gisela Just blieb in Nkandabwe um zu packen
Haja Kapooria bereitete die Übergabe des Liaison Office vor

Tagesordnung:

- 91.03.01. Korrektur des Protokolles vom 04.10.91 und Protokollannahme
- 91.03.02. Beschlußkontrolle
- 91.03.03. Sachstand zum Liaison Office
- 91.03.04. TOR für Liaison Officer, Reaktion aus Berlin
- 91.03.05. Entscheidungsstrukturen in der Gossner Mission, Berlin. Antwort auf das Schreiben von Jochen und Frieder an Dieter Hecker
- 91.03.06. Besuch von Friederike und Wilhelm in Zambia
- 91.03.07. Informationsaustausch aus den Projekten
- 91.03.08. Verschiedenes

TOP 91.03.01.: Korrektur des Protokolles vom 04.10.91 und Protokollannahme

Es bestand weiterhin Unklarheit wie wir diese Sitzungen nennen sollen, um keine Verwechslungen zu anderen Sitzungen hervorzurufen. Es wurde beschlossen, daß wir diese Sitzungen als "gemeinsame Sitzungen der Gossner Mission Mitarbeiter in Zambia" benennen.

Zu TOP 3.3 des Protokolles vom 04.10.91: Es wird gebeten, daß kein Material von Ibex Hill ohne klare Absprachen abgeholt wird. Nach der Übergabe des Liaison Office wird über das Material in Ibex Hill entschieden.

TOP 91.03.02: Beschlußkontrolle

Keine offenstehenden Beschlüsse

TOP 91.03.03: Sachstand zum Liaison Office

Die Übergabe des Liaison Office fand nicht am 14.11.91 statt, da Haja sich nicht darauf eingestellt hatte. Die Übergabe wurde auf heute und morgen (29. und 30.11.91) verschoben. In einem Telefongespräch mit Wilhelm wurde dies angesprochen und Wilhelm stimmte dem zu. Wilhelm wollte dies in einem Brief an Haja niederlegen. Heute morgen gab es noch keine Möglichkeit mit Haja über die Übergabe zu sprechen. Sie soll nach der Sitzung stattfinden.

BaChibesha und BaSimon haben beide bestätigt, daß sie an einer weiteren Mitarbeit bei der Gossner Mission in Ibex Hill interessiert sind. Am kommenden Montag um 8.00 Uhr soll ein Gespräch mit dem Nachtwächter, BaSimon und BaChibesha stattfinden, um sich über die Aufgabenverteilung und Verantwortung klarzusein. Nach dem Gespräch soll für jeden Mitarbeiter in Ibex Hill eine Arbeitsplatzbeschreibung ausgearbeitet werden.

Am Montag (02.12.91) wollen sich Jochen und Frieder über die Gehälter der Mitarbeiter in Ibex Hill unterhalten, denn die jetzigen Gehälter scheinen niedrig zu sein.

Ab Montag (02.12.91) wird sich Jochen um das Liaison Office kümmern während Vera die Verwaltung der Gästehäuser in Ibex Hill übernimmt. Diese Regelung soll bis zur Neubestetzung der Stelle des Liaison Officers bestehen.

Jochen wird gebeten in Absprache aller Beteiligten eine Regelung zu finden, die den Einlaß auf dem Grundstück in Ibex Hill auch während der Nacht gewährleistet.

Es wurde zusätzlich entschieden, daß Jochen und Frieder unterschriftsberechtigt für beide Konten des Liaison Office bei der Barlays Bank werden. Jeder Scheck braucht nur eine Unterschrift.

TOP 91.03.04: TOR für Liaison Officer. Reaktion aus Berlin

Wilhelm Brief vom 12.11.91 Betr.: Zukünftige Rolle und Arbeit des Liaison Office, wurde herumgereicht, da die Naluyanda Mitarbeiter noch keine Kopie erhalten hatten.

Alle Mitarbeiter bedanken sich für den Brief und sehen in den Richtlinien und der Arbeitsplatzbeschreibung eine gute Grundlage für die zukünftige Arbeit. Der kollegiale Arbeitsansatz wird begrüßt.

Während der nächsten gemeinsamen Sitzung der GM Mitarbeiter soll der Projektleiter gewählt werden, der die Dienstaufsicht für eine einjährige Periode übernehmen soll.

TOP 91.03.05: Entscheidungsstrukturen in der Gossner Mission,
Berlin. Antwort auf das Schreiben von Jochen und
Frieder an Dieter Hecker

Die Mitarbeiter nehmen den Brief vom 28.11.91 von Dieter Hecker zur Kenntnis, möchten aber weiterhin die Vorsitzenden des Verwaltungsrats, des Zambia-Ausschusses und des Naluyanda Beirats über uns wichtig erscheinende Fakten direkt informieren.

Es wird festgestellt, daß die Formulierung " privat genutzte Dienstwagen" mißverständlich ist. Die Autos der Mitarbeiter im Gwembe Tal sind dienstlich genutzte Privatwagen. *im Gwembe Tal*
geplant
v. ja!

91.03.06. Besuch von Friederike und Wilhelm in Zambia

Die Nachricht, daß der Besuch zwischen dem 11.02 und 02.03.92 vorläufig geplant ist, wird begrüßt. Es wird gebeten diese Termine möglichst einzuhalten oder vorzuverlegen, weil:

- Jochen seinen geplanten Skiurlaub auf die Zeit nach dem Besuch verschieben will.
- der geplante Tonga-Sprachkurs findet zwischen dem 02.03. und 15.03.92 statt. (Karl erfuhr diese Information gestern).

Wenn der Termin bestätigt wird, sollte zu Beginn erst Lusaka Liaison Office und Naluyanda besucht werden, um Jochen eine möglichst baldige Abreise in den Urlaub zu ermöglichen.

Jochen und Frieder werden den Vorschlag für das Besuchsprogramm ausarbeiten, sobald die genauen Termine bekannt sind.

TOP 91.03.07: Informationsaustausch aus den Projekten

Jochen berichtet, daß sich Naluyanda in einer kritischen Phase befindet.

- 1) Durch die Kontakte und Besuche mit GSDP und VSP möchte der Chairman von Naluyanda, daß mehr Zambianer eine bezahlte Anstellung bekommen. Er betont besonders, daß die deutschen Mitarbeiter bezahlte Counterparts haben sollten.
- 2) Der Chairman forderte während eines Meetings alle Finanzabrechnungen einzusehen, ohne dies vorher mit Jochen angesprochen zu haben. Es wurde die Forderung nach Verfügungsgewalt über alle Finanzen aufgestellt. Die Mitarbeiter des CCZ/DCS scheinen den Chairman in dieser Hinsicht beeinflusst zu haben, denn der Chairman hatte Zahlen über die Gelder vom CCZ erhalten, die über CCZ gelaufen sind.
- 3) Die Mitarbeiter des CCZ/DCS haben scheinbar 19 Kisten, die für Naluyanda bestimmt waren, für andere Zwecke verwendet. Die Nachforschungen scheinen darauf hinzuweisen, daß nur ein Teil des Inhalts der Kisten in andere Projekte weiter gegeben wurde. Dies belastet zur Zeit das Vertrauensverhältnis zum CCZ.

Um die Zusammenarbeit in Naluyanda zu verbessern, werden die Bemühungen begrüßt, die Finanzen im Projekt offen darzulegen. Im übrigen werden die Bücher jedes Jahr von einem Mitarbeiter des DEDs überprüft.

Es wird vorgeschlagen, daß Jochen den Fall mit den Kisten weiter verfolgt, bis alle Besuche in den Projekten abgeschlossen sind, die Kisten erhalten haben sollen. Danach sollte Jochen eine Dokumentation zusammenstellen, die die Ergebnisse seiner Nachforschungen zusammenfassen. Diese Zusammenfassung soll dem General Sekretär und dem Chairman des CCZ so wie auch der Gossner Mission in Berlin zugesandt werden. Friederike und Wilhelm sollten dann beim nächsten Besuch diesen gesamten Vorfall mit den Verantwortlichen im CCZ ansprechen. Dabei soll entschieden werden, welche weiteren Maßnahmen eingeleitet werden sollen (Meldung an die Polizei?).

Manfred berichtete über die positiven Rückmeldungen auf den Besuch des VSP Exekutive Komitee in Naluyanda und von Naluyanda Exekutive Komitee in Nkandabbwe. Jochen bestätigt diese Rückmeldung auch von Naluyanda.

TOP 91.03.08: Verschiedenes

1) Können die beiden Trainees von Naluyanda für 3 Monate im Gästehaus in Ibex Hill untergebracht werden?
Es wird vorgeschlagen, daß es besser wäre, wenn die beiden näher am Training Institut untergebracht würden. Es gibt in Nchilenge South immer wieder Räume, die zur Vermietung angeboten werden. Nur wenn keine Unterkunft gefunden wird, sollten das Gästehaus in Ibex Hill benutzt werden.

2) Das nächste gemeinsame Meeting sollte während des Besuches von Friederike und Wilhelm stattfinden.

Die Sitzung endete um 13.30 Uhr und anschließend wurde gemeinsam zu Mittag gegessen.

Datu ?
Signature?

23. Dez. 1991

Erledigt:.....

Protokollder gemeinsamen Sitzung der Gossner Mission Mitarbeiter in
Zambia

vom 29.11.91 in Lusaka, Ibex Hill, von 9.30 - 13.30 Uhr .

Anwesende:

Jochen Franke (Vorsitzender)
Vera Franke
Gaby Nicolay
Manfred Schumacher Just
Karl Waldschütz
Harald Nicolay
Berthold
Winfried Diete
Frieder Bredt (Protokollant)

Entschuldigt:

Gisela Just blieb in Nkandabwe um zu packen
Haja Kapooria bereitete die Übergabe des Liaison Office vor

Tagesordnung:

- 91.03.01. Korrektur des Protokolles vom 04.10.91 und Protokollannahme
- 91.03.02. Beschlußkontrolle
- 91.03.03. Sachstand zum Liaison Office
- 91.03.04. TOR für Liaison Officer, Reaktion aus Berlin
- 91.03.05. Entscheidungsstrukturen in der Gossner Mission, Berlin. Antwort auf das Schreiben von Jochen und Frieder an Dieter Hecker
- 91.03.06. Besuch von Friederike und Wilhelm in Zambia
- 91.03.07. Informationsaustausch aus den Projekten
- 91.03.08. Verschiedenes

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2) Das nächste gemeinsame Meeting sollte während des Besuches von Friederike und Wilhelm stattfinden.

Die Sitzung endete um 13.30 Uhr und anschließend wurde gemeinsam zu Mittag gegessen.

MINUTES OF THE GOSSNER MISSION TEAM MEETING HELD AT
NKANDABWE CAMP ON 25.11.1991

Eingegangen

23. Dez. 1991

Erledigt:.....

91.12. ATTENDANCE

Present Frieder Bredt
 Gisela Just
 Manfred Schuhmacher
 Harald Nicolay (secretary)
 Winfried Diete
 Gabriele Nicolay
 Karl Waldschütz

91.12.0. AGENDA

1. Contract local personnel
2. Female extension adviser
3. Praktikantin
4. Research Project (Uni. Köln)
5. Farewell to Gisela & Manfred
6. Transport office
7. Sale of old pool car
8. New signatories - account
9. Sewing machine
10. Role of GSDP Coordinator
11. A.O.B.

91.12.1. Correction and Adoption old Minutes

91.11.7.

- Mr S. Siansingili should read Mr S. Sianchingili
- Mr Alan Syankunkulu should read Mr Alan Syabunkululu

91.12.2. Matters Arising

91.11.4. Liaison Office Lusaka

With reference to the letter from Berlin dated 12.11.91, the team reminds Winnie to send his letter by Fax to be in time for the Zambia Ausschuss Sitzung.

91.11.8. Transfer of Money

Frieder has written the letter.

91.12.3. Contract Local GM Expert Personnel

The contract for Mrs Mudenda was brought to the teams attention. Prior to any other actions, the outcome of the present search. The deadline for applications is 30.11.91.

If efforts in Zambia prove fruitless, Berlin is asked to once again initiate the recruitment procedure for an expatriate adviser. The possibility of recruiting a volunteer from DED or Dü should be considered.

91.12.4. Praktikant

It is suggested that Mrs Haake will be based at Nkandabwe Camp. Various programme options were discussed. She could look into the role and activities of women in connection with the maize grinding mills or/and oil mills. Frieder will write a letter to Berlin detailing some of these options.

She should be prepared to use a motorcycle and to live under village conditions.

91.12.5. Research Project Uni. Köln

The research team is welcome to carry out their work. Accommodation can be booked at Nkandabwe (GM) guest house. Further back-stopping arrangements such as transport, food etc. are the responsibility of the researchers concerned.

91.12.6. Transport Office

BaGreenwell will be asked to the office. If he does not shortly return a substantial amount of the missing money, then the case will be taken to the police.

BaMonica will assume the position of administrative assistant. Part of her job will be management of GM transport. A job description will be presented at the next GSDP staff meeting.

Frieder will calculate an appropriate topping up amount to be paid by GM, additional to BaMonicas regular salary.

In due time, a relevant letter will be written to the PAO in Choma.

91.12.7. Sale of Pool Car

After completion of repairs, the car will be assessed and sold accordingly.

91.12.8. New Signatories

1. Project Account - Standard Chartered - Choma:
Karl will replace Gisela as treasurer and signatory as of today. Cheques above K 100.000,- require two signatures.
2. Transport Account - Barclays - Choma:
Karl will replace Manfred as signatory.

91.12.9. Sewing Machine

The sewing machine will be offered to VSPs tailoring programme at K 15.000,-.

91.12.10. Role of GSDP Co-ordinator

The co-ordinator is still asked by Frieder to request his transfer.

91.12.11. A.O.B.

1. Frieder will prepare a layout for a new team letterhead. This will be printed locally. It was suggested to again use a "blue zone" on the top for easier identification. Fax number and "Zambia" will be added.
2. With immediate effect, Karl is acting team chairman.

2
After the meeting, Manfreds Diskussionspapier of 20.11.1991 was discussed at length.

Harald Nicolay

Buleya Malima / 26.11.1991

MINUTES OF THE GOSSNER MISSION TEAM MEETING HELD AT
NKANDABWE CAMP ON 20.11.1991

Eingegangen

23. Dez. 1991

Erledigt:.....

91.11. ATTENDANCE

Present Frieder Bredt
 Gisela Just
 Manfred Schuhmacher
 Harald Nicolay (secretary)
 Winfried Diete
 Karl Waldschütz

91.11. AGENDA

1. Correction and adoption of past minutes (13.9.)
2. Matters arising
3. Km allowance
4. Liaison office - Lusaka
5. Guest house - Lusaka
6. Joint GM meeting of 29.11.
7. Zambian visitors to Germany
8. Money transfer from Berlin .. electricity
9. Contract local personnel
10. Female extension adviser
11. Praktikantin
12. Research Project (Uni. Köln)
13. Farewell to Gisela & Manfred
14. Transport office
15. Sale of old pool car
16. New signatories - account
17. Sewing machine
18. A.O.B.

91.11.1. Correction and Adoption old Minutes

91.10.1.

91.8.10. Harald is also responsible to co-ordinate
sourcing of spares/parts and repairs.

91.10.3.

2. sentence: "has" should read "will".

91.10.9.

"Assistant" should read "acting".

91.11.2. Matters arising

91.8.10. Pool Car

The team was shortly briefed on the status quo: most
parts have been procured and delivered to UPB. The
vehicle may be ready by end of Nov., provided a fuse box
can be obtained from RSA.

..2/..

91.11.3. KM Allowance

Frieder wrote a letter to Berlin on 17.9.91. No reply has been received. On the phone, Wilhelm referred Frieder to a meeting on 25.11. The results of that meeting are to be endorsed by a meeting of the Zambia Ausschuss on 6.12.

The team will await a decision prior to further action. In the meantime, the team sticks to its decision as outlined in Frieders letter (to Berlin) of early September. According to that letter, team members will not accept km allowances (based on DM 0,42) made in Kwacha as of 1.9.1991.

KM limits for some advisers - which appear to have been insufficient for a long time - were discussed at length.

91.11.4. Liaison Office - Lusaka

The planned handing over session did not take place.

A new date was set for the 29.11.91 - this date to be confirmed in writing to the liaison officer by HQ Berlin.

The chairman informed about the matter pertaining to trusteeship for GM property at Ibex Hill. After discussion, it was unanimously and earnestly suggested not to consider Mrs Haja Kapooria for this post.

The team is aware of Jochens application for the position of liaison officer. The team unanimously supports Jochens application. Under separate cover a letter to this effect will be dispatched to Berlin by Winnie.

91.11.5. Guest House - Lusaka

1. It was agreed that employees of advisers do not pay for accomodation.
2. The guest houses are not to be used as a store for hardware, farm-input, etc.
3. Frieder will ensure that appropriate (rat proof, lockable, dry) storage space will be made available to project components.
4. Family Schuhmacher-Just will store their house-hold effects etc for an interim period in one of the old guest houses bedrooms.
5. One unit of "top-cupboard" will be available per family unit in the new guest house. These "private" stores may be locked. Team members agreed only to store things that don't spoil ...
6. Inappropriate behavior (food theft, lady visitors) of zambian visitors was discuseed. Only people booked in

*refer to new
L.O.*

.. 3/ ..

advance (via radio) will be admitted by BaSimon. Manfred will warn some individuals.

91.11.6. Joint GM Meeting

Will be held in Lusaka on 29.11.91.

91.11.7. Zambian Visitors to Germany

The following people have been proposed:

- | | |
|------------------------|-------------------------|
| - Mr Vickson Syankondo | - Mrs Patricia Syatwiko |
| - Mr S. Siansingili | - Mr Alan Syankunkulu |

91.11.8. Transfer of Money from Berlin for Electricity

Frieder will write a letter to Berlin asking for the money to be transferred soonest.

Points 91.11.9. to 91.11.18 have been deferred to another GM staff meeting to be held on 25.11., 14.00 h. Manfred distributed a Diskussionspapier dated 20.11. which will also be discussed on that date.

responsible: Harald NICOLAY

Buleya Malima
24.11.1991

Protokoll der Sitzung des gemeinsamen Gossner Mission Team vom
04.10.91 in Nkandabwe.
Von 9.15 - 17.00 Uhr mit Mittagspause.

Anwesende:

Frieder Bredt (Vorsitzender)
Vera Franke
Jochen Franke
Gisela Just
Gaby Nicolay
Manfred Schumacher Just
Harald Nicolay
Ulrich Luig (Gast)
Winfried Diete (Protokollant)

Eingegangen
08. Nov. 1991
Erledigt:

Tagesordnung:

- 1) Annahme des Protokolles der ersten gemeinsamen Sitzung vom 05.07.91
- 2) Beschlußkontrolle
- 3) Liaison Office, Lusaka
 - 3.1) Zukünftige Organisation des Liaison Office in Lusaka
 - 3.2) Situation nach Hajas Kündigung
 - 3.3) Allgemeine praktische Dinge Ibex Hill betreffend
- 4) Organisation des nächsten gemeinsamen Meetings
- 5) Informationsaustausch aus den Projekten bezüglich der Trägerschaften
- 6) Entscheidungsstrukturen in der Gossner Mission Berlin
- 7) Beschlüsse

TOP 1: Protokollannahme

Das Protokoll der vergangenen gemeinsamen Sitzung vom 05.07.91 wurde nach Änderung einer Passage angenommen. Im Abschnitt 4 im zweiten Paragraphen ist der Wortteil "Team" zu streichen. Es heißt dann: " regelmäßige Meetings für alle GM-ler".

TOP 2: Beschlußkontrolle

Keine offenstehenden Beschlüsse

TOP 3.1: Zukünftige Organisation des Liaison Office

In Hinblick auf Hajas vorzeitiges Ausscheiden aus dem Liaison Office und unter Berücksichtigung des Umstandes, daß diese Stelle umgehend wieder besetzt werden muß, hat das gemeinsame Team Frieders Terms of Reference für den Liaison Officer vom Juli d. J. diskutiert und überarbeitet. Das gemeinsame Team einigte sich dahingehend, daß es einen seiner beiden Projektleiter im jährlichen Turnus zu dem in den Term of Reference erwähnten " Gossner Repräsentant in Zambia" wählt.

TOP 3.2: Situation nach Hajas Kündigung

21
Frieder informierte das Team darüber, daß Haja ihre Arbeit im Liaison Office zum 15.11.91 beendet und dann das Büro übergibt. Das Team fordert Berlin auf, Hajas Nachfolge schnellstens zu regeln und das Büro umgehend mit einer neuen Kraft entsprechend der Terms of Reference zu besetzen. Das Team schlägt vor, daß sich Jochen und Frieder bis zu einer endgültigen Lösung die Verantwortung für das Büro teilen. Es ist zunächst wichtig, daß beide Projektleiter und Haja ein Gespräch mit den Angestellten des Liaison Office führen, bezüglich von Personalübernahme und Neuanstellung. Es soll sicher gestellt werden, daß Ibex Hill bewohnt ist und somit der Sicherheitsfrage Rechnung getragen wird. Darüber hinaus sollte sichergestellt werden, daß zu festgesetzten Zeiten, wenn auch eingeschränkt, die Kommunikation (Telefon und Telefax sowie Funkverkehr) aufrecht erhalten wird. Naluyanda ist bereit vorübergehend diesbezüglich beteidigt zu sein.

TOP 3.3: Allgemeine praktische Dinge Ibex Hill betreffend

Jochen brachte die Frage auf, wie mit Materialien (Roofing sheets, alter Wohnwagen, Maschendraht und Zaunpfähle) umzugehen ist, die auf Ibex Hill ungenutzt herum liegen. Diese Material könnte gut in den Projekten verwendet werden. Das Team einigte sich, daß über die Verwendung dieses Materiales in einem gemeinsamen Gespräch zwischen Haja, Frieder, Jochen und Winfried entschieden wird.

TOP 4: Organisation des nächsten Meetings

Das nächste gemeinsame Meeting findet am 29.11.91 um 9.00Uhr in Lusaka, Ibex Hill, statt.

TOP 5: Informationsaustausch aus den Projekten bezüglich der Trägerschaften

Vorsicht: Policy
Wirds kommuniziert?
Frieder gab kurz einige generelle Informationen über GSDP. GSDP sei ein gemeinsames Projekt der GM und es Ministry of Agriculture (GRZ). Fachlich sei GSDP beim Departement of Agriculture dem Provincial Agricultural Officer (PAO) in Choma unterstellt, verwaltungsmäßig dem Sinazongwe Distrikt. In diesem Zusammenhang berichtete Frieder dem Team von seinen Bemühungen, daß GSDP zukünftig nicht mehr dem PAO unterstellt ist, sondern bei der Planning Division des Ministry of Agriculture angesiedelt werden soll. Er ist der Auffassung, daß GSDP als ein ländliches Entwicklungsprogramm besser bei der Planning Division, einer Stelle für ländliche regional Entwicklung zuständig, aufgehoben ist.

Jochen stellte das Naluyanda Projekt vor. Es arbeitet jetzt seit fünf Jahren. 1987 wurde das Agreement zwischen der Gossner Mission und dem Christian Council of Zambia (CCZ) unterzeichnet. Der CCZ hat aktiv bei der Gestaltung und Erstellung der Satzung des Naluyanda Projektes mitgearbeitet. Die Finanzierung des Projektes erfolgt ausschließlich aus Mitteln der Gossner Mission und der Partnergemeinden in

Deutschland (vormalis DDR). Jochen beschrieb die Zusammenarbeit mit dem CCZ für zambische Verhältnisse als gut. Das Naluyanda Projekt bekommt z.Zt. die Auswirkungen der Finanzknappheit, die in den neuen Bundesländern herrscht deutlich zu spüren, denn von hier erhält das Projekt seine Unterstützung.

TOP 6: Entscheidungsstrukturen in der Gossner Mission Berlin

In einer Diskussion über die Verwaltung der GM in Berlin kritisierte das Team, daß auch Management Entscheidungen nicht von der Verwaltung d.h. dem Zambia Referenten getroffen werden, sondern an den Zambia-Ausschuß weitergeleitet werden. Dies bedeutet eine Verlagerung der Kompetenzen. Das Team stellt fest, daß der Zambia-Ausschuß das Gremium ist, das alle Entscheidungen trifft. Um diesem Umstand Rechnung zu tragen, sollen Protokolle, Informationen und relevante Schreiben an den Zambia Referenten zukünftig in Kopie an den Vorsitzenden des Zambia-Ausschusses gesandt werden. Durch diesen erweiterten Informationsaustausch erwartet das Team, daß seine Beschlüsse, Auffassungen und Standpunkte im Zambia-Ausschuß mit gebotenem Gewicht und der entsprechenden Form vertreten und dargestellt wird. Entscheidungen und Beschlüsse des Teams sollten bei Entscheidungen in Berlin mehr Gewicht finden. Die Projektleiter des Naluyanda Projektes und GSDP werden zu diesem Punkt einen Brief an die Leitung der Gossner Mission schreiben. Des weiteren hält das Team für erforderlich, daß in wichtigen Policy-, Personal- und Finanzfragen vorab schneller entschieden wird. Hier sollte zukünftig schneller zwischen den Sitzungen des Zambia-Ausschusses reagiert und entschieden werden.

TOP 7: Beschlüsse

Das gemeinsame Team beschließt, daß beide Projekte zukünftig Sitzungsprotokolle und Kopien von projektrelevanten Schreiben austauschen.

Nkandabwe sendet zukünftig Protokolle von GM Teammeetings und GSDP Staffmeetings an Naluyanda und Naluyanda schickt seine Teammeetings an Nkandabwe.

Weiter wurde beschlossen, daß Kopien der vorgenannten Protokolle an die Geschäftsstelle in Berlin, den Naluyanda Beirat und den Zambia - Ausschuß gesandt werden.

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MINUTES OF THE GOSSNER MISSION TEAM MEETING HELD AT
NKANDABWE ON 6:8.1991

Eingegangen

18. Sep. 1991

Erledigt:.....

91.8. Attendance:

present: Frieder Dredt
Winni Diete
Harald Nicolay
Gabi Nicolay (zeitweise)
Gisela Just
Manfred Schumacher-Just (Secretary)

Absent: Haja Kaporla

91.8. Agenda

1. Salaries and Conditions of work for GM-employees
2. Report Frieder about Emergency plan
3. Report Frieder about News from Berlin
4. Waterproblems in the camp
5. Organisation of Guesthouse
6. Visit from zambian Staff to Germany
7. Final report Ulrich Luig
8. Child labour in the valley
9. Replacement of workshop supervisor
10. Sale of poolcar
11. AOB

91.8.1. Salaries and conditions of work for GM-employees

A letter from the staff, written to GM was discussed.
It was resolved:

Loans: Loans are given up to two monthly salaries repayable within six months.

Nightallowance:

Nightallowances for drivers for trips further than Choma are increased to K500,- per night. That amount covers the higher costs of living.

Allowance for pumpattendants:

Pumpattendants will get K100,- per day for work at the weekend. This will replace the existing regulations.

Overtime:

No overtime will be paid. If for some reasons work above 45 hours per week has to be done, it will be compensated with off days.

Membership in trade union:

All employees are encouraged to get membership in one of the trade union. GM will give organisational support if needed.

Terms of reference:

Every employee has to carry out his duty according to the jobdescription given to him/her verbally or in written.

Equality:

It is agreed that M payes the basic salaries according to GRZ-scale. Allowances are paid according to GM/VSP/BMIS-regulations.

Taxation:

The GSDP-Co-ordinator will be asked to write to the authorities for further clarifications.

On August 14th, 1991 a General GSDP-Staffmeeting will be held at Nkandabwe Camp.

91.8.2. Report about Emergency plan:

Frieder asked the team members to respond to the Embassy's questionnaire about the security as soon as possible. After a further discussion, it was resolved:

1. Liaison Office Lusaka should get in contact with GVS and GTZ in order to get included into their communication network in Lusaka.
2. GVS should be contacted in any way to get informations about the security situation. Any further action should be done in close contact with GVS.
3. It is the basic opinion of the team, to stay as long as possible in the valley, before moving to Lusaka or leaving the country.
4. Frieder will get in contact with Mr. Rohde/GTZ to discuss further possibilities about improving communication links.

91.8.3. Frieder's report about news from Berlin

Frieder informed about his phone^ecall with Wilhelm:

1. A letter will be written soon to the Team.
2. Haja was informed by telefax about new regulations of the Liaison Office, which we don't know.
3. Karl Waldschütz is selected as successor of Manfred. He will start working on October 15th, 1991.
4. Gisela's resignation was not accepted by the Zambia Committee. Wolfgang Mehlig will write a letter to Gisela.
5. Gabi will be offered the job of Gisela under the same conditions.
6. Km-allowance will not be changed. Haja is asked to enquire the km-allowance from the Embassy.
7. The female ext. officer was basically accepted. Details of her contract will be discussed at the September-meeting of the GM-Administrative council.

91.8.4. Waterproblems in the Camp

Winni and Manfred have taken ^{over} the responsibility for cleaning the watersystem and particularly the water tanks.

91.8.5. Organisation of guesthouse

It was resolved:

Patricia Siatwiko takes over the supervision of the guesthouse. K500,- will be offered per month to carry out that additional job.

Winni Diete will be the contact person of the Team for the overall management of the guesthouse.

91.8.6. Visit of zambian staff to Germany

It is supported by the Team, that at least two senior staff members should get a chance to go to Germany in 1992. Frieder will write a letter to Wilhelm to inform him about the suggestion.

91.8.7.

91.8.8. These topics were shifted to the next meeting

91.8.9.

91.8.10.

Chairman:

Secretary:

Eingegangen

18. Sep. 1991

Erledigt:.....

Gisela Just

P.O.Box 4
Sinaeze/Zambia
Nkandabbwe, 28-8-91

Protokoll der 1. gemeinsamen Sitzung der beiden GM-Teams
Naluyanda und GSDP in Lusaka/Ibex Hill am 5-7-1991

Teilgenommen haben: Friederike Schulze, Ewald Krüger, Jochen Franke, Berthold

✓ Wilhelm Damm, Winfried Diete, Gabi Nicolay, Harald Nicolay, Frieder Bredt, Manfred Schumacher-Just, Gisela Just

Die Sitzung ist als Austausch von Erfahrungen, Ideen und Meinungen, Unterschiedlichkeiten und Gemeinsamkeiten gedacht. Private Kontakte hat es zwar immer wieder gegeben, ein offizielles Treffen - nachdem die beiden Geschäftsstellen Ost und West zusammenwachsen wollen - wird aber von allen begrüßt.

1. Bericht der Berliner Geschäftsstellen

Die beiden Geschäftsstellen (GM Ost und GM West) sollen bis Ende 1991 zusammenwachsen, wobei sich ähnliche Probleme auftun wie bei der nationalen Ost-West-Vereinigung. Die neue Geschäftsstelle wird in ein neues Haus umziehen. Neuer Stellenplan: Direktor 1, Indien 1, Öffentlichkeitsarbeit 1, Zambia 1 (plus 1 Sachbearbeiter gewünscht), Nepal 1/2, Solidarität 1, Mainz 1, Soziales im Inland 1 Stelle. Ein gemeinsames Kuratorium wird gewählt werden. Zambia-Ausschuß bleiben vorerst unverändert erhalten, ebenso wie die beiden Projektfinanzierungssysteme. Die Vertretung des Zambia-Ausschusses bzw. Naluyanda-Beirats im Kuratorium ist noch zu diskutieren. Deutlich werden in der Sitzung die unterschiedlichen Funktionen des Naluyanda-Beirats = Beirat, Zambia-Ausschusses = Entscheidungsgremium mit der GM-Geschäftsstelle als Schaltstelle zwischen Team und Ausschuß.

u. Nal.
beirat

2. Verständnis der beiden GM ihrer Arbeit in Zambia

Es zeigten sich einige Unterschiede zwischen den beiden GM im Verständnis von "missionarischer" Arbeit :

GM-West: christliche Agency, die mit den Partnern in der Dritten Welt im Sinne von Entwicklung arbeitet, Veränderungen herbeiführen will. Ökumenisch offen, fachspezifisch orientiert, VertragsnehmerInnen nicht notwendigerweise Christen. Partnerschaft mit der Kirche beschränkt sich auf finanzielle Unterstützung (Auto) der Laienfortbildung in der Südprowinz. UCZ aber kein Partner im juristischen Sinne.

GM-Ost: missionarische Arbeit heißt, 7 Tage die Woche mit den Händen zu predigen und ökumenisch offen zu sein für alle Denominationen um Naluyanda herum. Solidarität mit den Armen muß in der Arbeit zum Tragen kommen, auch wenn offen ist, was das heißt, wenn die Zielgruppen eher Wohlstand als Solidarität anstreben. Dieser Ansatz erfordert Leute, die sich mit der Geschichte von Gossner und ihrem Verständnis identifizieren, also Christen, und einen christlichen Partner in Zambia.

3. Welche Vertragsgrundlagen sind in Zukunft anzustreben?

GM-West arbeitet von Anfang an mit der Regierung zusammen, das Abkommen ist am 20.5. für weitere 5 Jahre verlängert worden. Aus der Sicht von Wilhelm Damm sollte die GM als christliche Organisation nur mit einem staatlichen (oder neutralen) Partner arbeiten, nicht jedoch mit der Kirche.

GM-Ost acht sich als Partner den Christian Council of Zambia ausgesucht, steht trotz bürokratischer Hürden nach wie vor dahinter, GRZ als Partner war nie angestrebt worden. 1992 läuft der Vertrag mit CCZ aus, die Geschäftsstelle sieht keinen Grund, die Zusammenarbeit nicht fortzusetzen.

Es wird von allen akzeptiert, daß 2 Projekte 2 verschiedene Partner haben können.

Erfahrungen auf der praktischen Arbeitsebene mit den jeweiligen Partnern werden ausgetauscht, Frust ist auf beiden Seiten da.

Das Abkommen mit GRZ verschafft GSDP finanzielle Vorteile (zollfreier Import), von denen Naluyanda zwar praktisch profitiert, was mit GRZ formal aber nicht geregelt ist. Ansonsten leisten beide Partner bei weitem nicht, was eigentlich vereinbart ist.

Wir diskutieren unterschiedliche Herangehensweisen :

- pragmatisch vorgehen, den Partner nicht überfordern, Leistungen (Bezahlung für Arbeitserlaubnis z.B.) selbst erbringen, Partnerschaft mit dem nationalen Partner (GRZ/CCZ) auf formaler Ebene, in der täglichen Arbeit mit verschiedenen Partnern arbeiten, gemeinsame Ziele formulieren, lokale (Dorf/Distrikt) Partner (z.B. Gruppen) fördern bzw. lokales "institution-building" unterstützen, scharf trennen zwischen nationalem Partner (der einem die Arbeit im Lande ermöglicht) und lokaler Zielgruppe, die man entwickeln will.
- im Gegensatz dazu: Partnerschaft nicht formal sehen, sondern ernst nehmen, Vereinbarungen einfordern (z.B. Zollfreiheit), gemeinsame Ziele anstreben.

4. Kommunikation zwischen Naluyanda und GSDP

Privat hat es schon manche Kontakte, Besuche zwischen den beiden Teams gegeben. Nach der Vereinigung - 2 Projekte unter einem gemeinsamen GM-Dach - wollen wir Schritte hin zu einer regelmäßigen Kommunikation/Austausch von Arbeitserfahrungen einleiten.

Wir beschließen:

- Naluyanda an Radiokontakt mit Lusakabüro anbinden, Jochen will Möglichkeiten und Kosten herausfinden.
 - regelmäßige Team-meetings für alle GMler jew. abwechselnd in Naluyanda bzw. Nkandabbwe.
- Wichtig: a) Erfahrungsaustausch, b) Beschränkung auf Diskussion, was wir der GM empfehlen wollen. Programmfragen/Zieldiskussionen auf die jeweiligen Staff Meetings mit den zambischen Kollegen verweisen. Teams als Advisory Board für die Geschäftsstelle bzw. Ausschuß bzw. Beirat, kein Policymaking Body.
- uns am 27.9.91 zum erstenmal offiziell in Nkandabbwe zu treffen.

5. Die zukünftige Rolle des Liaison Office nach der Zusammenlegung der beiden Geschäftsstellen

W. Damm verkündet die neue Rolle des Liaison Office: repräsentatives Büro, Schaltstelle zw. Projekten, Berlin und Behörden im Lande. Eine neue Aufgabenbeschreibung wird vorbereitet. Mrs. Kapooria ist darüber informiert, ihr Vertrag wird verlängert um 1 Jahr. Die Stelle wird dann neu besetzt. Der Empfehlungskatalog des Teams (W) bzgl. Lusakabüro wird vom Vertreter der Geschäftsstelle West kommentarlos entgegengenommen und dem ZA-Ausschuß zur Beratung vorgelegt werden. Eine sich anbahnende Personaldiskussion wird von ihm entschieden abgebrochen und die Sitzung endet vorzeitig in einer atmosphärischen Störung, nachdem sie bis dahin entspannt und harmonisch verlief. So haben wir noch Zeit genug, die Häppchen zu garnieren für den großen Empfang am Abend.

Gisela Jast
Gisela Jast

cc: alle TeilnehmerInnen, Zambia-Ausschuß

MINUTES OF THE GOSSNER MISSION TEAM MEETING HELD AT
NKANDABWE ON 28.6.1991

91.8.1. ATTENDANCE

Present Frieder Bredt
 Gisela Just
 Manfred Schuhmacher
 Harald Nicolay (secretary)
 Wilhelm Damm (GM Berlin)

Absent Winfried Diete
 Haja Kapooria

Eingegangen

11. Juli 1991

Erledigt:.....

91.8.2. AGENDA

1. Staffing: female extension & VSP
2. Gabis collaboration in GSDP and team
3. W. Ngandus replacement (postponed)
4. Finance of GSDP from GM
5. Transport allowance team members
6. Procurement of equipment (postponed)
7. Electrification of Nkandabwe Camp
8. Child labour at Buchi and elsewhere (postponed)
9. Radio system Buleya malima (cancelled)
10. Visits to German by Zambian colleagues (postp.)
11. Rev. Riegers visit
12. Ulrichs final report (postponed)
13. Any other matter

91.8.3. Correction of Minutes of 24.4.1991

Top 5: Absatz 4, letzter Satz, soll heissen:
"Im Extremfall muss die Gossner Mission
zusätzliche Gelder frei machen, um der vertraglichen
Verpflichtung nachzukommen, angemessenen Wohnraum für
ihre Entwicklungshelfer zur Verfügung zu stellen."

Top 7: Dritte Zeile soll heissen:
"Es wurde beschlossen der Geschäftsstelle
vorzuschlagen:"

Top 9: Der neueste Stand der Dinge:
GM hat letztendlich - wie geplant - VSP K 47.000
zur Verfügung gestellt. GM und VSP haben jeweils K 40.000
zum Planieren bezahlt. Der GM Anteil wurde inzwischen der
GRZ in Rechnung gestellt.

91.8.4. Staffing

1. Female Extension:

The TOR rewritten by Frieder were discussed at
length. Some modifications were agreed upon which will be
implemented by Frieder.

It was eventually suggested - and later mutually agreed - that the female adviser should be recruited under a local contract with the project, financed by GM. Frieder explained the procedure adopted by the GTZ which seems - largely - also applicable to GM. The local contract holder would thus get an adequate local salary and a reasonable forex topping up outside Zambia. Wilhelm will take this recommendation to Berlin.

The existing team would like to take the opportunity to invite the new lady colleague into the team.

It was also discussed who would pay the salary of an eventual assistant to the new adviser. It was strongly recommended, that the assistant is put on GM payroll.

2. VSP:

Two candidates will be interviewed in Lusaka by Frieder, Haja and Wilhelm. It is mutually agreed - and strongly recommended - that for social and atmospheric reasons - preference is given to a married candidate, if at all possible with children.

Wilhelm has reported on progress and procedure concerning this staffing matter from Berlin.

91.8.5. Gabys Collaboration with GSDP

Due to sickness, Gaby was prevented to take part in the meeting. As stated in earlier minutes, she is principally prepared to take on the treasurers position.

Frieder thinks that a "half position" would entail about 3 work days at Nkandabwe camp per week for the treasurer.

The Nicolays think, that there should be additional transport made available, as a responsible and satisfactory engagement of the adviser in Buleya Malima may not be possible if there is only transport during 2 days per week (officially most GRZ offices etc. work on a 5 day per week basis). However, the Nicolays adopted a very compromising attitude in this matter and made some suggestions which will entail very little financial input from GM. The details will not be elaborated here. Prerequisites from Nicolays point of view would be an adequate transport allowance, i.e. sufficient kms and adequate km-rate and at least a one-year contract. It was further urged, that relevant decisions are taken early enough to avoid transport bottlenecks.

Gisela urged that an overlap period of at least 4 weeks should be arranged to provide sufficient opportunity to the new treasurer to be familiarized with the job. She reported that she received no salary from GM during her introduction time. Harald pointed out that this practice would be unacceptable. No money - no work. Gisela also pointed out, that she is working on a full time basis since a few months.

Since Gisela intends to cease work on the 15.10.1991. Frieder recommended that the new treasurer commences work on the 15.9.1991.

Wilhelm has taken ^{n detailed} ~~the~~ notes and will take the matter up in Berlin. He promised to send a contract proposal for the position of treasurer (based on Gaby as the candidate) as soon as possible.

91.8.6. Transport Allowance for Team Members

Frieder has prepared a memorandum outlining the costs incurred when operating a vehicle in the Gwembe valley. It was agreed, that he would address an application for higher km rates to Berlin. He will urge for a very quick decision. Presently team members are heavily subsidising their vehicles. In his request, Frieder is strongly backed by all team members.

91.8.7. GM Transport Assistance

GM transport assistance for church groups and football clubs and other social activities was described in some detail by Manfred.

It was agreed, that in future, GM transport assistance will be restricted to 25 % of transport costs.

91.8.8. Rev. Riegers Visit to Gwembe Valley

Rev Riegers visit is unanimously seen as a positive contribution to the working relationship between GM Berlin and the Gwembe valley.

91.8.9. Finances of GSDP from GM

The budget 1991 plus the additional activities planned for 1991 will be covered by the Kwachas realized in 1991.

GM will finance the budgeted 3 motorbikes and the GM share of electrification of Nkandabwe and Sinazeze in 1991.

91.8.10. Students from Germany

Wilhelm explained, that 2 students have applied to carry out studies within GSDP. Their work will be monitored by University of Berlin as part of their curriculum.

The team principally agrees to accommodate students within GSDP, to carry out study related practical work.

91.8.11. Any Other Matter

Wilhelm received a letter from the GM drivers. To address a letter directly to a visitor is not the correct procedure. The letter was briefly discussed and it was decided, that the matter is pursued further by the chairman.

The meeting started at 9.30 hours and closed at 15.20 hours. There followed an informal discussion until 18.30 hours.

The minutes have been rearranged slightly to facilitate comprehension.

responsible: Harald Nicolay

Buleya Malima / 29.6.1991

MINUTES OF THE GOSSNER MISSION TEAM MEETING HELD AT
NKANDABWE ON 15.6.1991

91.7.1. ATTENDANCE

Present Frieder Bredt
 Gabriele Nicolay
 Gisela Just
 Manfred Schuhmacher
 Harald Nicolay (secretary)
 Wilhelm Damm (GM Berlin)
 Bernd Damm (visitor)
 Gottfried Rieger (GM Berlin)

Absent Winfried Diete
 Haja Kapooria

Eingegangen

11. Juli 1991

Erledigt:.....

91.7.2. AGENDA

1. Berlin report
2. Driver GRZ Land Rover
3. Salaries & allowances GM staff
4. Finances GM
5. Renovation of houses
6. Cooperation GM ./ GRZ
7. New programmes
8. Planning workshop

91.7.3. Berlin Report

Mr Rieger explained and described the progress in the unification process of GM east and west in Germany. So far unification has been executed harmoniously - no jobs had to be sacrificed. A new Kuratorium, with 24 members, will be elected in Jan. 1992.

Wilhelm reported on Berlin HQ matters. GM will have to shift offices in the near future.

91.7.4. Driver GRZ Land Rover

1. A Land Rover (110 station, diesel) will be supplied by the PAO Choma by the 19.6.1991. ?
2. Frieder reports that there will be a special budget for the Landy. This will automatically limit the use of the vehicle. A log book will be kept. The amount budgeted for '91 is K 135.000. Frieder assumes, that an additional amount will come from GM.
3. Manfred warned of various misuse options.
4. Mr Morris told Frieder, that a certificate of competence is not necessary presently.
5. The Landy will be repaired and serviced by PAO for first 3 months after delivery.
6. Frieder suggested, that one of the GM drivers, presently without a car, takes over GRZ Landy. Manfred

opposes this and suggests that GRZ supplies driver and takes full financial and management responsibility. After lengthy discussions it was decided, that Ba Adam Siandabile will take over the GRZ Landy - to be paid from project account.

91.7.5. Salaries and Allowances GM Staff

According to Gisela, UZC pays slightly higher salaries than GM. Frieder states, that he assumes same salaries and allowances for GRZ and GM staff within GSDP should be applicable. This should exclude VSP and BMIS, which are separate entities and structured differently. Frieder suggests that we adopt GRZ allowances. Manfred states that GRZ allowances are unrealistically high.

It is agreed that this issue will be discussed again. Gisela will prepare a memorandum giving some examples of allowances and salaries to clarify the issue and to facilitate discussions.

To wait until after elections!

91.7.6. Finances GM

This issue was withdrawn by Gisela. ✓

91.7.7. Renovation of Houses

1. Frieder briefly introduced the topic by repeating point three of the team minutes of 24.4.1991. Manfred mentions that a lot has been spent on Lusaka houses and now some money should be budgeted to improve housing conditions of GM staff in the valley.

Wilhelm, after some introduction, suggested that a list is prepared to substantiate requests for improvements and repairs to houses in the valley. The list should outline priorities.

Houses which presently need attention: Nicolay (Buleya Malima), counterpart W. Diete, Nkanchindu, reverend, Schuhmacher.

2. The takeover of houses by new expatriate colleagues was discussed. A few months prior to vacating a house, an inspection is made^{by whom?} together with the GM chairman. Berlin gets a brief report on condition and constraints, to prepare the new user.

91.7.8. Cooperation GRZ ./ GM

This issue was discussed at length. Wilhelm warned, that GM funds are limited and that GRZ funds may become vital to GSDP efforts.

It was agreed, that administration overheads are kept to a minimum at GSDP.

Frieder suggested that a clerical officer is seconded to GSDP from GRZ. This was opposed by Manfred and Gisela. Wilhelm urged, that the alternative options of an additional GRZ officer in administration are thoroughly discussed and investigated, prior to an appointment. It was then agreed, that until GRZ shows stronger financial participation, the governments administrative involvement in GSDP should not be increased.

The role of senior GSDP staff was discussed at length. Wilhelm stressed the importance of preparing clear terms of references for all senior GSDP staff.

91.7.9. New Programmes

Frieder detailed the new programmes as proposed in the 1992 budget - due for handing in, at very short notice, early next week. New projects mentioned:

1. - Electrification of Sinazeze and Nkandabwe
Manfred informed, that the EEC had pledged to fund a substantial portion of the electrification programme.

2. - GSDP House in Sinazongwe
Frieder proposed to shift GSDP administration to Sinazongwe in the long term, to be closer to the BOMA government. Wilhelm inquired about the financial consequences. Manfred is strictly against shifting any portion of GSDP to Sinazongwe. According to Manfred there is no need as far as conditions of houses etc. are concerned. GSDP is already at 3 sites (Nkandabwe, Buleya Malima, Nkanchindu) and further decentralisation would presently be very costly. He maintains, that the money could be better spent at the moment. Gisela and Harald largely support Manfreds doubts. Wilhelm pointed out, that decentralisation has been a focus of discussion since the beginning of project inception. Harald wonders if the term decentralisation is not misinterpreted. He thinks decentralisation should be aimed at the target population (in remote areas?) - rather than at government centres far removed from the plights and needs of the rural population. Eventually it was agreed to take the Sinazongwe house out of the budget.

3. - Dryland Farming
Wilhelm assumes that a feasibility study costs DM 5000.- to 7000.- if carried out by Brot für die Welt. Frieder is writing the new terms of reference for a feasibility study.

4. - Church Programme
Frieder introduced his ideas.
Gisela suggested, that a woman should be recruited. She should do social work related to improvement of living and social conditions of women, children and girls of the community. It was generally agreed, that awareness building within the communities is to be developed by the future person.

✓ These funds are available at HQ.

Wilhelm recommended, that a written project proposal is prepared, after discussions within the team, staff and other bodies and that the programme is entered not before the 1993 budget.

91.7.10. Planning Workshop

- Berlin should be represented at workshops. Setting a date should therefore be coordinated with Berlin.
- A planning workshop will be held in the first half of next year.

91.7.11. Agenda Points not Covered

Due to limited time the following agenda points were not covered:

- Liaison office Lusaka
- Staffing of female extension
- Replacement of Fam. Schuhmacher-Just
- Procurement of equipment
- electricity for Nkandabwe camp ✓
- correction of minutes of 24.4. and 7.6.91
- cooperation HQ Berlin ././ valley ././ Lusaka
- Transport allowance GM team members ✓
- Child labour at Butchi and elsewhere

The meeting started at 9.30 hours and closed at 18.10 hours.

The minutes have been rearranged slightly to facilitate comprehension.

responsible: Harald Nicolay

Buleya Malima / 16.6.91

MINUTES OF THE GOSSNER MISSION TEAM MEETING HELD AT
NKANDABWE ON 7.6.1991

91.6.1. ATTENDANCE

Present Frieder Bredt
 Gabriele Nicolay
 Gisela Just
 Manfred Schuhmacher
 Harald Nicolay (secretary)

Absent Winfried Diete
 Haja Kapooria



91.6.2. AGENDA

1. pool car
2. guest house Lusaka
3. medical back-stopping Lusaka
4. Lusaka liaison office
5. photo copier Buleya Malima
6. car transfer/ importation
7. external representation, i.e. GM terminology
8. responsibilities of team members
9. cooperation between GRZ and GM
10. welcoming party for new team members
11. timetable of visitors
12. team minutes

91.6.3. CORRECTION of Team Minutes of Nov./Dec. 91

- Staff meeting - should read: team meeting.
- Should read: Nov./Dec. 1991.
- 1.1. - There has not been an opportunity to prepare an information booklet dealing with external representation of GM to date. This matter is to be discussed again.
- 1.2. - Cash transfer - should read: bank transfer
- 1.3. - Berlin must regularly indicate details of special funds, i.e. designation and amount. Money should only be transferred at the request of the project.
- 1.4. - This matter will be followed up. Winnie will look into radio phone.
- 2.2. - Ba Julius is now working with Ba Allan on water project.
- 2.3. - Correction: driver should not be dismissed
- 2.4. - Handing over as soon as new pool car becomes available. Change of ownership after red book has been changed into blue book.
- 2.4.iv. - This was not discussed.
- 3.1. - Government employees pay rent to GRZ for use of GRZ houses - the appropriate amount is automatically deducted from their salary. Renovation for two houses has been budgeted - the last part of the sentence is to be omitted.
- 4.1. - To be followed up with Wilhelm.

- 4.2. - The team explicitly decided, that an expatriate should take over the female extension position.
- 6.1. - It was agreed, that Mr Masowe will fully pay for the items.
- 6.3. - Must be discussed with Wilhelm.
- 6.5. - Winnie will apply for external funds at various donors.
- 6.7. - An expatriate under present terms of reference (half salary, no vehicle ...) can't be found. The 3. sentence should be omitted.
7. - Winnie is second signatory for both Choma accounts. Gisela is not a signatory for transport account. The new chairman will also be signatory to both Choma accounts. Limit for Choma project account cheques with one signature is raised to: K 50.000. For Choma transport account it is raised to: K 100.000.
8. - Handing over notes by outgoing chairman were discussed.

The minutes of the team meeting of 24.4.1991 will be discussed at next team meeting.

91.6.4. TEAM MINUTES

Frieder has no past minutes from recent years. They will be copied as soon as new copier is operational at BMIS (Buleya Malima Irrigation Scheme).

91.6.5. POOL CAR

Pool car management was discussed at length. Manfred and Frieder will agree on management strategy.

91.6.6. GM LIAISON OFFICE LUSAKA

1. Guest House: A discussion paper has been presented by Harald. The team (Frieder, Gisela, Manfred) will formulate opinions and requests prior to the next team meeting and hand them to Wilhelm.
2. Accounts: The team is interested to see the financial statement for 1990 and 1991 - including the accounts kept for the guest house.
3. Medical Back-Stopping: The team requests, that the various treatment options available to team members during emergencies in Lusaka are outlined. Appropriate names, addresses and tel. numbers of pertinent doctors and hospitals etc. should be regularly updated.
4. Diesel Stock: The team requests, that an emergency stock of 200 l of Diesel is kept at their disposal in Lusaka.

5. Lusaka Pool Car: The team asks for detailed financial and km accounts for the vehicle.

6. Job description liaison officer: A new job description should be discussed with Wilhelm to facilitate smooth cooperation between the liaison office and respective field staff.

91.6.7. CAR DELIVERY

Manfred read handing over notes from Haja. 3 vehicles are en route from Durban to Lusaka. Mr Chibescha will monitor arrival and will inform valley. He will pursue appropriate clearing procedure, without driving the GM vehicles assigned to Frieder and Harald.

91.6.8. EXTERNAL PRESENTATION OF GM

A new letter head has to be created and printed.

91.6.9. PHOTO COPIER

Harald will install the copier in Buleya Malima. He will purchase an adequate table or stand. Manfred informed, that the carpenters at Sinazeze may have a suitable table.

91.6.10. TIME TABLE VISITORS

Wilhelms visit was discussed in detail, Frieder compiled a time table.

91.6.11. CREDIT to METAL WORKSHOP

The maximum credit to the Siabaswi workshop will be K 20.000 - incl. K 4.000 for transport.

91.6.12. RESPONSIBILITIES

1. Manfred is in charge of road construction.
2. Frieder will monitor activities of Ba Allan.
3. Frieder will continue to monitor the accounts of the Nkandabwe workshop.

91.6. 13. IBEX HILL MEETING

Frieder has called a meeting on the 5.7.1991 at Ibex Hill to discuss the following:

1. understanding of GM team of work undertaken in Zambia.
2. Discuss basics pertaining to contract matters between GM and GRZ and CCZ respectively.

3. Future tasks and roles of liaison office in Lusaka.
4. Cooperation of GM contract holder in Zambia.

All Zambian GM project staff, Haja, Wilhelm and Fredericke Schulze will take part.

Due to limited time the following agenda points were not covered:

- Driver for GRZ Land Rover.
- GM transport assistance.
- Salaries and allowances of GM staff.
- Finances of GM.
- Renovation of houses.

The meeting started at 9.10 hours and closed at 17.40 hours.

The minutes have been rearranged slightly to facilitate comprehension.

responsible: Harald Nicolay

Buleya Malima / 8.6.91

Teammeeting am 24.04.91 in Bulea Malima

Eingegangen

11. Juli 1991

Erledigt:.....

Teilnehmer:

Winnie Diete
Harald Nicolay
Gabi Nicolay
Manfred Schumacher - Just
Gisela Just
Frieder Bredt

Es wurde bedauert, daß Haja Kapooria nicht anwesend ist und Haja nicht richtig informiert werden konnte. Dieses Meeting wurde kurzfristig einberufen, um Frieder die Möglichkeit zu geben, gemeinsam mit allen Teammitgliedern im Tal anstehende Punkte anzusprechen.

Tagesordnung:

- 1) Protokoll des letzten Sitzung
- 2) Abholen der neuen Autos aus Südafrika
- 3) Finanzen und Renovierung der Häuser im Camp und Bulea Malima
- 4) Rolle des GSDP Koordinator
- 5) Erwartung an die Gossner Mission und die Kollegen vor Ort
- 6) Unterschriftsberechtigung des Team Chairman
- 7) Nachfolge der Treasurer
- 8) External Account
- 9) Nicht budgetierte Mittel
- 10) Gästehaus in Lusaka
- 11) Nicolays Sicherheitsposition
- 12) Planungsworkshop
- 13) Photokopierer
- 14) Protokoll des Zambia - Ausschusses vom 8.03.91

TOP 1: Protokoll des letzten Sitzung

Das Protokoll des letzten Teammeetings lag nicht vor, obwohl das Meeting im Dezember 1991 in Anwesenheit von W. Damm, dem Zambia Referenten, gehalten wurde und wichtige Punkte angesprochen worden waren. Der Chairman wurde beauftragt sich mit Haja Kapooria in Verbindung zu setzen und nach dem Protokoll zu fragen.

Das Team möchte beim Besuch von Wilhelm Damm, der vom 11.06.91 für 4 Wochen hier sein wird, die Position von Haja zum Team und GSDP ansprechen.

TOP 2: Abholen der neuen Autos aus Südafrika

Haja ist gebeten worden verschiedene Angebote mit verschiedenen Möglichkeiten für den Transport der neuen Autos von Südafrika nach Zambia einzuholen. Die 3 Möglichkeiten sollen sein:

- A) Selber in Südafrika abholen und nur die Zollformalitäten von einer Agentur gemacht.
- B) Die Agentur fährt die Autos auf eigener Achse nach Zambia.

C) Die Agentur verlädt die Autos auf einen Lastwagen.

Harald hatte schriftlich und Manfred mündlich Information über mögliche Agenturen an Haja gegeben, so daß sie jetzt die Quotationen besorgen muß. Haja hat sich schon darum gekümmert, aber bisher noch keine Antwort erhalten. Entscheidung ist bald nötig, da das erste Auto (Pool Car) schon Ende April in Südafrika erwartet wird.

Zur Klärung für die neuen Mitarbeiter wurde festgestellt, daß das Lusaka Büro für die Beschaffung für das Projekt eingeschaltet werden kann. Dies ist ein Teil der Aufgaben des Lusaka Büros! Private Einkäufe sollten aber möglichst gering gehalten werden.

TOP 3: Finanzen und Renovierung der Häuser im Camp und Bulea Malima

Im Gossner Budget 1991 - es wurde dabei davon ausgegangen, daß es kein GRZ Budget für GSDP 1991 geben wird - wurden nur die Renovierungen der beiden Häuser für Chairman und Winnie vorgesehen. Es mußten aber jetzt schon das Haus des GSDP Koordinators und das Haus für Gabi und Harald in Bulea Malima renoviert werden, dadurch ist dieser Punkt des Budgets schon um fast K 40,000 überzogen und weitere Renovierungsarbeiten sind noch unbedingt nötig.

Es wurde beschlossen:

- 1) Nach Giselas Urlaub wird sie mit Frieder einen Vorschlag zur Verschiebung von Positionen innerhalb des Budgets ausarbeiten.
- 2) Das Regierungsbudget 1991 soll auch für die Renovierungsarbeiten Gelder zur Verfügung stellen.
Frieder wird mit dem Koordinator ein neues Budget 1991 für die Regierungsgelder (knapp K 800,000) aufstellen.
- 3) Es muß herausgefunden werden, ob die Gelder, die für Bulea Malima im GRZ Budget (Yellow Book) 1991 stehen, aber nicht unter der GSDP Nummer, ob diese Gelder auch für Hausrenovierung und Trinkwasser genutzt werden können.

Die Trinkwasserversorgung in Bulea Malima muß weiter besprochen werden, nachdem Harald eine bessere Übersicht hat.

TOP 4: Rolle des GSDP Koordinators

Frieder beschrieb kurz seine Vorstellung der Rolle des jetzigen Koordinators:

- er soll weiterhin als GSDP Koordinator angesprochen werden
- er soll die Staff - Meetings leiten
- er muß der disziplinarische Vorgesetzte der sambischen Mitarbeiter der Regierung bleiben
- er soll in Managemententscheidungen mit einbezogen sein
- an der Stellenbeschreibung, wie sie mit der PAO im Dezember ausgearbeitet wurde, soll erst mal nichts geändert werden.
Es soll ihm aber klar sein, das eine Änderung angestrebt wird, sobald es sich zeigt, daß er fähig ist mehr Verantwortung sinnvoll zu übernehmen

- es darf im Management des Projektes keine Zweigleisigkeit mehr auftreten. Alle offiziellen Briefe müssen Frieder zur Kenntnis gebracht werden. GRZ Gelder dürfen nur mit Genehmigung von Frieder ausgegeben werden.

Manfred wies nochmal auf die Verhandlungen mit dem PAO hin und auf den Brief des PAOs in dem dieser die neue Stellenbeschreibung akzeptierte.

TOP 5: Erwartung an die Gossner Mission und die Kollegen vor Ort

Wilhelms Brief, in dem er seinen Unmut über den schlechten Zustand des Hauses für die Nicolays bei ihrer Ankunft in Zambia Ausdruck gibt, wurde als Anlaß genommen, über die Erwartungen an einander zu sprechen. Bisher war es den Teammitgliedern nicht klar, wer wirklich für die Übergabe von Haus und Möbeln so wie auch Arbeitsplatzübergabe (Akten und Handing-Over-Notes) verantwortlich ist.

Es wurde festgestellt:

- in Zukunft muß dies der Chairman *H. von Hellwies* und - wenn vorhanden - der Nachfolger zusammen machen.

Für das Haus in Bulea Malima waren keine Gelder im Budget 91 vorgesehen gewesen, auch sollte es eigentlich aus Geldern von Bulea Malima in Stand gehalten werden.

Es wurde entschieden: *erläßt sich*

Die Gossner Mission ist für die Renovierung der Häuser verantwortlich, in die die Teammitglieder einziehen und muß dafür auch das Geld zur Verfügung stellen, auch wenn es offiziell Aufgabe der sambischen Regierung ist. Im extrem Fall muß die Gossner Mission zusätzliche Gelder frei machen, da jedem Arbeitnehmer der Gossner Mission in Zambia 18% des Gehaltes als Miete abgezogen wird. *Frei*

Nach längerer Diskussion wurde die Bitte an die Gossner Mission in Berlin ausgesprochen, daß der Autokauf für neue Mitarbeiter die erste Frage nach der Vertragsunterzeichnung sein soll. Arbeitsplatz und Auto sind engstens mit einander verbunden. Das Team wird sich natürlich um Übergangsregelungen vor Ort bemühen.

Harald wird sich für die nächsten Monate einen halben Tag pro Woche mit Greenwell, den Assistant Transport Officer, beschäftigen, um die Instandhaltung der Autos zu verbessern.

TOP 6: Unterschriftsberechtigung des Team Chairman

Gisela wird einen Brief an die Banken schreiben, so daß Frieder die Unterzeichnungsberechtigung für das Transport- und das Projektkonto bekommt.

TOP 7: Nachfolge der Treasurer

Gisela hat mit Gabi über ihre Nachfolge gesprochen. Gabi ist grundsätzlich bereit die Kassenbücher zu führen.

Es wurde beschlossen:

- Es soll eine Stellenbeschreibung für Gabi ausgearbeitet werden, die Gabi als Agrar-Ingenieurin einsetzen soll. Schwerpunkt sollte sein: Baumschule und Verbreitung von Baumsetzlingen zur Erosionkontrolle. Dies sollte erste Priorität sein.
- So lange es keine/n NachfolgerIn für Gisela gibt soll Gabi diese Aufgabe erstmal übernehmen.

TOP 8: External Account

Es gab früher ein External Account der Gossner Mission in Choma bei Standard Bank. Es wurde vor 2 Jahren nach Lusaka Barclays Bank transferiert. Frieder soll sich an Haja wenden, um heraus zu finden wo dieses Account jetzt ist.

TOP 9: Nicht budgetierte Mittel

Sikaneka Road wurde mit EG Mitteln gebaut. VSP und Gossner Mission steuerten je K 60,000 und K 100.000 bei plus der 30% Selbstbeitrag der Bevölkerung.

Es wurde beschlossen:

Von den K 160,000 der Gossner Mission und VSP K 80,000 der EG noch in Rechnung zu stellen - Geld von der EG ist dafür vorhanden - Diese K 80,000 sollen dann für das Gradeschieben der Straße von Kanshindu nach Siameja benutzt werden. Zusätzlich müssen K 20,000 bis K 30,000 noch aufgebracht werden, um Schäden an der Straße nach Kafwambila auszubessern. Der Koordinator soll einen Brief mit diesem Inhalt an die Boma schreiben.

TOP 10: Gästehaus in Lusaka

Frieder soll mit Haja über die Installation der Waschmaschine im neuen Gästehaus sprechen und sehen, daß alle Stecker in der Gästehäusern auch für Kinder sicher sind.

TOP 11: Nicolays Sicherheitsposition

Wenn Harald mit dem Auto für mehrere Stunden oder über Nacht außerhalb von Bulea Malima ist, muß für Gabi und die Kinder Transport für den Notfall verfügbar sein.

Es wurde beschlossen:

- Wenn Harald nicht da ist, soll der Scheme-Lastwagen für den Notfall eingesetzt werden. Wenn vorhersehbar ist, daß der Scheme-Lastwagen auch nicht in Bulea Malima ist, muß das Pool-Auto von Nkandabwe nach Bulea Malima gebracht werden.
- Es muß herausgefunden werden, ob es möglich ist den Radiokontakt, der in Kanshindu war, nach Bulea Malima zu verlegen.

TOP 12: Planungsworkshop

- Wilhelm erwartet, daß ein Planungsworkshop Anfang Juli statt finden soll, der sich in erster Linie mit dem Planungsdokument, welches Ulrich Luig 1990 erarbeitet hatte und das in Berlin überarbeitet wurde, auseinander setzen sollte.
- Es wurde beschlossen:
 - Den Workshop nicht im Juli zu halten weil:
 - 1) weil Manfred und Gisela jetzt für 3 Wochen in Urlaub sind und Winnie von Ende Mai an für 4 Wochen auch Urlaub nimmt.
 - 2) Harald und Frieder, sowie der neue Koordinator die einzelnen Teile von GSDP sowie das Zusammenspiel dieser Teile besser kennen lernen muß.
 - 3) Die Zusammenarbeit zwischen GSDP Koordinator und Frieder erst klar erarbeitet werden muß, um nicht in solch einem Workshop in Probleme hineinzurennen.
 - 4) Das Agreement zwischen Gossner Mission und GRZ erst wirklich unterschrieben sein soll.
 - 5) Als wichtigsten Punkt. Es müssen erst noch einiges an "Hausaufgaben" gemacht werden. - Besetzung des Female Extension Programmes; Ausarbeitung eines Dryland-Farming Konzeptes; Frage nach Winnies zukünftigen Counterparts und Vorstellung der zukünftigen Einbeziehung des Small Scale Village Industrie in lokale Strukturen; Einleitung der VSP Evaluierung; es deutet sich an, daß es sehr viel mehr Schwierigkeiten mit Bulea Malima geben wird, als es in den Dokumenten von Belayet erwähnt wird. Viele Angaben sind viel zu optimistisch. -
 - Das Planungsdokument an den PAO, Planning Division und Agricultural Departement im Ministerium für Landwirtschaft und an die Distriktverwaltung in Sinazongwe mit einem Begleitschreiben zu schicken. Im Begleitschreiben soll um Kommentare zu dem Planungsdokument gebeten werden und darauf hingewiesen werden, daß das der Stand der Diskussion zum Ende 1990 war.
- Ein Planungsworkshop soll für September 91 geplant werden.

TOP 13: Photokopierer

Es wurde beschlossen:

Der Photokopierer soll nach Bulea Malima gestellt werden, um ihn ein wenig dem ständigen Zugriff von Leuten außerhalb des Projektes zu entziehen. Bulea Malima hat auch Strom, was dem Kopierer bestimmt besser tut als ihn über einen Generator laufen zu lassen.

Gabi und Harald werden sich über die Aufstellung des Kopierers noch genauer unterhalten. - Harald hatte sich während des Meetings ins Bett gelegt, da er seinen ersten Malaria Anfall hier in Zambia bekommen hat. -

TOP 14: Protokoll des Zambia - Ausschusses vom 8.03.91

Frieder versprach das Protokoll des Zambia - Ausschusses vom 8.03.91 zu photokopieren und an alle Teammitglieder weiter zu geben. Es fand keine Diskussion über das Protokoll statt.

Für das Protokoll verantwortlich:
Frieder Bredt

Photocopy

Teammeeting am 24.04.91 in Bulea Malima

Teilnehmer:

Winnie Diete
Harald Nicolay
Gabi Nicolay
Manfred Schumacher - Just
Gisela Just
Frieder Bredt

Es wurde bedauert, daß Haja Kapooria nicht anwesend ist und Haja nicht richtig informiert werden konnte. Dieses Meeting wurde kurzfristig einberufen, um Frieder die Möglichkeit zu geben, gemeinsam mit allen Teammitgliedern im Tal anstehende Punkte anzusprechen.

Tagesordnung:

- 1) Protokoll der letzten Sitzung
- 2) Abholen der neuen Autos aus Südafrika
- 3) Finanzen und Renovierung der Häuser im Camp und Bulea Malima
- 4) Rolle des GSDP Koordinator
- 5) Erwartung an die Gossner Mission und die Kollegen vor Ort
- 6) Unterschriftsberechtigung des Team Chairman
- 7) Nachfolge der Treasurer
- 8) External Account
- 9) Nicht budgetierte Mittel
- 10) Gästehaus in Lusaka
- 11) Nicolays Sicherheitsposition
- 12) Planungsworkshop
- 13) Photokopierer
- 14) Protokoll des Zambia - Ausschusses vom 8.03.91

TOP 1: Protokoll der letzten Sitzung

Das Protokoll des letzten Teammeetings lag nicht vor, obwohl das Meeting im Dezember 1991 in Anwesenheit von W. Damm, dem Zambia Referenten, gehalten wurde und wichtige Punkte angesprochen worden waren. Der Chairman wurde beauftragt sich mit Haja Kapooria in Verbindung zu setzen und nach dem Protokoll zu fragen.

Das Team möchte beim Besuch von Wilhelm Damm, der vom 11.06.91 für 4 Wochen hier sein wird, die Position von Haja zum Team und GSDP ansprechen.

TOP 2: Abholen der neuen Autos aus Südafrika

Haja ist gebeten worden verschiedene Angebote mit verschiedenen Möglichkeiten für den Transport der neuen Autos von Südafrika nach Zambia einzuholen. Die 3 Möglichkeiten sollen sein:

- A) Selber in Südafrika abholen und nur die Zollformalitäten von einer Agentur gemacht.
- B) Die Agentur fährt die Autos auf eigener Achse nach Zambia.

C) Die Agentur verlädt die Autos auf einen Lastwagen.

Harald hatte schriftlich und Manfred mündlich Information über mögliche Agenturen an Haja gegeben, so daß sie jetzt die Quotationen besorgen muß. Haja hat sich schon darum gekümmert, aber bisher noch keine Antwort erhalten. Entscheidung ist bald nötig, da das erste Auto (Pool Car) schon Ende April in Südafrika erwartet wird.

Zur Klärung für die neuen Mitarbeiter wurde festgestellt, daß das Lusaka Büro für die Beschaffung für das Projekt eingeschaltet werden kann. Dies ist ein Teil der Aufgaben des Lusaka Büros! Private Einkäufe sollten aber möglichst gering gehalten werden.

TOP 3: Finanzen und Renovierung der Häuser im Camp und Bulea Malima

Im Gossner Budget 1991 - es wurde dabei davon ausgegangen, daß es kein GRZ Budget für GSDP 1991 geben wird - wurden nur die Renovierungen der beiden Häuser für Chairman und Winnie vorgesehen. Es mußten aber jetzt schon das Haus des GSDP Koordinators und das Haus für Gabi und Harald in Bulea Malima renoviert werden, dadurch ist dieser Punkt des Budgets schon um fast K 40,000 überzogen und weitere Renovierungsarbeiten sind noch unbedingt nötig.

Es wurde beschlossen:

- 1) Nach Giselas Urlaub wird sie mit Frieder einen Vorschlag zur Verschiebung von Positionen innerhalb des Budgets ausarbeiten.
- 2) Das Regierungsbudget 1991 soll auch für die Renovierungsarbeiten Gelder zur Verfügung stellen.
Frieder wird mit dem Koordinator ein neues Budget 1991 für die Regierungsgelder (knapp K 800,000) aufstellen.
- 3) Es muß heraus gefunden werden, ob die Gelder, die für Bulea Malima im GRZ Budget (Yellow Book) 1991 stehen, aber nicht unter der GSDP Nummer, ob diese Gelder auch für Hausrenovierung und Trinkwasser genutzt werden können.

Die Trinkwasserversorgung in Bulea Malima muß weiter besprochen werden, nachdem Harald eine bessere Übersicht hat.

TOP 4: Rolle des GSDP Koordinators

Frieder beschrieb kurz seine Vorstellung der Rolle des jetzigen Koordinators:

- er soll weiterhin als GSDP Koordinator angesprochen werden
- er soll die Staff - Meetings leiten
- er muß der disziplinarische Vorgesetzte der sambischen Mitarbeiter der Regierung bleiben
- er soll in Managemententscheidungen mit einbezogen sein
- an der Stellenbeschreibung, wie sie mit der PAO im Dezember ausgearbeitet wurde, soll erst mal nichts geändert werden.
Es soll ihm aber klar sein, das eine Änderung angestrebt wird, sobald es sich zeigt, daß er fähig ist mehr Verantwortung sinnvoll zu übernehmen

- es darf im Management des Projektes keine Zweigleisigkeit mehr auftreten. Alle offiziellen Briefe müssen Frieder zur Kenntnis gebracht werden. GRZ Gelder dürfen nur mit Genehmigung von Frieder ausgegeben werden.

Manfred wies nochmal auf die Verhandlungen mit dem PAO hin und auf den Brief des PAOs in dem dieser die neue Stellenbeschreibung akzeptierte.

TOP 5: Erwartung an die Gossner Mission und die Kollegen vor Ort

Wilhelms Brief, in dem er seinen Unmut über den schlechten Zustand des Hauses für die Nicolays bei ihrer Ankunft in Zambia Ausdruck gibt, wurde als Anlaß genommen, über die Erwartungen an einander zu sprechen. Bisher war es den Teammitgliedern nicht klar, wer wirklich für die Übergabe von Haus und Möbeln so wie auch Arbeitsplatzübergabe (Akten und Handing-Over-Notes) verantwortlich ist.

Es wurde festgestellt:

- in Zukunft muß dies der Chairman und - wenn vorhanden - der Nachfolger zusammen machen.

Für das Haus in Bulea Malima waren keine Gelder im Budget 91 vorgesehen gewesen, auch sollte es eigentlich aus Gelder von Bulea Malima in Stand gehalten werden.

Es wurde entschieden:

Die Gossner Mission ist für die Renovierung der Häuser verantwortlich in die die Teammitglieder einziehen und muß dafür auch das Geld zur Verfügung stellen, auch wenn es offiziell Aufgabe der sambischen Regierung ist. Im extrem Fall muß die Gossner Mission zusätzliche Gelder frei machen, da jedem Arbeitnehmer der Gossner Mission in Zambia 18% des Gehaltes als Miete abgezogen wird. 12

Nach längerer Diskussion wurde die Bitte an die Gossner Mission in Berlin ausgesprochen, daß der Autokauf für neue Mitarbeiter die erste Frage nach der Vertragsunterzeichnung seien soll. Arbeitsplatz und Auto sind engstens mit einander verbunden. Das Team wird sich natürlich um Übergangsregelungen vor Ort bemühen.

Harald wird sich für die nächsten Monate einen halben Tag pro Woche mit Greenwell, den Assistant Transport Officer, beschäftigen, um die Instandhaltung der Autos zu verbessern.

TOP 6: Unterschriftsberechtigung des Team Chairman

Gisela wird einen Brief an die Banken schreiben, so daß Frieder die Unterzeichnungsberechtigung für das Transport- und das Projektkonto bekommt.

TOP 7: Nachfolge der Treasurer

Gisela hat mit Gabi über ihre Nachfolge gesprochen. Gabi ist grundsätzlich bereit die Kassenbücher zu führen.

Es wurde beschlossen:

- Es soll eine Stellenbeschreibung für Gabi ausgearbeitet werden, die Gabi als Agrar-Ingenieurin einsetzen soll. Schwerpunkt sollte sein: Baumschule und Verbreitung von Baumsetzlingen zur Erosionkontrolle. Dies sollte erste Priorität sein.
- So lange es keine/n NachfolgerIn für Gisela gibt soll Gabi diese Aufgabe erstmal übernehmen.

TOP 8: External Account

Es gab früher ein External Account der Gossner Mission in Choma bei Standard Bank. Es wurde vor 2 Jahren nach Lusaka Barclays Bank transferiert. Frieder soll sich an Haja wenden, um heraus zu finden wo dieses Account jetzt ist.

TOP 9: Nicht budgetierte Mittel

Sikaneka Road wurde mit EG Mitteln gebaut. VSP und Gossner Mission steuerten je K 60,000 und K 100.000 bei plus der 30% Selbstbeitrag der Bevölkerung.

Es wurde beschlossen:

Von den K 160,000 der Gossner Mission und VSP K 80,000 der EG noch in Rechnung zu stellen - Geld von der EG ist dafür vorhanden -. Diese K 80,000 sollen dann für das Gradeschieben der Straße von Kanshindu nach Siameja benutzt werden. Zusätzlich müssen K 20,000 bis K 30,000 noch aufgebracht werden, um Schäden an der Straße nach Kafwambila auszubessern. Der Koordinator soll einen Brief mit diesem Inhalt an die Boma schreiben.

TOP 10: Gästehaus in Lusaka

Frieder soll mit Haja über die Installation der Waschmaschine im neuen Gästehaus sprechen und sehen, daß alle Stecker in der Gästehäusern auch für Kinder sicher sind.

TOP 11: Nicolays Sicherheitsposition

Wenn Harald mit dem Auto für mehrere Stunden oder über Nacht außerhalb von Bulea Malima ist, muß für Gabi und die Kinder Transport für den Notfall verfügbar sein.

Es wurde beschlossen:

- Wenn Harald nicht da ist, soll der Scheme-Lastwagen für den Notfall eingesetzt werden. Wenn vorhersehbar ist, daß der Scheme-Lastwagen auch nicht in Bulea Malima ist, muß das Pool-Auto von Nkandabwe nach Bulea Malima gebracht werden.
- Es muß herausgefunden werden, ob es möglich ist den Radiokontakt, der in Kanshindu war, nach Bulea Malima zu verlegen.

TOP 12: Planungsworkshop

Wilhelm erwartet, daß ein Planungsworkshop Anfang Juli statt finden soll, der sich in erster Linie mit dem Planungsdokument, welches Ulrich Luig 1990 erarbeitet hatte und das in Berlin überarbeitet wurde, auseinander setzen sollte.

Es wurde beschlossen:

- Den Workshop nicht im Juli zu halten weil:

- 1) weil Manfred und Gisela jetzt für 3 Wochen in Urlaub sind und Winnie von Ende Mai an für 4 Wochen auch Urlaub nimmt.
- 2) Harald und Frieder, sowie der neue Koordinator die einzelnen Teil von GSDP sowie das Zusammenspiel dieser Teil besser kennen lernen muß.
- 3) Die Zusammenarbeit zwischen GSDP Koordinator und Frieder erst klar erarbeitet werden muß, um nicht in solch einem Workshop in Probleme hineinzurennen.
- 4) Das Agreement zwischen Gossner Mission und GRZ erst wirklich unterschrieben sein soll.
- 5) Als wichtigsten Punkt. Es müssen erst noch einiges an "Hausaufgaben" gemacht werden. - Besetzung des Female Extension Programmes; Ausarbeitung eines Dryland-Farming Konzeptes; Frage nach Winnies zukünftigen Counterparts und Vorstellung der zukünftigen Einbeziehung des Small Scale Village Industrie in lokale Strukturen; Einleitung der VSP Evaluierung; es deutet sich an, daß es sehr viel mehr Schwierigkeiten mit Bulea Malima geben wird, als es in den Dokumenten von Belayet erwähnt wird. Viele Angaben sind viel zu optimistisch. -

- Das Planungsdokument an den PAO, Planning Division und Agricultural Departement im Ministerium für Landwirtschaft und an die Distriktverwaltung in Sinazongwe mit einem Begleitschreiben zu schicken. Im Begleitschreiben soll um Kommentare zu dem Planungsdokument gebeten werden und darauf hingewiesen werden, daß das der Stand der Diskussion zum Ende 1990 war.

- Ein Planungsworkshop soll für September 91 geplant werden.

TOP 13: Photokopierer

Es wurde beschlossen:

Der Photokopierer soll nach Bulea Malima gestellt werden, um ihn ein wenig dem ständigen Zugriff von Leuten außerhalb des Projektes zu entziehen. Bulea Malima hat auch Strom, was dem Kopierer bestimmt besser tut als ihn über einen Generator laufen zu lassen.

Gabi und Harald werden sich über die Aufstellung des Kopierers noch genauer unterhalten. - Harald hatte sich während des Meetings ins Bett gelegt, da er seinen ersten Malaria Anfall hier in Zambia bekommen hat. -

TOP 14: Protokoll des Zambia - Ausschusses vom 8.03.91

Frieder versprach das Protokoll des Zambia - Ausschusses vom 8.03.91 zu photokopieren und an alle Teammitglieder weiter zu geben. Es fand keine Diskussion über das Protokoll statt.

Für das Protokoll verantwortlich:

Frieder Bredt

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TEAM

MINUTES OF THE ~~STAFF~~ MEETING HELD IN TWO SESSIONS DURING THE NOVEMEBR - DECEMBER VISIT OF Mr. W. DAMM

PRESENT: Mr. W. Damm
Mr. M. Schuhmacher Just
Mrs. G. Just
Mr. W. Diete
Mr. U. Luig
Mrs. H. Kapooria

1.1. Relations between Lusaka, Berlin etc.: Mr. Damm opened the meeting with the remarks that the year 1990 has been a year with disturbances for a few of us. We will try to get over it, although the team will be at its lowest level personnel wise till April, 1991. This does not mean total breakdown! During this period there should be more communication between Lusaka, Camp and Berlin. When the Liaison Officer is away from Lusaka, there should be handing over notes. A duplicate key should also be available to the Chairman. The Project should be represented or informed on meetings or discussions. Radio contact between the camp and Lusaka Office is not necessary over the weekend, unless arranged other wise. It was also agreed that an information booklet on Gossner Mission will be useful to have.

1.2. Transfer of Cash: Mr. Schuhmacher suggested that cash transfers from Germany be made only on request.

1.3. Special Funds: Such funds must indicate when to spend the money and for what purposes it could be used.

1.4. Wave/Radio: Mr. Diete promised to look into this matter and promised to collect the necessary information.

2.1. Transport Planning: It was agreed that the Gossner Mission Lorry should be sold now as famine relief problems and Sikaneka Road construction are taken care of by V.S.P. The Lorry has been offered for sale for K800,000/= and an advertisement should be made first in the valley to assist the people there. Other decisions made include: i. to inform the lorry driver, ii. lorry driver assistant to be reemployed elsewhere either as a general worker or pump attendant or in any other suitable position.

2.2. Mr. Diete wished to know if Julius could be absorbed in S.S.V.I as a blacksmith.

2.3. Pool cars: Since the Project has been streamlined, it was generally felt that there was no need to have two pool cars. Therefore one of the Pool cars should be sold and the driver dismissed.

2.4. Single Cabin Pool Car: This car can be sold to MAAZE for ca. K500,00.00 or more, if possible, in September 1991. MAAZE could run the car until this period in the name of Gossner Mission. The following steps must be taken:

- i. a driver must be employed
- ii. a log book should be maintained
- iii. a separate transport account should be maintained from where funds could be available to replace the car
- iv. a loan of K100.000/= may be granted to MAAZE which should be repaid as soon as possible. The loan would bear an interest. Repayment on the loan should begin immediately to clear it before the car is handed over. These are special terms for MAAZE.

2.5. **New Pool Car:** Discussions took place on the possibility to get a new pool car from Local sources, R.S.A. or Japan and whether to order a Toyota Hi-Lux or a Toyota Landcruiser. The Liaison Office was asked to collect quotations from these sources.

2.6. Mr. Diete indicated that he would not mind being taken over as a Gossner Mission employee and that he would like to sell his car as it was giving him problems and if he could be considered for a loan from Gossner Mission. Mr. Diete was assured that these points will be considered in Berlin.

3.1. **Camp Administration & Maintenance:** The Camp is G.R.Z. property. Rents are paid to the Ministry of Agriculture, G.R.Z. and the responsibility of the maintenance of the property lies with the G.R.Z. . In the past Gossner Mission has assisted towards the maintenance costs but for 1991 no regular GRZ funding is expected. Gossner Mission will be in charge of the accommodation and maintenance. It was agreed that only the GSDP staff should occupy the camp and should be controlled by the Chairman. It was reported that renovation of two houses is budgeted and that Schuhmacher's house be renovated before the arrival of his successor.

3.2 For the appointment of the Coordinator, it was felt that the new appointee should have the right qualifications and that in his selection Gossner Mission would like to be involved. It was also agreed that the PAO should not take any action in regard to the appointment of the Coordinator until the new Chairman has assumed work. The PAO is also to be consulted with regard to the Workshop set up. Mr. Schuhmacher will take over routine duties of the Chairman's Office during the interim period. The Liaison Officer shall maintain contact with the PAO regarding policy matters.

4.1. **Personnel Planning, VSP:** The current VSP advisor completes his contract in November, 1991 and his successor should take up the post by September, 1991 for easy transition. The post should be advertised with full job description and these details should be discussed at a staff meeting.

4.2. **Female extension:** Discussion also occurred on the appointment of a female extension officer if this post be filled by a local or an expatriate staff. It was agreed that the Zambia Committee would look into this matter.

4.3 **Small Scale Water Irrigation:** Berlin would look into this matter and Mr. Damm will take an application for this post with him to Berlin. The person carrying out the survey might not be the only suitable candidate for this post. The post should not be filled by any person other than a man of required qualifications and expertise.

4.4 **Chairman:** It was announced that the candidate for this position is willing to start work by mid April and his contract is to be finalized in Berlin. The outgoing Chairman's handing over notes were briefly discussed.

5. **Tonga Crafts:** It was generally accepted that Tonga Crafts Lusaka outlet should cease to operate and the Store room and Nkandabwe house be retained and the Liaison Officer would represent Gossner Mission as permanent invitee on the board.

6.1. **A.O.B.:** It was agreed that Mr. Masowe makes a down payment of K10,000.00 for the fridge and the two camp beds can be collected after the payment has been made. The deadline for the remaining payment was set to be the end of year 1990.

6.2. The female extension fridge should not be sold and all items in duplicate should be returned to the stores and checked.

6.3. All correspondence has to be copied to the Chairman and to the Lusaka Office.

6.4. **Staff/ Team Meetings:** It was made clear that Team matters and Staff matters should be dealt separately to avoid problems. It was also suggested that decisions taken by the Staff Meeting should be seriously considered by the Berlin Office. Those matters that can be decided directly do not have to be taken to the Zambia Committee. Delays so caused hamper work.

6.5. **S.S.V.I.:** Mr. Diete came up with facts and figures not included in the budget for the leather work, tannery and workshop and an amount of DM16,000.00 was needed.

6.7. **Treasurer:** Regarding the current Treasurer who is to leave by mid October, the view of the Berlin Office was requested. Would there be an expatriate for this post or the spouse of the new VSP Advisor could take up the work? Mrs. Just informed that the job associated with this position was not very exciting as it was on 50% basis. Berlin Office would take a decision on this matter.

6.8. **Counterpart Chairman:** The PAO indicated that Mr. Masowe is to continue until the new Chairman has arrived.

6.9. **Workshop:** It should continue operating with its present staff on a revolving fund basis.

7. **Bank Signature:** According to the bank regulations two signatures are required. This would mean that the bank forms have to be amended in view of the departures of the Chairman and the Secretary. Mr. Diete accepted to be our second signatory and Mrs. Just for the Transport account. The situation would be reviewed when the new Chairman is in. The Cheques' limit has been raised to K10,000.00.

8. **Chairman's Handing Over Notes:** New terms of reference for the Chairman should be discussed in the staff meeting after feedback from Berlin.

Lusaka, Dec. 1990

Sambia-Referat Geschäftsstelle
Sambia Ausschuß

Eingegangen

11. Jun 1990

Erledigt:.....

Liebe Freunde,

gestern hatten wir ein eintägiges Team meeting, bei dem wir die gegenwärtige Situation des Projektes und die weiteren Perspektiven und Vorgehensweisen besprochen haben. Dabei haben wir uns über die wesentlichen Grundsätze und Einschätzungen einigen können, wobei natürlich eine Reihe von Detailfragen offen bleiben mußten. Ellen hat anfangs versucht, die Diskussion zu protokollieren, hat es aber dann angesichts der Komplexität der Sachlage aufgegeben. Wir hatten vereinbart, am Ende die wichtigsten Punkte zusammenzufassen, was dann aber durch das Eintreffen eines Besuchers aus dem PAO Office verhindert wurde. So versuche ich, das Wichtigste kurz mitzuteilen.

GRZ Administration des Projektes und Finanzverwaltung

Es bestand allgemeines Unbehagen an dem schlechten Funktionieren des Projektmanagements und der Finanzverwaltung auf der GRZ-Seite des Projektes. Im Großen und Ganzen bestätigte sich meine Einschätzung der Situation in meinen Briefen vom April d.J. Ich berichtete von einem längeren Gespräch, das Belayet und ich am 4.5. mit dem PAO über Siatwinda und die Finanzverwaltung (GRZ) im Projekt geführt haben. Das Ergebnis war, daß wir vereinbart haben: 1. die Verwaltung der Projektfinanzen (GRZ) in das PAO Büro zu verlagern 2. den bisherigen Projektbuchhalter, Herrn Kandangwe, aus dem Projekt abzuziehen (beides bereits durch PAO schriftlich verfügt), 3. den GRZ Anteil des Budgets zu überarbeiten und auf das absolut Notwendige zu reduzieren. Aus der Ausgabenübersicht der GRZ Finanzen für 1989 (s. Jahresbericht) geht hervor, daß das meiste Geld für die (weitgehend unnötige) GRZ Verwaltung und die (wenig effiziente) Werkstatt ausgegeben wurde. Der PAO war sichtlich erstaunt, daß der Team Chairman keinerlei Einsicht in die Abwicklung der GRZ Gelder hat und bot an, Ausgabemanweisungen für GRZ Gelder vom Team Chairman gegenzeichnen zu lassen.

Bei der darauf folgenden Diskussion im team meeting wurde das Dilemma länger erörtert, daß Gossner die Verantwortung für die GRZ Verwaltung im Projekt nicht auch noch übernehmen sollte, wir aber letztlich auch mit unserem Namen für das einstehen müssen, was auf der GRZ-Seite im Projekt geschieht (z.B. wenn wir das Projektbudget mit dem GRZ Anteil beim Ministerium einreichen). *(d.h. in eigener Verantwortung)* Faktisch arbeitet der Koordinator auf eigene Rechnung, daß er von übergeordneten Stellen (PAO) keine inhaltlichen Vorgaben bekommt und auch keiner sachlichen Kontrolle unterliegt. Implizit wird von Gossner erwartet, daß dies von unserer Seite geleistet wird, was wir bisher strikt vermieden haben. Im Team haben wir uns geeinigt, daß wir die Budgetrevision 1990 mit dem Koordinator und dem workshop manager diskutieren, unsere Position dabei stärker als bisher einbringen und die endgültige Fassung vom PAO genehmigen lassen. Bis zum geplanten workshop zur langfristigen Projektplanung im August muß dann eine praktikable Lösung für das Problem des Projektmanagements gefunden werden. Dafür haben wir uns auf folgende Grundprinzipien geeinigt:

- Bei der Projektabwicklung sollten GRZ und Gossner Finanzierung nach Sachgebieten möglichst getrennt werden, d.h. Vermeidung von Mischfinanzierung bei Programmen und Verwaltung.
- Der GRZ Anteil bei Finanzen und Personal sollte auf ein auch von uns vertretbares Maß reduziert werden, wobei ein hohes Maß an taktischem Geschick erforderlich ist, um nicht die von GRZ abhängigen MitarbeiterInnen im Projekt gegen uns aufzubringen.
- Bei der Umstrukturierung des Projektes soll der PAO in die Entscheidungen einbezogen werden.

- Solange das Projekt als joint venture mit der Regierung geführt wird, sollte eine personelle Repräsentanz von GRZ im Projekt vorhanden sein, um die Mitverantwortung von GRZ für das Projekt auch personell/institutionell zu verankern. Wie dies praktisch aussehen wird, muß bei der Neuplanung des Management set-ups diskutiert werden.
- Grundsätzlich wäre eine 100%ige Gossner-Finanzierung des Projektes finanziell leistbar und politisch möglich. Wenn die Probleme mit der GRZ-Seite im Projekt gelöst werden können, sollte die langfristige Fortführung des Projektes mit dem bestehenden Agreement GRZ-Gossner als praktikabelste Lösung angestrebt werden.
- Seitens der Gossner Mission sollte am Prinzip des von Berlin autorisierten Gossner-Repräsentanten (Team Chairman) festgehalten werden, um die Verlässlichkeit des Projektmanagements zu sichern, sowie die Verantwortung der Gossner Mission für das Gesamtprojekt institutionell abzusichern.

Langfristige Programmplanung

Beiliegende Planungsskizze wurde im Grundsatz akzeptiert, und soll für den planning workshop weiter ausgearbeitet werden. Die leitenden Prinzipien dabei sind:

- Programme langfristig planung und Kontinuität bei der Durchführung sichern
- Die Projektaktivitäten auf ein handhabbares Maß reduzieren, d.h. wenig richtig statt vieles halb machen.
- Jedes Programm mit einem expatriate plus lokalen counterparts besetzen, wobei auf Beamte bei der Programmdurchführung verzichtet werden soll. Lokal rekrutierte und von Gossner angestellte Leute sind bessere counterparts als Beamte.
- Alle Programme sollten auf Produktivität und finanzielle und organisatorische Selbständigkeit von lokalen Gruppen angelegt sein. Dies bedeutet Schwergewicht auf Beratung und gegebenenfalls Starthilfen. Für das Projekt heißt das Bereitstellung von qualifiziertem Personal bei geringem Projektmittelanteil (low funding project).

Einheimische Partner für Projekt und Programme

Hier entspann sich eine längere und verwickelte Diskussion, die sich auf mehreren Ebenen bewegte. Aus meiner Sicht würde ich das Ergebnis folgendermaßen zusammenfassen:

Einigkeit wurde darüber erzielt, daß es nicht gut ist, wenn das Projekt ausschließlich von Ausländern bzw. der Gossner Mission als ausländischer Organisation geführt wird. Gründe:

- Gossner als Organisation sollte einen einheimischen Partner haben und nicht auf der grünen Wiese operieren
- Ziel des Projektes ist es u.a., lokale Institutionen zu stärken, die die begonnene Arbeit nach Abzug von Gossner fortführen
- * (Nachhaltigkeit, institution building).
- die kurzen Vertragszeiten der Ausländer und die langen Einarbeitungszeiten (Akkulturation, Rezeption früherer Erfahrungen) machen Beratung und Mitverantwortung lokaler Partner notwendig.
- Aus administrativen Gründen (work permit etc.) ist ein einheimischer Partner notwendig.

Als Projektpartner wurden diskutiert:

- Partner für Projektträgerschaft: GRZ (Min. Agric) wurde als der solideste und einfachste Partner eingeschätzt, solange GRZ bereit ist, die Agreements zu verlängern. Andere mögliche Partner wären VSP, UCZ, District Council, was im Team mehrheitlich eher als problematisch beurteilt wurde.

- Partner im Sinne von Nachhaltigkeit/institution building:
Unbestritten sind im Blick auf die Projektpolitik die kleinen, selbstorganisierten und sich wirtschaftlich selbst tragenden Gruppen, die auf langfristige Selbstständigkeit angelegt sein sollen.
Strittig war jedoch die Frage der sozial-kulturellen Angepaßtheit und dementsprechend deren organisatorische Überlebensfähigkeit größerer und komplexer Organisationen wie Buleya Malima und VSP.
Weitere Partner wären Regierungsdienste (z.B. Agric. Ext. Service) oder Kirche (UCZ), die jedoch unter chronischer Ineffizienz leiden bzw. massive Eigeninteressen verfolgen.
Der kleinste gemeinsame Nenner sind auf jeden Fall die lokalen Selbsthilfegruppen; die Perspektiven für die Kooperation mit den anderen genannten Partnern bedürfen weiterer Diskussion.
- Partner im Sinne von Angepaßtheit der Arbeit/Akkulturation:
Dies sind lokale Counterparts, die langfristiger im Projekt arbeiten als die Expatriates. Counterparts in diesem Sinne können einzelne Mitarbeiter im jeweiligen Programm, Gruppen Selbsthilfegruppen, VSP oder Buleya Malima Management und Vorstand sein. Ebenso Vertreter von Regierungsstellen (CAO, PAO) oder Diensten ~~xxx~~ sollten als Berater und Partner verstanden werden. Voraussetzung sind in allen Fällen Hör- und Lernfähigkeit der ausländischen Mitarbeiter. Problematisch ist dabei natürlich die professionelle und materialle (Autos, Geld) Überlegenheit der Ausländer.

~~Weiterer Punkt des team meeting~~

Planung des weiteren Vorgehens:

1. Diskussion über Revision des ~~22~~ diesjährigen GRZ Budgets mit Koordinator, workshop supervisor und PAO
2. Vorbereitung und Durchführung des GSDP-internen Planungsworkshops am 21./22. 6. zur langfristigen Programmplanung und Projektstruktur.
Parallel dazu: Abstimmung der Entwürfe mit Gossner BRD und PAO.
3. Planungsworkshop Anfang August mit lokalen Partnern (GRZ, NGOs)
4. Nacharbeit des workshops und Presentation der langfristigen GSDP Planung.

Vertrag W. Diete: Winni ist zur Vertragsverlängerung grundsätzlich bereit. Die Frage, ob weiterhin mit DED oder mit Gossner-Vertrag soll er mit den entsprechenden Organisationen abklären.

Seed programme: Es hat sich gezeigt, daß Herr Bbuka zur selbständigen Durchführung des Programms nicht in der Lage ist. Daher soll sein Vertrag zum 30. 6. gekündigt werden mit Zahlung von 2 Monatsgehältern als Abfindung. Es soll mit VSP geklärt werden, wie der Verkauf von Saatgut fortgeführt werden kann.

Soweit zum gestrigen team meeting. Noch ein Epilog zur Siatwinda-Story: Wie oben erwähnt, haben Belayet und ich am 4. 5. ein längeres Gespräch zur Fortführung der Arbeit in Siatwinda mit dem PAO. und seiner Mannschaft gehabt. Ich habe deutlich gemacht, daß Gossner keinen Ersatz für Jaap stellen kann und PAOs Office jetzt für Siatwinda zuständig ist. Das wurde auch akzeptiert. Schließlich wurde der neue ägyptische Bewässerungsingenieur zum technical adviser für Siatwinda ernannt (Sitz in Choma) und die Fortführung der trial phase beschlossen. Diese Woche war der Deputy PAO im Camp und sagte auf Befragen nach der Situation in Siatwinda: "Mr. Mahmud is now responsible. We wash our hands." Also die berühmte sambianische Lösung des Problems.

Noch ein Nachtrag zu der von Gisela im team meeting mit Recht gestellten Frage, warum eigentlich diese plötzliche Kehrwendung in der Zusammenarbeit mit dem GRZ-Anteil im Projekt und in der Bewertung der Rolle des Koordinators. Auslöser war sicherlich das Vorgehen des Koordinators in der Siatwinda-Frage, bei dem er nicht nur Jaap als den sachlich Verantwortlichen sondern auch mich als Gossner-Repräsentanten erklärtermaßen bewußt übergangen hat. Ein Vorgehen, das nicht nur im Widerspruch zu seinen Terms of Reference und dem Agreement GRZ-Gossner steht, sondern das auch im Gespräch mit PAO und CAO mit Erstaunen und Mißbilligung zur Kenntnis genommen wurde. Klar war bei der Sache auch, daß der Koordinator von einigen Bauern (angeführt von Vicson Syankondo) und dem Chief instrumentalisiert wurde. Klar war weiterhin, daß das nicht nur ein Ausrutscher war, sondern sich in die Logik der Entwicklungen der letzten Monate einfügte (Absetzen von Gossner-Programmen, strikte Vertraulichkeit bei allem, was GRZ Projektleitung, Personal und Finanzen angeht). Trotz unterschiedlichem Temperament und anderen Vorerfahrungen ist Masowe schließlich auf der gleichen Linie gelandet, die schon Halupepe sehr viel hemdsärmeliger gefahren war. Grund also zu der Vermutung, das nicht an Personen liegt, sondern im System begründet ist.

Meiner Einschätzung nach ist das System folgendes: Es braucht eine gewisse Zeit (bei Halupepe kürzer, bei Masowe länger), bis der Koordinator das komplizierte Projekt durchschaut und seine Position als "big man" aufgebaut hat. In dieser Phase klappt die Kooperation mit Gossner als Partner im Projekt und dem Team Chairman als counterpart. Gleichzeitig wird ihm von Gossner (Geschäftsstelle, Chairman, Mitarbeiter) signalisiert, daß man ihn als Projektleiter akzeptiert. Seine Basis ist aber nicht Gossner, sondern der GRZ-Anteil im Projekt, für den er selbständig verantwortlich ist, was alle (bis auf Gossner) wissen. Er entscheidet über Anstellungen, die aus GRZ-Projektmitteln bezahlt werden; er teilt GRZ-Projektmittel zu und genehmigt oder verweigert Übernachtungsgelder und Transport. Dabei bedient er sich natürlich bei Übernachtungsgeldern und Transport auch selber, was den anderen (bis auf Gossner) natürlich nicht entgeht und ihn in gewisser Weise von seinem Klientel abhängig macht. Da ich mich als Gossner-Repräsentant in Fragen der alltäglichen Projektkoordination entsprechend der Gossner-Politik (Koordinator ist Projektleiter) weitgehend zurückgehalten habe, wurde er auch zunehmend von außen (District Council, Chief, Bauern etc.) als "big man" im Projekt akzeptiert, mit dem manches (z.B. Gebrauch des GRZ lorries) leichter zu regeln ist als mit den pfennigfuchsenden Gossner-Leuten. Nun sind aber die Gossner-Leute und allen voran der Team Chairman die einzigen (für PAO und Ministerium ist GSDP ein Gossner-Projekt, um das sie sich nur im Krisenfall oder auf Anfrage kümmern), die diese Rolle als "big man" im Projekt ernsthaft bedrohen können (was ja jetzt auch passiert). Deshalb muß er versuchen, sich so wenig wie möglich in die Karten gucken zu lassen und die GRZ-Domäne als sein Reich zu verteidigen. Genau dies hat Masowe in den letzten Monaten konsequent getan. Was er dabei offenbar nicht bedacht hat, ist die Tatsache, daß Gossner die Kooperation mit dem GRZ-Anteil im Projekt als konstitutiv betrachtet und das Auseinanderdriften der beiden Projektteile zur Prinzipienfrage wird. Diese Frage liegt aber auf unserer Seite deutlich sichtbar auf dem Tisch und muß konsequenterweise die geschilderte Rolle des Koordinators als "big man" in Frage stellen. An diesem Punkt sind wir gegenwärtig.

früß, Ulrich

Teammeeting am 24.04.91 in Bulea Malima

Teilnehmer:

Winnie Diets
Harald Nicolay
Gabi Nicolay
Manfred Schumacher - Just
Gisela Just
Frieder Bredt

Es wurde bedauert, daß Haja Kapooria nicht anwesend ist und Haja nicht richtig informiert werden konnte. Dieses Meeting wurde kurzfristig einberufen, um Frieder die Möglichkeit zu geben, gemeinsam mit allen Teammitgliedern im Tal anstehende Punkte anzusprechen.

Tagesordnung:

- 1) Protokoll der letzten Sitzung
- 2) Abholen der neuen Autos aus Südafrika
- 3) Finanzen und Renovierung der Häuser im Camp und Bulea Malima
- 4) Rolle des GSDP Koordinator
- 5) Erwartung an die Gossner Mission und die Kollegen vor Ort
- 6) Unterschriftsberechtigung des Team Chairman
- 7) Nachfolge der Treasurer
- 8) External Account
- 9) Nicht budgetierte Mittel
- 10) Gästehaus in Lusaka
- 11) Nicolays Sicherheitsposition
- 12) Planungsworkshop
- 13) Photokopierer
- 14) Protokoll des Zambia - Ausschusses vom 8.03.91

TOP 1: Protokoll der letzten Sitzung

Das Protokoll des letzten Teammeetings lag nicht vor, obwohl das Meeting im Dezember 1991 in Anwesenheit von W. Damm, dem Zambia Referenten, gehalten wurde und wichtige Punkte angesprochen worden waren. Der Chairman wurde beauftragt sich mit Haja Kapooria in Verbindung zu setzen und nach dem Protokoll zu fragen.

Das Team möchte beim Besuch von Wilhelm Damm, der vom 11.06.91 für 4 Wochen hier sein wird, die Position von Haja zum Team und GSDP ansprechen.

TOP 2: Abholen der neuen Autos aus Südafrika

Haja ist gebeten worden verschiedene Angebote mit verschiedenen Möglichkeiten für den Transport der neuen Autos von Südafrika nach Zambia einzuholen. Die 3 Möglichkeiten sollen sein:

- A) Selber in Südafrika abholen und nur die Zollformalitäten von einer Agentur gemacht.
- B) Die Agentur fährt die Autos auf eigener Achse nach Zambia.

C) Die Agentur verläd die Autos auf einen Lastwagen.

Harald hatte schriftlich und Manfred mündlich Information über mögliche Agenturen an Haja gegeben, so daß sie jetzt die Quotationen besorgen muß. Haja hat sich schon darum gekümmert, aber bisher noch keine Antwort erhalten. Entscheidung ist bald nötig, da das erste Auto (Pool Car) schon Ende April in Südafrika erwartet wird.

Zur Klärung für die neuen Mitarbeiter wurde festgestellt, daß das Lusaka Büro für die Beschaffung für das Projekt eingeschaltet werden kann. Dies ist ein Teil der Aufgaben des Lusaka Büros! Private Einkäufe sollten aber möglichst gering gehalten werden.

TOP 3: Finanzen und Renovierung der Häuser im Camp und Bulea Malima

Im Gossner Budget 1991 - es wurde dabei davon ausgegangen, daß es kein GRZ Budget für GSDP 1991 geben wird - wurden nur die Renovierungen der beiden Häuser für Chairman und Winnie vorgesehen. Es mußten aber jetzt schon das Haus des GSDP Koordinators und das Haus für Gabi und Harald in Bulea Malima renoviert werden, dadurch ist dieser Punkt des Budgets schon um fast K 40,000 überzogen und weitere Renovierungsarbeiten sind noch unbedingt nötig.

Es wurde beschlossen:

- 1) Nach Giselas Urlaub wird sie mit Frieder einen Vorschlag zur Verschiebung von Positionen innerhalb des Budgets ausarbeiten.
- 2) Das Regierungsbudget 1991 soll auch für die Renovierungsarbeiten Gelder zur Verfügung stellen.
Frieder wird mit dem Koordinator ein neues Budget 1991 für die Regierungsgelder (knapp K 800,000) aufstellen.
- 3) Es muß heraus gefunden werden, ob die Gelder, die für Bulea Malima im GRZ Budget (Yellow Book) 1991 stehen, aber nicht unter der GSDP Nummer, ob diese Gelder auch für Hausrenovierung und Trinkwasser genutzt werden können.

Die Trinkwasserversorgung in Bulea Malima muß weiter besprochen werden, nachdem Harald eine bessere Übersicht hat.

TOP 4: Rolle des GSDP Koordinators

Frieder beschrieb kurz seine Vorstellung der Rolle des jetzigen Koordinators:

- er soll weiterhin als GSDP Koordinator angesprochen werden
- er soll die Staff - Meetings leiten
- er muß der disziplinarische Vorgesetzte der sambischen Mitarbeiter der Regierung bleiben
- er soll in Managemententscheidungen mit einbezogen sein
- an der Stellenbeschreibung, wie sie mit der PAO im Dezember ausgearbeitet wurde, soll erst mal nichts geändert werden.
Es soll ihm aber klar sein, das eine Änderung angestrebt wird, sobald es sich zeigt, daß er fähig ist mehr Verantwortung sinnvoll zu übernehmen

- es darf im Management des Projektes keine Zweigleisigkeit mehr auftreten. Alle offiziellen Briefe müssen Frieder zur Kenntnis gebracht werden. GRZ Gelder dürfen nur mit Genehmigung von Frieder ausgegeben werden.

Manfred wies nochmal auf die Verhandlungen mit dem PAO hin und auf den Brief des PAOs in dem dieser die neue Stellenbeschreibung akzeptierte.

TOP 5: Erwartung an die Gossner Mission und die Kollegen vor Ort

Wilhelms Brief, in dem er seinen Unmut über den schlechten Zustand des Hauses für die Nicolays bei ihrer Ankunft in Zambia Ausdruck gibt, wurde als Anlaß genommen, über die Erwartungen an einander zu sprechen. Bisher war es den Teammitgliedern nicht klar, wer wirklich für die Übergabe von Haus und Möbeln so wie auch Arbeitsplatzübergabe (Akten und Handing-Over-Notes) verantwortlich ist.

Es wurde festgestellt:

- in Zukunft muß dies der Chairman und - wenn vorhanden - der Nachfolger zusammen machen.

Für das Haus in Bulea Malima waren keine Gelder im Budget 91 vorgesehen gewesen, auch sollte es eigentlich aus Gelder von Bulea Malima in Stand gehalten werden.

Es wurde entschieden:

Die Gossner Mission ist für die Renovierung der Häuser verantwortlich in die die Teammitglieder einziehen und muß dafür auch das Geld zur Verfügung stellen, auch wenn es offiziell Aufgabe der sambischen Regierung ist. Im extrem Fall muß die Gossner Mission zusätzliche Gelder frei machen, da jedem Arbeitnehmer der Gossner Mission in Zambia 18% des Gehaltes als Miete abgezogen wird. 12

Nach längerer Diskussion wurde die Bitte an die Gossner Mission in Berlin ausgesprochen, daß der Autokauf für neue Mitarbeiter die erste Frage nach der Vertragsunterzeichnung seien soll. Arbeitsplatz und Auto sind engstens mit einander verbunden. Das Team wird sich natürlich um Übergangsregelungen vor Ort bemühen.

Harald wird sich für die nächsten Monate einen halben Tag pro Woche mit Greenwell, den Assistant Transport Officer, beschäftigen, um die Instandhaltung der Autos zu verbessern.

TOP 6: Unterschriftsberechtigung des Team Chairman

Gisela wird einen Brief an die Banken schreiben, so daß Frieder die Unterzeichnungsberechtigung für das Transport- und das Projektkonto bekommt.

TOP 7: Nachfolge der Treasurer

Gisela hat mit Gabi über ihre Nachfolge gesprochen. Gabi ist grundsätzlich bereit die Kassenbücher zu führen.

Es wurde beschlossen:

- Es soll eine Stellenbeschreibung für Gabi ausgearbeitet werden, die Gabi als Agrar-Ingenieurin einsetzen soll. Schwerpunkt sollte sein: Baumschule und Verbreitung von Baumsetzlingen zur Erosionkontrolle. Dies sollte erste Priorität sein.

- So lange es keine/n NachfolgerIn für Gisela gibt soll Gabi diese Aufgabe erstmal übernehmen.

TOP 8: External Account

Es gab früher ein External Account der Gossner Mission in Choma bei Standard Bank. Es wurde vor 2 Jahren nach Lusaka Barclays Bank transferiert. Frieder soll sich an Haja wenden, um heraus zu finden wo dieses Account jetzt ist.

TOP 9: Nicht budgetierte Mittel

Sikaneka Road wurde mit EG Mitteln gebaut. VSP und Gossner Mission steuerten je K 60,000 und K 100.000 bei plus der 30% Selbstbeitrag der Bevölkerung.

Es wurde beschlossen:

Von den K 160,000 der Gossner Mission und VSP K 80,000 der EG noch in Rechnung zu stellen - Geld von der EG ist dafür vorhanden -. Diese K 80,000 sollen dann für das Gradeschieben der Straße von Kanshindu nach Siameja benutzt werden.

Zusätzlich müssen K 20,000 bis K 30,000 noch aufgebracht werden, um Schäden an der Straße nach Kafwambila auszubessern. Der Koordinator soll einen Brief mit diesem Inhalt an die Boma schreiben.

TOP 10: Gästehaus in Lusaka

Frieder soll mit Haja über die Installation der Waschmaschine im neuen Gästehaus sprechen und sehen, daß alle Stecker in der Gästehäusern auch für Kinder sicher sind.

TOP 11: Nicolays Sicherheitsposition

Wenn Harald mit dem Auto für mehrere Stunden oder über Nacht außerhalb von Bulea Malima ist, muß für Gabi und die Kinder Transport für den Notfall verfügbar sein.

Es wurde beschlossen:

- Wenn Harald nicht da ist, soll der Scheme-Lastwagen für den Notfall eingesetzt werden. Wenn vorhersehbar ist, daß der Scheme-Lastwagen auch nicht in Bulea Malima ist, muß das Pool-Auto von Nkandabwe nach Bulea Malima gebracht werden.
- Es muß herausgefunden werden, ob es möglich ist den Radiokontakt, der in Kanshindu war, nach Bulea Malima zu verlegen.

TOP 12: Planungsworkshop

Wilhelm erwartet, daß ein Planungsworkshop Anfang Juli statt finden soll, der sich in erster Linie mit dem Planungsdokument, welches Ulrich Luig 1990 erarbeitet hatte und das in Berlin überarbeitet wurde, auseinander setzen sollte.

Es wurde beschlossen:

- Den Workshop nicht im Juli zu halten weil:
 - 1) weil Manfred und Gisela jetzt für 3 Wochen in Urlaub sind und Winnie von Ende Mai an für 4 Wochen auch Urlaub nimmt.
 - 2) Harald und Frieder, sowie der neue Koordinator die einzelnen Teil von GSDP sowie das Zusammenspiel dieser Teil besser kennen lernen muß.
 - 3) Die Zusammenarbeit zwischen GSDP Koordinator und Frieder erst klar erarbeitet werden muß, um nicht in solch einem Workshop in Probleme hineinzurennen.
 - 4) Das Agreement zwischen Gossner Mission und GRZ erst wirklich unterschrieben sein soll.
 - 5) Als wichtigsten Punkt. Es müssen erst noch einiges an "Hausaufgaben" gemacht werden. - Besetzung des Female Extension Programmes; Ausarbeitung eines Dryland-Farming Konzeptes; Frage nach Winnies zukünftigen Counterparts und Vorstellung der zukünftigen Einbeziehung des Small Scale Village Industrie in lokale Strukturen; Einleitung der VSP Evaluierung; es deutet sich an, daß es sehr viel mehr Schwierigkeiten mit Bulea Malima geben wird, als es in den Dokumenten von Belayet erwähnt wird. Viele Angaben sind viel zu optimistisch. -
- Das Planungsdokument an den PAO, Planning Division und Agricultural Departement im Ministerium für Landwirtschaft und an die Distriktverwaltung in Sinazongwe mit einem Begleitschreiben zu schicken. Im Begleitschreiben soll um Kommentare zu dem Planungsdokument gebeten werden und darauf hingewiesen werden, daß das der Stand der Diskussion zum Ende 1990 war.
- Ein Planungsworkshop soll für September 91 geplant werden.

TOP 13: Photokopierer

Es wurde beschlossen:

Der Photokopierer soll nach Bulea Malima gestellt werden, um ihn ein wenig dem ständigen Zugriff von Leuten außerhalb des Projektes zu entziehen. Bulea Malima hat auch Strom, was dem Kopierer bestimmt besser tut als ihn über einen Generator laufen zu lassen.

Gabi und Harald werden sich über die Aufstellung des Kopierers noch genauer unterhalten. - Harald hatte sich während des Meetings ins Bett gelegt, da er seinen ersten Malaria Anfall hier in Zambia bekommen hat. -

TOP 14: Protokoll des Zambia - Ausschusses vom 8.03.91

Frieder versprach das Protokoll des Zambia - Ausschusses vom 8.03.91 zu photokopieren und an alle Teammitglieder weiter zu geben. Es fand keine Diskussion über das Protokoll statt.

Für das Protokoll verantwortlich:
Frieder Bredt

Minutes of Team Meeting held on 3rd April, 1990 at Nkandabwe Camp

Present: Wilhelm, Haya, Ulrich, Belayet, Gisela, Mr. Masowe, Manfred Jaap, Lina

o. Word of thanks

Before entering the agenda, Wilhelm thanked the Team for the warm support given to him and his family during their stay.

1. Minutes of last meeting

The following corrections were made:

No. 4: the Mission is planning and trying to recruit successors for Belayet and Ulrich to be here by beginning of November. 2

No. 5 2. pages: to be added: It was corrected by Wilhelm by saying that the letter was not meant to express dissatisfaction about Lina's cooperation but to ask her to participate actively in the evaluation.

No. 10: "the amount of EM 94.000,- is not a very big amount" should ~~XX~~ be cancelled

No 23: The GM-lorry should preferably be sold in the valley.

2. Team- and policy matters

Wilhelm is worried that the GM-team is back to policy making matters. He advised the team to keep in mind the danger of getting too much involved in policy matters. The team should stick to the advisory role to the GM-headoffice. 1

3. Leave application

Leave should be taken according to zambian regulations. Whenever a teammember leaves the country, he/she has to inform the coordinator about it so that he is in the position to be answerable to the authorities. Official trips should be not made without informing the coordinator as well.

4. Workplan

Wilhelm asked the teammembers and the project as a whole to make annual workplan. Manfred suggested to draw up such a plan for GSDP as a whole. Ulrich suggested to strengthen the existing report system. Mr. Masowe suggested to follow the line to report quarterly to the sub-district in order to inform the Government. Wilhelm still asked for a workplan in list-style to be able to follow up the activities and to control the achievements. Mr. Masowe then suggested to compile in future plans from the quarterly reports and send them to Berlin. Finally Ulrich agreed up on to draw up a workplan for annual planning.

5. Transfer of the Training officer

Wilhelm believes that there is a responsibility by GM about the training officer's work. The Chairman informed, that a evaluation meeting about the training programme had taken place. It was agreed up on, that the training officer will stop work and that the motorbike will be given back to the GM. For his transfer, GM will provide transport and four nightallowances will be paid.

6. Status of Team minutes

Wilhelm stated that decisions of team minutes are recommendations to the headoffice. In the minutes it should be clearly stated whether it is a request, a decision or any change made in the team meeting in order to make it easier for Berlin to react on.

7. GM-Guesthouse

GSDP-staff is not paying for the GM-guesthouse. It should accommodate preferably GM-guests. Only if the Government guesthouse is full, GM-guest-house can be used. 2

The new guesthouse in Lusaka should be kept for GM-staff and guests only. Longterm guests should be avoided and should put into the old guesthouse. Final decisions are left to the guesthouse management. It is clear that no GM-contractholder has a guarantee to stay in a certain room with the right to a certain service. The management is free to decide according to the need.

8. Maaze lorry and Maaze transporthire

GM has no funds to subsidise further transport for Maaze Coop. The EXCO is asked to cancel the subsidies at all because additional transportcosts because of the breakdown of the Maaze lorry, are to be calculated into the prices of the shop. Maaze is asked to continue booking VSP and the GM-truck. Combined trips are most welcome.

9. Kanchindu housemaintanance

Small repairs will be paid by GM-funds under contingencies. For 1991 money will be budgeted.

10. Financial planning Lusaka office

Haya is preparing a plan for expanding the new guest house. It is also planned to put a shower and warm water to the new guest house

11. 20 years of GM-presents in Zambia

Beside the planning workshop at Choma in August, there will be at least the official opening of the Sinazeze Craftcentre to be seen as a local activity for 20-years celebration. For further activities the Team is asked to think about it.

12. A. O.B.

News of Zambia will be sent in copy by Berlin office. The question arose what will happen with the seed supply, if the programme will be stopped. It was resolved, that this topic will be discussed in the planning session at the staff meeting. Winni is asked to bring his request of external financing of his project to the EXCO.

13. Statement from Wilhelm about his visit

The 3rd. visit showed Wilhelm that the work for GM-staff faces a number of difficulties. Not so much from the economical side but especially from the point of social and cultural differences and the difficult work. He thanked the team member for their approach, the speed of work and in the same time the high degree of patience. He requested everybody to find the right speed in their approach and to see the danger of pushing. We should keep in mind that not all problems can be solved by GM. This also applies to the cooperation within the team. He appeals to continue understanding the difficulties the country is in. Our presents is highly appreciated. Wilhelm repeated the appeal of Rev. Siatwinda to live a true christian life. He advised the team to discuss fair in the staffmeeting and that they should stick to their own project. At last he pointed out that everybody should be aware about the fact, that all teammembers are watched closely by the people.

Date:

Chairman

Secretary

Presents: Wilhelm, Astrides, Ulrich, Lina, Jaap, Winie, Belayet, Giesla, Manfred & Mr. Maswe.

1. Brief remarks from Wilhelm:

Mr. Dieter Hecker is back in the office only for ½ times and he is always anxious to know the development in Zambia Project. Thanks were extended to Ulrich for time to time informing Berlin Office on the important events of the project besides official correspondence.

Lately the GM has revised Belayet and Lina's salary revised through adding cost of living allowance for Zambia.

In the 20 th anniversary of GM in Zambia the people are interested to know the real progress achieved.

In reply to the availability of funds, Wilhelm said although donors are putting more attention to Eastern Europe still there will not be much of problem for Project fund. The major 6 Churches which provide 2/3 of fund will not change its policy to GM.

2. Report from last Zambia Committee Workshop:

The committee has been very happy to receive policy out line of the project for the 1st time through Ulrich. It also expected an outline for Lusaka Liaison Office. Feasible informative report is very much needed in Berlin so that it can participate more in project planning..

3. Further procedure for Project Out line:

Project outline was formulated in order to make basis for medium term and long term planning for the project. It out lines the existing status of the projects. A preliminary draft will be possible after the next staff meeting where the left over programme will be completed.

4. Recruitment of Belayet and Ulrich's successors:

There are 4 and 2 applicants received in place of Ulrich and Belayet respectively following the advertisement in Germany. Further applications are expected before the last date, 31 st May. Interview and selection process will be completed in June. After preparation course in first 3 weeks in October the successor is expected to arrive within 1st week of November.

It has been stressed very much that there should be overlapping period between the incoming and out going officers.

5. New Programmes: Local Water resources, erosion control:

GM is prepared to send a successor for Jaap even after withdrawing from Siatwinda. It can only be possible if a proper agricultural programme is designed for the post depending on the need for the area. Dry land farming may include certain areas which

requires strong attention. A policy need to be drawn by the staff meeting including the people involved in agricultural development.

On the contrary, it was suggested that if Mr. Peter Stormheit is still available and interested, GM may send him for a short period of study to prepare a project outline in this area with the assistance of the related people in the project.

6. Perspectives for Female Extension:

To make progress on the recruitment of Lina's successor in Female Extension GM needs the programme evaluated. A revised plan after evaluation may provide better picture for successor. 2 GM emphasizes to recruit a Zambian trained personnel for a short period. Wilhelm expressed the feeling of GM head office where it is considered as key social programme for the project would like to support it very much.

In explaining the development of evaluation process, Ulrich mentioned that the Institute of African Study at UNZA is prepared to evaluate the programme at a cost of approximately K60,000 a month. A programme for their operation including accommodation has to be prepared by Ulrich and Lina.

Lina complained about a personal letter from Wilhelm where she was accused for poor cooperation in the evaluation process. 221 She strongly object in this accusation. She said she has been always cooperating with the Planning and Evaluation Adviser and for sure Wilhelm has been misinformed about it.

7. Perspective of Training Programme:

The training programme is awaiting evaluation. It is a fact that the programme is unsuccessful. Many feel that it has been wrong in its designing. Training from external sources in the irrigation farmers can not work rather it should be the part of scheme management and operation, and it should be organized by the GM adviser.

Training has stopped in Siatwinda. In Nkandabwe it is still continuing and in Buleya Malima it is not running except carrying out some special duties by the officer.

In the mean time the training officer has been recommended for his transfer by the Project Co-ordinator. It is suggested that the GM motor bike given to him be controlled by the Co-ordinator and Team Chairman in its use. The trip has to be authorized by them before the bike is on the road.

Ulrich, Belayet, Jaap, Mr. Maswe and Mr. Chimimba are asked to sit together for an hour after the staff meeting on the 26 th and draft on failure & ineffectiveness of the training programme. A formal evaluation from external resources would be very expensive.

8. Small Sc. Village Industries & School leavers in the area:

The Small Scale Industries was initiated with the idea of identifying experience local artisans and forming groups with them. But from the experience of the programme officer, Winie, it is not working. The experience ones always prefer to work alone. Winie suggested that the young school leavers in the area would compose better groups. But it needs funds for basic tools and job training. He has been suggested to prepare a budget proposal for it since it was not budgeted.

10. Electrification of Sinazeze and Nkandabwe GM camp:

There was a request from the GSDP on behalf of the Govt. to take initiative in this programme. ZESCO, the electricity supply corporation in Zambia has provided a quotation of 2.2 m kwacha for the programme which needs further follow-up with ZESCO. The PAO's office has verbally requested GM to initiate the programme and promised that it could request the Govt. to share 50% of the cost.

Wilhelm stated that the Zambia Committee looked at the proposal very favourably since it is going to bring several short term and long term benefit to the area. However a project proposal is required with justifications. The amount of about DM94,000.- is not a very big figure. Manfred has taken the responsibility of checking with ZESCO head office and prepare the project proposal for it.

Telephone: Winie has been asked to look for its possibilities both technically and politically with the appropriate authorities.

11. Fund for Kafwambilla road:

This road has been officially handed over and in the mean time the funds have been exhausted. The impression of GM head office is the same- kafwambilla road programme ended last year after official handed over.

Jaap & Mr. Nchite has been given responsibility to submit a physical verification report. It has been suggested that this road programme be stopped. If anything minimum work is required as out come of feasibility report from Jaap and Mr. Nchite it may be completed with specific short time period. It is also subject to the availability of funds.

Money for other two roads- Sikanega and Nkandabwe rds. is in process from EEC. If the funds are released Mr. Nchite will carry out this work. In case he retires from Govt. service GM may employ him temporarily only to finish this work. It should be kept in mind that road programme should not be a programme of GSDP according to present situation.

Jaap prefers to withdraw the application from EEC.

12. Co-operation with other Donor agencies (GTZ):

Many time GTZ is using our personnel to carry out research

works but copy of such report are not forwarded to GSDP. It has been suggested that such cooperation can not be denied since we are the resource person in the area but it can be made a point that a copy of such study is sent to our project.

Date: 21-3-1990. Venue: Kanchindu.

13. Function of GM team meeting within GSDP:

The decision of last team meeting, January 18, 1990 still stand.

14. Policy making for GSDP on GM & GRZ side:

GM head office is the final authority for approving major policies. The experts in the project will participate in policy decision and recommend to GM head office.

15. Correspondence GM contract holders - GM head office:

The decision of January 18, 1990 meeting (no. 14) are suggested to be followed. The letter from GM head office preferably be indicated with name of the person to take action against every paragraph.

There should be a file prepared in Gisela's office to file all in coming and out going mail from GM head office where all the team member will have an access to it.

16. Reporting system to GM:

The GM head office wanted formal and informal report on important events of Gwembe South and Zambia at regular interval as the Team Chairman has been sending to keep the head office aware of the situation. Ulrich has been sending report on the following subheads- general development/change of the country, general dev./change of the project, team members' leaves, sickness etc. and major events of the programmes.

17. Responsibility of GM office bearer (Treasurer, Chairman & Liaison Officer):

The Treasurer said according her terms of reference she is answerable to Liaison Officer, but in practice it never work, her work is more related to the Chairman than to Lusaka office. Chairman is the person involved in the day to day business in the project.

Financial planning should be done by the Chairman in corporation with the Treasurer and other programme officer. Final annual analysis of budget to be done by the Chairman.

The Chairman and Treasurer would further discuss regarding further cooperation.

18. Election of A/ Chairman:

For the administrative convenience it was suggested that an A/Chairman be elected for a year. Then people would know whom to contact when the Chairman is on leave. But A/Chairman is not a post of Deputy of Vice Chairman. Since other Team members are leaving Manfred has been suggested to act for this position.

19. Leave application for GM contract holders:

Sick leave of 10 days (6 + 4 for travelling) p.a for accompanying a sick house hold member according to BAT rules has been confirmed by Wilhelm for every team member. Only one person of the family, in case of two contract holders in the family, would receive this benefit.

The system of applying leave remained unchanged.

20. Purchase of M/bike for VSP:

It has been suggested that the Training officer's m/bike can be used by the Co-ordinator of VSP as it is going to be free very soon. The Training officer is transferred and the programme needs to be reorganized.

A m/bike should be sold only after 2 years.

21. GM transport regulation for GM-contract holders:

GM head office has reviewed this matter from the experience of past years and compiled few general regulations in paper and brought for discussion. With few amendments the paper has been accepted. The amended paper is enclosed with the minutes.

The date of its effectiveness remain indecisive. Most of the members feel it should be brought in to effect from the new contract holders as they come from November this year. They should have this as part of the signed contract.

22. Radio Set:

While the possibilities of telephone continue the radio system within the project should be improved. Strong walkie talkie sets within Kanchindu, Buleya Malima and Nkandabwe camp may be considered if technically feasible.

23. Sales of Lorry:

GA The lorry should be sold *preferably* unconditionally in the valley. Offers may be collected from the interested local buyers and then choose the right customer.

24. GM Loan Policy:

In general no loan should be authorized for private individuals.

Project may receive only short term loan.

25. Loan to GM Contract Holders in last year of staying:

The GM contract holder may take kwacha loan from the project equivalent of DM10,000.- At the end of the contract it should be paid back also in kwacha according to the ruling rate of DM10,000.-

26. Water supply, Kanchindu house:

Jaap has a serious break down of water in his house due to the problem in his borehole. He brought a proposal of digging a well as immediate solution. It would cost K12,500.- It has been approved but he has been asked to look in to possibilities of cleaning and deepening his borehole as future permanent solution.

B. Hossain.

Transport for GSDP

Re: Private cars for official utilization by Gossner Mission fulltime employees

=====

The following regulations are set in order to standardize disposal of transport to Gossner Mission fulltime employees who are under contract with the Berlin Head Office. The regulations are based on previous experience and rules already in power which in principle have proved good.

1. The employee buys a vehicle of his/her own choice appropriate for the project work at a maximum value of DM 30.000,-- . As desired, Gossner Mission stands ready for handling the purchase.
 2. The vehicle will be purchased for a 3-years contract period.
 3. Gossner Mission warrants a non-interest-bearing loan ^{towards the purchase} at the rate of the ~~real purchase price~~ ^{maximum of 30,000 DM.} of the vehicle.
 4. ~~All costs for convey, import, registration etc. are born by the employee.~~
 5. The loan is repaid to the Gossner Mission in monthly instalments of DM 500,-- by deduction of the salary. After completion of contract, the outstanding amount resulting from loan repayment and purchase price of the vehicle will be balanced with the re-integration allowance.
 6. In Zambia, the vehicle is registered according to the national laws and in the name of Gossner Mission. The Liaison Office is handling the registration in co-operation with the employee.
 7. Gossner Mission Head Office effects a car insurance on behalf of the employee i. e. third party insurance; passengers insurance; comprehensive insurance at DM 1.000,-- own participation.
The premium is deducted from the employee's salary.
 8. The employee is liable for the maintainance of the vehicle. As desired, Gossner Mission assists in organizing procurement of spareparts.
 9. ^{allowance} Km-~~assistance~~ for official use of the vehicle is warranted at following rates:
 - up to 15.000 km/p.^{a.} ^{year of contract} DM 0,42/km
 - beyond 15.000 km/p.^{a.} ^{yr. of contract} DM 0,23/km
- For Buleya Malima duty station, full rate coverage is fixed at max. 17.000 km, for Kanchindu duty station full rate coverage is fixed at max. 20.000 km.
10. ^{allowance} Km-~~assistance~~ is paid monthly in Zambian currency by the Gossner Mission Treasurer on submission of written evidence of official trips.
 11. Per 3-years-term of contract, one set of tires (4) is made available through Gossner Mission.

.../2

12. After completion of contract, the employee is in charge of future whereabouts of the vehicle. In case of sale in Zambia, the proceeds can be paid into the project account at the level of the real purchase price of the vehicle. The equivalent upto DM 30.000,-- maximum is reimbursed in Germany currency. *according to value (see No. 3)*
13. In order to support development of infrastructure in the Gwembe South region, the vehicle ~~should~~ *preferably* be sold there.
14. The ~~ser~~ regulations are constituent part of the service contract.
15. These regulation take effect from November 1st, 1990, for all newly appointed employees.

Berlin, February 22, 1990

GM TEAM MEETING ON 20/21 MARCH, 1990

A. GM PROJECT POLICY/ PROJECT PLANNING

1. Report from last Zambia Committee
2. Further procedure for project outline
3. State of recruitment of new GM personnell
4. New programme: local water ressources, erosion controll
5. Perspectives for female extension
6. " for training programme
7. " for Small. Sc. Vill. Ind.
8. Situation of school leavers in Gwembe South
9. Cooperation with GRZ offices *electrification*
10. Cooperation with other donor agencies (GTZ) *Kapw. road.*
11. 20th anniversary of GM in Zambia, *fine planning*

B. GM OPERATIONS

12. Function of GM team meeting within GSDP
13. Policy making for GSDP on GM and GRZ side
14. Correspondence GM contract holders - GM head office
15. Report system for GM
16. Competences of GM office bearers (GMT chairman/treasurer/ liaison officer)
17. Appointment/election of acting GMT chairman
18. Leave applications of GM contract holders
19. Security of expatriate staff
20. GM transport regulations
- 21. Radio system/ telefon line for GSDP camp
- + 22. Electrification of Nkandabbwe Camp
- 23. Financial planning for GM/GSDP and Lusaka Office
- 24. Sale of GM lorry/transport planning
25. Purchase of motor bike for VSP
26. Funds for Kafwambila road
- 27. GM loan policy
28. Sinazeze houses
- 29. *looks supply Wanduindiri house*
30. A.O.B.
Report on visitors (Gaap)

Kaja:

Financial requirements need Plan. durchgeführt an Df

Minutes of team meeting held on the 18th January, 1990

Present: Manfred, Gisela, Belayet, Lina, Jaap, Ellen

1) Correction and confirmation of last minutes of 2-8-1989

The minutes were confirmed, after some minor corrections.

Matters arising:

no 3. It was concluded that the team meeting has three aims:

1. To discuss contract matters
2. To discuss the living conditions of expatriate staff in the project
3. To assist GM head office in policy making, and to give advise, as a feed-back from the team

Because aim no 2 and 3 also concern Mr. W. Dietw, the team feels that he also should attend the team meetings. At the same time Mr. Kiyota could attend, if he wishes.

GM head office is advised to make an agreement with the different organisations that participate in the GSDP-project, to make clear what is the expected relation with the team.

no 5. It was stated that, of course, personal written contracts can't be affected by this proposed general rule. The subject sales of vehicles and reimbursement should be discussed again in March, when Wilhelm is there.

no 11. Ulrich will be asked to bring his policy planning paper for discussion in the team, before he will present it at the planning seminar in Berlin.

no 14. Correspondence from Berlin should be addressed properly. As long as it is not a personal letter, it should be directed to the team, and it has to be indicated clearly who is supposed to answer about a certain matter. All letters, addressed to the team should be filed in the teamfile, and read in the team meeting. Also from every report to GM head office (see minute no 14) should be a copy in the team file. Every team member should have access to the team file.

2) Accident pool car

Both the driver and the supervisor, who was in charge of the car, should get a strong letter from the team, in which is written that the mistake they have made could have been prevented, and they should be asked for a written explanation about the case. These letters should be written by Ulrich, as the transport officer for the pool cars. 2

3) Km-claim for Jaap in DM

It was stated that it was never decided in the team that km-allowance should be paid in Kwacha. Gisela mentioned that with the new system, to add the expenditures in DM to the books, the problem of booking is also solved. According to previous decisions in the team, the payment of km-claims either in DM or Kwacha should be left open to the contract holder. Jaap should write a letter about this case to GM head office, and refer to this team meeting. GM head office is advised to put the regulation for km-claims properly on paper for new contract holders, to avoid confusion. 2!

4) Female extension fridge

A fridge is needed for female extension, since the present one is not working. A new fridge was ordered in the container, but is used in the new guest house in Lusaka. It was stated that such decisions should not be taken without consulting the person concerned. The fridge which was ordered for female extension should be brought to Buleya Malima, and an old one from the camp could be taken to Lusaka.

5) Selling of GM lorry and pool cars

It was discussed and agreed that GM vehicles preferably should be sold within the valley, even when it brings in less money.

The people from the area should benefit from it, so they should not be sold to a commercial fishing company.

The GM lorry gives too many costs, and all the programmes could be served by the VSP lorry. It was unanimously decided that the GM lorry should be sold without replacement. The lorry should be advertised in 3 - 4 months, and notice should be given to the driver.

6) Reimbursement for Ulrich's and Belayet's cars from 1990 budget

In order to make an end to the confusion, GM head office is asked to confirm clearly the conditions for car sale reimbursement for every present contract holder individually.

GM head office is advised to state a general condition for new contract holders, which should be agreed upon with a new contract holder in writing.

7) Mr. Kiyota's request for an old fridge from the team

The old female extension fridge should be taken for repair, and after that, Mr. Kiyota can borrow it. *cf No. 4!*

8) Guest houses Lusaka and Camp

It is recommended that the guest houses in Lusaka should have a special person, full time employed, to take care of the guest houses and the surrounding. Also effort should be made to build a dining / sitting room for the new guest house.

The new building at the Camp, which was not paid by the government will never be refunded. It is proposed that it should become a GM guest house. Bert Witkamp's house and the old guest house will be given back to the government as staff houses.

9) Acting chairman

It should be clear who is the acting chairman, when the chairman is absent. It is proposed to elect an acting chairman for the period of one year, who will take over when the chairman is absent. Election will take place in the next team meeting. If the chairman plans to go on leave, he has to inform in time the acting chairman and other people concerned.

10) Communication within the project

It is possible to get a project telephone at the Camp. Inquiries should be made for the possibilities, costs, etc.

Also the radio system should be improved. GM Lusaka is asked to improve the radio system, and to return the Kanchindu radio in proper condition. Communication is not only a matter of Lusaka and Nkandabwe, but Buleya Malima and Kanchindu have equal importance. The system should be improved anyhow. If repairs don't help, a new set of radios should be bought.

11) Inventory lists

Everybody is reminded to give the details about (1) project equipment (2) household equipment (owned by GM) and (3) car details to Gisela.

The treasurer and the chairman have to sort out the new ownership of the houses in Sinazeze, and agreements should be put in writing.

12) Financial planning

The chairman and treasurer are requested to make a financial planning for the project account for 1990, and to send it to GM head office. In the next team meeting it should be presented to the team.

13) Purchase of an old sewing machine by Mrs. Kalaula

Three old female extension sewing machines will be replaced. The old machines can be sold at K 2000.- each (cash payment within two months). Lina will arrange the sales. The money will go into the project account.

14) Loan from GM in the last year of contract

In the past it was a common regulation that every contract holder was allowed to have a loan in Kwacha from the team account upto a value of DM 10,000.- in the last year of contract, which should be repayed in Kwacha at the end of the contract. We ask GM head office for the exact details of this regulation.

15) Planning for Siatwinda

We ask GM head office for a clear statement on paper about their policy on Siatwinda irrigation scheme (personnel planning etc.). The team wants to underline the previous decision, as announced by the GM-representative Lusaka, in the PAO-s office, to pull out from Siatwinda irrigation scheme at the end of Jaap's contract. The team has the feeling that this is the right time to pull out from the project, since the project can be handed over to GRZ. This also enables GRZ to involve new donors and manpower. The money which was allocated for Siatwinda irrigation scheme by GM for 1990, should not be used till further discussion in the team.

16) Container list

This item on the agenda was postponed to the next team meeting.

17) Any other business

- * Gisela asked whether problems concerning GM watchmen should be discussed in the team. It was agreed upon that the executive committee could deal with these problems.
- * The next team meeting should be held in the 3rd week of February 1990.

DATE:

1-2-90

B. Hossain.

CHAIRMAN

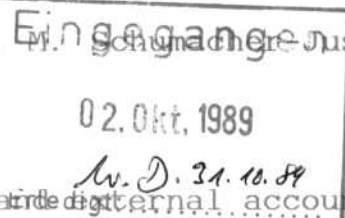
J. Verwey

SECRETARY

H. Kumbhof

MINUTES OF THE GOSSNER MISSION TEAM MEETING ON 14/9/1989

Present: B. Hossain, L. Hossain, G. Just, W. Schumacher, Just,
U. Luig.



The following was resolved:

1. The name of the Team accounts (current and external account) at Standard Chartered Bank, Choma Branch shall be changed from "Gossner Service Team" to "Gossner Mission". Signatories for the current account and regulations for handling the account shall remain unchanged.
2. The names of all previous signatories for the external account shall be deleted. The new signatories for the external account shall be Mrs. Gisela Just, Mr. Ulrich Luig und Mrs. L. Hossain.
3. The name of the Team transport account at Barclays Bank, Choma Branch shall be changed from "Gossner Service Team" into "Gossner Mission". Signatories and regulations for handling the account shall remain unchanged.
4. Sinazeze Primary School shall be allowed to utilise 3 of the Gossner Mission owned houses at Sinazeze as they stand. The school shall be responsible for vacating the houses and shall use the houses as accomodation for their new teachers. Arrangements over the conditions under which the houses will be used shall be agreed upon after a decision will have been taken by the Zambia Committee, Germany. The fourth house (the previous mobile clinic) shall be reserved for the new District Union.

The team recommends to the Zambia Committee to donate these houses to Sinazeze Primary School as accomodation for their staff. Renting these houses would be an extra administrative burden for the team and would leave Gossner Mission as owner of real estate which is not the purpose of Gossner Mission's being in the valley. Selling the houses will be difficult since the Education Department has almost no funds and the money will have to be raised by the parents who are already struggling to build an extra class room and a teachers house in order to upgrade the school. The Zambia Committee is requested to take a quick decision over the issue.

U. Luig
Chairman

Secretary

Agenda Team meeting 2/8/89

1. Correction and confirmation of last minutes of 10.6.89
2. Opening address by GM visitor
3. Attending of team meeting by mon-GM expatriate members
4. Terms and conditions of GM contract holders
5. Sales of Vehicles and reimbursement
6. Gas bottle for team members
7. Board and lodging of guests
8. Leave application for team members
9. Cooperation between Liaison office and GSDP
10. Cooperation among expatriate GM staff and Expatriate & Zambian staff
11. Introduction of new ideas in the project
13. Planning for Mwemba area
14. Reporting system, Communication Berlin/Project
15. Application, Mr. . Stormheit and a Volunteer
16. Replacement of Lorry / Transport officer
17. Budget and Financial planning
18. Handling of fund by Liaison office
19. Completion of container list
20. Sinazeze Houses
21. Transport for Funeral

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MINUTES OF TEAM MEETING HELD ON THE 2nd AUGUST, 1989.

Presents: Ulrich, Wilhelm, Jochim, Manfred, Haja, Lina, Gisela, Jaap, Belayet

Permanent invitee: Mr. Maswe

Eingegangen

21. Aug. 1989

1. Correction and confirmation of last minutes of 16-6-1989: The minutes were corrected and confirmed with minor correction.

2. Opening address by GM visitor:

In his opening address, Wilhelm conveyed greetings from the people of Berlin office. He briefed about the discussion held in a recent meeting over the future policy of GM for Zambia project in Mainz, Germany.

The discussion of future policy for Zambia project without involving anybody currently working in the project was taken seriously in the team. The only person present in the meeting was Wilhelm who had only introductory knowledge of the project in his last visit. It was suggested that it is now high time for us to become serious for the project planning and set our objectives. We can no longer feedle around with different ideas without being realistic and practical.

3. Attending of team meeting by non-GM expatriate members:

Mr. W. Diete has recently joined GSDP as adviser of Small Scale Industries. Unlike other member of GM he has been seconded from GVS. Attending of Team meeting by Mr. Diete was brought for discussion.

Some of the members expressed their feeling that he should attend team meetings while others felt that team meetings are to discuss only internal matters of GM contract holders since discussion of project matters in the team meeting have been lately ruled out because of confusion and mistrust raised between the Zambian staff and GM expatriate staff and his presence might bring the similar suspicion again. The pro-supporter gave the reasons that expatriates need sometimes to discuss their ideas outside the formal office time table. However, the matter remained unresolved and kept awaiting for further development.

4. Terms and conditions of GM contract holders:

While the condition of services of GM contract holders in the project were discussed, it was revealed that Belayet and Lina has different type of contract format than others. They have complained for fixed salary and some of the allowances like cost of living allowance, 13 th month salary, resettlement allowance etc.

It was resolved that everybody working in the Project from GM be given similar type of contract to avoid confusion and mistrust. It was suggested that Belayet should prepare a written comprehensive proposal for it and discuss the matter with Wilhelm, Ulrich and Mr. Lindau on the following day then forward it to Berlin for necessary action.

5. Sales of Vehicles and reimbursement:

The issue of sales of private vehicle for GM contractholders and reimbursement of kwacha by German Mark was rediscussed once again for different types of statements---

- total sale-value of the car as an annex in Jaap's contract according to Jaap's ~~sentze~~
- purchase price of car as decided in Lochinvaer meeting in presence of Mr. Dieter Hecker and other visitors from Germany on the 20 th June 1988. That was the revised decision from Mr. Hecker on behalf of GM head office administration
- DM 30,000 according to Manfred for his discussion in Berlin while signing of contract
- DM 25,000 according to Wilhelm's last letter

Having listened and discussed all the above statements, it was reinstated that the joined/revised decision taken at Lochinvar meeting be followed. To regularise book keeping and auditing formalities, the team member would buy his own car from GM at purchase price. As he/she pays the purchase kwacha value to team account it will be reimbursed in his/her overseas account by equivalent DM from GM Berlin account.

Changing of a car suggested only after 3 years of use.

It was suggested whether not to introduce the old system by which GM would provide project car to its contract holders. Everybody was of the opinion that there would be lack of interest in taking care of the project vehicle as a result GM might have to loose more money. It was, therefore suggested that the present system be continued.

In question of appropriate type of car for the project area it was clear that a light vehicle is not suitable for rough road and climatic condition.

6. Gas bottle for team members:

Wilhelm reported that the idea of giving free gas bottle, 5 per contract, was to compensate the catering service for visitors. As the question of the size of the bottle was brought, the team members suggested that such help is not required. Hence the chapter of gas bottle issue was closed.

7. Board and lodging of guests:

Rotating of Berlin visitor to all GM members house for several reasons during his stay was felt necessary and the practice should be continued.

K60.00 hospitality allowance as decided by one of the past team meeting for accomodating a guest with a hot meal was suggested to maintain. But the decision is awaiting confirmation from Berlin office.

8. Leave application for team members:

The procedure of leave application was reannounced as Haja complained that she did not received some of the applications. But Mr. Maswe confirmed that there are number of applications laying in his office which he could not send in time. However, it was said that every GM member should apply for leave through the Project coordinator in triplicate. Upon approval the coordinator would send one copy to Liaison office, Lusaka, one copy to the applicant and one copy to his office file.

9. Cooperation between Liaison office and GSDP:

Wilhelm brought the point that Haja is sparing her considerable time for procurement of materials requested from the project. He is of the opinion that she needs more time for communication and administration works. However it was felt that the procurement job could not be avoided for various practical reasons in Zambia.

It was suggested that Haja need not to be engaged all the time in procuring items since Chibesha is fully employed to assist her in Lusaka office. There is ofcourse problem of parking the car unattended in town. This reorganizing Lusaka office. If necessary another person have to be employed to solve procurement problem.

10. Cooperation among expatriate GM staff, and Expatriate & Zambian staff:

Wilhelm wanted to know if the cooperation among the expatriate staff has improved. It was expressed that the cooperation and working relationship has certainly improved.

There is enough cooperation between expatriate and zambian staff but some members feel that the Zambian staff need to be given more responsibilities for organizing their programmes. This includes financial responsibility too.

Manfred and Gisela expressed their concern for involvement with new ideas in the project areas besides on going programmes. This consumes lots of time from expatriate personnel as a result existing workload increases to them. Reference was made to the recent survey work conducted by Ulrich for Dunkey programme, and Cashewnut programme for the primary school. These extra works with the besides on going programmes kept Ulrich occupied. Ulrich defended himself by saying that these works were requested from the PAO and DAO's office but he admitted that he did not follow the right procedure of starting new programme. He said that this will not be repeated in future. However, the procedure of starting new ideas have been outlined in the next point.

11. Introduction of new ideas in the project:

Following the discussion held under the above point, it was stressed that all the existing programme be given our point of attention. It is now high time to plan for GSDP programmes to become independant. There is no reason for increasing the number of GSDP programmes. We have enough which can hardly handle. It is easy to plan for new idea but difficult to implement.

It was, therefore, suggested that in the last year of Ulrich's staying he should work with the programme advisers for each programme to evaluate the programmes and set future objectives for self reliance where ever possible.

It was further resolved that for starting of any new idea or programme it has to be first discussed with the team then to the staff meeting for its approval. The availability of human resources have to be considered seriously.

13. Planning for Mwemba area:

It was suggested that the only ideas of installation of a grind mill, through VSP following Siameza seminar has to be taken in to consideration.

14. Reporting system, Communication Berlin/Project:

Wilhelm said, Berlin office is not adequately informed about project activities. He proposed that it would be helpful if he receives monthly progress-report over the main activities in the project.

Confirming Haja's two times/ month visit to the project, it was suggested that she would write a comprehensive report to Berlin every month. ?

15. Application, Mr. P. Stormheim and a Volunteer:

Wilhelm brought the message that Peter has applied for a post of Agriculturist in head office to work in GSDP. He was formerly working in Zambia under GVS and due to complete his master in the UK in coming September with major in agro forest. He is basically a water engineer.

The only immediate post is due to vacant in December, 1990 when Belayet leaves. It was suggested that Job description for Belayet's successor be prepared and sent to Berlin before September, 1989.

Since, Ulrich and Line are also due to leave in the same year, their job descriptions have to be also sent at the same time.

There was a young volunteer wanted to come for practical experience in the project in practical agriculture for a period of one year. But due to short of accomodation and personnel to take care of her it was suggested that the project can not accomodate her at this time.

16. Replacement of Lorry/ Transport officer:

The employment of a transport officer is long awaiting. After Volker had left it was temporarily decided that Ulrich and Manfred would carry it on for some times. It was thought of too much for employing a Zambian Transport officer for only one pool car and a lorry. But after running it for 6 months, they strongly recommend for a person to do this job. However, his job has to be monitored and supervised by one of them. For the accomodation of transport officer, the coordinator has assured to look in to it.

The decision of replacement of lorry kept pending.

17. Budget and Financial planning:

It was suggested that the budget of a fiscal year for any given programme be finished within the year for easy book keeping work.

Wilhelm mentioned that there are DM150,000 ear-marked for 1990 budget. According to submitted project budget and recent devaluation of Kwacha it would cover the project cost.

At the preparation time of budget for every fiscal year, a financial planning is required to be prepared which will indicate and elaborate the movement of fund from Berlin. This should indicate reimbursement fund, possible purchase of project equipments and from Berlin office and at the same time amount of fund that would be realised in Kwacha in the project.

The receipts of all the purchase made in Berlin ^{are} required to be sent to the project account. It needs to be reflected in the project account book.

18. Handling of fund by Liaison office:

Reference was made to one of the previous letters from Berlin where it was mentioned that authority would be required from Berlin for spending more than 5,000 kwacha.

However, it was reviewed and explained that if the fund is budgeted and spent for the same programme it is ment for, then there is no need for any approval. But when it is not budgeted and needs to be shifted from one programme to another programme an authority would be required.

19. Completion of container list:

Wilhelm informed that the container is nearly ready to be shipped. There is still small place left for any urgent item.

20. Sinazeze House:

There are GM houses at Sinazeze for GSDP staff and for sale. It was informed by Mr. Lindau that for selling of any GM property permission is needed from Kuratorium.

The matter was referred to GSDP Exco meeting for utilization of these houses.

21. Transport for Funeral:

There was a letter for assistance in funeral from one of the local representatives. GM is providing transport assistance to Church and local football club similar assistance was requested for funeral arrangement.

According to the previous arrangement such assistance for funeral is only open for GSDP staff and for their dependants. This covers the area of Gwembe south and up to the line of rail. It was said in reply of the letter that GM can not extend its assistance beyond this.

Chairman

Secretary

*This is the unconfirmed minutes
of the team meeting as you have requested
for. With gratings.*

Beluyet Hoseain

9-8-89.

MINUTES OF TEAM MEETING HELD ON THE 16TH JUNE, 1989
AT NKANDABBWE CAMP

PRESENT: Haya, Ulrich, Belayet, Manfred and Gisela.

1. INFORMATION FROM BERLIN AND REPORT FROM HAYA:

Haya informed the meeting about the letter from Wilhem. He has reconfirmed his visit of 20th July to 9th August to Zambia. Mr. Lindau will join him in his last 8 days of tour. It is suggested that Wilhem come to the Valley on the following day of his arrival which is Saturday the 22nd. In the meantime, Haya will arrange dates of appointment in Lusaka during Wilhem's last part of staying. Tour to Siavonga/GTZ for Wilhem could be one of the days in between.

A tentative date for team meeting has been suggested on the 24th, Monday 09.00hrs. Some points have been collected for discussions -

- Future plan of Siatwiinda
- Job description of Jaap
- Handling of money by Liaison Officer beyond budget
- Financial planning and budget
- Contract matters of GM Contract Holders
- Planning for Mweemba area

A tour for Kafwambila and Buchi can be arranged as desired by Wilhem.

The days for sharing the accommodation of visitors by the team members have not yet allocated but can be arranged after their arrival.

Container list: Haya reported that Berlin office found it difficult to buy certain items because of insufficient information. In addition they have been asking clarification on certain personal items. It is not legal to ^{sell items under} have personal item in the package of ^{to other pastor's} duty free list. Besides selling of such item to the person concerned before two years is not also possible.

2. SALES OF 2 CHILDREN BEDS AND ONE BANK BED:

These beds were left by the previous team members. Manfred asked if it could be sold to local people. It was suggested that these items can be sold and money be deposited in Lusaka guest house amount.

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3. INVENTORY LIST:

Gisela reminded all the team members to prepare inventory lists for the GM items laying in their respective programmes and houses. She needs a copy for her file in the treasurer's office.

4. FINANCIAL PLANNING:

In the past, the project budget was prepared indicating the amount of money needed as expenditure to run the project. Share of GM and share of GRZ has been always stipulated with respective percentage of contribution.

For the portion of GM budget, a financial planning is needed with the recent development of accounting system. This should clearly show how the budget for the year is expected to be covered, for example, how much is expected from the proceeds of sales of items including motorcar, how much additional is expected to come from Berlin Office etc.

To regularise book keeping system along the line of other donor agencies working in Zambia, it has been suggested that each GM contract holder should buy his/her vehicle from GM at purchase price at the end of the contract or end of 2 year term. Once ownership is transferred to his name, he can then sell it up to his discretion. The so received kwacha equivalent purchased price from the contract holder be booked as "Income from the sales of ~~xxxx~~ so and so car". Later GM settle the contract holders' account in Germany with equivalent DM.

Under this effect, an official letter is needed from GM head office saying that the respective contract holder using GM car will be given 1st priority to buy the car at purchase price. This is to cover the official formalities.

A tentative financial planning for the budget of 1990 has been prepared as follows:

Total budget for 1990	= K1,020,000
At the rate of K5.5. = 1DM	= DM185,455

So far, 2 cars one from Ulrich and one from Belayet, and one lorry will be on sale in 1990.

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<u>Item</u>	<u>Purchase Price</u>	<u>Expected equivalent kwacha income from sales</u>
Ulrich's car	DM25,000	K137,500
Belayet's car	DM42574	K234,157
Lorry	DM80,000	K440,000
Allans' Motorbike	DM4,000	K 15,000 (not equivalent)
<hr/>		
TOTAL:	DM151,574	K826,657

There will be still a balance of DM 33,881 to support the remaining budget of K193,343.

There is need to have exchange of quarterly financial report between Berlin office and Project office at GSDP in order to harmonise the figures and keep up to date information.

5. CHANGE OF THE NAME OF BANK ACCOUNT:

With the recent structural development in the project it has been suggested that the name Gossner Service Team account be changed as GOSSNER MISSION account. However, right of signatories will remain as it is.

CHAIRMAN

DATE

SECRETARY

MINUTES OF TEAM MEETING HELD ON THE 5TH MAY, 1989 AT
NKANDABWE CAMP:

PRESENT: Ulrich, Haya, Gisela, Lina, Manfred, Jap and Belayet.

CORRECTION OF LAST MINUTES: 1st Feb. and 15th Feb. 1989. Minutes of 1st February, Page 3 - For external correspondance it has been suggested that everybody should use GOSSNER MISSION TEAM instead of previous Gossner Service Team. Both minutes were confirmed after this minor correction.

1. REPORT FROM LUSAKA OFFICE:

Haya reported that Berlin visitors come to Zambia on 20th July instead of previous arrangement of 20th September. This was due to the fact that Mr. Lindau would visit ^{Southern Africa} ~~RSA~~ during the same period.

The abrupt change has interrupted some of the team member's schedule. After discussion it was suggested that those who cannot change the programme should go ahead with their schedule.

Order of tyres from RSA was given green light. Berlin office soon going to make payment in one of the given London bank account for it.

2. MINUTES OF ZAMBIA COMMITTEE:

The minutes from Zambia committee was briefed in english.

3. TERMS OF REFERENCE OF GOSSNER MISSION TEAM CHAIRMAN:

The above terms of reference for Ulrich as Gossner Mission Team Chairman sent from Berlin was reported to the meeting and left for presentation to the staff meeting.

4. KEY FOR SALARY STATEMENTS FOR GOSSNER MISSION CONTRACT
HOLDERS:

The salary adjustment key received from Berlin was elaborated by Ulrich. Belayet complained that it was not applying to his payslip. He further mentioned that during Wilhem's visit he wanted confirmation of his terminal benifit like anyother contract holders but up to now there is no reply.

It was strongly suggested that every contract holder should receive similar nature of contract. It was further suggested that the matter should be brought to Wilhem during his next visit and straightened out.

5. SPAREPARTS PROCUREMENT FROM BERLIN

Berlin office sometimes find it difficult to procure right spareparts requested by a team member. It was suggested that everybody should give full details of his car including a photograph of the car to Haya to send it to Berlin.

6. SERVICES PROVIDED BY GM TO ITS CONTRACT HOLDERS:

The issue of extra facilities like gas, tyres etc for a contract holder from Gossner Mission was summerized from Berlin Office.

Tyres and tube - A set of tyres and tubes/vehicle/ 3 years contract will be provided free of charge from Gossner Mission headquarter (project fund). If contract is extended for another term there will be another set.

Cooking gas - Each household will receive 5 bottles of gas/3 years contract. There will be another 5 bottle for second contract if it applies. The size of the bottle, 9kg, 18kg or 45kg is required to be confirmed from Berlin. However, normally the 45kg bottles has been issued as empty from Zambia Oxygen for Gossner Service Team.

Beds and mattresses - Each family member to receive/mattress/ 3 years contract and a second one in the 2nd contract if applicable. Instead of 2 single mattress one can go for a double one.

For any worn out bed if GRZ cannot replace then GM would replace it.

The fund for gas and beds and mattresses will be made available from Lusaka account.

7. CO-OPERATION GSDP AND LUSAKA OFFICE:

It was suggested that the Liaison Officer visit project area (GSDP) twice a month. Once at staffmeeting and another time in between on the 3rd Thursday of the month. This would keep her better informed from the project. She could perhaps rotate her staying in camp, Buleya Malima and Siatwiinda.

8. BUDGET PROCEDURE:

Gisela asked what she should do with the left over money from a programme at the year end if it remains unspent. If it is carried with the following year-budget then the programme ~~would~~ has two budgets and made it very difficult in book-keeping.

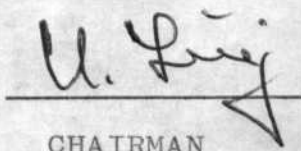
/3...

It was explained that, in principle, budget is the planned expenditure for the fiscal year. If any programme makes an income by running an event, the income should be retained by the programme for its future self-support. If a programme need not require to spent its budget due to various reasons it should start on the new budget of the following year but cannot carry it over for next year.

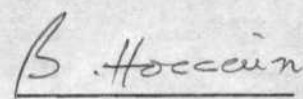
All the accounts and book keeping have to be kept by the treasurer. The programme officer would preferably run his/her programme through an imprest account.

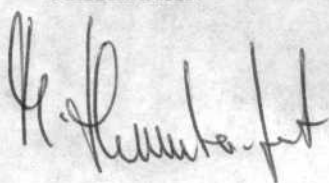
9. A.O.B.

- Jap had asked how to get stationaries for programme work. It was explained that team stationaries are only to cover administration work. Each programme officer was advised to buy his own stationary through programme budget.
- Manfred asked if he could buy the left over tyre from the last container since it is the size for his car. He was given permission to do that.
- Haya was asked to make new rubberstamps in the name of "Gossner Mission, P.O. Box 4, Sinazeze.
- It was also suggested that car stickers in the name of GSDP needed to order.
- Drivers when in Lusaka on official duty should be given guest house accommodation if it is free, but they have to maintain discipline.


CHAIRMAN

DATE


SECRETARY



MINUTES OF TEAM MEETING HELD ON FEBRUARY 15, 1989 AT NKANDABBWE CAMP.

PRESENT: Ulrich, Jaap, Belayet, Manfred, Lina and Gisela.

1. CONTAINER LIST:

Manfred was given responsibility to prepare list of the items to be ordered in the container. It was suggested that the payment responsibility should be included on the list.

2. INVENTORY LIST:

Jaap was given responsibility to make list for the items in Siatwiinda, Belayet for the items in BM, Manfred for the items in VSP, Water programme and builders and Ulrich for items in workshops, offices and rural works.

3. HOSPITALITY OF VISITORS:

With effect from today, one can claim K60.00/person from the project for full entertainment of a meal. This rule also applies for the visitor from Berlin.

4. COMMUNICATION PROCEDURE WITH BERLIN OFFICE:

If any question or complaint arises by the team chairman or liaison officer for any team members or vice versa the matter should be first discussed with the parties concern before it is communicated to Berlin as complaints.

5. MAGAZINE FOR TEAM MEMBERS:

At the camp, Ulrich and Manfred/Gisela are going to share one magazine but it is not feasible to share one magazine between BM and Kanchindu. It was, therefore suggested to have 2 separate magazine for Belayet/Lina and Jaap.

6. WATCHMAN FOR BM AND KACHINDU:

Belayet reported that in amonth there were 3 times breaking-in into his fence and few things were taken away from veranda. The place was becoming unsafe due to lots of traders coming from various part of Zambia for buying kapenta.

After discussion it was suggested that a night watchman be employed from 1st March at BM. Since Kanchindu is still safe the employment of a watchman could be waited.

U. Long
CHAIRMAN

B. Hoseain
SECRETARY

Minutes of team meeting held on the 1 st February, 1989.

Present: Ulrich, Volker, Manfred, Lina, Giessela, Belayet Mr. Damm and Mr. Mehlig.

1. Signature in the Bank account:

Giessela to replace Volker's Signature at the bank as treasurer for Gossner Mission Project account at Choma Standard bank and Manfred to replace Volker's signature for transport account in Barklay's bank.

2. Volker's farewell party:

Volker had arranged his farewell party on 7 February, 1989 lunch time. It was due to announce in the staff meeting held on the next day. It was agreed that the remaining part of the cost would be shared by the team members after Volker had contributed to the party.

All the team members would meet after the party to wind up with Gossner Mission visitors' entourage. An informal dinner was proposed in the evening.

It was also suggested that a sum of K274.00, cost of Manfred and Mr Chimimba's welcome party and Mr. Chipili's fare well party, be shared by the team members.

Cost for the catering of Berlin visitors needed to be discussed again.

3. Salaries of Gossner Mission employees at GSDP:

It was generally agreed that all Gossner Mission employed workers at the project be paid along the line of Govt. gazetted salary structure to avoid many complaints. Only basic salary would be considered and no other allowances would be taken in to consideration except the drivers who would receive $\frac{1}{2}$ the night allowances of govt. rate for spending night outside on duty and for weekend duties. The proposal was due for presentation at the exco meeting to be held on the 3rd February for consideration after which the Project Coordinator and the Team Chairman would call for a meeting with the employees to explain and present the proposed salary scales.

4. Crisis in the project for Jaap's non cooperation:

Following GTZ's announcement of withdrawing Siatwinda rehabilitation, a serious question appeared in the mind of the local people for its truthfulness. Jaap called for a meeting with the farmers and the Chief on 26 February, 6 days after GTZ had submitted their proposal. The Chief extended his invitation to the Provincial Permanent Secretary and the PAO. Upon hearing the preparation of meeting with higher official level, Rev. Damm and Mr. Mehlig discussed

the consequences of the meeting with higher level and decided to attend the meeting together with the Project Coordinator and the Team Chairman and not let Jaap handle it alone. The message was sent to Jaap through radio on the 26 th morning where Jaap expressed his unhappiness for that arrangement. At the preparatory hours of the meeting when Jaap saw the presence of Gossner and project representatives from the gate of the scheme according to the radio message he turned his vehicle and left the place without greeting anybody at the meeting. The farmers and other attendance of the meeting took this embracing situation very deeply and eventually the meeting did not take place. The matter was then followed by Rev. Damm and Mr. Mehlig at Jaap's house on the following day. According to their statement Jaap never was prepared to discuss it thoroughly and settle it.

Upon their return to Nkandabwe camp, Rev. Damm and Mr. Mehlig went to Sinazongwe boma as they were urgently called by the CAO. Among other things the CAO asked withdrawal of Jaap from the project as soon as possible. Considering various incidences, Rev. Damm and Mr. Mehlig asked Jaap in writing to resign from the project within 7 days or 3 months and gave him 4 days time to decide.

At the begining of the team meeting Jaap came in and said he is proceeding to Livingstone to meet the Chief where he went for a funeral to justify the truthfulness of those complaints. Nearly every team member advised him not to drive to Livingstone with such stress of mind instead bring Alan from Siatwinda and attend meeting which could give more chance to discuss the matter, but he proceeded to Livingstone according to his plan.

Continuation of Team meeting held on February 1.

Date: February 3, 1989. Time: 14.00 hrs.

Present: Rev. Damm Mr. Mihleg, Ulrich, Haya, Giessela, Manfred, Jaap, Allan, and Belayet.

1. Function of the Gossner Team in GSDP:

Proposal from Gossner Mission:

The team are suggested to handle only internal matters of the team and no project matters. All policy matters should be discussed in the staff and exco meeting.

Fund:

All programme budgets where Gossner Advisers are attached have no problem for its breakdown and expenditures, the adviser is responsible for the budget. Questions come for project planning and project promotion component of the budget where no adviser is directly involved. It has been suggested that the alteration of budget under this subhead be brought in the Exco meeting for approval. Any unforeseen

further dispute regarding this budget would require attention of Lusaka office.

Gossner Mission Items:

All Gossner Mission items bought for the project need Gossner Mission marks on them like any other GRZ items in the project. This process is specially needed for future audit enquiry to show proof Gossner Mission contribution to the project. An inventory list needs to be prepared with a copy for Lusaka office. The inventory should be always up to date for any change. If the item is donated to a legal body of a project (for example FEC of Irrig. Scheme) it has to be decided by the Exco committee of the project.

GM items outside budgeted fund:(Pool vehicle, refrigerator, cooker etc.)---

These items will be handled by GM Advisers and Lusaka office. Matter related to these items be settled through a team meeting in presence of Lusaka office.

2.Function of Gossner Mission Representative at GSOP (Team Chairman):

- This position be appointed from the GM head office Berlin.
- It is the counter part position of the Coordinator of the Project.
- The post is a combined post of the Adviser of Planning and Evaluation.

It is suggested that the Church working job be separated from this position since these two field can rarely be combined. However, Ulrich will continue with this position during his staying in the project as an exception.

It is also suggested that the GM representative in the project be responsible for calling team meeting whenever need arises.

3.Communication:

- Gossner Mission gets regular minutes for staff meeting, exco meeting and team meetings.
- all correspondence to Gossner Mission head office be channeled through Lusaka office or at least a copy of the letter be sent to Lusaka Office except personal correspondence.
- all team members receive a copy of GM bulletin regularly including the project coordinator.
- the team chairman is asked to write a short informal report at regular interval informing important events related to personal lives in the project area.

4.Transport:

Rev. Damm expressed that it was the wish of the GM head office to improve the quality of the transport without increasing its quantity.

- one 4X4 double cabin vanette is due to come to the valley as pool car at any time from now.

- the 2 wheel drive white pool car (reg no. AAG 9641) to be replaced this year. It has been suggested that a 4X4 single cabin venette be ordered to replace this one.

- the lorry is suggested to be replaced next year.

5.Km Allowance:

GM head office has asked the team members to keep the use of km within the annual allocation.

To use Lusaka Liaison office car a team member has to pay K1.50 /Km while the fuel be borne by Lusaka office.

6.Final outline on Jaap's crisis to the project:

Rev. Damm briefed that with a 2nd sitting of meeting with the CAO at Sinazongwe boma on yesterday morning the situation has comparatively improved. CAO said from GRZ side they have forgiven Jaap and would try once again with him. Considering various facts and figures on the entire situation, Rev. Damm proposed that according to him Jaap can continue for the remaining period of contract. But the matter would be brought to the attention of GM head office from where he would expect a serious warning letter for the entire crisis. Additionally he would be reminded for the rules and regulation of working in the project.

After hearing from Rev Damm, Jaap stated his reaction. He admitted that he made some mistake but he had the feeling that he was left alone in the crisis by the other members. He in the end brought 2 proposals- he would either resign after 3 months or preferably after the end of the year to give him chance to prepare for himself. After a few discussions it was presented by Rev. Damm that it should be either full contract and reconciliation with every body or finishing at the end of 3 months. Jaap should decide and give it in writing to Rev. Damm and Mr. mehlig before they leave the project to take it to Berlin.

Chairman: Ulrich

Secretary: Belayet.