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Aktenzeichen

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Titel

VSP - Valley Selfhelp Promotion Society, Schriftwechsel, Berichte, Protokolle

Band

2

Laufzeit

1985 - 1988

Enthält

Schriftwechsel mit Valley Selfhelp Promotion (VSP, Selbsthilfeorganisation für Gwembe Valley), Protokolle d. verschiedenen Gremien von VSP; Finanzberichte und Finanzprüfberichte; Projektvorschläge, Bemerkungen dazu, Verwaltung von Geldern; auch Newslette

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Mikro-Univers GmbH

SUGGESTED PROCEDURES FOR SELF HELP PROJECTS

Any self help projects under VSP should follow a specific procedure..

1. Application must be made in writing to VSP Executive from the local community committee connected with the project e.g. school PTA or clinic committee.
2. The site must be visited by representatives of VSP Executive and management at which time...
3. Discussions will occur with VSP personnel and the community committee.
4. A formal budget and plan will be proposed showing all anticipated costs for the completion of the project.
5. The budget will be discussed between VSP and the local committee to decide on the portion of layout, materials and cash which the local group can pay.
6. Negotiations will continue until a building plan and a budget are found of which the local people can realistically pay 50% and VSP 50%.
7. A public meeting will be held with the local people, government officers, VSP representatives and building people - so that everyone has opportunity to air their views and learn the facts.
8. A written contract of agreement will be prepared and signed by VSP Executive and the local committee.
9. Building will commence under constant supervision of VSP management ensuring that the plan and budget are followed.
10. VSP Executive representatives will regularly inspect the progress of the project and encourage its completion.

S. M.

APPLICATION FOR AGENTS OF
VALLEY SELFHELP PROMOTION SOCIETY. BOX 8, SINAZEZE

APPLICATION

I, _____ (name)
of _____ (village)
_____ (mailing address)

hereby apply to be an Agent of the Valley Selfhelp Society.
I promise to abide by the conditions set down by the VSP
Executive Committee and to work under the supervision of the
VSP management.

_____ (date) _____ (signature)
_____ (NRC) _____ (occupation)
_____ (Chief) _____ (District)

.....
REFERENCES

The following three people live in my area and know me well.
They recommend me as a trusted person in the handling of money
for the people and for VSP.

1. _____ (signature)
_____ (position or
occupation) _____
_____ (address)
2. _____ (signature)
_____ (position or
occupation) _____
_____ (address)
3. _____ (signature)
_____ (position or
occupation) _____
_____ (address)

.....
APPLICATION APPROVAL

_____ (for management)
_____ (for Executive Committee)
_____ (date)

COMMENTS

Nkandabbwe, 7th Nov. 1988

The VSP CO-Ordinator

Dear Sir,

I am writing this letter on behalf of Mrs. H.Kapooria, the Gossner Liaison Officer Lusaka, in order to inform you to prepare all books and files of your organization that they can be audited in Lusaka. Mrs. Kapooria will come to the camp on Thursday 10th November to collect the books. The new VSP-Advisor will arrive in the end of November and we want to give him a good start and a solid basis for the job.

Always yours in co-operation

Volker Weudschütz

GST Business Administrator

To the Coordinator of
Valley Selfhelp Promotion
(V S P)
Mr. Simwami
c/o Gwembe South Development Project
P.o. Box 4
Sinazeze via Choma
Z a m b i a

September 2, 88

Dear Mr. Simwami,

We have got the information, that the Markus - Congregation at Dortmund, who is regularly supplying VSP with used clothes, has not received any letter of confirmation, that their consignments have arrived in Zambia, for the last 9 months.

We would be thankful to you if you could arrange that VSP will confirm the last consignments which have arrived within the last 10 months. We are afraid, that otherwise the members of Markus congregation will be disappointed and ~~they~~ might send their clothes to other projects in Asia or Africa.

The address is:

Markus congregation
Jägerstraße 5
4600 Dortmund 1

Thanking you in advance for your cooperation in this matter,

I remain with best regards from Gossner Mission

Yours sincerely,

Dieter Hecker

Rev. Dieter Hecker,
DIRECTOR GOSSNER MISSION

*Bräunle-Haus
Schw.-Bohnst
Neuea C. Hecker
1-4600*

Job Description for an
ADVISOR FOR VALLEY SELFHELP PROMOTION SOCIETY

Introduction:

VSP is a non-profit society which promotes policies and programmes which benefit and serve the social, cultural and/or economic development of the people of the Gwembe Valley and their environment, especially those programmes which encourage self-reliance and self-sufficiency.

The society generates income from the sale of essential commodities, building materials, hardware and second hand clothes in community shops in remote areas. As these depots become more self-sufficient, the villagers are encouraged to register their shop as a consumers co-operative.

The surplus from VSP activities is used to assist self-help projects in Gwembe South. VSP personnel are participating in a national development education programme which trains leaders in community development theory and methods.

Objectives:

1. The VSP Adviser works as a counterpart to the VSP Co-ordinator under the direction of the VSP Executive Committee. At the same time he is a GSDP programme officer and as such works under the supervision of the GSDP Co-ordinator.
2. VSP Staff
 - to be a facilitator to the VSP decision making bodies, especially to the VSP Executive Committee;
 - to advise the VSP Executive Committee and VSP staff on VSP policies and methods;
 - to be responsible for monitoring and evaluating VSP programmes and activities;
 - to assist the VSP management in the appropriate implementation of VSP policies as defined by the VSP Executive Committee;
 - to plan and/or organise seminars, excursions or other training facilities for VSP Executive Committee and staff members.
3. VSP Management
 - to give advice and assistance to VSP staff and Executive Committee in all matters of business, accounting and management procedures;
 - to assist the VSP Co-ordinator with supervising all management procedures of VSP (handling of cash, keeping all books and accounts, organising the implementation of the various VSP programmes and activities, *including the supervision of VSP transport*);
 - to assist the VSP Co-ordinator with preparing regular financial statements on VSP activities, especially with preparing the annual financial report.
4. VSP Programmes
 - to assist the VSP management with organising self-help groups and/or activities aiming at establishing registered co-operatives;
 - to assist the VSP management with organising appropriate training facilities (management, planning, calculation and bookkeeping) for these self-help groups.

MAACH 1/10/81

VALLEY SELFHELP PROMOTION

P.O Box 8,
Sinazeze.

March 14th 1988

Mr. Henk Bakker
ICCO
P.O.Box 151
3700 Ad Zeist
The Netherlands

Dear Henk:

re: Oil-Mills for Self-Help Projects, 1633/85-K

After considerable time and deliberation at last we can report something to you. With the Gwembe South Development Project Coordinator as chairman, the VSP Executive have sat with representatives of the women's groups and have agreed on some important issues about the use and ownership of the oil presses in Gwembe South.

As you may know, 1986-87 was a severe drought year here. Therefore the women's groups had serious problems running the machines profitably because of the poor quality and the shortage of sunflower seed. It was not an ideal time for new groups to start business enterprises. With this in mind it has been mutually agreed that a decision regarding financing should be delayed until the machines have operated this season which should be a year of good harvest. Whether the oil-mills are given in the form of a grant, loan or by selling shares can be judged best at that time. Any repayment to VSP for the construction of the buildings has also been postponed until these struggling village industries are better situated.

As a registered local society and as the legal recipients of the oil-mills, it was agreed that VSP owned the machines. However VSP aims to eventually hand them over to a local organization which proves to function self-sufficiently. It is hoped that the women's groups who presently use them will achieve this goal. To this end the groups involved have prepared terms for use of the machines. These conditions are intended to encourage the growth of the women's groups toward self-sufficiency. A copy is attached.

These steps in problem-solving can be seen as important in the development of rural institutions. I trust that you

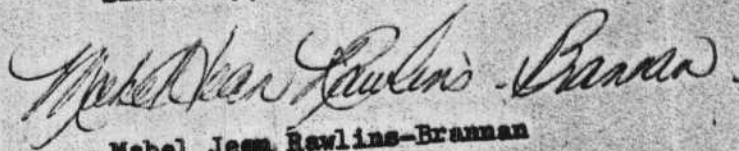
- 2 -

have been patient with the delay and will continue to give understanding and support to these slow but steady developments.

There are also some changes in personnel within the Gwembe South Development Project and within VSP. Therefore further correspondence can be addressed to The Secretary, Valley Selfhelp Promotion Society, with copies the same as this letter.

Thank you for your continued interest in this project.

Sincerely,



Mabel Jega Rawlins-Brannan
VSP Advisor
Gossner Service Team

cc - Gossner Mission, Box 50162, Lusaka
Project Coordinator, GSDP, Box 3, Sinazese
Female Extension Programme Officer, GSDP, Box 3, Sinazese

encl

VALLEY SELFHELP PROMOTION

P.O Box 8,
Sinazezc.

Suggested Conditions for Use of Sunflower Oil Pressing Equipment By Women's Groups

Because ownership is either held by private persons or by legally registered organizations, the Dutch funding agency ICCO, gave two sets of sunflower oil pressing equipment to the Valley Selfhelp Promotion Society (VSP). The agreement between ICCO and VSP dated January 1985 states:

VSP will be responsible for organizing
the local population to take care of the
management and maintenance of the oilmills.

Two women's groups were selected, at Sinanjola and Siabaswi, to manage and maintain the equipment. VSP supports the development of these local women's organizations with the aim of their eventually becoming independant, self-reliant, legally registered societies. Then the ownership of these machines would be handed over to the users. But until that time VSP is happy to allow the groups to continue to use the equipment under the following conditions:

1. As long as sunflower is available the machines will be in operation five days each week.
2. The machines will only be operated as long as there is a work supervisor on duty.
3. Sunflower must be bought from the funds of the women's groups.
4. The machines must operate to produce surplus money above the costs of production.
5. The machines must be cleaned each day at the end of the operation.
6. Accurate accounts and records must be kept of each day's activities.
7. Quarterly reports must be submitted to VSP by each group, indicating the financial statement, work record and management problems. A representative of the groups must report in person to the VSP Executive to present the report.
8. The machines must be regularly serviced by TDAU at UNZA.

prepared mutually by
VSP & Female Extension, GSDP
February 18, 1988

GOSSNER SERVICE TEAM

P.O. Box 4,
Sinazeze.

Gossner Mission,
Liaison Office,
P.O. Box 50162, Lusaka.
Tel: 250580.

February 3, 1988

Mr. Dieter Hacker
Gossner Mission
Handjerystrasse 19-20
1000 Berlin 41
West Germany

Dear Mr. Necker:

re: Immediate Plans for Valley Selfhelp Promotion Society

At the February 2nd meeting of the VSP Executive Committee there was considerable healthy discussion about the future directions of the society - particularly in light of my imminent departure as VSP Advisor. Although I realize that you are not able, due to other Gossner responsibilities, to deal with many of the details of the Zambia project, I would like to express the immediate concerns for the VSP, particularly because of the critical period before my successor arrives.

1. VSP Advisor:

There was consensus decision amongst the Executive Committee that there was need for another expatriate advisor. A sub-committee will meet in two weeks to draft the job description. From Ulich Luig I have learned that one person has shown some interest in the post of VSP Advisor. I am asking you to please arrange an appointment between that person and myself to meet while I am in Berlin on March 17 and 18. I should brief him about the work of VSP.

2. Training of VSP Management:

In the same Executive Committee Meeting the importance of training of VSP management staff was emphasized. Last year Rev. Mische agreed that these courses would be funded by Gossner. Before leaving Zambia I will enroll the VSP Coordinator and Bookkeeper in a management and bookkeeping/accounting course respectively. Please also be informed that the Assistant Manager and Bookkeeper of Maaze Consumers' Cooperative will also be enrolled in the same courses. The costs for training of four persons will be covered under the GST 1988 budget.

3. VSP Transport:

A critical problem will face the VSP management during the time when there is no VSP Advisor - the problem of transport. Our personal car has been used mainly for VSP duties, including touring the many depots that are being established. Prior to my arrival at the project there was a proposal for Gossner to purchase a motorbike for the VSP Coordinator. This was not done at that time because of the serious management problems VSP was experiencing. However

now things have improved considerably. We were planning to request the motorbike before the 1989 budget - to be purchased before I was to leave in March 1989. Now it appears necessary to request Gossner Mission to help VSP one year earlier. The conditions under which VSP will use the motorbike still must be carefully drafted and will be sent to Berlin. However approval in principle for the immediate purchase of the motorcycle is urgent because of the time needed to order and import a suitable machine into Zambia.

4. Community Development Trainer:

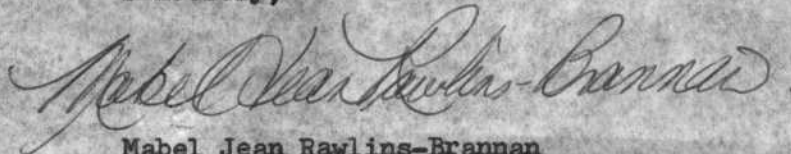
During the past twelve months two of the VSP management and six Executive Committee members have attended three one week sessions in Community Development Education. The Programme, offered by the Roman Catholic Church, has been established in Zambia and other African countries, and provides continual support and training to those involved in the programme. Within the VSP there has come an increased awareness of the meaning of Community Development and SelfHelp. It was decided that there was a need for a local person to be hired as a Community Development Trainer, associated with VSP, to facilitate community development in the Gwembe South Development Project area. It would be necessary for Gossner Mission to finance this person's salary and expenses.

A more detailed account of the objectives and long range plans and costs for such a CD Programme will be outlined as they are more carefully worked out. This letter only serves to inform you of the direction VSP wants to go and to request your approval in principle to fund such a local position.

Again, I am sorry to burden you with extra work, however these four issues require immediate attention from Gossner Berlin, and at the moment you are the only person I know who can deal with these matters.

Thank you for your understanding and assistance.

Sincerely,



Mabel Jean Rawlins-Brannan

c.c. Gossner Lusaka
GSDP Coordinator
Planning and Evaluation Advisor
VSP Executive

V.S.P. CO-ORDINATOR'S REPORT

TO THE STAFF MEETING FROM 7-01-88
TO 4-02-88

CLOTHES

No parcels of second hand clothes have been received from West Germany last January 1988.

SEWING PROGRAMME

Sewing Prog made 159,550-50 from the sales of school uniforms in January 1988, but there is still uniforms worth K5,757. in stock both boys and girls.

SIKANEKA CLINIC

WATER SYSTEM

Trenches at Sikaneka clinic have been dug and laying of water pipes also have started.

SIKANEKA DEPOT

6 x 90 kg bags of maize have been stolen from Sikaneka depot. This has been reported in to V.S.P. Office by depot's agent on 1-02-88. This was the agent's carelessness, because he left the window half way open and ^{WENT} home for a week. I still suspect many bags to have been stolen since I have not been to the site yet.
~~water~~

FAMINE RELIEF

Total amount of K86,207.95
has been collected from the
sales of white maize in January
1988, throughout the district. The
maize sale is still continuing, it may
be untill March 1988, when it will
end.

[Signature]
4/02/88

**VALLY SELF HELP
PROMOTION SOCIETY
(V. S. P.)
BOX 8, SINAZEZE**

**DROUGHT AND FAMINE RELIEF PROGRAMME
REPORT JANUARY 31 1988**

DEPOT	BAGS DELIVERED		MONEY RECEIVED		MONEY OUTSTANDING
	IN JANUARY	TOTAL	IN JANUARY	TOTAL	
Dengeza	120	1197	13640.00	41415.00	3058.10
Kafwambila		230	-	9160.00	-
Mucekwa	-	150	-	4240.00	1760.00
Muka	120	685	4760.00	21040.00	6360.00
Nyanga	120	1000	4800.00	33843.00	2960.00
Siabaswi	60	440	-	10240.00	7360.00
Siameja	240	1310	8680.00	36084.30	14001.70
Siampondo	60	1165	-	26392.20	17703.80
Siankondobo	-	630	-	6091.10	-
Siawaza	120	710	13200.00	24841.00	2402.00
Sikaneka	-	650	-	20270.20	5284.80
Sinakoba	-	530	3375.50	14240.30	3528.70
Sinankumbi	-	600	8110.55	13084.95	8601.05
Sulwegonde	-	569	1350.00	8172.00	14054.00
Chiyabi	-	555	1132.00	6878.00	6999.80
Makonkoto	-	290	560.00	8120.00	3480.00
Malima	60	730	2800.00	22925.60	3515.40
Munyati	180	740	2320.00	21046.80	8372.70
Mweezia	120	446	6840.00	12960.00	4800.00
Nkandabwe	-	380	1724.50	7928.00	4958.00
Syamuyala	-	155	3160.00	3160.10	384.40
Simabbula	120	350	-	5480.00	8520.00
Sinanjola	60	495	1937.70	14140.10	3355.00
Sinazeze	147	467	2320.00	12280.00	6400.00
Sinazongwe	60	290	1080.00	7890.00	3710.00

TOTALS 1587 14764 K 81790.25 K 398123.65 K 139549.45

Total money collected K 398130.35

Total money paid to FR to date K 255435.10

Balance K 142695.25

MRB
1/2/88

VALLY SELF HELP
PROMOTION SOCIETY
(V. S. P.)
BOX 8, SINAZEZE

DROUGHT AND FAMINE RELIEF PROGRAMME
DELIVERIES BY GOSSNER SERVICE TEAM VEHICLES FOR VSP
SALE MAIZE - GWEMBE SOUTH

note: VSP lorry Reg AAG 2160; GSB lorry Reg 2159

DATE	LORRY	DESTINATION	WEIGH BILL	NUMBER OF BAGS
January				
4	GSB	Siameja	220382	60
4	VSP	Siawaza	220383	60
6	GSB	Munyati	220384	60
7	GSB	Siameja	220385	60
8	GSB	Siampondo	220387	60
8	VSP	Muuka	220386	60
11	VSP	Nyanga	220389	60
12	GSB	Dengeza	220391	60
12	VSP	Nyanga	220390	60
14	VSP	Sinanjola	220393	60
14	VSP	Mweezia	220394	60
15	VSP	Sinazongwe	220395	60
15	VSP	Symbabbula	220397	60
15	GSB	Munyati	220398	60
15	GSB	Malima	220396	60
18	GSB	Siameja	220399	60
19	GSB	Mweezia	220400	60
21	VSP	Siawaza	-	60
22	VSP	Siabaswi	-	60
25	VSP	Munyati	-	60
26	VSP	Dengeza	-	60
27	VSP	Muuka	-	60
28	VSP	Siameja	-	60
29	VSP	Simabbula Malima	-	60

also:

27 - Sinazeze Hall - transferred by CH 147

.....
INVOICE: TO DRAUGHT AND FAMINE RELIEF PROGRAMME

JANUARY GSB lorry - 8 days

VSP lorry - 13 days

TOTAL 21 days x K 1050 = K 22,050.00

[Handwritten signature]
1/2/18

VALLEY SELFHELP PROMOTION

P.O Box 8,
Sinazenge.

THROUGHT AND FAMINE RELIEF PROGRAMME
DELIVERIES BY GOSSNER SERVICE TEAM VEHICLES FOR VSP
SALE MAIZE - GWMIBE SOUTH

note: VSP lorry Reg AAG 2160; GSB lorry Reg AAG 2159

DATE	LORRY	DESTINATION	WEIGH BILL	NUMBER OF BAGS
February				
01	VSP	Siameja	313158	60
02	GSB	Siawaza	313159	60
03	VSP	Siabaswi	313161	60
04	GSB	Sinazongwe	313162	60
04	VSP	Nyanga	313163	60
05	VSP	Sikaneka	313164	60
05	GSB	Malima	313165	60
05	GSB	Munyati	313166	60
08	GSB	Sinanjola	313167	60
08	GSB	Simuyala	313168	60
09	VSP	Simabbula	313169	60
15	VSP	Dengeza	313170	60
19	VSP	Muuka	313172	60
23	VSP	Dengeza	313173	60
24	GSB	Muuka	313174	30
		Siameja	313174	30
24	VSP	Muuka	313175	60
25	VSP	Siabaswi	313176	60
29	VSP	Nyanga	313179	60
29	VSP	Malima	313177	60
29	VSP	Munyati	313178	60

INVOICE:

days used - VSP Lorry 12 days

GSB Lorry 5 days

total

17 days at K1050 = K 17,850.00

VALLEY SELFHELP PROMOTION

P.O Box 8,
Sinazeze.

DROUGHT AND FAMINE RELIEF PROGRAMME REPORT FEBRUARY 29, 1988

DEPOT	BAGS DEL'D		MONEY RECEIVED		TOTAL LOSSES		BALANCE OWING
	FEBRUARY	TOTAL	FEBRUARY	TOTAL	BAGS	MONEY	
Dengeza	120	1317	4800.00	46215.00	36	1119.60	3058.10
Kafwambila	-	230	-	9160.00	1	40.00	-
Mucekwa	-	150	-	4240.00	-	-	1760.00
Muuka	150	835	2360.00	23400.00	-	-	10,000.00
Nyanga	120	1120	-	33843.00	51	2040.00	7760.00
Siabaswi	120	560	6560.00	16800.00	42	1680.00	3920.00
Siameja	90	1400	-	36084.30	260(70)	8086.00	9515.70
Siampondo	-	1165	16180.00	42762.20	-	-	1523.80
Siankondobo	-	630	-	6091.10	221(228)	8840.00	-
Siawaza	60	770	2400.00	27241.00	-	-	2402.00
Sikaneka	60	710	6391.70	26661.90	-	-	1293.10
Sinakoba	-	530	622.00	14862.30	-	-	2906.70
Sinankumbi	-	600	4058.00	17142.95	-	-	4543.05
Sulwegonde	-	569	12650.00	20822.00	-	-	1404.00
Chiyabi	-	555	-	6878.00	155	5336.70	6999.80
Makonkoto	-	290	6880.00	15000.00	-	-	-
Malima	120	850	1280.00	24205.60	-	-	7035.40
Munyati	120	860	5800.00	26846.80	-	-	5372.70
Nweezia	-	446	4760.00	17720.00	2	80.00	40.00
Nkandabwe	-	380	-	7928.00	-	-	4958.00
Syamuyala	60	215	2764.50	11932.60	-	-	-
Simabbula	60	410	3640.00	9120.00	-	-	7280.00
Sinanjola	60	555	2768.80	16908.90	4	151.10	2986.20
Sinazeze	-	467	7260.00	19540.00	-	-	-
Sinazongwe	60	350	3080.00	10970.00	-	-	3030.00
TOTALS	1200	15964	94255.00	492315.65	772	27373.40	K 87,788.55

VALLEY SELFHELP PROMOTION

P.O Box 8,
Sinazeze.

DROUGHT AND FAMINE RELIEF PROGRAMME
SALE MAIZE - GWEMBE SOUTH
VSP SPENDING ESTIMATES

EXPENSES

VSP Lorry:

repairs (springs, shocks, engine)	52,000.00
service	8,000.00
fuel	8,000.00
GSB Lorry hire	12,000.00
Tyres, 4 sets	100,000.00
Wages and commission, depot agents	10,625.00
Contingencies	9,000.00
 TOTAL	 199,625.00

INCOME

lorry hire per deum from D & FR Programme to February 29, 1988	129,150.00
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SHORTFALL

K 70,475.00

to February 29, 1988

VALLEY SELFHELP PROMOTION SOCIETY

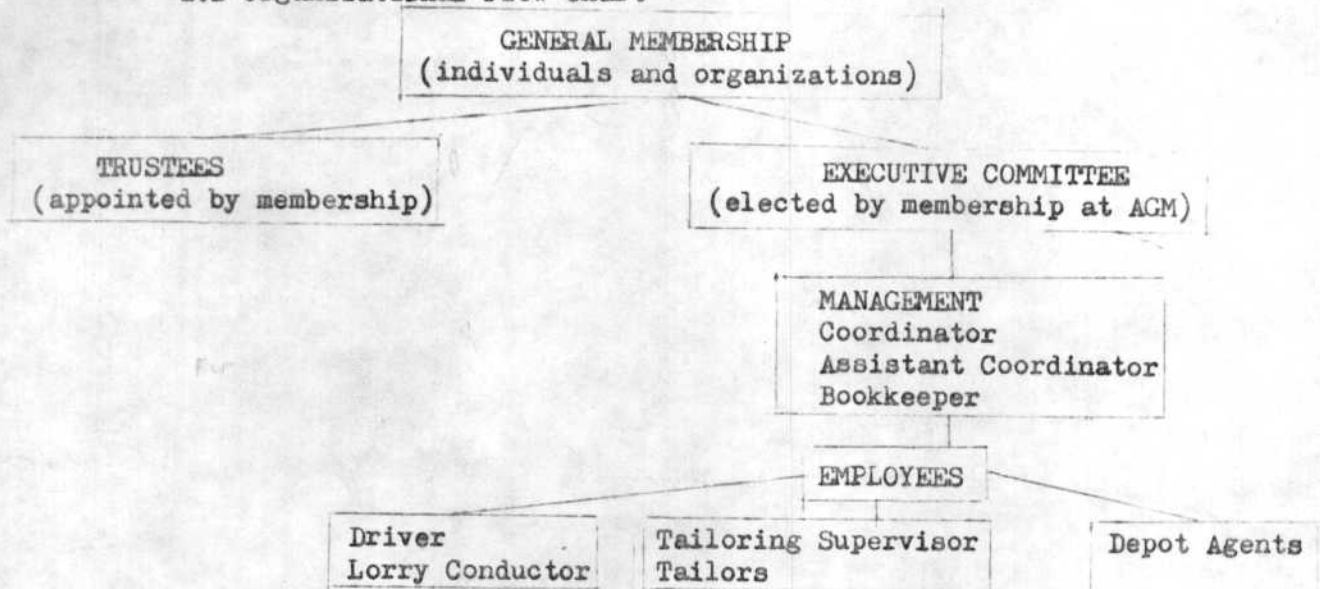
VSP ADVISOR'S 1987 ANNUAL REPORT

1. Objectives

VSP is a non-profit society which promotes policies and programmes which benefit and serve the social, cultural and/or economic development of the people of the Gwembe Valley and their environment, especially those programmes which encourage self-reliance and self-sufficiency.

2. Organizational Structure

2.1 Organizational Flow Chart



2.2 Annual General Meeting 1987 (AGM)

The Annual General Meeting was held on August 8th 1987 at Kanchindwa UCZ. About 200 people were present representing villages from Kafwambila to Chiyabi. Transport and lunch was provided for everyone. The meeting was important to the society because of the spirit of unity which prevailed amongst the members. Three Honorary Trustees were appointed: Sr. Chief Mweemba, Chief Sinazongwe, and Mrs. Lydia Syamusamu. An educational sketch portrayed the meaning of development toward self-reliance, and open elections were conducted after amendments to the constitution were resolved. There was some confusion over the tabling of the auditor's report due to his absence from the meeting. Copies of the report were distributed but no discussion was held.

2.4 Constitution

At the 1987 AGM amendments were made to the VSP Constitution with regard to Membership Fees, the term of office of Executive Committee Members, and the election of Office Bearers within the Executive Committee. These amendments have yet to be legally incorporated into the Constitution.

2.5 Honorary Trustees

At the 1987 AGM the VSP membership appointed for the first time, three Trustees who are now the legal persons in whom are entrusted the assets of the Society.

3. Personnel

3.1 General Membership

Much effort was put into the education of Executive Committee Members who were responsible for recruiting people for membership to VSP. Cards were printed which bore the objectives of the society. In 1987 a total of 412 persons paid K5.00 membership fee for the Society. The idea of organizations as members which is embodied in the constitution, is not working at present.

3.2 Executive Committee

1987 saw a marked improvement in the Executive Committee's abilities in decision-making, freedom of discussion, understanding of the meaning and responsibility of their role, and participation in VSP activities. Six members participated in Phase One of Development Education Programme, and two continued to Phase Two.

3.3 Management

The VSP Coordinator and Bookkeeper continued to increase their skills in handling the day to day business of the Society. Plans were laid to hire an Assistant Coordinator, however, despite the hiring of two young men, both left VSP after a few months and the Society was left without an Assistant at the end of 1987. Plans to send the Coordinator and Bookkeeper for training were contingent upon the employment of a third person for management.

The financial management of VSP demands a high degree of skill and honesty. The present staff have gained much through experience and have proven to be trustworthy. However the need for them to receive more professional training in accounting procedures is very evident. To date proper reconciliations and regular financial reports have not been prepared. The 1986 audit which was done in 1987 included quite a bit of accounting and some training of the bookkeeper.

The management of VSP has been working closely with the VSP Advisor in a team approach to management. This method is reinforced in the Development Education Programme and the Coordinator shows some skill in practicing team management. Both the Coordinator and the Bookkeeper are participating in the Dev Ed Programme.

3.4 Employees

The employees of VSP include those working directly for VSP management, and those in the Tailoring section. In 1987 a few staff meetings were held in which problems could be aired. Salaries were reviewed and increases were given in January and June and the Executive decided to give a further increase in January 1988. The low salaries of the VSP employees is restricted because of the present financial situation of the society. However, the willingness of staff to continue despite general low salary indicates a sense of commitment to the organization and its work. There is still need for proper job contracts to be drawn up for each employee, although job descriptions have been prepared for each one.

The tailoring section operates fairly independently, although it falls under the management of VSP. See notes following on Tailoring Programme.

3.5 Depot Agents

Whereas in the past VSP agents were selected by the VSP management, a new system was introduced in 1987. At Village Meetings the local people were asked to select their own agent. The applications must include the signatures of approval of two or three respected local people, usually village headmen. This approach has led to a greater accountability within each community for the depot and the agent. Discipline of the agent becomes the responsibility of the village. VSP agents are paid a minimum salary of K100 permonth plus a small commission for the number of bags of mealie meal or maize which they sell. Two training sessions were held for depot agents, but there is need for more training to be given to these people in simple bookkeeping and shop management.

4. Income Generation

The VSP Society generates income from the sale of essential commodities, building materials, hardware and second hand clothes in community depots in remote areas. As these shops become more self-sufficient, the villagers are encouraged to register their

shop as a consumers' cooperative.

4.1 Second Hand Clothes

In 1987, 162 boxes of clothes were received from donors in Germany, Holland and Sweden. The donors were sent personal letters of thanks as well as the regular acknowledgment letter when the box was received.

The process of sorting and distribution of second hand clothes was under much criticism. In May a subcommittee of the Executive met and laid down strict guidelines for sorting of clothes, and designated specific areas for distribution. The concept of agents selected by their own community then began to take shape. By the end of 1987 there was a marked improvement in the handling of clothes and much less criticism of the procedure.

A total of K 36,502.10 was received from the sale of clothes.

4.2 Mealie Meal

With the severe drought in the 1986-87 growing season there was an early large demand for mealie meal throughout the area. VSP attempted to meet the demand by taking mealie meal to depots particularly in the south end of the area, which was hardest hit. However problems at Choma Milling Company often made it impossible to get enough mealie meal, despite VSP petitions to the District Governor and to the Management of Choma Milling. By August 1987 the Famine Relief National Coordinators approached Gossner/GSDP to assist with Maize distribution and VSP was selected to handle the sale of maize for Famine Relief in the area. This meant that VSP went out of the sale of mealie meal.

In 1987 K293185.90 was spent on the purchase of mealie and transport to depots. Income of K338254.60 was forthcoming, leaving a surplus of K45,068.70.

4.3 Sewing Programme

One tailoring supervisor and four tailors work for VSP making primary school uniforms, both boys and girls. This programme often suffers from shortage of material with which to work, due to problems at Kafue Textiles. There was also a marketing problem throughout much of 1987, which could be due to the shortage of money due to the poor harvest. However the programme continued in a struggling way and came to the end of the year with a surplus of uniforms on

hand and showing a debit balance and an outstanding debt to GST for material. The wages of the tailors has been low leading to a decision by the Executive committee to increase prices to more competitive prices in the beginning of 1988.

4.4 Commodities

During the year VSP dabbled in selling various commodities such as salt, sugar, school supplies, citenge fents and blankets. These brought little profit and better control of the cash flow and marketing should be done in future when handling these products. There was some cooperation with Maaze Consumers' Cooperative in the purchase and sale of blankets.

4.5 Hardware and Building Materials

At the end of 1987 VSP began to get into the purchase and sale of cement and plough parts. A wagon load of cement was bought direct from Chilanga Cement on a loan from GST. The timing of the purchase was not appropriate being the beginning of the cultivating season. Better feasibility studies of the market season for such items must be made before investing in the products. Also proper licenses for hardware and materials must be acquired.

4.6 Seeds

VSP has been an agent for the GSDP Seed Programme. In the 1986-87 season seeds were sold in several depots and there was a loss shown in the VSP accounts. In the 1987-88 season the responsibility of VSP was extended to cover more depots. The system was changed so that VSP purchased seeds direct from the Seed Programme and then looked after the selling independently. It is too early in the growing season to account for the funds.

5. Self Help Projects

The surplus from VSP activities is used to assist selfhelp projects in Gwembe South. VSP personnel are participating in a national development education programme which trains leaders in community development theory and methods.

5.1 Sikaneka Rural Health Centre

During 1987 work commenced again on the completion of this longstanding VSP project. Two pit latrines were completed and a soak away. The water system, financed by NORAD, received K106,000 from the donor to add to the K9487.61 still in the NORAD account from the 1984 donation. Of that amount K104,567.17 had been spent by March 1, 1988. All materials had been purchased and work was progressing steadily. Assistance in construction and technical matters was given by BOMA Building Supervisor and Water Department. The water tower at Simabbula was given to Sikaneka for dismantling and reassembling on the site. A diesel engine and pump were purchased to put on the Council bore hole. A hand pump was given for the other borehole by the Provincial Medical Officer but the people at the BOMA have mislaid it.

The site was visited by the Provincial Political Secretary, The Provincial Medical Officer, The National Famine Relief Coordinator, the Sinazongwe Medical Officer, the CSDP Project Coordinator and some VSP Executive Committee members. An Executive Committee meeting was scheduled to be held at the site but this did not occur.

The PMO has assured VSP that furnishings and staff will be available as soon as the buildings and water system are completed. He is to be informed immediately and he will appoint staff. He suggested that the official opening should occur a couple of months after the staff and furnishings are in place. The arrangements for the event should be made through the PMO's office, Livingstone, in close coordination with VSP. NORAD officials should be included in the event.

5.2 Sunflower Oil Presses

In May 1987 the second sunflower oil pressing plant was officially opened at Siabaswi to be managed by the women of Kanchindu and Siatwinda. In 1987 K3125.35 was spent on the renovation of the building. Added to this, 3595.50 spent in 1986 the total cost for the building was K6720.85.

The donors of the machines, ICCO, following the January 1985 agreement with VSP, inquired about the arrangements for

management of the equipment with relation to the legal owners, VSP. Because the women's clubs who are using the machines are not registered and have not yet become strong enough to manage the business independently, the donor requested that VSP work out an agreement with the users. The Advisory Committee for Oil Presses met several times in 1987, with the VSP Secretary on the Committee, however the issue of ownership of the presses was not dealt with. Plans were made to do this early in 1988.

The VSP Executive agreed to suspend the loan to both Sinanjola and Siabaswi women for the cost of the construction of the building until each group became financial strong enough to begin to pay the debt. The arrangement was that the buildings were constructed on a selfhelp basis and that the women were to contribute fifty percent either in cash or in labour.

5.3 VSP Depot Buildings

In 1987 seven depots operated at Dengeza, Kafwambila harbour, Muuka, Nyanga, Siameja, Siawaza and Sinazeze Hall. The Muuka depot was turned over to Maaza Consumers Cooperative. These depots operated mainly through the selling of maize.

When VSP became involved in Famine Relief many new depots were opened. Most openings followed Village Meetings in which the procedure of Famine Relief and the selection of depot sites and agents occurred. As well, the villagers were informed that if they wanted a permanent VSP depot in their community they should construct a building of Mpane Poles and that VSP would provide a door and a roof.

New depots were opened at Mucekwa, Siabaswi, Siampondo, Siankondobo, Sikaneka, Sinakoba, Sinankumbi, Sulwegonde, Shiyabi, Makonkoto, Malima, Munyati, Mweezia, Nkandabwe Camp, Syamuyala, Simabbula, Sinanjola and Sinazongwe. Most used public buildings to house the maize. However the people at Siampondo, Sinakoba, Chiyabi constructed simple shelters and VSP provided tarpaulins (Which were received from Famine Relief) to be used as roofs.

Proper roofs and doors for security are still needed on most of the VSP depots. Some effort was made to protect from pests but more could be done in this regard.

6. Famine Relief Programme

Early in 1987 VSP became involved in mealie meal distribution and sale throughout Gwembe South in response to the food shortage resulting from the drought of 1986-87. By July national plans were underway and attempts were being made to coordinate Famine Relief. Gossner Mission was asked to participate and as a result VSP became the agent for the sale of famine Relief Maize in Gwembe South. VSP was not involved, nor was GSDP or Gossner Mission, in the distribution of free maize, as this was against the policies of these organizations.

In September VSP began its distribution. At first it only sold in its existing depots. But as agents and villagers were educated about the programme then the new depots were opened. The holding of Village Meetings was a major step forward for VSP in that it showed excellent cooperation between the management and executive, it meant that executive members took responsibility for organizing their own communities, and it was a good way for villagers to learn about the meaning and work of VSP.

From September to December 16, 1987 a total of 12,280 bags were distributed to VSP depots and K460,628.50 was collected. The work continues into 1988 until the national Famine Relief Coordinators decide to stop the programme.

Some concern was suggested by VSP Executive that most of the society's activities in 1987 were based on income from the sufferings of the people. It was thought that there should be more diversity of product into hardware and building supplies.

Income from Famine Relief was not made from the sale of maize but from the hiring of the lorry. VSP was paid K1050 per day that the lorry was used for Famine Relief. The GSB lorry was hired by VSP at the usual rates plus an arrangement that VSP would purchase a set of tyres for it. VSP collected the per diem rate from Famine Relief for both lorries. By December 31st K89,250 was earned from use of the two vehicles.

7. Transport

7.1 The VSP Lorry, Benz AGA 2160

A seven tonne Mercedes Benz lorry, owned and registered by Gossner Mission, is given to the VSP to manage. Gossner has laid down specific conditions under which the vehicle must be driven and maintained in order for the society to continue the privilege of using it.

The lorry is used mainly to carry goods from the plateau supply centres, mainly in Choma, to the various VSP depots. It is also available for private hire at a charge of K2.40 per kilometre. This price should be reviewed and increased in light of the high cost of maintenance of the vehicle. The VSP driver and lorry mate have been trained to do all minor servicing and repairs such as oil changes, which has reduced some service costs. In 1987 K18,918 was spent on fuel and oil. Major repairs

included:	engine overhaul	K 26,800.90
	springs	19,667.36
	shock absorbers	4,866.24
	tyres	26,280.00 (one set)+
	bolts & spares	663.98
	total	78,278.48

* The lorry used two sets of tyres in 1987, but one set had been purchased in 1986.

The road conditions in the Gwembe South district are particularly hard on vehicles, increasing maintenance costs and decreasing the life of the vehicle. Along with other Gossner vehicles and a few smaller vehicles operated by kapenta fisher businesses, they are the only goods transport available to most parts of the valley, thus the service is very important to the people.

7.2 VSP Boats and Engines

During the 1983 - 84 drought the German Government donated three fibreglass banana boats and four Seagull five-horsepower engines to VSP for delivering food supplies to remote drought stricken areas. These boats ran intermittently until December 1986 when arrangements were made with Jordaan Kapenta Fishing Camp (Dindi Fishing Co. Ltd.) to hire a seven tonne diesel carrier. Compared with the forty mealie meal bags which the banana boat carried, the carrier could transport a full lorry load (280 bags). The boat was hired every 28 days during the full moon period when the kapenta fishing

is suspended. Until August 1987 the hiring charges were reasonable for VSP, allowing some profit on the mealie meal sale. When Famine Relief maize was delivered in September the hiring costs doubled, making the use of such a boat unprofitable.

There is recognized need for lake transport to deliver food supplies and other services, including health services, to remote areas and islands, particularly during the rainy season when roads are impassable. However a review of the costs and management problems which VSP has experienced with its boats suggests that such transport can only be provided by an organization which is based permanently by the lake, and which has skilled personnel and capital to operate and service the engines.

8. VSP Properties

8.1 VSP Offices

Presently the Society operates from offices on the Gwembe South Development Project site at Nkandabwe Camp. This is GRZ property which VSP is entitled to use because of its strong membership within the GSDP. As well as office space, VSP has access to storage space and accommodation for some of its staff on the camp.

8.2 VSP houses

At Sinazeze there are two houses that are owned by VSP. One is occupied by the VSP Coordinator; the other is occupied by a teacher of Sinazeze Primary School. Procedures are underway to set a rental charge for use of the house by non-VSP people.

8.3 Sinazeze Hall

This building is being used as a shop from which the society sells commodities and building supplies. It needs to have some renovations to make it more suitable as a shop.

8.4 Garage

This building on the road between Nkandabwe and Sinazeze, has fallen into disrepair. Attempts were made to rent it, unsuccessfully. The roofing sheets were removed after some of them had been stolen.

9. Tonga Crafts

Although the Tonga Crafts programme legally falls within the VSP Society, the negotiations are underway to incorporate the Museum Working Group into a constituted society - the Gwembe Valley Tonga Museum and Craft Project. Funding is forthcoming from the Royal Netherlands Embassy and a volunteer from the Dutch organization ONV should be posted to the project.

During 1986 and 1987 when the Museum Working Group met, all costs were covered by VSP, to be repaid by the donor agency. To date K 7125.07 has been spent. The Lusaka Tonga Crafts account has repaid K 3500 leaving a balance of K3625.07. In 1988 all expenses for this project will be paid directly out of Tonga Crafts funds rather than going through VSP.

10. Water Programme

Because of the selfhelp nature of the Water Programme within GSDP, the funds for it were handled under VSP at one time. The limited management capabilities of VSP staff meant that it was completely handled by Gossner Service Team. It was removed from VSP and completely incorporated into the GST/GSDP accounting system.

Ideally, this programme should include community education programmes as well as community involvement in work and finances toward improved water supply. This should eventually be a part of the VSP programme, but personnel must be adequately trained to incorporate it into the society before the handover occurs. The Development Education Programme training courses are an excellent preparation for this type of community development.

11. VSP Within GSDP

The Gwembe South Development Project is an umbrella organization of all programmes which have grown out of the combined work of Gossner Mission with GRZ in Gwembe South. Both Government and non-government programmes are included. VSP is an important member of the project because as a

registered non-government society, it is often preferred by donor agencies to be the recipient of funds for specific projects within the GSDP operation, as some donors are hesitant to channel their funds through government systems.

VSP Coordinator attends monthly GSDP staff meetings. VSP enjoys the use of GSDP/GRZ buildings. There is cooperation between the member programmes of GSDP in use of resources.

12. Plan of Action 1988 - The Year of Training
See attached form.

Respectfully submitted,

Mabel Jean Rawlins-Brannan
March 7, 1988

VALLEY SELFHELP PROMOTION SOCIETY - 1988 ANNUAL PLAN

1988 THE YEAR OF TRAINING

	Management	Executive	Personnel
January			
February	hire ass't coordinator	DEP Phase 3	
March		Phase 3 Report Plan of Action	VSP Advisor leaves
April	Coordinator to PCC - 5 weeks course! Consumer Shop Mgmt		
May		Phase 1 May 9-15 Ndola	
June		Phase 2 June 5-11 Kizitu (Dec group)	
July		Phase 4	
August	Bookkeeper to Coop College - 17 weeks		
September	Course: Basic Cooperative Mgmt		
October			VSP Advisor arrives
November			Prepare accommodation for DEP Trainer, advertise.
December			Hire DEP Trainer (Independent expert on panel)

	Membership	Depots	Sikaneka
		FR continues Sinazeze Hall hardware	continue Water System
	books to be auditted	FR ends Close Public Bldg depots Complete all salary payments and dismiss agents where applicable	All work completed Executive to inspect Letter to PMO requesting staff appointment
		Stock in to meet Lintco cheques	
	ACM	Agents' Basic Coop Bookkeeping - 1 day training (Coop Dept)	Official Opening
		complete roofs and door before rains	
ion for r, advertise.			
nt expert			

VALLEY SELFHELP PROMOTION SOCIETY

LONG TERM PLANS FOR 1989 - THE YEAR OF LISTENING

STAFF:

January - Coordinator to Cooperative College for 17 weeks
Course: Basic Cooperative Management

DEP Trainer to start intensive training programme through
National DEP Programme, under Sr. Thereas, Box
31965 Lusaka

All management staff to continue to complete all phases of
DEP training

EXECUTIVE:

All Executive to complete all phases of DEP training by end
of 1989

DEPOTS:

Agents to continue training in Basic Cooperative Accounting
Selected agents to be included in DEP training in locations
where village teams are set up.
Depot Buildings to be improved

PROJECTS AND INCOME GENERATING ACTIVITIES:

Begin Listening Surveys and analyses BEFORE deciding any course
of action

VSP DRAFT FINANCIAL STATEMENTJANUARY TO OCTOBER 1987INCOME:

Membership Fees;		2,015.00
Income Generating Activities:		
Mealie meal sales	520,378.80	
Lorry hire	55,418.40	
Commodity sales	3,607.20	
Uniform sales	37,976.85	
Miscellaneous sales	2,962.60	
Second hand clothes	<u>31,573.35</u>	
Sub Total		651,917.20
Project Income:		
NORAD Donation for Sikaneka RHC	106,000.00	
Famine Relief Maize sales	146,557.70	
Famine Relief Lorry Hire	<u>54,600.00</u>	
Sub Total		307,157.70
TOTAL INCOME		961,089.90

EXPENDITURE

Administration:

Stationery+office supplies	9,302.89
Executive committee	2,624.63
Miscellaneous	1,473.70
Salaries + wages	16,376.35
A.G.M. Expenses(not including transport)	2,343.58

Sub Total

32,121.15

Income Generating Activities:

Mealie meal costs	289,392.50
Lorry fuel	15,489.35
Lorry Repairs	29,910.55
Sewing programme	38,737.40
Commodities	<u>2,599.45</u>

Sub total

376,129.25

Projects:

Siabaswi oil press	23,125.35
Sikaneka R.H.C.	4,782.60
Sikaneka water supply	57,873.09
Famine Relief maize sales	146,557.70
Famine Relief expenses(approx)	<u>500.00</u>

Sub total

212,838.74

Boat repairs + spares

187.20

Total expenses

621,276.34

OUTSTANDING DEBITS AS AT 28/11/87

-SIKANEKA - water wells		5,259.00"	
- water system	22,179.14		
	<u>12,836.74</u>	<u>35,015.88</u>	
			40,274.88
-LORRY REPAIRS-January '87	14,800.90		
July '87	<u>19,667.36</u>		
		34,468.26	
-Boat Spares		700.62	
-Sewing Programme	120.00		
	1,500.00		
	<u>1,328.00</u>		
		2,948.00	
			38,116.88
-Famine Relief Maize Sales(Nov.)			<u>57,264.50"</u>
Total Debits			<u>K145,156.26</u>

"All Debits except those marked " are owing to GST
 =====

CASH ON HAND 28/11/87

BANK (STANDARD)	199,684.56
CASH	<u>2,038.65</u>
	=====
TOTAL	K 201,723.21
	=====

1. OBJECTIVES OF VSP

1.1 Constitutional Base

The VSP constitution (1980) states the objectives of the society to be to promote policies and support and implement programmes which are beneficial to and serve the social, cultural and/or economic development of the people of the Gwembe Valley and their environment, especially those programmes which reinforce self-reliance and self-sufficiency.

VSP was founded because "the need was seen in the GSDP for a supplementary development agency" .. so that programmes within GSDP which make a profit should be able to use it for further development work, for supporting self-sufficiency and for self-help projects in the area. (See minutes of VSP Founding Meeting, 22/04/80)

1.2 Assessment of Objectives

Whereas activities formally associated with VSP are in line with its objectives, in fact such programmes have been operated more under the direct control of the Gossner Service Tea (GST) than through the VSP structure. For example the Water Programme, the establishment of oil presses, the VSP boats and various school classroom projects have been undertaken with little direct involvement of VSP personnel in decision-making and programme implementation. If the general public of Gwembe South are asked the meaning of VSP they usually reply that it is associated with the sale of second hand clothes. During the last year the VSP Executive Committee has shown awareness of the problems caused by the difference between the intended purpose and the people's perception of VSP. Plans have been formulated to bring the society more into line with its intended objectives. These plans are reflected throughout the following report.

2. PEOPLE OF VSP

2.1 Constitutional Structural Base

According to the founding constitution of VSP, the members of the society are organizations and individuals from Gwembe South. These members annually elect an executive committee to establish policy and plans. Staff is hired to manage the day to day work of VSP. Agents have been appointed at the village level to sell VSP stock. The membership are to appoint a body of trustees in whom the properties of VSP are to be vested.

2.2 Membership

When VSP was constituted all organized groups in the area which were working for development were invited to become members in that society - organizations, local authorities, departments, churches and individuals involved in or interested in and in sympathy with the objectives of VSP. The idea was to encourage membership to be more involved with development work and to assist in that task through VSP.

At present VSP membership is composed of individuals rather than groups. The meaning of membership is linked to second hand clothes rather than development and self-sufficiency. During 1986-1987 the executive committee have become aware of this problem. They realize that the public and general membership cannot be educated on the matter before the 1987 Annual General Meeting, but plans have now been made for an educational programme during 1987-1988 so that by the 1988 AGM the membership will be

more aware of their responsibilities and hopefully will reflect a better representation of local organizations and groups.

2.3 Executive Committee

2.3.1 Composition

The 1986-87 Executive Committee is composed of 10 elected representatives, 2 appointed church representatives and 6 permanent invitees (non-voting) including the C.A.O. from the Boma, the VSP Coordinator and the VSP advisor.

2.3.2. Meetings were held monthly. From July onward the agenda was set by the secretary during a planning meeting the week prior to the full Executive meeting. This helped to focus and prioritize the topics. As the year progressed the content of the meetings shifted away from lengthy discussions about management matters and personal wrangles toward policy, procedures and planning. Expenses incurred by the committee were primarily for transport and food for the meetings. They totalled K 3,892.90

2.3.3 Participation

One half of the Executive Committee attended 40 % or more of the 12 meetings (April 86 to March 87). The other half missed 60 % or more of the meetings. About one third of the members visited the VSP offices, completed tasks assigned in meetings and became involved in the work of VSP. The work of Ad Hoc Committee (for example regarding staff salaries and agents) functioned well if the VSP Advisor organized the meetings and provided transport. For the most part the commitment of an Executive Member was to contribute ideas when attending the monthly meeting. Some office bearers showed a high degree of commitment to their work with VSP.

2.3.4 Decision Making and Implementation

The ability of the Executive to identify and analyze problems leading to appropriate decisions and action has improved in the last year. They have dealt with several difficult staffing issues, constitutional amendments, collection of outstanding debts and project activities. The best example of decision-making to action which the committee handled completely was the 1986 christmas Party - a well-conceived, well-planned and well-executed event. However, there is a tendency for VSP Executive to make decisions with little or no follow-up. The role of the VSP Advisor as a facilitator for problem identification and for implementation of planning and action is necessary.

2.3.5 Training

In February 1987 three members of the Executive Committee, plus the VSP Coordinator and the Advisor formed a team to attend Phase I of Training in Transformation, a course in psycho-social community development (Freiere). This training programme is well organized nationally and VSP will be included in subsequent phases and follow-up programmes. Skills are gained in community awareness and organization.

2.4 Staff

2.4.1 Management

The last year began with confusion in VSP management and investigations into irregularities which resulted in changes of personnel. During this time the management system was studied and recommendations for reorganizing the structure were presented and discussed (see VSP Advisor's report June 1986). A double - entry accounting system and daily cash sheets were introduced.

Tighter checks were put on income and expenditure of moneys. Routines and systems were established for regular activities. This process is still ongoing. The next year should see the introduction of monthly reconciliations and financial statements prepared by the management. Also the filing system will continue to be re-organized.

2.4.2 Job Descriptions, Wages, Salaries

A sub-committee of the VSP Executive prepared a detailed job description for each VSP employee. Salaries and wages were reviewed and increases were implemented in January 1987. Conditions of service were established. Staff meetings were introduced encouraging openness between Executive, management and workers. For the first time Christmas Bonuses were given to all staff.

This person would assist with much of the office routine and management. GST has been asked to assist with the salary of this staff member on a decreasing scale of 20 % over five years.

2.5 Agents

In the past VSP has appointed individuals throughout the Gwembe South to be agents for the Society, selling second-hand clothes, mealie meal, commodities, school uniforms and seeds, problems related to misuse of funds, unreliability and management have harmed the work of VSP at the village level. The Executive analyzed the problem and is in the process of introducing a new procedure for selection, training and management of agents. Each community will choose its own agent, and be responsible for monitoring his/her work. During the coming year community meetings will be held to introduce this method to the people.

During the past year much effort has gone into the collection from former agents of all money outstanding from before December 1986. The office of the C.A.O., the officers of the Executive Committee, the Coordinator and the Advisor have worked together. Unfortunately there are still some unpaid balances.

2.6 Trustees

To date the VSP society has not appointed a body of trustees. The Executive Committee will recommend that this be done and suggest names at the 1987 Annual General Meeting.

3. VSP PROJECTS

3.1 Income Generating Activities

As a non-profit organization VSP only generates funds to be circulated back into the area for development of the people. Those activities which bring income are at the same time meeting basic needs of the people - for clothes, food and school uniforms.

3.1.1 Second Hand Clothes

In 1986 K 31,200.85 were realized from the sale of second hand clothes. Kind donors in Germany and Holland sent a total of 247 boxes. The contents were sorted, priced and distributed to be sold by agents throughout the valley.

VSP has come under much criticism concerning the sorting and distribution of these clothes. The Executive Committee has tried to analyze the reasons for these problems and a new procedure for the sorting and distribution is being introduced (see 2.5. Agents)-.

VSP depends on the good will of foreign donors for the majority of its income and must honour the faith that those donors have in the Society.

3.1.2. Sale of Mealie-Meal and Commodities

VSP delivers mealie meal and other essential commodities to be sold by agents in Syameja, Dengeya, Kafwambila and sometimes in Nyanga and Muuka. As well it delivers to Chiabi to be sold by a local shopkeeper. The drought of this year will demand that VSP become even more committed to the distribution and sale of mealie meal to the remote areas.

In 1986 9,180 bags of mealie meal were sold. The income of K30,011.50 barely covered the transport costs for the lorry and the boats. In January 1987 the system of accounting for meal meal costs was improved and should reflect more accurately the profitability of this activity.

3.1.3 Seed Sales

During the past year VSP cooperated with the GSDP Seed programme as an agent for the distribution and sale of seeds. To date the income generated for VSP from this activity is not known.

3.1.4 School Uniform Programme

Four tailors plus one supervisor form a small production unit making boys and girls primary school uniforms. In 1986 these were delivered to schools and headteachers were entrusted with selling them and returning the money to VSP. Unfortunately as of March 1987 over K2,000.- is still outstanding. A new policy has been established allowing uniforms to be sold only for cash from now onwards.

The production of uniform dropped toward the end of 1986 because material was not available from Kafue Textiles. The tailors were working very slowly and for some months there were only three. Another tailor was hired, wages were increased (piece work), and staff meetings were held resulting in production almost doubling from 50 pieces per month to 900 pieces per month per person since December, 1986.

The uniform programme has maintained a very slim profit margin. In January wages were increased and the cost of material increased, therefore the cost of uniforms was put up. Consultation with similar production units under the Catholic Church helps to establish comparable costs and prices.

3.2 Self-Help Projects

3.2.1. Policy and Procedures

In early 1986 the VSP Society appeared to have no policy on how to become involved in self-help projects, and showed few skills in programme implementation and financial management. For the most part Executive members did not know much about the role of VSP in the project. They did not appear to take an active part in the decisions, plans and implementation of the projects. During 1986 the Executive Committee drew up a set of procedures to be followed for all self-help projects. These procedures were also used in evaluating ongoing projects. It was decided that the Executive could best learn how to manage projects by starting with relatively simple tasks.

3.2.2. Teacher's House Mweemba School

The first project to be undertaken after the introduction of the new procedures for self-help projects was the request from Mweemba School for assistance with renovations to a teacher's house. Executive members in the area assessed the situation and with the school authorities prepared a budget indicating what percentage the school could contribute. The Executive Committee studied the report and agreed to provide roofing sheets and transport. This was less than half of the full cost. The management implemented the work and upon completion a letter of thanks was received from the school.

This simple exercise gave the VSP Executive and staff first hand experience in handling a project from beginning to end.

3.2.3 Sinanjola and Siabaswi Oil Presses

Despite considerable confusion surrounding the involvement of VSP in these projects, both oil press buildings have been completed and handed over to the respective women's clubs to manage their own business.

Sinanjola building was almost completed in March 1986 when the current Executive took office. However the accounts had not been settled. The total cost of the building was K6,473.98 fifty percent to be repaid to VSP from the women's oil business.

Siabaswi building was not started until a cost estimate had been prepared by the building supervisor and a meeting had been held with the women. Work is now near completion and the official opening is scheduled for April, 1987. The cost of the building is K 3,595.50

The VSP Executive Committee relinquished its involvement in the management of the oil presses when an Advisory Committee was established for the purpose of supporting the women in setting policy. The VSP Executive Secretary represents the Society on that committee.

3.2.4 Sikaneka Rural Health Centre

This self-help project has been continuing for about five years and is still incomplete. Problems are due to lack of realistic planning and budgeting from the outset. Political and private pressures contributed to the delays. In 1986 there were more setbacks. Several attempts were made to hold meetings with the people. Confusion over the depth of the pit latrines, lack of supervision, early October rains and transport failure further delayed the work.

The Executive Committee agreed that the project is now an embarrassment as well as a great economic burden to VSP. Money spent in 1986 totals K 7,909.73. The management has now been authorized to complete the pit latrines as soon as possible.

Evaluation of this project offers VSP personnel an excellent example of what not to do when taking on a project. Hopefully the lessons learned will be remembered.

3.3 Tonga Crafts

Although Tonga Crafts formally falls within VSP its management is separated and handled mainly from the Lusaka shop. The formation of the Museum Working Group and the forthcoming plans for a new museum

and crafts centre further divorces this programme from VSP, establishing Tonga Crafts and museum as an independent organization.

3.4 Water Programme

The work of servicing existing community boreholes and wells and establishing new ones is done by a GSDP/GRZ employee but financed by special funds from the Gossner Mission. The management of funds was to have been transferred to VSP from GST accounts. However due to the reorganization of VSP bookkeeping and the training of new VSP staff this transfer is still pending.

It would be realistic to aim for VSP to assume responsibility for the financial management and assist in the planning of the water programme by January, 1988.

4. TRANSPORT

4.1 Mercedes Benz Lorry AAG 2160 owned and registered by Gossner Service Team and operated By VSP.

During the past year this lorry has been used extensively to serve the people of Gwenbe South. Weekly trips were made to Dengeza and Siameja with mealie meal. It was continuously booked by groups and individuals for transporting materials and people. It took the Sisterhood of Sinazongwe and Kanchindu U.C.Z. to Namwala for a conference, school children to Gwenbe Boma for sports, sand and cement to Makonkoto School, sunflower from depots for SPCMU. The cost of running and maintaining this vehicle cannot be covered by hiring charges alone (currently K2.40 per km). In 1986 K 19,843.70 was spent on fuel and oil; K 16,785.51 on maintenance. On December 31st 1986 a major breakdown cost VSP K 27,000 for repairs -covered by a loan from GST.

Because of the service the lorry renders to the community, money from the sale of second hand clothes is used to help cover the costs of the lorry.

The supervision of the driver and lorry mate now comes directly under the VSP coordinator, however GST maintains strict oversight of the handling and care of the vehicle.

4.2 Banana Boats and Seagull engine

At the beginning of the 1986-87 year one boat and engine was with VSP but not operating, another was being used by the Ministry of Health and the third was on loan to the Youth Fishing Cooperative but damaged and not operating. With the help of the CAO these boats were all returned to VSP. All engines were repaired after an investment of over K4000 in spares. From August until early Oct. two boats per week delivered 40 bags of mealie meal each to Kafwambila. Within this short time the engines were again damaged. The boats have not operated since.

The cost of running these engines plus paying wages for two-man crew is not economically feasible for transporting mealie-meal. The added problem of supervising the boat handlers raises serious questions about the use of mechanically powered boats. One boat has now been set aside to be outfitted for sail.

Meanwhile, since December VSP has hired a large boat each month from a commercial fishing company to transport 300 bags of mealie-meal to Kafwambila (see Boat Report February 1987).

/7...

5. VSP BUILDINGS

5.1 Offices and Stores, Nkandabbwe Camp

VSP uses GRZ facilit because the Society is part of the GSDP. However the control and allocation of rooms is not clear and reflects administrative problems within GSDP. It is hoped that this will be clarified soon, and terms for use of the buildings will be established.

5.2 Sinazeze Hall is owned by VSP and used only occassionally for storage of mealie meal and commodities and sometimes for meetings. A commercial bank shows interest in hiring the premises.

5.3 Two houses in Sinazeze are owned by VSP. One is used by the coordinator and the other by a teacher. These buildings are in need of repair and should be included in the programme plan for 1987-88.

5.4 The VSP Garage in Sinazeze and surroundings were cleaned. Offers were made to rent the premises but the matter is pending. Roofing sheets have been stolen. Meanwhile it is to be used for staff housing.

6. SUMMARY OF RECOMMENDATIONS AND PLANS FOR 1987-1988

6.1 Objectives

- to conduct an educational programme to better inform the people of Gwenbe South of the purpose and function of VSP

6.2 Constitution

- to introduce specific amendments to the constitution during the 1987 AGM

6.3 Membership

- to encourage more groups and organizations to become members of VSP
- to educate members to better understand the meaning of VSP and their responsibilities within it

6.4 Executive Committee

- to continue to offer executive committee members opportunity to assume greater responsibility for the policy and planning of VSP activities and projects
- to involve executive members in hands on experience as well as in Training in Transformation courses.

6.5 Management

- to hire a third staff member to assist with management and field work. Assist with salary would need to come from GST
- to have monthly financial statements and reconciliations prepared by the management
- to send the coordinator and bookkeeper on short training courses

6.6 Staff

- to continue with regular staff meetings
- to review salaries and wages in June 1987
- to implement conditions of service

6.7 Agents

- . to conduct community meetings in order to educate the public about VSP and to allow each community to select their own agent.
- . to train agents in their specific tasks

6.8 Trustees

- . to appoint a body of three trustees at the 1987 AGM

6.9 Second Hand Clothes

- . to enforce new stricter procedures for the sorting and distribution of clothes

6.10 Sale of Mealie meal and commodities

- . to put food distribution as top priority because of the severe drought this year

6.11 Seed Sales

- . to assume more responsibility under the GST member for the seed programme

6.12 School Uniform Programme

- . to continue to collect outstanding debts
- . to sell uniforms only for cash
- . to maintain good quality and maximum quantity of production

6.13 Self-help projects

- . to follow the new procedures for each application for a new project

6.14 Oil Presses

- . to finalize accounts and establish repayment schedule for the women's clubs

6.15 Sikaneka Rural Health Centre

- . to complete the pit latrines and water system and handover the premises to the Ministry of Health

6.16 Water Programme

- . to bring it under the management of VSP by January 1988

6.17 Lorry

- . to maintain close supervision over the use, care and maintenance of the Vehicle

6.18 Boats

- . to repair one engine and one boat ready for emergency service
- . to convert one boat to sail

6.19 Houses in Sinazeze

- . to plan to renovate these houses to a reasonable standard

6.20 Garage and Sinazeze Hall

- . to put these two properties to use

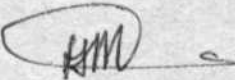
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VALLEY SELF-HELP PROMOTIONS SOCIETY

FINAL AUDITED ACCOUNTS-
YEAR ENDING-31ST DECEMBER, 1986.

REPORT OF THE AUDITOR TO THE MEMBERS OF
VALLEY SELF - HELP PROMOTIONS SOCIETY. /

1. I have examined the accounts set out on pages (2) to (7) which have been prepared in accordance with the historical cost convention.
2. Included under current assets is an amount of K2142.60 being the amount due from local primary schools on account of uniform sales. Although this debt has been accepted by the teachers concerned in full, the past year end recoveries up to the date of this report had been only K NIL. As current assets are normally expected to be fully recovered within twelve months after the date of the balance sheet, in my view the society's liquidity position is distorted to the extent of K2142.60 being the debt not collected for too long.
3. The Society's stocks in respect of the financial years 1985 and 1986 have not been formally agreed and stated. Therefore, I am unable to satisfy myself that K12040.67 shown in these accounts as representing the society's surplus as at 31st December, 1986 is fairly stated.
4. Certain basic accounting routines such as reconciliations and balancing of monthly cash balances were not adequately maintained. During the course of the financial year cash losses worked out to K3231.04.
5. The Tonga craft programme has been separated from these accounts in respect of the financial year 1986.
6. I report that:
 - (a) Except for the matters referred to in paragraphs 2 to 4 above, I have received all the information and explanations which I required;
 - (b) Except for the matters referred to in paragraphs 2 to 4 above, the books of account were properly kept and the accounts are in agreement therewith;
 - (c) Subject to the matters referred to in paragraphs 2 to 4 above, the accounts show a true and fair view of the Society's state of affairs as at 31st December, 1986 and of its results for the year ended.
 - (d) Except for the matters referred to in paragraph 4 above, all the transactions which came to my notice were within the objects and powers of the Society.


P.L. MWEENE
AUDITOR.

4th JUNE, 1987.

VALLEY SELF - HELP PROMOTION SOCIETY

2/....

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER, 1986.

INCOME:

	<u>NOTE</u>	<u>1986</u>	<u>1985</u>
Blacksmithing	-		10.00
Sewing programme	25627 70		22750.19
Commodities	2935 50		4891.20
Sinanjola oil mill	-		167.28
Tonga crafts	-		9331.90
Maize/Mealie Meal	168859 40		79363.60
Self- Help general cloths	35430 95		22444.55
Sikaneka self help clinic	842 40		66.00
Water development programme	-		354.91
Transport	-		1341830
Boat transport	637 28		-
Miscellaneous	275 10		164.00
Management	-		157.00
Z.N.P.F.	443 25		-
Lorry hire	14504 24		-
		<u>249555.82</u>	<u>153118.93</u>

LESS EXPENSES:

Opening stock	-		5756.00
Sewing programme	21251.33		22754 89
Commodities	3157.41		2981.83
Sinanjola oil mill	6473.98		1433.78
Tonga Crafts	-		8358.71
Maize/Mealie meal	115852.70		61423.90
Self-Help general clothes	607.70		583.50
Sikaneka self-help clinic	8303.33		11488.02
Water Development programme	-		5116.39
Transport-diesel and oil	22783.97		25268.98
Boat transport	9900.58		1866.40
Miscellaneous	2858.65		4009.10
Management-Wages & Salaries	10809.00		7371.48
Z.N.P.F.	443.25		467.40
Management office expenses	4199.10		-
Lorry maintenance	16349.71		-
Other Projects	800.00		-
Executive Committee Expenses	3944.90		-
Siabaswe oil mill	3595.50		-
Accounting and Audit fees	1225.00		1500.00
Provision for depreciation:			
Buildings 10 %	357.00		397.00
Machinery 33 %	184.00		275.00
Motor Vehicle 30 %	1099.00		1570.00
Equipment, Furniture and fittings 10 %	88.00		98.00
		<u>234284.11</u>	<u>162720.38</u>
SURPLUS(LOSS) BEFORE EXTRACORDINARY ITEMS		15,271.71	(9601.45)
Extra Ordinary Items		(3231.04)	(5929.55)
Prior year adjustment		-	472.91
NET SURPLUS(LOSS) FOR THE YEAR		<u>12040.67</u>	<u>(15058.09)</u>

The notes on pages (2) to (7) form part of these accounts.
Auditor's report page (1).

VALLEY SELF - HELP PROMOTIONS SOCIETYAPPROPRIATION STATEMENT FOR THE YEAR ENDED 31ST DECEMBER, 1986 .

	<u>NOTE</u>	<u>1986</u>	<u>1985</u>
Accumulated surplus brought forward	23232 82	38290.91	
Less: Appropriations	<u>Nil -</u>	<u>Nil -</u>	
		23232.82	38290.91
Add: Surplus /(Loss) for the year		12040.67	(15058.09)
		<u>35273.49</u>	<u>23232.82</u>
Accumulated surplus transferred to Balance sheet			

VALLEY SELF - HELP PROMOTIONS SOCIETY.BALANCE SHEET AS AT 31ST DECEMBER, 1986

<u>ASSETS:</u>	<u>NOTE</u>	<u>1986</u>	<u>1985</u>
<u>CURRENT Assets:</u>			
Cash on hand	3	5946.96	6000.00
Cash at bank standard bank	4	12011.11	4407.43
Cash at bank Z.N.B.S.	5	1016.19	1016.19
Deposit - Prison Industries	6	1000.00	1000.00
Accounts receivable	7	2142.60	2142.60
Loans	8	3108.41	1493.60
Museum working group	9	6180.47	- -
		<u>31405.74</u>	<u>16059.82</u>
<u>Long-Term Assets:</u>			
Buildings	10	3217.00	3574.00
Machinery	10	373.00	557.00
Equipment, furniture fittings	10	791.00	879.00
Motor Vehicle	10	<u>2564.00</u>	<u>3663.00</u>
		<u>6945.00</u>	<u>8673.00</u>
TOTAL ASSETS		<u><u>38350.74</u></u>	<u><u>24732.82</u></u>
<u>LIABILITIES AND SHAREHOLDER'S INTERESTS:</u>			
<u>Current liabilities:</u>			
Payables and Accruals	11	3077.25	1500.00
-----		- -	- -
		<u>3077.25</u>	<u>1500.00</u>
<u>Shareholders' Interest:</u>			
Share Capital		- -	- -
Accumulated surplus	12	<u>35273.49</u>	<u>23232.82</u>
		<u>35273.49</u>	<u>23232.82</u>
TOTAL LIABILITIES AND SHAREHOLDER'S INTERESTS		<u><u>38350.74</u></u>	<u><u>24732.82</u></u>

The notes on pages (2) to (7) form part of these accounts.
Auditor's report (1).

..... CHAIRMAN

..... SECRETARY/TREASURER

5

VALLEY SELF-HELP PROMOTIONS SOCIETY
NOTES TO THE ACCOUNTS - 31ST DECEMBER, 1986.

1. ACCOUNTING POLICIES:

The accounts have been prepared in accordance with the historical cost convention. The following is the summary of the more important accounting policies used by the society.

(a) Depreciation:

Depreciation is calculated to write off the cost of the assets on reducing balance method. The principal rates in use for this purpose are:

Buldings	-10%
Machinery	-33%
Equipment, furniture and fittings	-10%
Motor vehicle	-30%

(b) Current liabilities:

Current liabilities include all amounts expected to be repayable within twelve months from the balance sheet date.

(c) Current Assets:

Current assets include all amounts expected to be receivable within twelve months from the balance sheet date.

2. EXTRAORDINARY ITEMS:

This relates to the veirfied and worked out cash losses not accounted for during the year.

	<u>1986</u>	<u>1985</u>
Cash on hand as per cash book	9178.00	11929.55
Deduct: Cash on hand counted/estimated	<u>5946.96</u>	<u>6000.00</u>
Total cash losses written off	<u>3231.04</u>	<u>5929.55</u>

3. CASH ON HAND:-

This refers to the counted and certified cash on hand amount:

	<u>1986</u>	<u>1985</u>
Cash on hand	<u>K5946.96</u>	<u>6000.00</u>

4. CASH AT BANK:

This relates to current Account the society maintains with Standard Bank (Z) Limited:

	<u>1986</u>	<u>1985</u>
Cash at Bank - 31st December	<u>K12011.11</u>	<u>K4407.43</u>

/2.....

5. INVESTMENT SHARES:

This relates to investment shares the society maintains with Zambia National Building Society:

	<u>1986</u>	<u>1985</u>
Cash at 31st December	<u>1016.19</u>	<u>1016.19</u>

6. DEPOSITS:

This relates to deposits in Prison Industries for furniture awaiting collection:

	<u>1986</u>	<u>1985</u>
Cash deposits at 31st December	<u>1000.00</u>	<u>1000.00</u>

7. ACCOUNTS RECEIVABLE: K2142.60

Accounts receivable ^{relate} ~~relate~~ to the following debtors as a result of uniform sales not remitted to the society:

	<u>1986</u>	<u>1985</u>
Sianyuka Primary School	148.60	148.60
Siameja " "	536.00	536.00
Chikanzaya " "	668.00	668.00
Malimba " "	80.00	80.00
Muchekwa " "	445.00	445.00

8. LOANS-K3108.41:

This relates to unpaid balances due from individual persons and Maaze Consumers Cooperative Society Limited.

9. MUSEUM WORKING GROUP - K6180.47:

This relates to an advance paid to Tonga Craft Programme.

10. FIXED ASSETS:

	<u>MOTOR VEHICLE</u>	<u>OFFICE EQUIPMENT FURNITURE AND FITTINGS</u>	<u>MACHINERY</u>	<u>BUILDINGS</u>	<u>1986 TOTAL</u>	<u>1985 TOTAL</u>
	K	K	K	K	K	K
Cost at 1st January	10680.00	1207.00	1853.12	4902.00	18642.12	18642.12
Additions	<u>Nil</u>	<u>Nil</u>	<u>Nil</u>	<u>Nil</u>	<u>Nil</u>	<u>Nil</u>
	10680.00	1207.00	1853.12	4902.00	18642.12	18642.12
Less disposals	<u>Nil</u>	<u>Nil</u>	<u>Nil</u>	<u>Nil</u>	<u>Nil</u>	<u>Nil</u>
COST AT 31ST DECEMBER	<u>10680.00</u>	<u>1207.00</u>	<u>1853.12</u>	<u>4902.00</u>	<u>18642.12</u>	<u>18642.12</u>
DEPRECIATION at 1st January	7017.00	328.00	1296.12	1328.00	9969.12	7629.12
Add: charge for the year	<u>1099.00</u>	<u>88.00</u>	<u>184.00</u>	<u>357.00</u>	<u>1728.00</u>	<u>2340.00</u>
	8116.00	416.00	1480.12	1685.00	11697.12	9969.12
Less: disposals	<u>Nil</u>	<u>Nil</u>	<u>Nil</u>	<u>Nil</u>	<u>Nil</u>	<u>Nil</u>
Depreciation at 31st December	<u>8116.00</u>	<u>416.00</u>	<u>1480.12</u>	<u>1685.00</u>	<u>11697.12</u>	<u>9969.12</u>
WRITTEN DOWN VALUE AT 31ST DECEMBER	<u>2564.00</u>	<u>791.00</u>	<u>373.00</u>	<u>3217.00</u>	<u>6945.00</u>	<u>8673.00</u>

11. PAYABLES AND ACCRUALS:-

	<u>1986</u>	<u>1985</u>
Accrued accounting and audit fees owing	2725.00	1500.00
Z.N.P.F. Contributions owing	<u>352.25</u>	<u>-</u>
	<u>3077.25</u>	<u>1500.00</u>

12. ACCUMULATED SURPLUS:

See the appropriation statement for details.

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VALLEY SELF- HELP PROMOTIONS SOCIETY

FINAL AUDITED ACCOUNTS -
YEAR ENDING - 31ST DECEMBER,
1985.

REPORT OF THE AUDITOR TO THE MEMBERS OF
VALLEY SELF - HELP PROMOTIONS SOCIETY

1. I have examined the accounts set out on pages (2) to (5) which have been prepared in accordance with the historical cost convention.

2. CASH ON HAND K6000.00

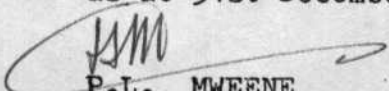
This cash on hand was just estimated as the amount which was available at 31st December, 1985 without supporting documentary evidence or confirmed cash counted in the cash box. Therefore, I am unable to satisfy myself that K5929-55 shown in these accounts as representing extra ordinary items (cash losses) as at 31st December, 1985 is fairly stated.

Although administrative action has already been taken regarding the cash losses referred to in paragraph 2 above in my view adequate internal control is necessary to safeguard the liquidity position of the society's programmes being carried out.

3. Provision for doubtful debts has not been made in respect of out standing debts K2142.60 due from the local primary schools, negotiations are still continuing and the final recovery outcome is certain.
4. Basic reconciliations and balancing of agents transactions (consignments) at the end of every financial Year are necessary to determine the stocks, if any, for consideration when preparing the final accounts.

5. I report that:-

- (a) Except for the matters referred to in paragraphs 2 to 4 above, I have received all the information and explanations which I required;
- (b) Except for the matters referred to in paragraphs 2 to 4 above, the books of account were kept and the accounts are in agreement therewith;
- (c) Subject to the matters referred to in paragraphs 2 to 4 above the accounts show a true and fair view of the society's state of affairs as at 31st December, 1985 and of its results for the year then ended;


P.L. MWEENE
AUDITOR.

5th JUNE, 1987

VALLEY SELF- HELP PROMOTIONS SOCIETY
TRADING ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER, 1985.

2/.....

	<u>NOTE</u>	<u>1985</u>	<u>1984</u>
SALES:			
Cycle spares	- -	2 70	
Maize/mealie meal	79363 60	53448 60	
Commodities	4891 20	6877 05	
Blacksmithing	10 00	6 00	
		84264 80	60334 35
Opening stock - 1st January:			
Cycle spares	12 00	- -	
Maize/mealie meal	3225 00	- -	
Commodities	1269 00	- -	
Blacksmithing	1250 00	- -	
Add purchases:			
Cycle spares	- -	- -	
Maize /mealie meal	61423 90	49068 15	
Commodities	2981 83	3285 60	
Blacksmithing	- -	- -	
Stocks available for sale	70161 73	54353 75	
Less: Closing stock - 31st December	NIL -	7556 00	
Cost of sales		70161.73	48597 75
TRADING GROSS SURPLUS FOR THE YEAR		<u>14103.07</u>	<u>11736 60</u>

The notes on pages (2) to (5) form part of these accounts.
 Auditor's report page (1).

VALLEY SELF - HELP PROMOTION SOCIETYINCOME AND EXPENDITURE ACCOUNT FOR THE ENDED 31st DECEMBER 1985

<u>INCOME:</u>	<u>NOTE</u>	<u>1985</u>	<u>1984</u>
Sewing programme	22750 19	18282 70	
Cement	- -	73 00	
Tonga crafts	9331 90	17981 58	
Self - help general clothes	22444 55	16762 13	
Sikaneka self-help clinic	66 00	55 00	
Water Development programme	354 91	1565 00	
Transport	13418 30	5867 45	
Seminars	- -	- -	
VSP Workshop	- -	30 00	
Miscellaneous	164 00	6323 76	
Management	157 00	2208 00	
Bank fees	- -	153 18	
Sinanjola oil mill	167 28	- -	
Add: Trading Gross surplus		68854 13	69301 80
		<u>14103 07</u>	<u>11736 60</u>
Add: Trading Gross surplus	14103 07		
LESS EXPENSES:		82957 20	81038 40

Bank fees	- -	121 55	
Brickmaking	- -	- -	
Sewing programme	22754 89	13753 58	
Transport	1866 40	- -	
S.N.P.F.	467 40	- -	
Cement	- -	73 00	
Tonga crafts	8358 71	11407 28	
Sinanjola oil mill	1433 78	- -	
Self- help general clothes	583 50	2236 56	
Sikaneka self Help clinic	11488 02	100747 46	
Water Development Programme	5116 39	2770 60	
Transport	25268 98	24822 60	
Seminars	- -	440 10	
VSP Workshop	- -	260 65	
Miscellaneous	4009 10	3947 29	
Management	7371 48	4374 50	
Accounting and Audit Fees	1500 00	650 00	
Provision for depreciation:			
Buildings 10%	397 00	441 00	
Machinery 33%	275 00	410 00	
Motor Vehicle 30 %	1570 00	2243 00	
Equipment, furniture and fittings 10%	98 00	109 00	

	92558 65	78808 17
(Loss) SURPLUS BEFORE EXTRAORDINARY ITEMS	(9601 45)	2230 23
Extraordinary items (2)	(5929 55)	- -
Prior year adjustment (1984 interest)	472 91	- -
NET (LOSS) SURPLUS FOR THE YEAR	<u>(16058 09)</u>	<u>2230 23</u>

The notes on pages (2) to (5) form part of these accounts.

VALLEY SELF - HELP PROMOTION SOCIETY

APPROPRIATION STATEMENT FOR THE YEAR ENDED 31ST DECEMBER 1985

Surplus balance brought forward	<u>1985</u> 38290 91	<u>1984</u> 36060 68
Less: Appropriations:-		
	NIL	NIL
	NIL	NIL
	NIL	NIL
	NIL	NIL
	<u>NIL</u>	<u>NIL</u>
Undistributed Earnings	39290 91	36060 68
Less: (Loss) for the Year	<u>(15058 09)</u>	<u>2230 23</u>
Accumulated surplus transferred to Balance sheet	<u>23332 82</u>	<u>38290 91</u>

The notes pages (2) to (5) form part of these accounts.

VALLEY SELF - HELP PROMOTIONS SOCIETYBALANCE SHEET AS AT 31ST DECEMBER, 1985

<u>ASSETS:</u>	<u>NOTE</u>	<u>1985</u>	<u>1984</u>
Cash on hand	6000 00	6566 90	
Cash at bank standard (z)	4407 43	8302 10	
Cash at bank Z.N.B.S.	1016 19	8543 28	
Deposit prison Industries	1000 00	1000 00	
Advances	- -	127 20	
Accounts receivable	2142 60	4534 90	
Sundry debtors	- -	895 00	
Loans	1493 60	- -	
Inventories (31st December)	- -	5756 00	
		16059 82	35725 38
<u>Long - Term Assets:</u>			
Buildings	3574 00	3971 00	
Machinery	557 00	832 00	
Equipment, furniture and fittings	879 00	977 00	
Motor Vehicle	3663 00	5233 00	
		8673 00	11013 00
TOTAL ASSETS		<u>24,732 82</u>	<u>46738 38</u>
<u>LIABILITIES AND SHAREHOLDERS INTERESTS:</u>			
<u>Current Liabilities:</u>			
Payables and Accruals	1500 00	650 00	
Sundry creditors	- -	3000 00	
Accounts payable	- -	4797 47	
		1500 00	8447 47
<u>Shareholders Interests:</u>			
Share Capital	- -	- -	
Accumulated surplus	23232 82	38290 91	
TOTAL LIABILITIES AND SHAREHOLDER INTEREST		<u>23232 82</u> <u>24732 82</u>	<u>38290 91</u> <u>46738 38</u>

The notes on pages (2) to (5) form part of these accounts.
Auditors report page (1).

.....CHAIRMAN

..... SECRETARY/ TREASURER

.....

DATE

.....

DATE

VALLEY SELF- HELP PROMOTIONS SOCIETY

FINAL AUDITED ACCOUNTS -

YEAR ENDING - 31ST DECEMBER,

1985.

2x.

VALLEY SELFHELP PROMOTION SOCIETY

Communities are strong when they are willing and able to participate in their own development. The Valley Selfhelp Promotion Society is an organization whose policy and management is in the hands of people of the Gwembe Valley concerned with the living conditions of those in their own community. It is a non-profitmaking society which promotes policies and programmes which benefit and serve the cultural and/or economic development of the people of the Gwembe Valley and their environment, especially those programmes which encourage self-reliance and self-sufficiency.

In 1986 one of the society's main projects was to establish village oil-pressing industries. Two sets of simple hand-operated machinery were provided by Dutch donors to VSP. Because rural women have little opportunity to earn cash income women's clubs were selected to receive these machines. With them they can produce cooking oil from locally grown sunflower seed. Using funds raised from the sale of second hand clothes two buildings were constructed for the women's oil presses. Patient training is resulting in the gradual establishment of two village industries which provide labour and cash as well as the essential product, cooking oil.

This year, 1987, VSP's main concern is the distribution of food throughout the valley. The severe draught of the 1986-87 growing season has left people with neither food nor cash crops. Cattle, struggling to find grass, can be sold for cash. This money can be used to buy food. VSP is identifying the most remote and needy areas and transporting food there by lorry or by boat.

During the last year there have been improvements in the administration and management of this society. Local people are being trained to handle the decision-making and business matters associated with such a broad-based organization. The spirit of cooperation and dedication to the goals of VSP is encouraging and contagious.

This non-profit development society is endeavouring to be self-sufficient. Income is generated through the sale of food and essential supplies and through the production and sale of school uniforms. But the very poor roads demands much maintenance on the Benz lorry (a Gossner Mission donation). As well there is a constant appeal from villages for assistance with selfhelp projects like school building repairs. The members and staff of VSP are working hard to keep the society economically

viable.

Kind cooperation from friends in the northern hemisphere is very important to the survival of the VSP Society. Donations come in the form of boxes of second hand clothes. These are sorted, then priced and distributed to even the most remote villages, then sold at prices much below shop prices. The income thus generated is recycled into the various projects of VSP. These groups or individuals interested in contributing in this way can post cartons of clothes surface mail to: Valley Selfhelp Promotion, Box 8, Sinazeze, Zambia. The box should be labelled second hand clothes for mission work.

Hable Jean Kwana June 1987

VSP

GOSSNER SERVICE TEAM

P.O. Box 4,
Sinazeze.

Gossner Mission,
Liaison Office,
P.O. Box 50162, Lusaka.
Tel: 250580.

6.6.1987.

Gossner Mission,
Erhard Mische,
Handjerystrasse 19-20,
1000 Berlin 41, (Friedenau).
West-Germany



Dear Erhard,

Enclosed you find a copy of the feasibility tests of the oilpresses, in Kasisi, Kaoma and Sinanjola, made up by ~~made up by~~ Frans Korthals Altes, who visited the projects and retested the machines after one year of processing, which was actually not the case in Sinanjola. I thought the report might be of interest to you, especially if GM would become the consultant for the EEC.

The 15th of May the oilpress programme received a visit of Mr. Ate Kooistra from ICCO. He was in the country for the ~~CCZ~~ conference and had contacted me beforehand, expressing his desire to go to the Valley to see the programme. He returned very enthusiastic and was quite impressed. He also saw the problem about this revolving fund idea, where the women have to repay the oilpresses.

But we are bound to the contract which was drawn up with VSP. (see copy) However he suggested that VSP/womenclub should request ICCO if an alteration of the contract is possible and they should make a suggestion which he will make sure it gets approved. Than this heavy burden, especially since the devaluation, can be lifted.

So I hope VSP, Female extension and myself can soon discuss this matter and draw up a letter to Icco.

Greetings,

Piethe

6M.

MINUTES OF THE VSP SOCIETY EXECUTIVE COMMITTEE
MEETING OF 03RD FEB. 1987 CONVED AT NKANDABWE CAMP

1. Attendance: (Roll Call)

(A) Exec. members present:

Cde. Hon. Chief Sinazongwe - chairman - Box 91, Sinazeze
 Cde. B.T. Syanyeuka - Vice Chairman - Box 12, Sinazeze
 Cde. H. Siachingili - Secretary - Box 18, Sinazeze
 Cde. J. Malyango - Vice treasurer - Box 62, Sinazeze
 Cde. C.A. Sibanja - Vice secretary - Box 60, Sinazeze
 Cde. M.S. Muyaba - Member, Box 30, Sinazeze

(B) Exec members absent without apology: because of transport problem:

Cde. Sr. Chief Mweemba - Box 2, Maamba
 Cde. L.S. Syamasamu - Member, Box 2, Maamba
 Cde. V. Syankondo - Treasurer - Box 3, Sinazeze
 Cde. Rev. M.K. Malyenkuku - Member Box 2, Maamba

(C) Church Representatives present

Cde Rev. J. Musunza UCZ Box 62, Sinazeze

(D) Church Representative absent without apology: with apology:

Cde. Sr. Alice - Catholic church, Box 25, Maamba

(E) In Attendance:

Cde. B.C.M. Hantuba - GSDP Coordinator, Box 3, Sinazeze
 Cde. A. Simwami - VSP Co-ordinator, Box 8, Sinazeze
 Cde. E. Syabbalo - Tonga Crafts Organiser, Box 8, Sinazeze

BUSINESS

VSP No. 2/1/87 - National anthem: This was not sung as the number of the members present was below ten.

VSP No. 2/2/87 - Chairman's opening remarks: The chairman welcomed the members to this second sitting of the year. He also warmly welcomed Cde Rev. J. Musunza (UCZ Church new representative) to this committee. The chairman assumed that Exec. members from Mweemba area would not attend this meeting due to transport problem. He then declared the meeting opened at 10.55 hours.

VSP No. 2/3/87 - Confirmation of the previous minutes. The minutes were confirmed with only one correction.

VSP No. 2/4/87 - Matters arising from the minutes: From the discussion held in connection with this item the committee:-

- RESOLVED:**
- that since Sikaneka clinic latrine pits had collapsed, the VSP office employs piece workers to dig new one in April, this year.
 - that the resolution at VSP 1/8/86 be amended to read that, (to propose that the term of office for each exec member be three years and retire from a particular position after two consecutive wins.)

- c. that the advisory committee (oil mills) considers the fencing of the Oil Press Building premises at Sinajela and Siabaswi.

VSP No. 2/5/87 - The VSP Lorry Break-down: The committee were briefed by Cde. J. Brannan over the lorry break-down of 29th December, 1986 along Batchka-Sinazeze Road.

In view of the fact that the SPAE Co. Ltd in Chema, which undertook the repairs, stressed that the damage which amounted K 27,000.00 was due to driver error, this committee:-

- RESOLVED: a. that the driver Cde. A. Mwiinde be instantly sacked.
b. that since the lorry men Cde. D. Mutyambe has also been responsible for the lorry care, he also be instantly sacked.
c. that the two employees at (a) and (b) above, be given no job benefit as their termination of employment, was due to indisciplined work conduct.

VSP No. 2/6/87 - School Uniforms: The committee observed that the selling of uniforms to schools trips, would prove expensive. Hence the committee:-

RESOLVED: that the VSP Co-ordinator should connect the uniform selling trips to the GSDP staff programme trips, with prior arrangements with Headmasters of schools to be visited.

VSP No. 2/7/87 - Boats: The committee observed from boat trip calculations to and fro Kafwambila, presented by the Co-ordinator VSP, that the CDE. Jordan *Boat* Rig Hire figures were very reasonable.

Hence the committee:- *Boat*

Resolved: that the Rig Hire arrangements Cde Jordan continue.

VSP No. 2/8/87 - Auditor Hire: The committee directed the VSP Co-ordinator to contact Cde. Mweene in connection with the auditing of VSP Books before the AGM schedule for April this year.

VSP No. 2/9/87 - VSP Ex-Garage: In view of the fact that roofing sheets were missing continuously from this building the committee:

RESOLVED: that whilst awaiting for quotation from GSB to turn the building into a Butcher, to be rented for by Cde. Mbewe, the Co-ordinator gets somebody to occupy it for security reasons.

VSP No. 2/10/87 - Second Hand Clothes: The committee felt that there was urgent need to change the distribution of second-hand clothes method and the people concerned with the sorting of these clothes. Hence Resolved: that the second hand clothes

- a) issue be examined for possible amendments.

3.

- b) that the VSP staff be also given a box of second hand clothes to buy whenever possible.

VSP No. 2/11/87 - Any Other Business: The committee were informed that there had been a letter written to Germany indicating that the second hand clothes were no longer sold to the very poor people. The committee re-acting to this report:-
Resolved: that a joint GSDF, VSP and GSB meeting be convened on Friday 05th Feb. 1987 to rectify the rumour.

The Tonga Crafts Organiser gave a verbal report over his work for the past month. The Chairman reacting to this report directed that a written report be prepared and appended to these minutes

The Chairman lastly reported on the brief negotiation with Standard Bank officials in connection with the VSP Sinazeze Hall building which is to be a mobile bank house. The committee decided to wait until the renovation calculations were prepared. The meeting ended with some brief closing remarks from the chairman and the singing of the national anthem at 14.58 hours.

Secretary

Date

Chairman

THE VSP SOCIETY

EXECUTIVE COMMITTEE MEETING OF 06TH JANUARY, 1987 - THE MINUTES

1. ATTENDANCE (ROLL CALL)

(a) Executive Committee members present

Cde B.T.Syanyeka - Chairman Box 12, Sinazeze
Cde H.Siachingili - Secretary Box 18, Sinazeze
Cde V.Syankendo - Treasurer Box 3, Sinazeze
Cde C.A.Sibanda - Vice Secretary Box 60, Sinazeze
Cde Rev.M.K.Malyenkuku - member - Box 2, Maamba
Cde Madam Syamasamu - Member - Box 2, Maamba
Cde M.S.Muyaba - Member - Box 30, Sinazeze

(b) Exec. members absent with apology:

Cde Hon.Chief Sinazongwe - Chairman Box 91, Sinazeze
Cde Hon Sr. Chief Mweemba - Member Box 2, Maamba

(c) Exec members absent without apology

Cde J.Malyango - vice treasurer, Box 62, Sinazeze

(d) In attendance

Cde R.J.Mwananyina A/CAO- Sinazongwe Boma
Cde B.C.Hantuba GSDP Co-ordinator, Box 3, Sinazeze
Cde A. Simwami Acting Co-ordinator VSP, Box 8, Sinazeze
Cde W.Noite B/Supervisor, GSDP Box 3, Sinazeze
Cde E.Syabbale Curator VSP Box 8, Sinazeze
Cde Madam Brannan - VSP Advisor Box 4, Sinazeze

(e) Church Representatives

Cde Sr. Alice - Roman Catholic, Box 25, Maamba
Cde R.M.K.Malyenkuku - UCZ Box 2, Maamba

2. BUSINESS

VSP No. 1/1/87 National Anthem- The secretary led the house at singing.

VSP No. 1/2/87 Chairmans Opening Remarks- The Chairman briefly welcomed the members to this first sitting of the new year 1987. He explained that the chairman Hon. Chief Sinazongwe was unable to attend this meeting due to other commitments. Then he declared the meeting opened at 09.57 hours.

VSP No. 1/3/87 Confirmation of the minutes
The minutes were confirmed with a few amendments.

VSP No. 1/4/87 Matters Arising from the minutes
From the deliberations arising from the previous minutes the committee:-
RESOLVED: (a) that the advertisements of the posts of Co-ordinator and Book-keeper be drawn seen by the chairman, VSP Advisor and the Secretary.
(b) that since the paying of bonuses to workers (VSP) at the end of each year, was a good token for the workers' commitment to job, the bonuses be given to the workers during the Christmas Party of each year.

- (c) that as Ode Brooks demanded for a high rate of Rig-Hire to Kafwambila the idea of hiring his rigs be dropped completely.

VSP No. 1/5/87 Tailors Salaries: See Appendix A

After examining the proposed tailors' salaries drawn by the VSP Advisor the committee:-

RESOLVED: (a) that proposed salaries be accepted and confirmed.

(b) that as a measure for a speedy uniform production, the VSP advisor should set a minimum monthly target on the number of uniforms each tailor should aim at.

(c) that the effective date of the new salaries be 01st January, 1987.

(d) that the VSP Advisor should address the workers over the new salaries and call for more competitive sewing effort.

VSP No. 1/6/87 Christmas Party Evaluation

As a result of the 1986 christmas party evaluation the committee:-

RESOLVED: (a) that in future, invited and exec members should come to this function with wives or husbands.

(b) that in future all VSP workers should be invited to this party and that some local musical groups should be invited for entertainments.

VSP No. 1/7/87 Sikaneka Clinic: Since the latrine pits at Sikaneka clinic had collapsed due to rains the committee:-

RESOLVED: (a) that the cement previously meant to have been used to build the latrines, now be used to make concrete blocks.

(b) that the GSDP B/supervisor should help supervise the work at (a) above.

VSP No. 1/8/87 The VSP Society Constitution: The committee felt there was need to have the constitution amended in some parts to suit the prevailing trend of VSP Society activities and hence

RESOLVED: (a) to prepare that each executive committee member should only hold executive post for three consecutive election wins.

(b) to propose that since the VSP Society had no trustees the two Chiefs Mweemba and Sinazongwe and another local dignitary be considered by the AGM for appointment as trustees.

(c) to propose that any executive committee member who fails to attend committee sittings for three consecutive times should automatically lose his seat if reasons for absence are not genuine.

- y
- (d) to propose that the exoc. be given constitutional powers to dismiss members mentioned at (c) above.
(e) to propose that the exoc be given powers to decide on the rate of membership fees from time to time, in accordance with the monetary strength of the country's currency.

The committee observed that since the kwacha had dropped in value there was need to raise the membership fees and hence:-

RESOLVED: that the individual membership fee for the 1987 year be K5.00 and K10.00 for organisations.

The committee also felt that the convening of AGM during February often caused hardship when travelling to and fro the AGM due to rains and thus:-

RESOLVED: that the AGM be held during April of each year.

VSP No. 1/9/87 Any Other Business:

- (a) The A/CAO Sinazongwe informed this committee that the Standard Bank - Choma may request for the use of the VSP Sinazeze Hall for its mobile bank operations.

In response to this, the committee:-

RESOLVED: that the Bank would be welcome as long as proper negotiations were under-gone regarding the usage.

- (b) In view of the fact that Cde Rev. Mubiana (UCZ) had since transferred out,

RESOLVED: that the new Reverend (UCZ) at Sinazongwe Cde. Rev. Musunza be appointed to represent UCZ church in this committee with immediate effect and that to this effect, the Secretary should inform Cde. Rev. Musunza accordingly.

- (c) In view of the continuing operational confusion at Sinanjola Women's Oil Press Club,

RESOLVED: that the confusion be sorted up by the newly appointed Oil Mills Advisory Committee soon.

- (d) for the purposes of speeding up the process of Seed and fertiliser supply in this Sub-District, this committee:-

RESOLVED: (i) that the A/CAO rehearses with the SPCMU Manager-Choma over the issue.

- (ii) that the Gossner Mission considers of supplying fertilisers as well as seeds in future.

/4...

4/..

- (e) Finally, the VSP Advisor informed the committee the proposed participants for a five day educational seminar at Monze - Kizito - Roman Catholic Centre. The committee accordingly:-

RESOLVED: that all the proposed names of Odes. Hon. Chief Sinazongwe, B.T.Sianyeuka, V.Syankende, A.Simwami, Madam Brannan and H.Siachingili be picked for the 15th February to 20th February, 1987 Development for transformation seminar.

The meeting moved towards close down with constructive brief remarks from the A"CAO with reflections of sincere gratitude towards the services the committee and church representatives were rendering with VSP management included.

The meeting finally closed down at 16.25 hours with the singing of the National Anthem.

SECRETARY

DATE

CHAIRMAN

VSP STAFF SALARIES AND WAGES EFFECTIVE JANUARY 1987

<u>Position</u>	<u>increment</u>	<u>salary</u>	<u>housing</u>	<u>subsistence</u>	<u>total</u>
coordinator	25	250	-	K10/night	250 +
bookkeeper	10	180	20	-	200
driver	5	170	20	40/ month	230
lorry conductor	5	125	20	40/ month	165
office orderly	5	125	20		

145

990 +

Year: 11.880, - K

VSP TAILORS SALARIES AND WAGES EFFECTIVE JANUARY 1987

Tailoring Supervisor:

salary	60.00
housing allowance	20.00
wage per cut	.45

With average cuts of 250 per month the monthly earnings should come to about K 190. plus housing.

Tailors:

wage per piece	1.35
housing allowance	20.00

With average pieces sewn about 90 per month the monthly earnings should come to K 121.50 plus housing.

MJR-B
January 1987

G.M.
VSR

ACTING CO-ORDINATOR REPORT FOR THE EXCO FOR THE NEXT

SITTING:

In the month of October, 1986 we received 23 boxes of second hand clothes from our donars of which 12 boxes were sorted on 6th October, 1986 and that one box was given to the executive committee. The other 11 boxes are not being sorted yet, they are still in the office waiting for treasurer to come. So far K was received.

FINANCE:

Our bank account stands at K including K1,016.19 which is in ZNB Society Bank

TRANSPORT:

Total income of K was made from lorry hiring for October, 1986.

SEWING PROGRAMME:

Sewing programme this month made K from sales of school uniforms. Nothing was received from schools this month so K6,816.60 is still with schools.

MEALIE MEAL:

Purchasing and distribution of mealie meal is going perfectly. No complaints from the areas affected, but only from Kafwambila where there was shortage of K154.00 from the sales of mealie meal and K16.00 from the sales of sugar. The agent there is Mrs. Muzungu and the letter was written to her to pay back the money, and there was no answer from her.

SIABASWI:

Building at Siabaswi is finished. What is remaining is pillars only and beam fitting. The building is very standard compared to one at Sinanjola.

VSP BOATS:

Boats services this month of October, 1986 is in mercy. One engine is grounded for good it won't work anymore and now only one engine is working.

SIKANEKA CLINIC:

The meeting which was supposed to take place at Sikaneka did not take place because of transport problems. The meeting was supposed to take place on 17th October, 1986, which was supposed to be addressed by VSP Chairman. There was heavy rain on the date in question. We did not reach Sikaneka since the road was very muddy and slippery, and the vice chairman was in the company as well as Building supervisor. The pool car broke down after taking Mr. W. Ncote to his home on the same date of 17th October, that it has never been moving. So next meeting maybe arranged since the poolcar is back on the road two days ago.

SECOND HAND CLOTHES:

The number of boxes for clothes from our donars is very much going down. We have to get the way of winning the hearts of donars so that they can send us more clothes. I can suggest one way of doing it, By writing letters to all donars, and that letter should be known as NEWSLETTER and that Newsletter should explain how we use the money we get from the sales of second hand clothes.

OFFICE:

The office now is well geared since we have enough stationery from the container and that more than K6,000.00 was paid to the team. Since Miss Patricia Chikopa joined VSP has never been given housing allowance.

S.M.

VALLEY SELFHELP PROMOTION SOCIETY
ANNUAL REPORT 1986-87 BY VSP ADVISOR

1. OBJECTIVES OF VSP

1.1. Constitutional Base

The VSP constitution (1980) states the objectives of the society to be, ...to promote policies and support and implement programmes which are beneficial to and serve the social, cultural and/or economic development of the people of the Gwembe Valley and their environment, especially those programmes which reinforce self-reliance and self-sufficiency.

VSP was founded because "the need was seen in the GSDP for a supplementary development agency" ..so that programmes within GSDP which make a profit should be able to use it for further development work, for supporting self-sufficiency and for self-help projects in the area. (see minutes of VSP Founding Meeting, 22/04/80)

1.2. Assessment of Objectives

Whereas activities formally associated with VSP are in line with its objectives, in fact such programmes have been operated more under the direct control of the Gossner Service Team (GST) than through the VSP structure. For example the Water Programme, the establishment of oil presses, the VSP boats and various school classroom projects have been undertaken with little direct involvement of VSP personnel in decision-making and programme implementation.

If the general public of Gwembe South are asked the meaning of VSP they usually reply that it is associated with the sale of second hand clothes. During the last year the VSP Executive Committee has shown awareness of the problems caused by the difference between the intended purpose and the people's perception of VSP. Plans have been formulated to bring the society more into line with its intended objectives. These plans are reflected throughout the following report.

2. PEOPLE OF VSP

2.1. Constitutional Structural Base

According to the founding constitution of VSP, the members of the society are organizations and individuals from Gwembe South. These members annually elect an executive committee to establish policy and plans. Staff is hired to manage the day to day work of VSP. Agents have been appointed at the village level to sell VSP stock. The membership are to appoint a body of trustees in whom the properties of VSP are to be vested.

2.2. Membership

When VSP was constituted all organized groups in the area which were working for development were invited to become members in that society - organizations, local authorities, departments, churches and individuals involved in or interested in and in sympathy with the objectives of VSP. The idea was to encourage membership to be more involved with development work and to assist in that task through VSP.

At present VSP membership is composed of individuals rather than groups. The meaning of membership is linked to second hand clothes rather than development and self-sufficiency. During 1986-1987 the executive committee have become aware of this problem. They realize that the public and general membership cannot be educated on the matter before the 1987 Annual General Meeting, but plans have now been made for an educational programme during 1987-88 so that by the 1988 AGM the membership will be more aware of their responsibilities and hopefully will reflect a better representation of local organizations and groups.

2.3. Executive Committee

2.3.1. Composition

The 1986-87 Executive Committee is composed of 10 elected representatives, 2 appointed church representatives and 6 permanent invitees (non-voting) including the C.A.O. from the Boma, the VSP coordinator and the VSP advisor.

2.3.2. Meetings were held monthly. From July onward the agenda was set by the secretary during a planning meeting the week prior to the full Executive meeting. This helped to focus and prioritize the topics. As the year progressed the content of the meetings shifted away from lengthy discussions about management matters and personal wrangles toward policy, procedures and planning. Expenses incurred by the committee were primarily for transport and food for the meetings. They totalled K 3892.90.

2.3.3. Participation

One half of the Executive Committee attended 40% or more of the 12 meetings (April 86 to March 87). The other half missed 60% or more of the meetings. About one third of the members visited the VSP offices, completed tasks assigned in meetings and became involved in the work of VSP. The work of Ad Hoc Committees (for example regarding staff salaries and agents) functioned well if the VSP Advisor organized the meetings and provided transport. For the most part the commitment of an Executive Member was to contribute ideas when attending the monthly meeting. Some office bearers showed a high degree of commitment to their work with VSP.

2.3.4. Decision Making and Implementation

The ability of the Executive to identify and analyze problems leading to appropriate decisions and action has improved in the last year. They have dealt with several difficult staffing issues, constitutional amendments, collection of outstanding debts and project activities. The best example of decision-making to action which the committee handled completely was the 1986 Christmas Party - a well-conceived, well-planned and well-executed event.

However there is a tendency for VSP Executive to make decisions with little or no follow-up. The role of the VSP Advisor as a facilitator for problem identification and for implementation of planning and action is necessary.

2.3.5. Training

In February 1987 three members of the Executive Committee, plus the VSP Coordinator and the Advisor formed a team to attend Phase I of Training in Transformation, a course in psycho-social community development (Freiere).

This training programme is well organized nationally and VSP will be included in subsequent phases and follow-up programmes. Skills are gained in community awareness and organization.

2.4. Staff

2.4.1. Management

The last year began with confusion in VSP management and investigations into irregularities which resulted in changes of personnel. During this time the management system was studied and recommendations for reorganizing the structure were presented and discussed (see VSP Advisor's report June 1986).

A double-entry accounting system and daily cash sheets were introduced. Tighter checks were put on income and expenditure of moneys. Routines and systems were established for regular activities. This process is still ongoing. The next year should see the introduction of monthly reconciliations and financial statements prepared by the management. Also the filing system will continue to be reorganized.

2.4.2. Job Descriptions, Wages, Salaries

A sub-committee of the VSP Executive prepared a detailed job description for each VSP employee. Salaries and wages were reviewed and increases were imple-

ented in January 1987. Conditions of service were established. Staff meetings were introduced encouraging openness between Executive, management and workers. For the first time Christmas Bonuses were given to all staff.

2.4.3. Plans for 1987-88

In order to be able to release management staff (the coordinator and the bookkeeper) for short training courses, and also to allow more field involvement of the management (particularly in the membership and agents educational programme) VSP plans to hire a third person to augment the staff. This person would assist with much of the office routine and management. GST has been asked to assist with the salary of this staff member on a decreasing scale of 20% over five years.

2.5. Agents

In the past VSP has appointed individuals throughout the Gwembe South to be agents for the Society, selling second-hand clothes, mealie ~~and~~ meal, commodities, school uniforms and seeds. Problems related to misuse of funds, unreliability and management have harmed the work of VSP at the village level.

The Executive analyzed the problem and is in the process of introducing a new procedure for selection, training and management of agents. Each community will choose its own agent, and be responsible for monitoring his/her work. During the coming year community meetings will be held to introduce this method to the people.

During the past year much effort has gone into the collection from former agents of all money outstanding from before December 1986. The office of the C.A.O., the officers of the Executive Committee, the Coordinator and the Advisor have worked together. To date K has been collected but K is still outstanding.

2.6 Trustees

To date the VSP Society has not appointed a body of trustees. The Executive Committee will recommend that this be done and suggest names at the 1987 Annual General Meeting.

3. VSP PROJECTS

3.1. Income Generating Activities

As a non-profit organization VSP only generates funds to be circulated back into the area for development of the people. Those activities which bring income are at the same time meeting basic needs of the people - for clothes, food and school uniforms.

3.1.1. Second Hand Clothes

In 1986 K 31,200.85 were realized from the sale of second hand clothes. Kind donors in Germany and Holland sent a total of 247 boxes. The contents were sorted, priced and distributed to be sold by agents throughout the valley.

VSP has come under much criticism concerning the sorting and distribution of these clothes. The Executive Committee has tried to analyze the reasons for these problems and a new procedure for the sorting and distribution is being introduced (see 2.5. Agents).

VSP depends on the good will of foreign donors for the majority of its income and must honour the faith that those donors have in the Society.

3.1.2. Sale of Mealie-Meal and Commodities

VSP delivers mealie meal and other essential commodities to be sold by agents in Syameja, Dengeza, Kafwambila and sometimes in Nyanga and Muuka. As well it delivers to Chiabe to be sold by a local shopkeeper. The drought

of this year will demand that VSP become even more committed to the distribution and sale of mealie meal to the remote areas.

In 1986 9180 bags of mealie meal were sold. The income of K30,011.50 barely covered the transport costs for the lorry and the boats. In January 1987 the system of accounting for mealie meal costs was improved and should reflect more accurately the profitability of this activity.

3.1.3. Seed Sales

During the past year VSP cooperated with the GSDP Seed Programme as an agent for the distribution and sale of seeds. To date the income generated for VSP from this activity is not known.

3.1.4. School Uniform Programme

Four tailors plus one supervisor form a small production unit making boys and girls primary school uniforms. In 1986 these were delivered to schools and headteachers were entrusted with selling them and returning the money to VSP. Unfortunately as of March 1987 K 2 000 is still outstanding. A new policy has been established allowing uniforms to be sold only for cash from now onwards.

The production of uniforms dropped toward the end of 1986 because material was not available from Kafue Textiles. The tailors were working very slowly and for some months there were only three. Another tailor was hired, wages were increased (piece work), and staff meetings were held resulting in production almost doubling from 58 pieces per month to 99 pieces per month on average since December 1986.

The uniform programme has maintained a very slim profit margin. In January wages were increased and the cost of material increased, therefore the cost of uniforms was put up. Consultation with similar production units under the Catholic Church helps to establish comparable costs and prices.

3.2. Self-Help Projects

3.2.1. Policy and Procedures

In early 1986 the VSP Society appeared to have no policy on how to become involved in self-help projects, and showed few skills in programme implementation and financial management. For the most part Executive members did not know much about the role of VSP in the project. They did not appear to take an active part in the decisions, plans and implementation of the projects.

During 1986 the Executive Committee drew up a set of procedures to be followed for all self-help projects. These procedures were also used in evaluating ongoing projects. It was decided that the Executive could best learn how to manage projects by starting with relatively simple tasks.

3.2.2. Teacher's House, Mweemba School

The first project to be undertaken after the introduction of the new procedures for self-help projects was the request from Mweemba School for assistance with renovations to a teacher's house. Executive members in the area assessed the situation and with the school authorities prepared a budget indicating what percentage the school could contribute. The Executive Committee studied the report and agreed to provide roofing sheets and transport. This was less than half of the full cost. The management implemented the work and upon completion a letter of thanks was received from the school.

This simple exercise gave the VSP Executive and staff first hand experience in handling a project from beginning to end.

3.2.3. Sinanjola and Siabaswi Oil Presses

Despite considerable confusion surrounding the involvement of VSP in these projects, both oil press buildings have been completed and handed over to the respective women's clubs to manage their own business.

Sinanjola building was almost complete in March 1986 when the current Executive took office. However the accounts had not been settled. The total cost of the building was K 644,98, fifty percent to be repaid to VSP from the women's oil business.

Siabaswi building was not started until a cost estimate had been prepared by the building supervisor and a meeting had been held with the women. Work is now near completion and the official opening is scheduled for April 1987. The cost of the building is K 3595,00. (not finished)

The VSP Executive Committee relinquished its involvement in the management of the oil presses when an Advisory Committee was established for the purpose of supporting the women in setting policy. The VSP Executive Secretary represents the Society on that committee.

3.2.4. Sikaneka Rural Health Centre

This self-help project has been continuing for about five years and is still incomplete. Problems are due to lack of realistic planning and budgeting from the outset. Political and private pressures contributed to the delays. In 1986 there were more setbacks. Several attempts were made to hold meetings with the people. Confusion over the depth of the pit latrines, lack of supervision, early October rains and transport failure further delayed the work.

The Executive Committee agreed that the project is now an embarrassment as well as a great economic burden to VSP. The total cost to date is K . The management has now been authorized to complete the pit latrines as soon as possible.

Evaluation of this project offers VSP personnel an excellent example of what not to do when taking on a project. Hopefully the lessons learned will be remembered.

3.3. Tonga Crafts

Although Tonga Crafts formally falls within VSP its management is separated and handled mainly from the Lusaka shop. The formation of the Museum Working Group and the forthcoming plans for a new museum and crafts centre further divorces this programme from VSP, establishing Tonga crafts and museum as an independant organization.

3.4. Water Programme

The work of servicing existing community bore holes and wells and establishing new ones is done by a GSDP/GRZ employee but financed by special funds from the Gossner Mission. The management of funds was to have been transferred to VSP from GST accounts. However due to the reorganization of VSP bookkeeping and the training of new VSP staff this transfer is still pending.

It would be realistic to aim for VSP to assume responsibility for the financial management and assist in the planning of the water programme by January 1988.

4. TRANSPORT

4.1. Mercedes Benz Lorry AAG, owned and registered by Gossner Service Team and operated by VSP.

During the past year this lorry has been used extensively to serve the people of Gwembe South. Weekly trips were made to Dengeza and Siameja with mealie meal. It was continuously booked by groups and individuals for transporting materials and people. It took the Sisterhood of Sinazongwe and Kanchindu U.C.Z. to Namwala for a conference, school children to Gwembe Boma for sports, sand and cement to Makonkoto School, sunflower from depots for SPCMU.

The cost of running and maintaining this vehicle cannot be covered by hiring charges alone (currently K2.40 per km). In 1986 K 19,843.70 was spent on fuel and oil; K 16,785.51 on maintenance. On December 31st 1986 a major breakdown cost VSP K 27,000 for repairs - covered by a loan from GST.

Because of the service the lorry renders to the community, money from the sale of second hand clothes is used to help cover the costs of the lorry.

The supervision of the driver and lorry mate now comes directly under the VSP coordinator, however GST maintains strict oversight of the handling and care of the vehicle.

4.2. V.S.P. Banana Boats and Seagull engines

At the beginning of the 1986-87 year one boat and engine was with VSP but not operating, another was being used by the Ministry of Health and the third was on loan to the Youth Fishing Cooperative but damaged and not operating. With the help of the CAO these boats were all returned to VSP. All engines were repaired after an investment of over K4000 in spares. From August until early October two boats per week delivered 40 bags of mealie meal each to Kafwambila. Within this short time the engines were again damaged. The boats have not operated since.

The cost of running these engines plus paying wages for two-man crew is not economically feasible for transporting mealie-meal. The added problem of supervising the boat handlers raises serious questions about the use of mechanically powered boats. One boat has now been set aside to be outfitted for sail.

Meanwhile, since December VSP has hired a large boat each month from a commercial fishing company to transport 300 bags of mealie meal to Kafwambila (see Boat Report February 1987).

5. VSP BUILDINGS

5.1. Offices and Stores, Nkandabwe Camp

VSP uses GRZ facilities because the Society is part of the GSDP. However the control and allocation of rooms is not clear and reflects administrative problems within GSDP. It is hoped that this will be clarified soon, and terms for use of the buildings will be established.

5.2. Sinazeze Hall is owned by VSP and used only occasionally for storage of mealie meal and commodities and sometimes for meetings. A commercial bank shows interest in hiring the premises.

5.3. Two houses in Sinazeze are owned by VSP. One is used by the coordinator and the other by a teacher. These buildings are in need of repair and should be included in the programme plan for 1987-88.

5.4. The VSP Garage in Sinazeze and surroundings were cleaned. Offers were made to rent the premises but the matter is pending. Roofing sheets have been stolen. Meanwhile it is to be used for staff housing.

6. SUMMARY OF RECOMMENDATIONS AND PLANS FOR 1987-1988

6.1. Objectives

- . to conduct an educational programme to better inform the people of Gwembe South of the purpose and function of VSP

6.2. Constitution

- . to introduce specific amendments to the constitution during the 1987 AGM

6.3. Membership

- . to encourage more groups and organizations to become members of VSP
- . to educate members to better understand the meaning of VSP and their responsibilities within it

6.4. Executive Committee

- . to continue to offer executive Committee members opportunity to assume greater responsibility for the policy and planning of VSP activities and projects
- . to involve executive members in hands on experience as well as in Training in Transformation courses

6.5. Management

- . to hire a third staff member to assist with management and field work. Assist with salary would need to come from GST
- . to have monthly financial statements and reconciliations prepared by the management
- . to send the coordinator and bookkeeper on short training courses

6.6. Staff

- . to continue with regular staff meetings
- . to review salaries and wages in June 1987
- . to implement conditions of service

6.7. Agents

- . to conduct community meetings in order to educate the public about VSP and to allow each community to select their own agent.
- . to train agents in their specific tasks

6.8. Trustees

- . to appoint a body of three trustees at the 1987 AGM

6.9. Second Hand Clothes

- . to enforce new stricter procedures for the sorting and distribution of clothes

6.10. Sale of Mealie meal and commodities

- . to put food distribution as top priority because of the severe drought this year

6.11. Seed Sales

- . to assume more responsibility under the GST member for the seed programme

6.12. School Uniform Programme

- . to continue to collect outstanding debts
- . to sell uniforms only for cash
- . to maintain good quality and maximum quantity of production

6.13. Self-Help Projects

- . to follow the new procedures for each application for a new project

6.14. Oil Presses

- . to finalize accounts and establish repayment schedule for the women's clubs

6.15. Sikenaka Rural Health Centre

- . to complete the pit latrines and water system and hand over the premises to the Ministry of Health

6.16. Water Programme

- . to bring it under the management of VSP by January 1988

6.17. 6.17. Lorry
• to maintain close supervision over the use, care and maintenance of the Vehicle

6.18. Boats
• to repair one engine and one boat ready for emergency service
• to convert one boat to sail

6.19 Houses in Sinazeze
• to plan to renovate these houses to a reasonable standard

6.20. Garage and Sinazeze Hall
• to put these two properties to use

prepared by
Mabel Jean Rawlins-Brannan
VSP Advisor with Gossner Service Team
March 23rd 1987

24

Country : Zambia
Place : Gwembe Valley
Project Name : Oilmills for Self-Help Projects
Project No. : 1633/85-K

Organisation

Valley Self-Help Promotion Society (VSP)

P.O.Box 8

Sinazeze Zambia

The Valley Self-Help Promotion Society is a non-profit making Zambian organisation which was founded by the Gossner Mission in 1970.

The society is well experienced in any sort of selfhelp activities in integrated rural development.

Target group

The project is located in Gwembe Valley, a narrow strip of land along side Lake Karibe (600 km). The population density in the valley is rather high, amounting to 100,000 people. After the creation of the lake the population has been resettled in this area. The main source of income for the local people is rainfed crop production, the main crops being local varieties of sorghum and millet. During recent years other crops have been introduced such as maize, cotton and sunflower. During the successive years of extreme drought maize production failed almost completely. Cotton and sunflower however proved to be a good drought resistant crop, suitable for the area.

The payment for sunflowers is quite low (about K 22 per 90 kg bag). They are collected either by SPCMU or by private traders, coming from the line of rails on the plateau.

Cooking oil on the other hand is extremely expensive in the Gwembe Valley and quite often not available at all. A better income for the local sunflower producers could be secured by installing small local oilmills, distributed strategically over the Gwembe Valley. At present the nearest possible place to have sunflower seeds processed is in Choma, which entails problems regarding transport and high transport cost.

3. Objectives

- to provide a local consuming market for the producers of sunflowers;
- to save the cost for the expensive long distance transport of the bulky sunflower seeds;
- to process sunflower seed locally into scarce and well-paid cooking oil instead of exporting the poorly paid raw material;
- to have in addition some very valuable cattle feed from the sunflower husks.

5 Activities/Methods

The plan is to start with two pilot oilmills stationed in the main farming areas in Gwembe South: one in Kanchindu and one in Malima/Sinazeze.

VSP will be responsible for organizing the local population to take care of the management and maintenance of the oilmills. If possible already existing local organisations for management of maize mills will be mobilized to this end.

The running expenses of the oilmills will be covered by the milling fees to be paid either in cash or in kind.

The mills will be put up in shelters to be built in self-help by the beneficiaries of the project.

As soon as the mills are technically well established shares will be sold at 50 K each, in order to create a revolving fund for buying more oilmills.

The VSP will carry the responsibility for executing the project.

Follow-up

If the pilot project proves to be successful by selling shares a revolving fund will be established to buy new oilmills to be installed at other locations in Gwembe Valley.

Budget rate of exchange as per 1 December 1984 K 1 = Dfl 1.68

a Total cost

Construction cost: 2 sheds

Equipment: 2 oilmills @ K 10,000

P.M.

20,000

K 20,000 = Dfl 33,600

b Own contribution

construction of two sheds
(valued at K 20,000)

P.M.

c ICCO contribution

K 20,000 = Dfl 33,600

INTERCHURCH COORDINATION COMMITTEE
FOR DEVELOPMENT PROJECTS

January 1985

G.M.

1. BACKGROUND

1.1. The people living near the shores of Lake Kariba are for the most part peasant farmers whose main cash income is from their cattle. The harsh climate of the Gwembe Valley makes the growing of food and cash crops very unreliable. Small-scale fishing is also done by some people living near the shore or on the islands.

1.2 Access for the people to goods and services is extremely difficult by land. Roads destroyed during the Zimbabwe War of Independence have not yet been repaired. Transport is hazardous to vehicles during the dry season and impossible during much of the wet season. People walk great distances to purchase mealie meal and other essential commodities either at Siabaswe or Masamba in the Valley or near Kalomo on the plateau. Donkeys are frequently used for haulage.

1.3 Lake transport served the people quite reliably under the District Council prior to the destruction of the boats in 1979 during the Zimbabwe War. In response to the extreme draught conditions the German Embassy donated three boats in 1984 to the Valley Selfhelp Promotion Society to be used for famine relief. Some transport of goods and people is done indirectly by local fishermen.

1.4 The people of Lake Kariba are very isolated and only acquire transport services at great cost and difficulty.

2. USE OF V.S.P. BOATS

2.1 1984: The three boats, 8 metres long with four 5 horsepower Seagull engines and a carrying capacity of 1 tonne, were used for transporting food for famine relief mainly to the Kafwambila area at the south end of the lake. Toward the end of the year all four engines were inoperable due to mechanical problems. These were repaired and lake service was started again in December.

2.2 1985: Two of the VSP boats were loaned on a 6 month basis. One went to the Ministry of Health and was used occasionally for Primary Health Care Programmes. The other went to the Sinazongwe Youth Fishing Cooperative to be used in a fishing and boat handling training programme. The third boat remained with VSP to continue to transport goods and people to the south end of the lake.

2.3 1986:

2.3.1. In March an expert in boats and boat building joined the Gossner Service Team

2.3.2. The VSP Executive decided to recall the two loaned boats. All four engines were inoperable due to mechanical breakdown. The boat used by the Fishing Youth Cooperative was badly damaged.

2.3.3. Spares were purchased costing over K4000 and all engines were repaired. The damaged boat was repaired by a local company.

2.3.4. In August weekly boat trips to Kafwambila were recommenced. Each week two boats left from Sinazongwe Harbour carrying 40 bags of mealie meal each and other essential commodities. These were mainly sold at Kafwambila but also at other villages and islands along the way. They returned carrying passengers and dried fish. It took a minimum of eleven hours to reach Kafwambila. The round trip would take three to four days. Each boat had a coxswain responsible for the engine and boat handling, as well as a mate. The two boats travelled together.

A third extra engine was carried in case of emergency.

2.3.5 By the end of October the engines were again out of service due to mechanical breakdowns and the VSP lake transport service was halted. Two of the boats were leaking.

3. EVALUATION OF V.S.P. BOAT SERVICE

3.1 Design and Construction of the Boats:

The size and shape of the boat is suitable to travel safely on Lake Kariba with a crew of two carrying 1000 kg. The construction is not strong enough to withstand being driven ashore or over semi-sunken trees. When leaks from holes or cracks have developed in the fibreglass these are difficult to repair because of lack of materials within Zambia. It was discovered that the engines and boats were mismatched so the transoms were raised to accommodate the long shafts.

3.2 Engines:

The Seagull 5 horsepower Silver Century engine has been considered durable since it was designed in the 1930's. However the human factor related to mechanical power has proven to be beyond the endurance of these engines. Spares in Zambia are limited and costly.

3.3 Manpower Skills:

The boat handler must have sufficient mechanical ability to repair and maintain the engines. He must be skilled in handling the boat in the varying weather conditions of the lake. As well he must be reliable and trustworthy regarding the handling of equipment, commodities and money. The mate must be able to assist the boat handler with all these tasks. The accessibility and availability of goods from Zimbabwe presents opportunities for boatmen to become involved with smuggling. It is almost impossible to supervise boat crews when they are out on a trip.

3.4 Economic Viability:

The costs of fuel (petrol-oil mix), lorry transport to the harbour, wages for crew, loaders and the selling agent, plus the high expense of maintaining the engines is difficult to cover from the sale of 40 bags of mealie meal. The gross profit from one boat trip is about K350.

4. CONCLUSIONS

4.1 The type of boats used by V.S.P. have run safely when they have been in use over the last three years.

4.2 The Seagull engines used on the boats, after modification, are adequate but their reliability is limited by the lack of skilled operators.

4.3 It is difficult to find suitably skilled manpower to operate these engines and boats.

4.4 The use of these boats to transport essential commodities to isolated areas is not economically viable considering the high cost of maintaining the engines.

4.5 The regular service of two boats per week to the south end of

the lake could be a great help toward supplying goods and services to remote areas. When the service was operating from August to October 1986 it was greatly appreciated.

4.6 It can be concluded that despite the set backs and the spasmodic service of the VSP boats, they are the only boats at the south end of the lake used primarily to carry food to the Kafwambila area. Therefore the service is not only important but essential.

5. RECOMMENDATIONS

5.1 In order to meet the critical need of food in the Kafwambila area, V.S.P. should continue to work with a kapenta fishing company to jointly manage the transport of at least 300 bags per month down the lake in a large steel carrier.

5.2 In order to overcome the problem of maintaining engines suitable individuals should be selected to participate in training programmes for engine mechanics and boat handling.

5.3 In order to address the problem of the human factor in handling of mechanical power, one V.S.P. boat should be modified with a keel and outfitted with a sail. All replacement parts should be made simply and of local material.

5.4 A course in sailing skills and principles should be taught at the Sinazongwe Fisheries Training Centre using the resources of the Zambian sailing instructor of the Outward Bound School, Mbala, and the Gossner Service Team boat expert.

5.5 The Seagull engines should be repaired, giving V.S.P. two working engines and using two for spares.

5.6 Two V.S.P. boats with engines should be available for hire or loan (e.g. Ministry of Health) upon request, and also for use by V.S.P. when necessary.

February 1987

Brannan

Gossner Service Team

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February, 1987

Brannan

Gossner Service Team



Valley Self-Help Promotion Society
Attn: Chief Sinazongwe, chairman
P.O. Box 8
SINAZEZE
Z a m b i a

P.O. BOX 151
3700 AD ZEIST,
THE NETHERLANDS

Tel. (0)3404 - 248 44
Telex 47644 ICCO NL
Telegram Develop

Zeist, 17 December 1986
JGK/IS

Re: Oil Mills for Self-Help Projects, 1633/85-K

Dear Chief Sinazongwe,

./.
Please find enclosed a copy of our letter dated 13-8-1986. We would be very pleased if you could inform us whether you received the equipment mentioned in this letter. Further we hope to receive a narrative/financial report on this project before long.

With kind regards and best wishes for a blessed Christmas and a happy 1987.

Yours sincerely,

INTERCHURCH COORDINATION COMMITTEE
FOR DEVELOPMENT PROJECTS

Henk C. Bakker
Africa and Middle East Dept.

cc. Gossner Mission, Mrs. S. Krisifoe

Interchurch co-ordination committee for development projects
Comité inter-églises de coordination de projets de développement
Comisión intereclesialística de coordinación para proyectos de desarrollo

Zusterplein 22a,
Zeist, The Netherlands

Interkerkelijke coördinatie commissie ontwikkelingsprojecten

COMMANDEURS WEG



VAN BALVERENWEG

ZWEMBAD

KROMMESTEEG

← ARNHEM

SNELWEG

WAGENINGEN →

← EDE

UTRECHT →

G.M.

THE VSP SOCIETY

MINUTES OF THE EXCC. SITTING OF 02ND DECEMBER, 1986 HELD
AT GOSSNER - NKANDABBWE CAMP

1. ATTENDANCE

(A) Excc. members present

Cde B.Syanyeuka - Chairman - Box 12, Sinazeze
Cde H.Siachingili - Secretary- Box 18, Sinazeze
Cde V.Syankondo - Treasurer- Box 3, Sinazeze
Cde C.A.Sibanda - Vice Secretary - Box 60, Sinazeze
Cde M.S.Muyaba - Member, Box 30 Sinazeze
Cde L.S.Syamsamu - Member- Box 2, Maamba
Cde Rev.M.K.Malyenkuku- Member- Box 2, Maamba

(B) Excc. members absent with apology

Cde Hon. Chief Sinazongwe - Chairman - Box 91, Sinazeze
Cde Hon. Chief Mweemba - Member - Box 2, Maamba

(C) Excc members absent without apology

Cde J.C.Malyangc - Vice treasurer, Box 62, Sinazeze

(D) In Attendance

Cde B.C.M.Hantuba - GSDP Co-ordinator, Box 3, Sinazeze
Cde A.Simwami - VSP- Co-ordinator, Box 8, Sinazeze
Cde W.Ncite - GSB Box 3, Sinazeze

(E) Church Representatives Present

Cde Sr. Alice - Roman Catholic - member, Box 25, Maamba
(Please Note that Cde Rev.M.K.Malyenkuku is both Excc.
member and Church Representative for United Church of Zambia)

BUSINESS

VSP NO. 9/1/86 - Prayer

This was led by Cde Rev.M.K.Malyenkuku.

VSP No. 9/2/86 - Roll-Call

The Secretary conducted the Roll-Call and the
finding was as at 1A,B,C,D, and E above.

VSP No. 9/3/86 - Chairmans Opening Remarks

The chairman briefly welcomed the members to this
sitting. He also hinted that Cde.Hon. Chief
Sinazongwe was unable to attend due to some other
commitments. He then declared the meeting opened.

cont....d/2

2700
VSP No. 9/4/86 - Confirmation of the previous minutes

The minutes were passed as a correct record with a few amendments.

VSP No. 9/5/86 - Matters arising from the previous minutes

As a result of the deliberations in connection with this item the committee:-

RESOLVED:

- a) that since the Sinanjela and Siabawwi oil press contracts still seemed vague, the Chairman (Gossner Service Team) be written a letter by the Secretary, reflecting this committee's opinion over the oil press mills under mention.
- b) that as a result of Resolution at (a) above, the collection of money from Sinanjela Womens Club (Oil Press) be suspended with immediate effect.
- c) that Cde B.T.Syanyeuka, Cde M.S.Muyaba and Cde Rev.M.K.Malyenkuku assist the Secretary in formulating the letter at Resolution (a) above.
- d) that since the completion of Sikaneka Clinic toilets had delayed so much, the GSB supervisor be authorised to raise two bricklayers to assist him (the GSB Supervisor) complete the toilets.
- e) that the vacant VSP posts of Co-ordinator and Book-keeper be advertised and that the qualification requirements for the two posts, be formulated by the Chairman, Secretary and the VSP Advisor.

VSP No. 9/6/86 - Report from the Management (the VSP Acting
Coordinator)

See Appendix A)

From the tabling of this report this committee:

RESOLVED:

- a) that the previous Sinazeze Hall which has since been bought by the VSP from the Gossner Service Team, be turned into a permanent VSP shop.
- b) that as there was an out-cry from Malima and Chiyabi areas, for VSP Services, the people of the two areas be advised to lodge applications accordingly.

ccnt.....d/3.

- c) that the arrangement negotiated upon by the VSP Co-ordinator to rent for the Dengeza shop owned by Cde. D.Hainde be accepted as farther negotiations to buy the same shop continue.
- d) that the Co-ordinator and Secretary should approach Cde. D.Hainde and draw the terms of Rental Agreement concretely.

VSP No. 9/7/86 - Christmass Bonus

In view of the idea brought forward by the VSP Advisor, that VSP workers, be given some christmas job incentive, the committee:-

RESOLVED: that a bonus of K20.00 and K10.00 be offered to all VSP workers so that permanent workers get K20.00 each whilst the piece workers get K10.00 each.

VSP No. 9/8/86 - Rig-Hire

In view of the fact that the VSP Boats are too small and the engines not functioning well

RESOLVED:

- a) that the Rig-Hire, arrangements with Cde. Brooks and the Cde Brannan be accepted in principal while awaiting for the Hire-charges to be finalised.
- b) that should the arrangement at Resolution (a) above not materialise, some large storage room be thought about at Siameja.
- c) that Cde Hon Chief Mweemba be requested to negotiate for another Rig-Hire arrangement to Kafwambila with Cde Johans of Siansowa Fishing Camp, so as to give the VSP choice for the fairer Hire-Charge.
- d) that since the Co-ordinator (VSP) indicated that cash (cheque) was given to him only once per week, for the purchase of commodities (including the vital mealie-meal) by the VSP Advisor, more money be released for this purpose henceforth. (The committee noted that more mealie-meal was badly needed and hence more money should be made available for longer mealie-meal orders).

cont....d /4

- e) that in connection with resolution: (d) above, the VSP Co-ordinator should buy as many mealmeal bags and other commodities as possible, for sale or storage at Sinazeze en transit to Siameja and Kafwambila areas.

VSP No. 9/9/86 - VSP Society Constitution.

Need has arisen to have the VSP Constitution re-examined. Constitution pamphlets were distributed, to the members for study at home and hence this item was referred to next sitting.

VSP No. 9/10/86 - ANY OTHER RELEVANT BUSINESS

- a) the committee observed that feeding during committee sittings was not what it should be and hence:

RESOLVED: that the feeding be improved as from next sitting.

- b) The committee also observed that the coming of VSP agents to VSP office caused a lot of financial inconveniences to the agents and thus:-

RESOLVED: that the VSP Co-ordinator should transport the second hand clothes boxes to the agents henceforth.

- c) The committee re-acting from the explanation brought forward by the treasurer, that the people who sort out the second-hand clothes get far too many pieces on credit.

RESOLVED: that the Co-ordinator and treasurer sees to it that, pieces taken in this connection, be strictly for cash henceforth.

- d) the Committee felt that there was good sense, for the purpose of an annual exco; come-together, to hold some pre-christmas function and thus accordingly.

RESOLVED: to hold some pre-christmas party a week before 25th December, 1986, as a gesture for the humanistic efforts the committee is rendering the community in this area.

- e) the committee felt that to generate more money for self-help projects and also meet the ever-rising costs of commodities prices of the second-hand clothes needed to be risen reasonably and thus:-

Cont.....d /5

RESOLVED: that the treasurer and Co-ordinator, should at their next sorting session, reasonably rise the prices of the second hand clothes pieces.

The meeting closed down at 15.20 hours (the earliest closure at least this year) with a cool atmosphere and a National Anthem stanza and chorus.

Secretary

Date

Chairman

G.M.

**MINUTES OF THE VSP
SOCIETY COMMITTEE SITTING OF 11TH NOVEMBER, 1986 HELD
AT NKANDABWE GOSSNER CAMP**

1. ATTENDANCE:

A. Executive Committee Members Present:

Mr. B.T.Syenyauka - Acting Chairman, Box 12, Sinazeze
Mr.H.Siachingili - Secretary, Box 18, Sinazeze
Mr.J.C.Malyango - Vice Treasurer, Box 62, Sinazeze
Rev. M.K.Malyenkuku- Member, Box 2, Maamba
Mrs. L.Syamasamu - member Box 2, Maamba

B. Exco. members absent with apology:

Chief Sinazongwe - Chairman, Box 91, Sinazeze
Sr. Chief Mweemba, Member Box 2, Maamba
Mr.C.A.Sibanda- Vice Secretary, Box 60, Sinazeze
Mr.V.Syankondo - Treasurer, Box 3, Sinazeze
Mr. S.Muyaba - Member, Box 30, Sinazeze

C. In attendance (Invitees)

(i) Mr. B.C.M.Hantuba - GSDP Co-ordinator
Mr.E.Syabbalo - T.C.O. (museum)
Mr.W.Ncite - B/supervisor (GSB)
Mr.A.Simwami - Act/Co-ordinator (VSP)
Miss. Branan - VSP Advisor.

(ii) Special Invitee

Mr.R.J.Mwananyina- A/CAO- Sinazongwe Boma

(iii) Church Representative absent with apology:

Sr. Alice - Roman Catholic - Maamba

2. BUSINESS:

VSP No. 7/1/86- Prayer - This was led by Rev.M.K.Malyenkuku

VSP No. 7/2/86- Roll Call- The reflection was as at
1 a, b and c above.

VSP No. 7/3/86- Chairmans Opening Remarks:

The Acting Chairman (vice chairman) briefly explained why the chairman (Chief Sinazongwe) was absent from this sittings. He told the committee that the Chairman was busy on another schedule connected to Makonkoto Day Secondary School. He then declared the meeting started so unusually late due to another one concerning the VSP workers which had been staged earlier on, the same morning.

VSP No. 7/4/86- Confirmation of the previous minutes:

The minutes were passed as a correct record with minor amendments.

VSP No. 7/5/86 - Matters arising from the minutes:
From the issues discussed under this item
the committee:-

RESOLVED: a) that the proposed Adhoc/VSP workers meeting on conditions of service and salaries, be suspended indefinitely until the VSP Annual Financial review is done.

b) that in view of the K1000.- raised by Mweemba school PTA, plus the effort reflected in Rev.M.K!Malyenkuku's report, a grant of K790.00 be approved as per request.

c) that the grant at b, above, be in roofing sheets form and that the VSP would meet the transportation costs to Mweemba school.

d) that the Secretary should write the Mweemba School PTA, reflecting the two resolutions at b, and c, above.

e) that Rev.Malyenkuku and Mrs.L. Siamasamu(both VSP Exco. members) should monitor the proper use of this grant as they reside near Mweemba School.

f) that due to the prevailing disbelief over the contract that brought the Sinanjola and Siabaswi oil presses, the A/CAO Sinazongwe Bona, be requested to kindly seek for clarity on the matter from the appropriate authorities.

g) that the Co.ordinator (VSP) should seek audience with the GSB over the lorry hire charges for uniformity due to the ever-rising lorry running costs.

h) that the uniform fund collection trip should be undertaken by the VSP Advisor, the Co-ordinator VSP, and the Secretary on 17th-18th November, 1986 as planned.

i) that the VSP Co-ordinator(Acting) sees to it that necessary materials for Sikaneka clinic, are transported out at once, as a measure to speed up completion.

- j) the committee noted that any best applicant amongst the three tailors, who underwent an interview at Maamba Catholic Tailoring School be employed by the management, without hesitation.

VSP No. 7/6086 - Report from the management:

(See Appendix A)

From this report the committee:-

RESOLVED:a) that in view of the K170.00 shortage by Mrs.Muzungu of Kafwambila for commodity sales, effort be made to determine the cause.

b) that the signing of receipts by all VSP commodity recipients be introduced at once.

c) that the uniform funds collection trio should approach Mr.Winicher Maanguka for proper explanation over the VSP 19 bags of mealie meal he allegedly mis-used.

d) that in view of the problems. encountered when demanding for uniform money from school Headmasters, uniforms be bought on fixed dates by parents at individual schools, from VSP management, without involving the Headmasters as from 1987- January.

e) that the Co-ordinator (VSP) should draw up the list of schools owing VSP uniforms funds for the information of the committee members.

f) that the co-ordinator (VSP) should compile a report on Miss. P.Chikopa's job performance, for presentation to the committee at next sitting to determine her confirmation in the service and house allowance.

VSP No. 7/7/86- Reports on the VSP Advisor.

(See Appendixes B and C)

From the two reports the committee:-

RESOLVED:a) that effort to repair the VSP Boat engine be continued.

b) that some arrangement be tried to hire one kapenta rig for transportation of commodities to Kafwambila.

c) that since need existed for VSP to try more income generating ventures, a committee consisting of Mrs. Brannan, Rev.M.K. Malyenkuku, Mr.J.C.Malyango and Mr. H. Siachingili, be set to look into the possibilities of establishing a cattle and goat selling business to the Copperbelt.

- c) that the new VSP workers' salary structure be accepted.
- d) that the salary structure for the tailoring department be formulated by the VSP Advisor.
- e) that the post of Assistant Manager be accepted but the payment of salary expenses be blessed by the G.S.T.

VSP No. 7/8/86 - Mr. Mbewe's Butchery:

In view of the recommendations contained the letter from the Dept. of Health, in connection with the converting of the ex-VSP Garage to a Butchery, this committee:-

RESOLVED: that the renovation and additional installation materials be budgeted by the G.P. and be presented to next sitting for action.

VSP No. 7/9/86 - Second Hand Clothes:

The committee felt that there was need to keep the donors of second hand clothes well informed of what the second hand clothes sales money is used for and hence:-

RESOLVED: that a committee comprising of Messers, E.Syabbalo, H.Siachingili, Mr..G.K. Madyenkuku, the A/CAO, Sinazongwe Boma, be formed to edit a News letter magazine, a copy of which would be sent to the donors.

The committee also felt that there existed need to have application forms connected to being VSP Society Agent and thus the committee:-

RESOLVED: a) that the application forms designed by the VSP Society Advisor, be accepted in full.

- b) that all VSP Society Agents be made to re-apply in January, 1987 as per new arrangement in a, above.
- c) that VSP Exco. members wishing to help with the pricing and sorting of second hand clothes, should complete application forms to be signed by referees as in the case of (a) and (b) above.

VSP No. 7/8/86 - Any Other Business:

Since the constitution of this Society, needed amendments and additions, the committee:-

RESOLVED: that it be discussed at the next sitting.

Since three-quarters of the Exco attended this sitting without invitation letters, the committee stressingly:-

RESOLVED: that invitation letters should with effect from the next sitting, be sent to Exco. members a week in advance accompanied by previous meeting minutes.

Finally, the A/CAO aired strong sentiments appealing for co-operation among the Exco. members.

The A/CAO also strongly appealed to the Exco. members to pay back the VSP Society whatever monies they owe it.

The chairman then declared the meeting closed at 17.25 hours.

SECRETARY

DATE

CHAIRMAN

6.11

MINUTES OF THE VSP SOCIETY EXCO MEETING HELD AT NKANDABBETE
GOSSNER CAMP ON 7TH OCTOBER, 1986

1. ATTENDANCE:

A. EXECUTIVE COMMITTEE MEMBERS PRESENT:

Chief Sinazongwe - Chairman - Box 91, Sinazeze
Mr. B.T.Syanyeuka - Vice/Chairman- Box 12, Sinazeze
Mr. H. Siachingili- Secretary,- Box 18, Sinazeze
Rev. Malyenkuku - Member, Box 2, Maamba
Mr. S.Muyaba - Member, Box 30, Sinazeze

B. EXCO MEMBERS ABSENT WITH APOLOGY:

Sr. Chief Mweenba - Member
Mrs. L.Syamasamu - Member
Mr. C.A. Sibanda - Vice Secretary
Mr. J.C. Malyango - Vice treasurer
Mr. V.Syankondo - Treasurer

C. IN ATTENDANCE:

(i) Mr. B.C.M. Hantuba- Co-ordinator GSEP
Mr. W.Ncite - B-Supervisor GSB
Mr. E.Syabbalo - T.C.O.
Mr. A.Simwami - Co.ordinator VSP
Sr. Alice - Church Rep. (Roman Catholic)

(ii) SPECIAL INVITED GUEST

Mr. R.J.Mwananyika - Acting Chief Administrative Officer

2. BUSINESS

VSP NO 6/1/86 - NATIONAL ANTHEM

The National Anthem was sung.

VSP NO 6/2/86 - ROLL CALL

The Secretary ran the Roll Call and the reflection was as under 1 A, b and c above.

VSP NO 6/3/86 - CHAIRMAN'S OPENING REMARKS

The Chairman briefly welcomed the members. He appealed for the minutes to be sent with the invitation notices so as to give members enough time to study the minutes before the sitting to follow.

VSP NO 6/4/86 - Confirmation of the previous minutes

The minutes were passed as a correct record as amended.

VSP NO 6/5/86 - MATTERS ARISING FROM THE MINUTES:

From the previous minutes this committee resolved that:

- (a) Since the VSP office had not duplicated VSP Society Constitution pamphlets, due to shortage of stationerys, the VSP Management should approach GSDP for help.
- (b) Mrs. Brannan should put the Adhoc. Committee Report to type written work.
- (c) The Adhoc Committee should find time to address the VSP workers on their new conditions of service and salary structure.
- (d) For the purpose of a better systematic method of assisting self-help projects, the new format drawn by Mrs. Brannan be accepted.
- (e) The Mweenba School application for financial assistance be deferred, as committee member Rev.Malyenkuku goes to address Mweenba School PTA on the issue.

VSP NO 6/6/86 - OIL PRESS MILLS:

The Act-CAO reported on the Sinajola and Siabawi oil presses reflecting uncertainty over the conditions of the contract covering the two sets of machines.

From the report, the committee:-

RESOLVED:

- (a) that Mrs. S.Krisifoe be invited to attend the November sitting and produce the contract sheet connected to the oil press machines.
- (b) that the chairman, vice chairman, secretary and Mr.Muyaba should visit the Sinanjola women's club on 14/10/86 for a fact finding purpose.

VSP NO 6/7/86 - REPORT FROM THE MANAGEMENT

See appendix A.

From the Acting Co-ordinator's monthly report this committee:-

RESOLVED:

- (a) that the Acting Co-ordinator should obtain an introductory letter from the SPCMU in Choma to avoid differences when visiting depot buyers to transport farm produce to Choma.
- (b) that Mrs. S.Krisifoe should clarify the VSP lorry ownership in contract with the Gossner Mission when she comes to attend the November Sitting.

- 3/..
- (c) that in view of the ever-rising costs of commodities in the country the VSP Co-ordinator should rehearse with the GSDP office over the charges of lorry hire for uniformity.
 - (d) that since a number of primary school Headmasters had not paid VSP Society uniforms funds, the Co-ordinator and the Secretary undergo a trip for the funds collection and report to the committee at the next sitting.

VSP NO 6/8/86 - SIKANEKA CLINIC:

The GSB Building Supervisor expressed disappointment at the pace at which buildings work was moving at Sikaneka Clinic. Hence the committee:-

- RESOLVED:(a) that the chairman should address Sikaneka residents over the digging of toilets and bits of jobs required for this clinics completion.
- (b) that Mr.Brannan should give a report on water programme funds, at next sitting, to determine the installation of water pipes at Sikaneka.
 - (c) that the VSP Society Co-ordinator should make effort to have all necessary building materials for Sikaneka transported soon.
 - (d) that since the Co-ordinator (VSP) seemed unsure of the K10,000, which was a last target ear-marked for Sikaneka clinic completion, the Co-ordinator (VSP) should run through the Sikaneka expenditure receipts to determine the balance.
 - (e) that some up-to-date record of all left over building materials, at self help project belonging to VSP, should be kept by the Co-ordinator.

VSP NO 6/9/86 - REPORT BY THE TONGA CRAFTS OFFICER:

See Appendix B.

From the report this committee:

- RESOLVED:(a) that since the museum needed a wider variety of items, the Tonga Crafts Officer, needed to organise for more and better items from possibly a wider area of the Gwembe District.

- (b) that the Tonga Crafts Report should include financial transactions in future.
- (c) that since Tonga Crafts men were so scattered all over, the Tonga Crafts Officer should establish buying centres for easy contact.
- (d) that in order for the members of the VSP Exco members to keep abreast with the museum development they should visit the museum building from time to time.
- (e) that for the purpose of style of item exhibition in-side the museum building, the items needed to be arranged systematically indicating the sales section etc.

VSP No 6/10/86 - VSP GARAGE MAZYAMUNA

Since the area around this garage had at last been cleaned, the committee:-

RESOLVED: that Mr. Mbewe be written a letter authorising him to use it at K30.00 rent per month.

VSP NO 6/11/86 - APPLICATION FORMS FOR AGENTS:

The new forms in this connection were accepted with a few additions.

VSP NO 6/12/86 - NEW TAILOR:

The committee felt that the three applicants for this job had to have an interview to determine the best one. Hence the committee:-

RESOLVED: that the three would have to go for interview at Maamba Roman Catholic Tailoring School on a date to be determined by Sr. Alice.

VSP NO 6/13/86 - ANY OTHER BUSINESS:

- (i) The Chairman informed the committee that the GSDP typist had written the committee to consider increasing the K20.00 allowance she gets from VSP Society.

The committee observed that the K20.00 allowance was merely a token of appreciation and hence:-

RESOLVED: that this K20.00 allowance would not be increased.

- (ii) The A/CAO Sinazongwe Boma encouraged this committee to continue working for the cause of man.

The meeting closed down at 16.45 hours.

Chairman

Date

Secretary

G.M.

MINUTES OF THE VSP EXCO. MEETING OF FRIDAY 12/09/86 HELD

AT SIATWIINDA IRRIGATION

1. Attendance

(A) Executive Committee Members present

Chief Sinazongwe - Chairman - Box 91, Sinazeze
Mr. B. T. Syanyeuka - Vice Chairman, Box 12, Sinazeze
Mr. H. Siachingili - Secretary Box 18, Sinazeze
Mr. C. A. Sibanda - Vice Secretary
Mr. V. S. Syankondo - Treasurer- Box 3, Sinazeze
Mr. J. C. Malyango - Vice Treasurer - Box 62, Sinazeze
Mrs. L. S. Syamasamu - Member- Box 2, Maamba
Rev. M. K. Malyenkuku - member- Kanchindu Postal
Mr. M. S. M. Muyaba - Member, Box 30, Sinazeze

(B) Exco. members Absent with Apology
Chief Mweemba

(C) In Attendance

(i) Mrs. M. J. K. Brannan - VSP Manangement Advisor
Mr. B. C. M. Hantuba - Co-ordinator GSDP
Mr. E. Syabbalo - T.O.O.
Mr. W. Nchite - Building Supervisor GSB

(ii) Church Representatives
Sr. Alice - Roman Catholic
Rev. S. Mubiana - U.C.Z.

(iii) Observer
Mr. D. Mutinta - Siatwiinda Irrigation.

2. Business

VSP No. 5/1/86 - National Anthem
The Anthem was sung well.

VSP No. 5/2/86 - Roll-Call
The Chairman conducted the Roll-Call. The A/CAO-Sinazongwe Boma, (who was supposed to have been in attendance) and Chief Mweemba (Exco. Member) were noted to have been absent with apologies.

VSP No. 5/3/86 - Chairman's Opening Remarks
The Chairman briefly welcomed all the meeting participants warmly. Mrs. L. Syamasamu and Rev. M. K. Malyenkuku (who arrived at the meeting at a later stage) were also equally welcomed.

VSP No. 5/4/86 - Confirmation of the previous minutes
The minutes of the previous meeting of 5th August, 1986, were scrutinized through and passed as a correct record as ammended.

VSP No. 5/5/86 - Matters Arising from the Previous Minutes.
(a) Since the management had not fulfilled its assignment regarding the distribution of VSP Society constitution pamphlets to Exco. members, as per agreement of the 05/9/86 meetings:-

RESOLVED: that the Chairman or Secretary releases to the management, old copies of the constitution pamphlets so as to make more copies.

- (b) As the present system of the VSP Secretary and Chairman keeping their files at their own residential places posed difficulties when tracing old VSP correspondence references:-

RESOLVED: that both the Chairman and Secretary hand-over their files to the VSP management for easy reference to certain issues connected to VSP correspondences and the like.

- (c) The committee observed that the present system of running VSP Correspondences left much to be desired and hence:-

RESOLVED: the VSP Secretariat should run all correspondences connected to VSP Business hence-forth.

- (d) For the purpose of the resolution in (c) above the committee also:-

RESOLVED: that the Secretary, should from time to time be informed of all in-coming or out-going correspondence for his attention.

VSP No. 5/6/86- The Adhoc Committee Report

As resolved during the 05/9/86 meeting, the Adhoc Committee reported on the proposed VSP New Management Structure covering job designations, salaries, conditions of service and advertising systems. The report was read out by the management davisier.

From the report the committee:-

- RESOLVED: (a) that the report be accepted in principle but shelved awaiting comparison with the new government salary structure and conditions of service to come.
(b) that the Acting Co-ordinator and Acting Book-keeper be each paid K40.00 acting allowance with effect from 1st October, 1986.
(c) that Mr. A. Syabunkululu be paid K100.00 subsistence allowance at flat rate monthly with effect from 1st October, 1986.
(d) that the secretary should write the persons concerned in resolutions (b), and (c) above, to this effect.

VSP No. 5/7/86- Report from the VSP Management Advisor.

The Management Advisor read out some constrictive report on VSP finances covering transport, wages and salaries, Exco. meeting expenses, miscellaneous expenses, selfhelp projects, second hand clothes as up to 31st August, 1986. See Appendix (A).

From this report the committee:-

- RESOLVED: (a) that in view of the large amounts of money the money the VSP office handles, most of it should be banked from time to time.
(b) that the parcel with VSP items, which was under the custody of the G.S.B. Manager, pending payment at K6,343.72, be paid for and collected.

- (c) that the forms to be used when considering the selection of second-hand clothes agents, be designed by the VSP management.
- (d) that the secretary should write Mweemba School Headmaster informing him that his application letter for VSP assistance financially would be tabled at next sitting.
- (e) that since it seemed the Sinanjola and Siatwiinda /Kanchindu Women's Clubs, were not certain of the refunds of loans after the completion of their oil-press building expenses, the Secretary should write to the two clubs explaining the system involved.
- (f) that as the present system of VSP involvement in Self-help Projects had no terms of reference drawn, some agreement forms be designed jointly by the Secretary, Treasurer and Management in this connection. The Committee observed this would save the VSP from spending more than fifty percent of any given selfhelp project expenses.
- (g) that as the Siatwiinda/Kanchindu women's cob rangle over the oil-press building siting was now over, the buildings work should go ahead at Siabaswi as agreed by the two sister-clubs.
- (h) that the work at resolution (g) above be fully financed by the VSP but at 50% refundable loan of the total costs.

VSP No. 5/8/86 - Report from the Management (Acting Co-ordinator)
The VSP Acting Co-ordinator gave hand-outs reflecting his report for august, in similar style as that of the management advisor. See appendix B.

From the Acting Co-ordinator's Report the committee:-

- RESOLVED: (a) that the Co-ordinator should not release the information regarding VSP financial daily takings to un-authorized persons.
- (b) that the proposed shelter for the sale of mealie-meal and groceries at Dengeza be built.
 - (c) that Mrs. Brannan be referred to as management advisor in all VSP Business Reports and not by name.

VSP No. 5/9/86 - Self-Help Projects
Due to the need for maximum assistance the VSP should render towards self-help projects the committee:-

- RESOLVED: (a) that VSP transport should often be released on hire for the projects which don't fall completely under this society.
- (b) that money from the sales of second hand clothes should mostly be used to finance self-help projects.

- (c) that need existed to speed up self-help projects being financed by the VSP and hence a committee consisting of: Mr. W. Neite, Revs. S. Mubiana M.K. Malyenkuku and Sr. Alice was formed for this purpose;
- (d) that since the loan application from Maamba UCZ Church Secretary was not available in the VSP correspondence files, a fresh application be processed.

VSP No. 5/10/86- Any Other Relevant Business

Due to the fact that the VSP lorry quite often drove, to Choma loaded with nothing, this committee:-

- RESOLVED: (a) that the SPCMU management be approached for a possible agreement in connection with transporting sunflower bags and other farm produce to Choma.
- (b) that since the Tonga Crafts Organiser presented no report to this committee sitting, a report be compiled for September and presented at the next sitting.

The meeting closed down at 16.48 hours under a cool atmosphere, with the singing of the last stanza of the National Anthem and Chorus.

Chairman

Date

Secretary

REPORT FOR VSP EXCO. SECOND HAND CLOTHES

AUGUST 1986

SECOND HAND CLOTHES

In the month of August, 1986 31 boxes of second hand clothes were received from our donars. Boxes were sorted out and were distributed accordingly. The total cash expected from 31 boxes was K5,308.00 so far K3,234.20 was received and we still have K4,342.40 outstanding balances. This includes K2,268.68 which was July's balances.

Finances

So far, every after-working day money is taken to Mrs. M. Brannan for safe keeping and banking. Now VSP has K. 2,690.00 in the bank including K1,016.19 which is in Z.N.B. Society Bank.

Debtors

The ways of getting back K3,464.70 outstanding balances of 1985-86 should be in discussion today by the exco. This money comes from the sales of clothes.

Transport

Total income of K4,283.64 is from lorry hiring for August, 1986. This includes K1,259.94 cheque from Lendor Burton for the work VSP did for that company. And the rest came from cotton collections and mealie-meal customers.

Sewing Programme

This month of August, 1986 sewing programme made only K434.00 from the sales of school uniforms. Reasons for the poor sales of school uniforms was because schools were closed. We expect more sales in September because school will be opened. There is uniforms in stock worth K4,553.00. There is need of employing new tailor to use the other machine.

Schools

No money was collected from schools for the sales of school uniforms. So the sum of K7,056.60 is still with schools. These schools are from Chiyabi to Kafwambila in Gwembe South.

Mealie-Meal

Delivering of mealie meal is going on smoothly to the places like Dengeza, Muuka, Siameja and Kafwambila.

Dengeza

There is confusion at Dengeza with villagers and Mr. Milambo our agent over the mealie-meal prices. Mr. Milambo sold Gwembe South Builders mealie meal at K22.00 per bag. VSP sold its mealie-meal at K21.00 per bag.

It was not Mr. Milambo's mistake but Gwembe South Builders mistakes. On 9th September, 1986 I met the headman Dengeza who told me that people of Dengeza, Mandonda and Nyanga do not like Mr. Milambo to sell VSP mealie-meal. They want their own agent at the place they are going to appoint themselves. They are ready to put up a shelter but VSP can only give roofing sheets. In reply, I told the headman Dengeza that I was ready to meet them on 16th September, 1986 at Dengeza and discuss the issue.

Siabaswi Oil Press

Work at Siabaswi oil press started by delivering 500x6cm concrete blocks. Now it is up to Mr. Ncote to start up building.

VSP Boats

Boats services is going on smoothly to Kafwambila delivering mealie-meal every week. K4,770.33 has been spent on boat engine spares, tools and fuel containers. So our boats now are in good conditions. On 11/8/86 three men were employed. These are Mr. Greenwell P. Hanchingala of Mazyamuna village, Peter Chimenemene and Mr. Wilson Siamaleke, all from Mazyamuna village. The other coxswain Mr. Clifford Maiya of Mazyamuna village transferred from being office orderly to become coxswain. They were tried by Mr. J. Brannan and found them fit to do the work. Mr. Brannan tried them from Sinazongwe harbour to Kafwambila. It was reported that sugar, salt, bathing soap and washing powder were necessary for the area of Kafwambila. Fare charges sheets were also discussed for the two boats. Since there are fishermen along the lake, there should be a need to help them bringing their fish bundles to the harbour where they can get transport to the markets. These charges sheets should be screwed to the bottom of the boats.

Office

The new system introduced by Mrs. Brannan is now working in our bookkeeping system. The system is similar to one being used in building industries.

9th September, 1986

S. M.

MINUTES OF THE V.S.P. EXCO. MEETING HELD ON 5TH AUGUST, 1986

CAMP.

- 1. VSP EXCO MEMBERS PRESENT:** Chief Sinazongwe- Chairman (VSP)
Box 91, Sinazeze.
- | | |
|-----------------------|---|
| Mr. Maxon S.M. Muyaba | - Secretary designate - Box 30, Sinazeze. |
| Mrs. L.S. Syamasamu | - Member - Box 2, Maamba |
| Rev. S. Mubiana | - Member - Box 8, Maamba |
| Mr. V.S. Syankondo | - Treasurer (VSP) Box 3, Sinazeze |
| Mr. B.T. Syanyeuka | - Vice chairman (VSP) Box 12, Sinazeze |
| Rev. M.K. Malyenkuku | - Member (VSP) Box 2, Maamba |

B. In attendance

- | | |
|---------------------|----------------------------|
| Mrs. M.J.K. Brannan | - VSP Advisor |
| Mr. B.C.M. Hantuba | - Co-ordinator GSDP |
| Mr. W. Ncote | - Building supervisor GSDP |
| Mr. R.J. Mwananyina | - A/CAO Sinazongwe |
| Mr. A. Simwami | |

C. Absent with apology

- | | |
|----------------------|---|
| Senior Chief Mweemba | - Member (VSP) Box 2, Maamba |
| Mr. J. Malyango | - Vice treasurer (VSP) Box 62, Sinazeze |
| Mr. A.C. Sibanda | - Vice secretary (VSP) Box 60, Sinazeze |
| Sr. Alice | - member (VSP) - Maamba Catholic Church |
| Mr. E. Syabbalo | - T.C.O. |
| Mr. J. Brannan | |

VSP No. 4/1/86 - Singing of National Anthem

The National Anthem was sung and led by the secretary designate.

VSP No. 4/2/86 - Chairmans Opening Remarks

The chairman welcomed the AC/CAO for his continuous acceptance to the VSP Exco and he extended his warm welcome to the Rev. Mubiana from his two months holiday. He thanked all the members present for their punctuality and that they should always do the same in the future meetings. He went on to say that this shows how committed everyone of us is for the cause mankind for we have left our personal problems at our various homes unattended to.

The chairman apologised to the committee for his absence from the two past meetings (VSP) due to circumstances beyond his control.

VSP no. 4/3/86 - Confirmation of Previous Minutes

Two sets of minutes, May 13th and June, 3rd were read and adopted. The meeting of July 15th did not form a quorum, however minutes were tabled.

VSP No. 4/4/86 - Matters Arising

The AC/CAO proposed that the Exco should be given a mandate to continue with the deliberations even though the chairman is absent, and the agenda so presented should be thrashed out instead of deferring some of the items to the next sitting. In answer to the proposal the chairman informed the committee that they are free to hold a meeting as long as they form a quorum, and choose a chairman amongst themselves if both chairman and his vice are absent and that was agreed.

One member asked whether the VSP constitution does allow such, and why has it not been distributed to the Exco members so that they could go through it then directed the management to run the constitution for distribution.

The terms permanent invitees and invitees in attendance are confusing, thereafter the committee resolved that the right term to use is "in attendance" for non voters. Furthermore the numbering system was of concern, the committee agreed that VSP No. should be used instead of Minute No.

The AC/CAO advised the Exco members that they should from now on be giving the agrieved officer chance to explain themselves before the VSP Exco could take any action. He further explained that the VSP driver complained bitterly to him that he was not given the time to explain himself from the charges against him and that such a thing should not happen again. The AC/CAO informed the Exco. that Alfred Saza could put the VSP in problems had it not been that the AC/CAO was involved in handling that case.

VSP No. 4/5/86 - Report on the boats

The AC/CAO informed the committee that the assignment he was told to do thus to write to the Manager of LACKAR FISH CO. has been done and an agreement has been reached now and that the boat can be collected without any payment on the repairs.

The Advisor also told the committee that the boat is now in good working condition, she saw it running and had talked to the people who were using it. She confirmed that the boat would be collected in few days time. She reported to the committee that two engines are in good working order. The advisor also told the committee that the boat which was kept by the Health Ministry has been collected.

The vice chairman informed the committee that the Health department workers were not happy with the way the VSP collected the boat. The committee agreed that contractual arrangements which were laid down by the previous exco. should now be followed by those people or organisations that want to be using the boats.

The VSP Advisor asked the committee who was to write the report on how the boats are being used to the Donor Countries? In answer to that question the AC/CAO told the Exco. that the boats belong to the Team, and therefore the Team should prepare the report, but they could get the facts from the VSP as the users. on how the boats are being used.

VSP No. 4/6/86 - VSP Exco. Responsibility

The VSP Advisor proposed that exco. members should take active participation in the day today running of the VSP matters as a way of helping the management. In answer to that proposal the chairman told the committee that it was not easy for the exco. to be coming here working, but Adhoc committee could be formed to cover

the activities of the VSP, and report to the mother body as was the case previously. Furthermore the ~~management~~ ~~match~~ ~~do~~ ~~for~~ ~~the~~ ~~exco~~ and therefore no need for the exco. members to be actively involved in the day today running of the business (VSP). One member informed the committee that Adhoc committee will fail as before because of transport problem which is still in existence. He went on to say that the Adhoc committee should be formed at the A.G.M. and be told their responsibilities in that meeting.

VSP No. 4/7/86- VSP Debtors

The AC/CAO reported to the exco. that he had ~~been~~ written to many of the VSP debtors and that some have responded positively. The Acting Co-ordinator also ~~discussed~~ ~~discussed~~ with the AC/CAO over the response of the debtors. The AC/CAO asked the A/Co-ordinator that he should be sending monthly reports to his office over the debtors.

VSP No. 4/8/86- Conditions of Service and Adhoc committee

The VSP Advisor reported to the committee that a temporary bookkeeper has been employed and that she is being paid K120.00 per month as was agreed upon by the exco. in the un quorumed meeting 15th July.

The chairman suggested that the three man Adhoc committee be ~~increased~~ increased to four and that was agreed.

The names of the members are as follows:-

Mr. R.J.Mwananyina, AC/CAO
Mr. V.S.Syankondo, Treasurer (VSP)
Mr.B.T.Syanyuka, Vice chairman (VSP)
Mrs. M.J.K.Brannan, VSP Advisor

The committee has been given powers to look into the conditions of service of VSP workers and the formulation of job description for new office bearers in the VSP. It has also to make recommendations whether there could be amendments in the constitution (VSP) All matters relating to money i.e. remunerations of exco. allowances for workers and many others. It is from recommendations of this committee that the exco. will have clear cut in its resolutions pertaining the subjects above. The AC/CAO further said that if the VSP has the money to pay the workers, conditions of service will be prepared. The chairman thanked the members for bringing this issue (conditions) for we as VSP would one day be prosecuted by the authorities for not writing them (conditions of service).

VSP No. 4/9/86- VSP Files

On files the committee resolved that a VSP file be opened for all correspondances in which correspondances regarding VSP activities could be filed, a VSP exco. members' file where all names of exco. members could be found, a file for all agents, and a file for the signed VSP minutes of meetings.

VSP No. 4/10/86 - Transport

On transport the AC/CAO ~~appealed~~ ~~appealed~~ to the Gossner Mission to help the women who are travelling to and from Namwala. If they cannot pay for the whole journey, as this was the intended purpose for the mission to be here.

The committee had lengthy discussion ^{on} the transportation of exco. members and on meal allowances. It was then agreed that the management would determine the amount one could be given if meals are not given to him/her. The committee also agreed that bedding could be provided if need arise and monthly reports should be prepared to that effect.

One member suggested that the kilometre charge on Pool car could be reduced when the VSP exco books, but that was rejected by the advisor. She told the exco. that the pool car had to pay for its costs.

The management was directed to go ahead with the maintenance of the garage (see appendix B). It was also agreed that a letter of lifting the suspension should be written to the suspended secretary informing him that he is now to resume duties as before since the letter of apology has been received.

VSP No. 4/11/86- Report from the A/Co-ordinator

See appendix A

The VSP Advisor was asked that she should talk to the Acting Co-ordinator that he should not be talking carelessly in the public regarding the place where the money is kept.

It was observed that permanent shops should be built at the places VSP trades than temporary ones used at the moment.

The AC/CAO agreed to write to Mr. ^{Siakabante} ~~Siachaluz~~ so that he pays the money in two months time.

Discussion on agents was deferred to next meeting.

VSP No. 4/12/86- Closing Remarks by the AC/CAO

The AC/CAO suggested that the reporters of the reports so presented to the VSP exco. meeting should be present when their reports are read or appoint someone else to represent him/her. He further asked the chairman to take a familiarization tour of the areas where VSP projects are being carried out. He thanked all the members present for their active participation in the deliberations. He went on to say that this meeting has been one of the most successful we have ever held.

The chairman proposed that the next meeting be held at MAAZE COOPERATIVE OFFICES on September, 12th at Siabaswi, and that was agreed. He thanked the members for their co-operation. The meeting closed at 17.42 hours by singing the last stanza of the National Anthem.

Chairman

Secretary

Present: V. Siankwa, Mr. Siamosamu, Rev. M.K. Malyenkuku
Mr. Muyaba (arrived late)

In attendance: Mr. Hantuba, Mr. Syabbalo, Mr. Ncote, Mr. Simwami,
Mrs. Brannan, Mr. Muyaba

Apologies: Chairman, Vice Chairman

It was observed that at the commencement of the meeting a quorum could not be formed. Rev. M. Malyenkuku was asked to sit in the chair for the ensuing discussion. Mrs. Brannan was asked to take the minutes.

After examining the suggested agenda it was decided that only the item concerning the salary of the new bookkeeper could be considered by this small group of people.

- Agenda:
1. files
 2. salary of staff
 3. transport of executive committee members
 4. Coordinator's Report
 5. Advisor's Report
 6. Any Other Matters: (a) UCZ transport
(b) Oil Presses

Item 2: Salary of Staff

It was decided that discussion would only pertain to the payment of Miss Patricia Chikopa, the new bookkeeper further to a decision by the executive committee regarding her salary. It was decided to pay Miss Chikopa K120.-- per month until the salary is decided by the committee.

It was noted that Mr. Hantuba suggested that VSP salaries are way below the national standards and are in need of review.

Item 1: Files

The following information was gathered from those present which could help the committee's discussion of this item at the next meeting:

- each Executive Committee Member was issued with a file
- the secretary should have in his possession a large file of correspondence
- the chairman also has a file of correspondence

Item 6 (a): UCZ Transport

The Kanchindu Sisterhood Women are holding a rally in Namwala from August 15 to 17 and have asked VSP lorry to provide transport. It was decided that the women would be charged the reduced rate of K1.60 per km. and that the lorry would be limited to a maximum of 50 passengers.

The next VSP Executive Committee Meeting would be on Tuesday August 5, 1986.

V S P
Valley Selfhelp Promotion Society
P.O. Box
Sinazeze
Zambia

11 - 7 - 1986

Dear Sirs,

Gossner Mission has prefinaanced the insurance for the Mercedes Benz lorry for the period 15/4/85 to 15/4/86.

The amount was DM 1748,20.

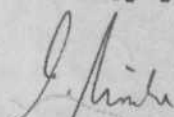
The exchange rate was in those days: 1 K = 1.35 DM.

This means that VSP has to pay K 1295,-- insurance for the lorry for the above mentioned period.

I would kindly request you to refund this amount to GST.

According the the present exchange rate(1 DM = 3.4851 K, rate of 9.7.86) the Kwacha-amount will rise substantially up to K 6092,-- for the period 15.4.86 to 15.4.87.

Sincerely yours



(E. Mische)

copy
GST

AT NKANDABBWE CAMP.

A. ATTENDANCE

Present were as follows:-

Mr. B.T.Syanyeuca - vice chairman, Box 12, Sinazeze
Mr. V.S.Syankdondo-, treasurer, Box 3, Sinazeze
Mr. J.C.Malyango - vice treasurer- Box 62, Sinazeze
Mr. M.S.M.Muyaba - Secretary designate- Box 30, Sinazeze
Rev. M.K.Malyenkuku - member- Box 2, Maamba
Senior Chief Mweemba- Member, Box 2, Maamba
Mrs. L.S.Syamasamu - member - Box 2, Maamba

ii) Absent with apology

Chief Sinazongwe - Chairman
Rev. Mubiana- Church Representative
Mr. C. A.Sibanda- vice secretary

iii) Exco. member- Absent without apology

Sr. Alice - Church Rep. Catholic

iv) Suspended-exco member

Mr.H.Sianchingili - secretary

v) Permanent Invitees in attendance

Mr. R.Mwananyina - A/CAO
Mr.Brannan - GST Engineering Advisor
Mrs. M.J.R.Brannan - GST Advisor to VSP
Mr. B.C.M.Hantuba - GSDP Co-ordinator
Mr. W.Ncite - Building Supervisor
Mr. E.Syabbalo - Tonga Crafts Manager
Mr. Simwami - Acting VSP Co-ordinator
Mrs. Krisifoe- Gossner Mission Liaison Officer

Min. No. 1/6/86- National Anthem sung and led by Mrs.L.S.Syamasamu-member.

Min.No. 2/6/86 - Disapproval of minutes of May,13th VSP Exco. meeting.

After reading and examining the copy of the minutes submitted by the vice secretary the committee member rejected them because of serious errors and omissions. A committee of the following people has been formed:-

-to correct the May 13th minutes

1) Mrs. Brannan, 2) Mr.B. T. Syanyeuca
3) Mr. Syabbalo and 4) Mr. M.S.M.Muyaba secretary designate to check the minutes before submission to the committee.

Min. 3/6/86 - It was agreed that the suspensions be explained clearly to the officers concerned so that they are aware of what they have done and reasons behind their suspensions.

Min. 4/6/86 - Senior Chief Mweemba suggested that names of officers should be clearly written and posts held indicated accordingly, and this was agreed upon.

Min. 5/6/86- The A/CAO strongly advised the secretariat to report what has been discussed in the meeting and stating specifically the matters that have been talked about for future reference.

Min. 6/6/86 - Amendments

Executive committee member present at the previous meeting who was omitted is Mr. M.S.M. Muyaba.

Exco. member absent with apology:

Senior Chief Mweemba- Box 2, Maamba.

Invittes in attendance

Mr. Hantuba- GSDP Co-ordinator

Mr. Syabbalo- Tonga Crafts Manager

Min. 7/6/86 - Matters arising

(i) It was observed that a letter of apology which the suspended secretary was told to write to the aggrieved persons thus Mr. Madyenkuku and Mr. Chavula and the executive committee has not been received. The committee then resolved that a copy of the letter which was sent to the secretary should be read to the committee before an action could be taken.

(ii) The committee was informed that the characters of the driver and lorry handman have slightly improved even though relations with the Building Supervisor is at low level. The committee was informed that the driver is looking after his machine properly and as such Mr. Brannan asked the committee to spare him as we could not get such a man. The committee discussed at length the drivers conduct and his relationship with the Building Supervisor. It was also suggested that there should be an independent transport officer not the Brannans since the GST is the owner of the vehicle. The Building Supervisor expressed his indignation in the behaviour of the driver and insisted that there should be a transport officer employed by VSP further discussion was postponed pending the VSP Adviser's report.

Min. 8/6/86 - Report on the boats.

The committee was informed about the conditions of the 3 VSP boats. There is one engine in good working order which could be used. The committee reported that the boat kept by the Ministry of Health is well maintained and it is in good working order. The boat lent to the Youth Organization of Sinazongwe Ward is badly damaged and one member wondered how the boat was found in the hands of the Youth Organization. In answer to that question the A/CAO stated that the previous Exco with Mr. Schaefer agreed and a contract was signed to that effect although the contract was to be reviewed after six months which has never been done. The executive committee asked the A/CAO to collect the boat kept by Lakar Fish Co. Ltd., as he gave himself to help the VSP. He also advised the committee that the VSP should keep the boat as the Youth Organization is not using it. The Exco resolved that all the boats should be kept by VSP and people who would want to use them should be applying to VSP from time to time.

Min. 8/6/86- Report from the Advisor

- (i) The Advisor questioned the Exco what their role in VSP was since they did not check on how the Co-ordinator was working or show him how he should go about with his books. She also found out that the Co-ordinator was not closely supervised. There has been no change signatories and there was no reconciliation from 1983 to date. The auditing has been made difficult because of no carry forward figures were prevent since December, 1984. The Advisor informed the Exco. that the accounting system employed is very poor. She has told the committee that a lot of money is owed from schools individuals as indicated in the report (see Appendix A) for more details. The Advisor asked the Exco. whether the money outstanding should be written off as bad debt or somebody somewhere should do this job. On management the Advisor made for reaching proposals see Appendix A.
- (ii) During sorting of second hand clothes the Advisor suggested that the office manager and his book-keeper should be responsible and there should no taking of clothes at the sorting place. She further stated that the field manager will be responsible for distribution and collection of revenue. She suggested that there should be training programmes lined for both management and Exco. members to prepare them to administer the business of VSP before her term of office expires.

Min. 9/6/86 - Report from the Treasurer

The treasurer reported that a small committee of himself, Mrs. Brannan and former Co-ordinator, Mr. E. Syabbalo and Acting Co-ordinator Mr. Simwami interviewed Mr. Alfred Syachalunza. At that time Mr. Alfred Syachalunza stated that suspicious about his payment for a new house and animals should be dropped because he earned a large amount of money from cotton sales which came in three cheques. Mr. Simwami witnessed that he himself, saw of those cheques and some of the money was used to buy roofing sheets from Gwembe South Builders. It was also reported that the loan reflected in the report of the treasurer was not actually transacted by the former Co-ordinator (Alfred) but was given by the Team to the VSP.

Min. 10/6/86- Review of Co-ordinator's Position

The A/CAO thanked the fourman committee for the work weldone in the manner they conducted their investigations in the activities of the ex-co-ordinator. The report has for reaching findings which have made it possible for the exco to come to a proper decision. The A/CAO asked the Exco to give him authority and names of the people who owe the VSP so that his men could move in. He also suggested that the people in the sewing programme are doing a commendable job therefore incentives should be given to give them high morale thus things like Christmas bonuses. The A/CAO advised the exco to make follow ups in such things like the 80 bags of mealie-meal which are missing and the like.

S.M.

VALLEY SELFHELP PROMOTION

Proposals for Management Personnel:

The present system employs one coordinator and one bookkeeper for VSP. These two persons carry great responsibility which includes a wide variety of tasks. They receive little guidance or supervision and there are few written procedures for their work.

The present system is open to much criticism and is very unsatisfactory. The following proposals are offered for consideration as possible restructuring of the administration of VSP.

It is proposed that the management staff be increased to three persons with the following job descriptions:

Field Manager -

1. Oversee VSP projects, initiating meetings and work at village level, and site meetings with executive members and government officials
2. Continuous assessment of the area for areas of development and suitable VSP projects
3. Buy and distribute commodities to agents and for projects
4. Keep record of all expenditures with receipts
5. Deal directly with all agents
6. Collect debts
7. Prepare monthly statement of expenditures and stock

Office Manager

1. Receive and record all incoming money
2. Reconcile receipts of income with cash daily
3. Prepare monthly salary sheet
4. Prepare monthly reconciliation of all expenditure and income
5. Prepare monthly statement of all accounts
6. Sort and price second hand clothes under strict code of action
7. Coordinate VSP transport

Bookkeeper

1. Maintain records, cash books and ledger
2. Assist in preparation of monthly statements
3. Set up and maintain a filing system of all VSP papers and documents
4. Assist with sorting and pricing of second hand clothes

VSP Advisor

The Advisor, a member of Gossner Service Team, will support and supervise the management staff. Her responsibility will also include the safekeeping and banking of incoming moneys and the releasing of money for expenses. Every effort will be made to keep separate the accounts for income and expenditure.

Respectfully submitted,

Mabel Jean R.-Braman
VSP Advisor

June 2nd 1986

Valley Selfhelp PromotionStock List as at May 31, 1986 (incomplete)

	<u>description</u>	<u>value</u>	<u>totals</u>
Clothes	1120 articles	5438.00	5438.00
Sewing Programme:			
uniforms	238	4612.00	
material - grey (approx.)		3200.00	
material - green	240 m.	2160.00	
material - white (approx)	40 m.	320.00	
cotton thread			
needles			
miscellaneous supplies			10292.00 +
Mealie Meal:			
Sinazeze	60 bags	1020.00	
Kafwambila	21 bags		
Sugar:			
Kafwambila	30 x 2kg.		
Dengeza	30 x 2kg.		
Salt:			
Sinazeze	5 bags		1020.00 +
			16750.00 +

Incomplete list of debtors, May 31st 1986

School Uniforms:	amount
Sinanjola School	529.00
Muuka VSP Shop	281.00
Syameja	769.00
Kafwambila	668.00
Syatwinda	418.00
Mweemba	747.50
Mucekwa	445.00
Nyanga	180.00
Maaze Consumers' Coop	364.00
Chiyabi	465.00
Malima F.T.C.	140.50
Sinazongwe School	2462.00
Dengeza	-
Sinakoba	78.10
Chiyabi, Mrs. Mudenda	80.50
Syanyuka	348.60

7976.20

Valley Selfhelp PromotionCash Flow Statement Sept - Dec 1985

Balance as at August 31st 1985:

Standard Bank	2447.93	
ZNBS	1016.19	
cash on hand	<u>3000.00</u>	(handover of coordinator)
		6464.12

Income:

September	24,707.10	
October	16,785.33	
November	26,396.80	
December	<u>22,203.71</u>	
	90,092.94	
		96,557.06

Expenditure:

September	21,682.89	
October	8,045.79	
November	16,899.95	
December	<u>23,067.63</u>	
		69,696.26

Book Balance Dec. 31st 1985

K 26,860.80

Actual Balance:

Standard Bank	4407.43	
ZNBS	1016.19	
cash on hand	<u>6000.00 ?</u>	
		K 11,423.62

Short fall

K 15,437.18

Cash Flow Statement Jan - May 1986

Actual Balance:

11,423.62

Income:

January	26,658.40	
February	23,198.58	
March	22,110.67	
April	4,022.75	
May	<u>13,945.85</u>	
	89,836.25	
		K 101,259.87

Expenditure:

January	21,713.55	
February	25,683.06	
March	19,741.51	
April	6,301.20	
May	<u>4,614.35</u>	
		K 78,053.67

Book Balance

K 23,206.20

Actual Balance:

Standard Bank	20,453.92	
ZNBS	1,016.19	
cash on hand	<u>500.00</u>	
		K 21,970.11

Shortfall

K 1,236.09

VSP COORDINATOR/MANAGER - JOB DESCRIPTION

1. Oversee VSP projects, initiating meetings and work at the village level, and sita meetings with Executive Committee members and government officials.
2. Continuously assess the Gwembe South District for areas where VSP projects could be initiated.
3. Buy and distribute all commodities and supplies for projects and programmes.
4. Deal directly with and meet regularly with all agents to ensure good communication and effective implementation of all VSP work.
5. Keep a record of all expenditures with receipts.
6. Reconcile receipts of income with cash daily.
7. Collect VSP debts.
8. Prepare monthly statements of income and expenditure and stock for all accounts.
9. Coordinate VSP transport.
10. Oversee the sorting and pricing of second hand clothes under strict code of behaviour laid down by the Executive Committee.
11. Perform all duties under the direction of the VSP Executive Committee. Attend All Executive Committee Meetings as a Permanent Invitee, presenting a monthly report of VSP activities.
12. Supervise and coordinate the work of all VSP staff and workers.

VSP BOOKKEEPER - JOB DESCRIPTION

1. Keep all information about VSP books, accounts and activities strictly confidential.
2. Make all entries and tallies in VSP General Ledger and Cash Book.
3. Maintain monthly ledger cards.
4. Assist with preparation of monthly statements.
5. File and record all receipts and invoices.
6. Keep all stock and cash books for agents e.g. uniforms, mealie meal, commodities, second hand clothes.
7. Receive cash payments and issue receipts.
8. File all correspondence and documents.
9. Attend to the preparation of monthly executive committee meetings: typing, running and distribution of minutes, posting announcements, organizing food.
10. Oversee the cleanliness and orderliness of VSP rooms. Purchase cleaning supplies.
11. Record each item of clothing during the sorting of second hand clothes.
12. Prepare monthly salary sheet for VSP staff and workers and tailors.

VSP OFFICE ORDERLY - JOB DESCRIPTION

1. Collect money from agents upon instruction of the VSP Coordinator.
2. Make out receipts for all money received or commodities left.
3. Count, record and complete a delivery form each time a delivery is made.
4. Clean and maintain VSP offices, grounds and Sinazeze Hall.
5. Collect VSP mail.
6. Act as agent for second hand clothes sold to Executive Committee.
7. Assist with any variety of jobs as requested by the Coordinator such as camp and lorry maintenance, running errands, delivering messages.

VSP LORRY DRIVER - JOB DESCRIPTION

1. Work under the direction of the VSP Coordinator and drive the VSP lorry only on authorized trips.
2. Keep a log book of all kilometres driven, all fuel and oil purchased and all services rendered to the vehicle.
3. Care for and maintain the VSP lorry in the best running condition.
4. Inform VSP management in advance when fuel, oil, spares or servicing are required to the lorry.
5. Take the VSP lorry to a recognized garage for regular servicing.
6. Drive the VSP lorry only in daylight, never during night time unless under very exceptional circumstances.
7. Never drive the vehicle while under the influence of any form of alcohol.

VSP LORRY MATE - JOB DESCRIPTION

1. Assist the lorry driver as required.
2. See that all loading is done properly and securely and that the load is protected.
3. Collect money and make out receipts under the direction of VSP management.
4. Count, record and complete a delivery form each time a delivery is made.
5. Check and maintain the lorry daily:
 - battery water
 - oil pressure
 - tyre pressure
 - brake fluid
 - fuel
6. Keep the lorry washed and tidy.
7. Change and repair tyres when necessary.

VSP TAILORING SUPERVISOR - JOB DESCRIPTION

1. To supervise the work of all VSP tailors ensuring that a high standard of workmanship is maintained with the maximum quantity of production.
2. Cut material into pieces for school uniforms with minimum wastage.
3. Check all sewing machines regularly to see that they are in the best working order.
4. Control and account for all sewing supplies and materials used by tailors e.g. cotton, needles, buttons, elastic, as well as material.
5. Order all sewing supplies and materials in advance through the VSP coordinator.
6. Sell ready-made school uniforms in the shop and make out receipts for each sale.
7. Turn over all cash receipts daily to the VSP management.

VSP TAILORS - JOB DESCRIPTION

1. Sew ready cut pieces into school uniforms maintaining a high standard of production and maximum output.
2. Report to the tailoring supervisor each morning and work under his direction.
3. Maintain his/her sewing machine in good running condition checking it each morning and evening.
4. Use all sewing materials carefully and only for the school uniform programme. and supplies
5. Cut material only if qualified and authorized by the tailoring supervisor.

Eingegangen

10. Nov. 1986

Erledigt:

Gossner Service Team

P.O. Box 4,

Singageze

Via Choma

VSP

Rev. Mischke,

Gossner Mission

23.10.86 Zambia.

Handgerystroße 19-20

1000 Berlin 41 (Friedenau)

Fernsprecher (030) 85 1021

NOTE: Our members are not sure of the location of Museum. Choma not Singageze is the best location for a museum.

Dear Rev. Mischke,

● Thank you for your letter of 27.9.86 and the content therein.

I was glad to hear from your letter that you received the Longa traditional hand-hoe which witnesses our traditional agriculture in Berlin. You have a complete story, you need a grinding stone, a mortar and pestle, clay-pot and stirring spoon and small baskets and other crafts.

Many people like to read 'Longa crafts in figures' and copies of it ^{which they can have} will be sold quickly when they arrive.

The manuscript on Longa Customary Marriage is still being ^{typed} by the project typist who seems to be up to speed in typing some work. Certainly, we need more booklets for sale in our crafts shop, but our ^{main} problem at the moment is typing the cultural material. That plans on the building of a museum tell

TO OPEN SLIT HERE

TO OPEN SLIT HERE

BY AIRMAIL
AIR LETTER

PAR AVION AEROGRAMME



Rev. Mische,

Gossner Mission

Handjerystraße 19-20
1000 Berlin 41 (Friedenau)

Fernsprecher (030) 85 10 21

WEST GERMANY

FOLD HERE

SENDER'S NAME AND ADDRESS E. Syabba
Gossner Service Team, P.O. Box 4, Jinazze,
Kia Changa, Zambia.

ENCLOSURES ARE NOT PERMITTED



KUOMBOKA -
CEREMONY
MONGU-LEALUI

FIRST FOLD HERE

in future. We have already visited
 Nyumba Museum in Matopos Forest and
 Livingstone National Museum in more
 education in Museum activities. We are
 also holding a meeting on 4th November
 1985 with Mr. Amos of Nyumba Museum
 and Mr. Art Kruger of school. We
 shall visit Matopos - Matopos Museum in
 Northern Province - Matopos Forest.

Present were:

Chief Sinazongwe	- Chairman
Mr. H.Siachingili	- Secretary
Mr. V.Siankondo	- Treasurer
Mr. B.Sianyeuka	- Vice chairman
Mr. C.A.Sibanda	- Vice Secretary
Mr.J.Malyango	- Vice Treasurer
Mr.M.K.Malyenkuku	- member
Mrs. L.Siamasamu	- member
Mr. M.S.Muyaba	- member
Sr. Alice	- Church Rep. - Catholic
Rev. Mubiana	" " UCZ

Absent with Apology: Chief Mweemba

Permanent Invitee in attendance:

Mr. B.Hantuba	- Co-ordinator GSDP
Mr. Ncite	- Building Supervisor/ Transport officer
Mr. E.Syabbalo	- T.C.O.
Mrs. Krisifoe	- L.O. GSM
Mrs. Brannan	- VSP Advisor
Mr.Brannan	- Mechanical Advisor

Invitee in attendance: Mr. Mwananyina - A/CAO

Min. No. 1/4/86- National anthem led by the Secretary

Min. No. 2/4/86- Opening remarks by the chairman

(a) He welcomed Mr. and Mrs.Brannan and Mrs,Krisifoe from Lusaka. He was glad to see the unity the visitors had. He continued to urge the entire committee to be likethem to follow the saying- united we stand and divided we fall. He also welcomed the A/CAO from Sinazongwe Boma,

Min. No. 3/4/86 Suspension of the Secretary

Due to serious impropriety of divulging a confidential report to the VSP Coordinator the comment resolved to suspend the Secretary for 3 months from May 13th to August, 13th 1986. He would be instructed to write apology letters to the Exco. committee and to the writers of the report Mr.Chavula and Mr.Madyenkuku.

Min.No. 4/4/86 - Confirmation of minutes.

Due to the impropriety of 3/4/86 the minutes had been held and not typed. They were read aloud to the committee and they were confirmed to be typed and distributed later.

Min. No. 5/4/86 - Treasurer's Financial Report

See Appendix A-

Lengthly discussion followed. There was concern expressed as to the current balance both cash and bank. Discussion arose about the K2,000 loan indicated. The chairman confirmed that the loan committee no longer existed and no loans should have been given. The treasurer was asked to investigate and explain the K2,000.

/2..

Min. No. 6/4/86 - Review of Co-ordinator's employment
 Following lengthy discussion the committee resolved to immediately suspend Mr. A. Siachaluza (Co-ordinator) because the confidential report and the questions arising from treasurer's report brought serious suspicion on the activity of the Co-ordinator V. Chairman and treasurer and VSP advisor immediately asked Mr. Siachaluza to hand over all VSP money, keys and books.

MONEY:

Cashbox = K485.91

Boat = K264.16

Tailoring K770.86 + ZNPF

Total= K1520.93

Boxes of 2nd hand clothes = 77 boxes keys are set for office, and a set for a lorry. It was decided that the treasurer, chairman and VSP Advisor should go to Choma to check the bank accounts. Mrs. Brannan and Mr. V. Siankondo were to carry out a full investigation of the accounts and finances and report to the next meeting so that a final decision could be made regarding Mr. A. Siachaluza's employment.

Min. No. 7/4/86 - Discipline of lorry driver

The chairman read out a letter from GST regarding serious problems in the way the driver was handling his responsibilities. (see letter dated 5th May, 1986 from GST). The committee resolved to write the driver a strong letter of last warning and that the lorry was not to be driven again until the letter was delivered to the driver.

Min. No. 8/4/86- The transport officer reported that the boat used by VSP to transport goods to Kafwambila was owned by GST. In actual fact Mr. Schaefer was handling the money taken by the coxwain. The committee resolved that from now onwards VSP would handle the finances of its boat.

2) Mr. Brannan and Mr. Ncote were requested to investigate the whereabouts and conditions of all 3 boats and report to the committee at the next meeting.

Min. No. 9/4/86- Response to Donators

Mrs. Krisifoe reminded the committee that the Germany Embassy, who donated the boats for famine relief should receive a report of how their gift is now being used.

Closing Remarks by the CAO.

He closed the meeting by asking the committee if they had done enough for the community, he was happy because justice was exercised with in the committee. To him Education without discipline was nothing. He went on to say that we have to sacrifice ourselves, there is a limit to whatever we do. Lastly he appealed to the chairman for unity amongst all the committee members. He thanked the chairman. The chairman declared the meeting closed. The meeting ended at 18.00hrs.

VSP Vice Secretary

Chairman

MINUTES OF THE VSP EXCO. SITTING OF 03RD APRIL, 1986
AT NKANDABBWE CAMP.

A. Attendance

Present were as follows:-

(i) Exco. members

Chief Sinazongwe - Chairman - Box 91, Sinazeze
Mr. B.T. Syanyeuka - Vice Chairman - Box 12, Sinazeze
Mr. H. Siachingili - Secretary - Box 18, Sinazeze
Mr. C.A. Sibanda - Vice Secretary - Box 60, Sinazeze
Mr. V.S. Syankondo - Treasurer - Box 3, Sinazeze
Mr. J.C. Malyango - Vice treasurer - Box 62, Sinazeze
Mr. M.S. Muyaba - Member - Box 30, Sinazeze
Rev. M.K. Malyenkuku - member - Box 2, Maamba
Mrs. L.S. Syamasamu - member - Box 2, Maamba

(ii) Exco. member absent with apology

Chief Mweemba - Box 2, Maamba

(iii) Permanent Invitees

Mr. B.C.M. Hantuba - Project Co-ordinator - Box 3, Sinazeze
Mr. W. Ncite - Building Supervisor - Box 3, Sinazeze

(iv) VSP Management

Mr. S.A. Syachaluza - Programme Co-ordinator, Box 8, Sinazeze
Mr. E. Syabbalo - Tonga Crafts Manager, Box 8, Sinazeze

(v) Church Representatives

a) Rev. S. Mubiana - Box 8, Maamba (UCZ)

b) Absent without apology

Sr. Alice - Maamba Catholic

(vi) Invited Guest of Honour

Mr. R.J. Mwananyina AC/CAO, Sinazongwe District

Min. No I/1/86: National Anthem

Sung and led by Mr. H. Siachingili - Secretary

Min. No. 2/1/86- Chairmans Opening Remarks

The Chairman welcomed the invited guest of honour Mr. R.J. Mwananyina - AC/CAO-Sinazongwe Sub District to this first full committee sitting after the by gone A.G.M. The chairman extended similar warm welcome to all the Exco. members with church representatives and invitees inclusive. The chairman stressed the need for the true representative of the people to this committee and frequent attendance of committee sittings. Sittings opened into business at 11.50hrs of this day and the chairman called upon the AC/CAO Sinazongwe Boma to wish the 1986 Exco. term of of office inanguration speech.

/3.

second hand clothes agents in connection with especially pricing.

In view of the AC/CAO speech and the VSP Exco. members role introduction, this committee resolved:-

- (i) that since there existed some sense of disatification of the second hand clothes issue, the book-keeper be called to reflect a report covering December 1985 to March, 1986 to the committee; the book-keeper (Mr. A. Simwami ran down the report totaling K8,243.40 See Appendix A.
- (ii) that since there existed a feeling that the Co-ordinator office was not functioning as expected, the handover of the outgoing to the incoming treasurers, be witnessed by the book-keeper and the co-ordinator himself and a relevant report be given to an extra-ordinary committee meeting which would be summoned for this purpose.

Min.No. 5/1/86 - Review of the Co-ordinator's Probational Period.
A report compiled by Messers Chavula and Madyenkuku was presented to this committee connected to this issue as at appendix b.

- (i) As the report was composed of nothing but material against the Co-ordinator's official operations, this committee resolved to carry out the resolution at Min. No. 4/1/86, No. (ii).
- (ii) due to the fact that the report carried some reflection that two employees had been employed by the Co-ordinator without this committee's blessing, resolved that the two (Josephine Mavongo and Anderson Syantebele) be dismissed immediately and the Co-ordinator pays them from his own pocket.

Min. No. 6/1/86-Second Hand Clothes Sales

In view of the prevailing non-availability of a meaningful monthly second hand clothes sales report from the Co-ordinator's office:-

Resolved: That the Co-ordinator presents to the Committee a more detailed report at next sitting.

Mr. Malyango and Mr. S.A. Siachaluza narrated the confusion they got up to in connection with one suit sale over pricing.

Resolved: that since Mr. J. Malyango had both the jacket and the pair of long trousers, pays the suit value of K60.00.

Min. 7/1/86- Report from the management.
Referred to next sitting.

Min. 8/1/86- Reports from the sub committees.
Referred to next sitting.

Min. 9/1/86- Some other relevant business.

(a) Proposal for a pilot building co-operative movement- Mr. W. Ncote see Appendix c.

(b) The chairman read out the letter he sent to West Germany to appeal for funds to build VSP offices at Sinazeze - an idea the committee applauded.

/4..

Min. No. 3/1/86 - Inauguration speech by AC/CAO Sinazongwe Sub District.

Mr. Mwananyina AC/CAO gave a far reaching speech starting with congratulating Rev. Mubiana (UCZ) on his ordination. The AC/CAO then ran through his speech stressing that:-

- a) Mweemba/Sinazongwe areas must now unite for one developmental purpose and bury the confused past to open up a new page in the history of these two areas.
- b) This VSP Society Exco. must now begin scouting for possibilities of establishing some water transport and water transport and other larger money generating under takings.
- c) Money generated from the sales of second hand clothes should to a large extent, be pumped into clothing the naked, educating the poor, feeding the hungry, creating jobs for the unemployed and housing the homeless.
- d) Rumour mongering amongst the committee members must come to a permanent end and all washing of dirty linen must be done inside the Exco. meeting room.
- e) Hardwork and discipline should be the theme of this committee henceforth.

The AC/CAO concluded his speech by announcing that he had received a letter from Mr. Mische, indicating that the Gossner Mission in West Germany, had agreed to finance a Building Co-operative under the umbrella of the Gwembe Youth Builders and wished this committee all the best.

Vote of thanks towards AC/CAO speech.

The chairman speaking in the manner of a vote of thanks, expressed gratitude towards the AC/CAO brilliant speech and assured the AC/CAO that:-

- (i) Him (Chief Sinazongwe) and Chief Mweemba has had no ill-feelings for each other but that the general public had been the major cause of the two area division feelings.
- (ii) This committee would do all it could to emulate the AC/CAO's speech contents.
- (iii) This committee would now function more effectively as there was now equal representation for the two chieftain areas.
- (iv) This committee would always invite the AC/CAO for advise when it deemed the circumstances appropriate.

Min No. 4/1/86- Introduction of Exco. members Role.

The chairman briefly outlined the role of VSP Exco. members as follows:-

- (i) To attend all committee meetings as they become due.
- (ii) Feed the committee with all in-coming problems from the public.
- (iii) To explain VSP Society activities to the general public.
- (iv) To keep a close eye on the activities of the VSP

/4.

- (c) Mr. S. M. Muyaba questioned if provision existed for transport allowance to VSP Exco members.
Committee resolved- To raise this allowance from K15.00 to K20.00 payable to members (Exco.) financing trips to and fro meetings on their own.
- (d) Sinazongwe township application to sell second hand clothes referred to next sitting.

Closing remarks by AC/CAO

The AC/CAO closed this sitting with an appeal for more VSP Society shops at Syampondo and Syameja.
Finally, the meeting closed down with the singing of the last stanza and chorus of the National Anthem at 16.50 hours.

Chairman

Secretary

Fehler

R

Wiederholung
von
Aufnahmen

Gossner
Mission

APPENDIX A

VSP REPORT ON OLD CLOTHES

DEC 1985

Date	Box No.	Parcel	Item	K	N
	1	632	24	209	00
	2	633	64	135	90
	3	858	31	154	50
	4	860	37	141	40
	5	859	33	153	50
	6	862	25	139	00
	7	865	31	179	00
	8	867	23	143	00
	9	van vliet	31	179	50
	10	"	28	155	50
	11	"	34	151	30
	12	"	27	113	50
			388	K1855	10

JANAURY, 1986

Date	Box No.	Parcel No.	Item	K	n
20/1/86	1	269	24	107	00
" "	2	481	21	81	00
" "	3	562	28	83	30
" "	4	1440	25	171	00
" "	5	1443	25	141	50
" "	6	1530	25	185	00
" "	7	1531	30	184	00
" "	8	1559	28	186	00
" "	9	1560	30	164	00
" "	10	1561	18	98	50
		Total	254	K1401	30

JANUARY, 1986

Date	Box No.	Parcel No.	Item	K	N
	01	010	39	159	00
	02	048	18	94	00
	03	159	28	108	00
	04	863	28	176	00
	05	0882	68	70	00
	06	881	21	121	50
	07	0885	29	148	00
	08	886	26	152	00
	09	906	22	106	60
	10	0907	38	166	00
	11	921	28	142	00

contd./2..

Date	Box No.	Parcel No.	Item	K	N
12	12	997	29	140	00
	13	2731	38	171	00
	14	van vliet	50	121	70
	15	schaefer	32	138	00
	16	"	22	193	50
		Total	516	K2205	30

FEBRUARY, 1986

Date	Box No.	Parcel No.	Item	K	N
21.2.86	1	1444	64	214	40
"	2	1445	34	170	00
"	3	1446	36	165	10
"	4	1746	45	169	00
"	5	schafer	30	126	50
"	6	van vliet	33	118	00
"	7	" "	113	27	20
"	8	" "	20	302	50
		Total	375	K1259	70

MARCH 1986

Date	Box No.	Parcel No.	Item	K	N
27.3.86	1	S.Krisifoe	37	245	00
"	2	"	26	195	00
	3	"	20	136	00
	4	"	33	228	00
	5	"	44	256	00
	6	"	34	255	00
	7	"	33	207	00
		TOTAL	227	K1522	00

LIASON OFFICER

The Valley Selfhelp Promotion Society,
P.O. Box 8,
Sinazeze.

05th February, 1986

To: Acting Chief Admin. Officer, Sinazongwe Boma
All Heads of Depts - Sinazongwe Sub District,
The Two Chiefs - Sinazongwe and Mweemba
The Ward Chairmen - Sinazongwe Constituency
The VSP Exco. Members.

VSP SOCIETY NEW EXCO. FOR 1986.

This serves to inform you that the VSP Society at its Annual General Meeting of 04th February, 1986, elected to its Executive Committee for 1986, the following:-

1. Chief Sinazongwe - Chairman
2. Mr. B. Sianyeuka - Vice Chairman
3. Mr. H. Siachingili - Secretary
4. Mr. C. Sibanda - Vice Secretary
5. Mr. V. Siankondo - Treasurer
6. Mr. J. Malyango - Vice Treasurer
7. Chief Mweemba - Member
8. Mrs. L. Syamasamu - Member
9. Mr. M. Muyaba - Member
10. M.K. Malyenkuku - Member

For the VSP Society,

(Signed)

H. Siachingili

SECRETARY - VSP SOCIETY

cc The Registra of Societies - Lusaka
cc The District Governor, Gwembe District
cc The Gossner Service Team - Nkandabbwe Camp

DRAFT - TERMS OF REFERENCE - MECHANICAL ADVISER

VSP ACTIVITIES INCLUDE ROAD-TRANSPORT, LAKE-TRANSPORT, OIL-MILLS, SEWING-PROGRAMME, WATER-PROGRAMME. ALL THESE ACTIVITIES DEPEND HEAVILY ON MECHANICAL EQUIPMENT.

AT PRESENT VSP IS DEPENDING ON ~~ON~~ ^{ONLY} ENTIRELY ASSISTENCE FROM THE NKANDABWE WORKSHOP AND FROM PRIVATE PERSONS. THIS OF COURSE HAMPERS THE DEVELOPMENT PROCESS AS THE PAST EXPERIENCE HAS SHOWN. BECAUSE OFTEN THE NEEDED EQUIPMENT HAS TO WAIT FOR WEEKS OR MONTH UNTIL IT GETS REPAIRED OR UNTIL THE NEEDED SPAREPARTS ARE IDENTIFIED AND ORDERED.

IN ADDITION TO THAT, THERE IS THE NKANDABWE WORKSHOP AND THERE ARE THE WORKSHOPS AT THE IRRIGATION SETTLEMENTS SIATWINDA AND BULEYA MALINA, WHICH ARE IN NEED OF EXPERT ADVISE AND PRACTICAL HELP TO PREVENT SERIOUS BREAKDOWNS OR TO HELP TO OVERCOME THEM QUICKER. FURTHERMORE, ONE DISADVANTAGE OF THE SMALL ARTISAN FISHERMEN IS THEIR IGNORANCE HOW TO USE THE WIND FOR SAILING. THEY DEPEND EITHER ON PADDLING OR ON EXPENSIVE OUTBOARD ENGINES.

SO A SPECIAL TRAINING PROGRAMME ^{MD} IS NEEDED TO HELP THE ARTISAN FISHERMEN TO CONVERT THEIR DUG-OUT CANOES IN SUCH A WAY THAT THEY ARE FIT TO BE EQUIPPED WITH SAILS BY THE USE OF OUT-RIGGERS ETC. THEY ALSO NEED TO BE TAUGHT, HOW TO USE SIMPLE SAILS.

OBJECTIVES

- 1) TO GIVE ADVISE AND PRACTICAL ASSISTENCE IN ALL MATTERS OF MECHANICAL PROBLEMS TO A) ALL DEPARTMENTS OF VSP,
 - B) TO THE WORKSHOPS AT SIATWINDA AND BULEYA MALINA IRRIGATION
 - C) TO THE NKANDABWE WORKSHOP.
- 2) TO PROVIDE TRAINING TO THE LOCAL ARTISAN FISHERMEN AND COOPERATIVES AS WELL AS THE LOCAL BOATBUILDERS HOW TO CONVERT THE EXISTING BOATS FOR SAILING AND HOW TO BUILD SIMPLE SAILING BOATS FOR FISHING.
TO TEACH THE LOCAL FISHERMEN IN THE TECHNIC OF SAILING.

QUALIFICATIONS REQUIRED

- 1) LONG STANDING EXPERIENCE IN ALL FIELDS OF MECHANICAL CONSTRUCTION, MAINTENANCE AND REPAIRS -
- 2) LONG STANDING EXPERIENCE IN BOATBUILDING AND SAILING -
- 3) ABILITY TO TEACH THE LOCAL PEOPLE NEW SKILLS (MECHANICAL, SAILING).

REPORTING

THE MECHANICAL ADVISER WILL WORK UNDER THE CONDITIONS OF THE AGREEMENT BETWEEN GRZ AND THE GOSSNER MISSION. HE REPORTS TO THE IDDP STEERING COMMITTEE FOR GWEMBE SOUTH AND HE WILL WORK IN CLOSE COOPERATION WITH THE VARIOUS VSP DEPARTMENTS AND THE OFFICERS IN CHARGE OF SIATWINDA, BULEYA MALINA, WORKSHOP

14.1.1986

1) DESCRIPTION

VSP HAS REACHED A SIZE AND THE FINANCIAL TURNOVER IS ALREADY SO BIG, THAT IT BECOMES UNWISE TO TRY TO DO THE WORK WITH PROFESSIONALLY NOT QUALIFIED STAFF. BUT IT IS NOT THE EMPLOYED STAFF ALONE, ALSO THE MEMBERS OF THE EXECUTIVE COMMITTEE CAN FULLFILL THEIR FUNCTION ONLY FULLY AND RESPONSIBLE WHEN THEY HAVE A CHANCE FOR APPROPRIATE EDUCATION IN THE RELEVANT BUSINESS PROCEDURES.

TO TRAIN THE EXISTING VSP-STAFF AND TO EXECUTE SEMINARS WITH THE MEMBERS OF THE EXECUTIVE COMMITTEE AN EXPERT WITH THE RESPECTIVE QUALIFICATION IS NEEDED FOR SOME TIME.

IN ADDITION TO THE ABOVE MENTIONED NEEDS THERE IS ALSO A NEED FOR SPECIFIC TRAINING OF THE FUTURE LEADERS OF VSP ~~4~~ IN RESPONSE TO THE QUESTION, WHO IS GOING TO DO THE JOB IN 5 YEARS TIME.

AS A SPECIAL SERVICE TO THE PUBLIC VSP COULD ALSO OFFER THROUGH SUCH AN EXPERT BUSINESS TRAINING COURSES FOR LOCAL TRADERS AND LOCAL BUSINESSMEN.

2) OBJECTIVES

- A) TO GIVE ADVISE AND ASSISTENCE TO THE VSP MANAGEMENT IN ALL MATTERS OF BUSINESS AND ACCOUNTING, AND ALL RELEVANT MANAGEMENT PROCEDURES AND METHODS.
- B) TO ASSIST IN ORGANIZING AND HELP TO IMPLEMENT A MORE ADEQUATE AND BUSINESSLIKE STRUCTURE OF VSP.
- C) TO SUPERVISE ALL THE MANAGEMENT PROCEDURES OF THE VSP BOOKKEEPER AS WELL AS THE VARIOUS HEADS OF DEPARTMENTS, ON BEHALF OF THE COORDINATOR AND THE EXECUTIVE COMMITTEE.
- D) TO REPORT MONTHLY TO THE COORDINATOR AND THE EXECUTIVE COMMITTEE ABOUT THE FINANCIAL STATUS OF VSP AND ITS VARIOUS DEPARTMENTS.
- E) TO ORGANIZE A PROFESSIONAL EDUCATION PROGRAMME FOR THE HEADS OF DEPARTMENTS OF VSP AND TRAIN THEM ADEQUATELY.
- F) TO ORGANIZE A PROFESSIONAL EDUCATION PROGRAMME FOR THE COORDINATOR OF VSP AND TRAIN HIM ADEQUATELY.
- G) TO ORGANIZE A SPECIAL EDUCATION PROGRAMME FOR THE MEMBERS OF THE EXECUTIVE COMMITTEE THROUGH SEMINARS AT WEEKENDS. MAIN SUBJECTS TO BE TAUGHT: STRUCTURE OF ACCOUNTS, HOW TO READ ACCOUNTS, HOW TO CHECK ACCOUNTS (WHERE TO LOOK), THE ROLE OF PROFITS, HOW TO AVOID LOSSES, LEGAL MATTERS, TAX MATTERS, INSURANCE MATTERS ETC.
- H) TO ORGANIZE SEMINARS ON BEHALF OF VSP TO TRAIN LOCAL TRADERS AND BUSINESSMEN (WOMEN) IN ACCOUNTING, CALCULATION, LEGAL AND TAX-PROCEDURES ETC.

THIS IS A REWRITE OF THE FIRST DRAFT AND NOT COMPLETE. THE FINAL ONE AS ACCEPTED BY THE VSP EXCO IS WITH THE VSP EXCO-SECRETARY.

24.1.1986

GM

Valley Selfhelp Promotion Society.
Nkandabbwe Camp.
P.O. Box 8,
Sinazeze.

5th November, 1985

RECORD OF THE SPECIAL V.S.P. SOCIETYS' SITTING ON THE 5/11/85.

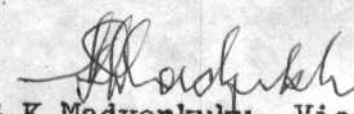
A full committee was called upon the carry out normal duties of the V.S.P. operations among which was the theft of uniforms by Mr. Timothy Syanfuno.

Present were: G.K.Madyenkuku - Vice Chairman
J.C.Chavula - Treasurer
J.C.Malyango - trustee

In attendance: Mr.W.Ncite - Advisor
Mr.K.W.Schaefer-Advisor
Mrs.M.Schaefer- Supervisor Uniform Programme

Though the majority of the committee members was not present the ones present and the advisors thought it necessary to consider the point of uniform theft.

After some consideration it was concluded that we bring it to the notice of the police that V.S.P. Society wishes Mr.Syanfuno to refund the money involved, as failure to get back this money will cripple the programme.


Signed: G.K.Madyenkuku- Vice Chairman
J.C. Chavula - Treasurer
J.C.Malyango - Trustee

VSP EXCO MEETING OF 1-10-85

Present- Mr.A.Siachaluza - Vice treasurer/Co-ordinator
Rev. S.Mubiana - U.C.Z member
Mr.J.C.Chavula - Treasurer
Rev. W.van vliet - Adviser
Rev. F.van vliet - Adviser
Sister alicia - Catholic Church, member

In attendance-Mr.B.C.M.Hantuba - Coordinator G.S.D.P.

Absent- Mr. Siachingili - with apology
Chief Sinazongwe one to late arrival of transport
Mr. Madyenkuku
Mrs. L.Syamasamu
Mr. J.C.Malyango

The meeting opened at midday.

Minute 1/85 - The Acting Chairman Rev.F.van vliet welcomed Mr.Hantuba and members. He apologised for late start.

Minute 2/85- Report from management
The Co-ordinator thanked the members for his appointment and hoped to work well. He regreted that there was no clear handover from previous Co-ordinator. He was trying to familiarise himself with all his duties alone.
The report showed an encouraging profit over expenditure for the previous month (see appendix)

Minute 3/85- The lorry was doing well. There was a problem of over time and overnight payment for weekend duties for driver and helper.

Resolved- after a long discussion that the driver and helper be paid extra for weekend. The financial and planning committee to fix rates.

Minute 4/85 - There is a large amount of money outstanding on clothes sales, it was resolved that a list of people owing money be compiled. A letter to be sent by management to each person, and if necessary the matter be brought to a full committee meeting.

Minute 5/85 - Mrs.Muzungu from Kafwambila reported that she had not been paid since last November,(1984)

Resolved- That records be checked and the matter taken up to previous Co-ordinator and Mrs.Muzungu.

Minute 6/85- Work at Sikaneka is going on very well. Roofing of houses will soon be completed.
Estimates of R.9,000, and R10,000 had been received for windmills.

Resolved- That Norad be consulted on the advisability of doing business with South Africa at present.

Minute 7/85 The Job description for Tonga Craft Manager was submitted.

Resolved- That it be edited and shortened, and the final draft to be filed.
That a Tonga Craft committee be formed.
That Tonga Crafts accounts be submitted to bookkeeper.

Minute 9/85 Salary of Co-ordinator.

The Co-ordinator requested that his salary could be fixed paid. Rev.W.van vliet said the money had be transfered and there should be no delay in payment.

Resolved:- that Secretary and Treasurer see Mr.Schaefer urgently.

Minute 9/85 -Confidentiality.

Resolved that the Bookkeeper type all salaries and observe confidentiality.

The meeting closed at 18.15 with ^a prayer word of thanks to the members. Cooks and Mr. J.C.Chavula for supplying cold drinks.

CHAIRMAN

SECRETARY

APPENDIX I

V.S.P. FINANCIAL REPORT FROM 10TH-28TH SEPTEMBER, 1985

	INCOME	EXPEND.
1. <u>TRANSPORT-LORRY: SERVICE</u>		
(a) Service generating(programme)	2,326.30	1,290.20
Profit as per date		1,036.10
Amount outstanding on customers	1,158.40	
BOAT:	300.00	80.00
2. <u>INCOME GENERATINGTRADE</u>		
(a) <u>Commodities;</u>	723.40	149.60
Profit		573.80
Amount outstanding stock	348.00	
(b) <u>Mealie-meal</u>	9,206.00	8,332.60
Profit		873.40
Amount outstandings(stock)	5,760.00	
(c) <u>Tonga Crafts;</u>		
Cash from Lusaka	4,000.00	1,524.00
Balance		2,476.00
(d) <u>Cement</u>		
In stock	3 pkts	
3. <u>SELFHELP-GENERAL (SIKANEKA)</u>		
(a) <u>Clothes:</u> amount record	825.00	4,462.90
Balance 1984= K1,568.00-Net loss	3,637.90	
Balance 1985= K4,469.80-		
Amount outstanding (creditors)	6,037.80	
Total Income for the month	17,380.70	
Total expenditure		15,839.30

GROSS PROFIT =

K1541.40

The above figures on income and expenditure totals does not include amount outstanding and loss, profit figures because we do not know whether this cash is still existing.

Gross profit= Total income less total expenses

Cash at Banks: Standard Bank : K 2,447.93
Zambia National
Building Society 1,016.19

Cash on Hand : V.S.P. cash box: 3,875.35

By V.S.P. Programme
Co-ordinator

A. Siachaluza

GOSSNER SERVICE TEAM

P.O. Box 4,
Sinazeze.

VSP

Gossner Mission,
Liaison Office,
P.O. Box 50162, Lusaka.
Tel: 250580.

Lusaka, 23.10.1985.

To the Transport Officer
of the VSP and GSB Lorries,
Mr. W. Neite,
POBox 4,
Sinazeze.

Dear Ba Neite,

To my great disappointment I still have to come back to the matter of the rims of the old lorries, which were sold to Mr. Loyd. He still claims that 3 rims are missing. Please could you sort this out with the managers of VSP and GSB, and ask the driver of the VSP Lorry also, how many rims were left in the camp. I would appreciate it very much if at last this matter could be cleared with Star Motors, especially since we had a lot of complaints about them and now we are the ones failing to close the matter.

Looking forward to a satisfactory answer, I remain

with friendly greetings

Sietake.

c.c. Manager GSB
Manager VSP
GST
Gossner Mission.

ps. at last they send the
rims after a week. So letters always
help!

Erhard

VSP

Lusaka, 19.10 1985.

The manager of VSP,
Sinazeze.

Dear Sir,

Herewith I would like to ask your attention for the following:
I got the question from the Cultural Services in Lusaka, because
of a survey they are making how much tax Tonga Crafts was paying.
I answered them that we are exempted from tax, since Tonga Crafts
is operating under VSP Society, and the Society is regarded as a
non-profit making organisation, as well as the fact we are working
under Gossner Mission, a church organisation and a charitable organisation

Now I heard that organisations, who are exempted from tax should
renew this exemption every half year. This could be done in Choma
so I would like to request you kindly, to follow up this matter
from your end in order to avoid other questioning.

I' send you with the Van Vliets, who are coming to Lusaka, a full
statement of the Tonga Crafts.

With friendly greetings

S.C.Krisifoe,
Liaison Officer GST/GM

c.c. Chairman VSP.
Advisors VSP.

VSP

AUDITOR'S REPORT TO THE MEMBERS OF VALLEY SELF HELP PROMOTIONS SOCIETY.

I have audited the accounts set out on pages³ to⁵ which have been prepared under the historical cost convention.

1. INVENTORIES.

No stocktaking was done to determine the closing inventories for cement, clothes, mealie meal, white maize and essential commodities. It is usual and desirable to obtain a written statement outlining in detail stock quantities and bases of valuation. I recommend that the stocks be reported upon and presented in the accounts of 1984 financial year.

2. DEPOSITS WITH STANDARD BANK.

The amounts of K20,000.00 and K10,554.94 were transferred to Barclays Bank as allocations for Emergency Relief Fund.

3. BUILDINGS.

Adjustments in regard to the fixed assets above have been made at their cost or written down figures and have been brought up to date.

4. EQUIPMENT, FURNITURE AND FITTINGS.

Their existence has been verified and determined.

5. PLANT AND MACHINERY.

The cost of the grinding mill and sewing machines was a certified assessment supplied by the VSP Accountant.

6. MOTOR VEHICLE.

The amount has been included in the accounts at grant value and depreciated accordingly.

/2.....

/2.....

7. The society should maintain up to date fixed assets register.

8. FIXED ASSETS GRANTS.

The correct accounting procedure should have been to credit the Retained Earnings account (Appropriation Account) and debit the respective asset account.

9. Subject to my observations as in 1 to 8 above I hereby report that:-

- (a) I have obtained all the information and explanations I required;
- (b) the books have been properly kept;
- (c) the accounts give a true and fair view of the state of the society's affairs as at 31st December, 1983 and of its surplus/loss for the year then ended;
- (d) all the transactions of the society which have come to my notice have been within the objects and powers of the society.



P. L. Mweene
AUDITOR.

VALLEY SELF HELP PROMOTIONS SOCIETY
INCOME STATEMENT FOR THE YEAR ENDED 31ST DECEMBER, 1983.

<u>INCOME</u>	<u>NOTE</u>	<u>1983</u>	<u>1982</u>
Blacksmithing		35.00	5.00
Brickmaking		210.00	400.00
Sewing programme		541.09	253.12
Cycle spares		2.25	11.00
Commodities		5025.75	1449.20
Rice sales		-	1600.85
Cement		314.30	4270.30
Tonga crafts		17164.25	12816.46
Maize/mealie meal		91736.36	54223.25
Self help general clothes		8734.80	16810.17
Sikaneka self help clinic		62.00	6247.62
Sinazeze self help clinic		-	1632.37
Water development programme		3446.92	-
Transport		3529.30	11166.60
Seminars		1455.25	-
Workshop		-	1540.00
Motherless child donations		-	1178.50
Miscellaneous		461.52	1422.32
Management		3183.97	2468.00
Chiabi clinic donations		-	10.00
Bank fees		-	83.55
Total Income	(a)	<u>135902.76</u>	<u>117588.31</u>
<u>EXPENSES</u>			
Blacksmithing		335.00	401.50
Bank charges		196.65	131.80
Brickmaking		-	40.00
Sewing programme		6492.52	253.12
Cycle spares		-	-
Commodities		4254.00	1851.20
Cement		404.50	501.88
Tonga crafts		7749.94	17600.98
Maize/mealie meal		73703.20	63841.02
Self help general clothes		117.00	7815.97
Sikaneka self help clinic		1489.17	6640.66
Water development programme		4250.00	-
Transport		15958.12	10385.66
Seminars		396.90	-
Workshop		119.00	2.50
Rice purchases		-	935.54
Grinding mill expenses		-	137.03
Sinazeze SHH Expenses		-	1243.48
Motherless child donations		-	1178.50
Chiabi clinic expenses		-	20.00

/2.....

Miscellaneous	2807.41	946.94
Management	4501.78	2468.00
Accounting and Audit fees	500.00	359.50
Dryland farming	-	5952.53
Fruits and vegetables	-	250.65
Provision for depreciation:		
Buildings @ 10%	490.00	-
Machinery @ 33%	611.12	-
Motor vehicle @ 30%	3204.00	-
Equipment, furniture and fittings @ 10%	121.00	75.00
Total Expenses (b)	<u>127701</u>	<u>123033.46</u>
Surplus/(loss) before grant (a-b)	8201.45	(5445.15)
Motor vehicle grant	10680.00	-
	<u>18881.45</u>	<u>(5445.15)</u>
Prior year adjustments	294.18	-
Net surplus/(loss)	<u>18587.27</u>	<u>(5445.15)</u>

APPROPRIATION STATEMENT FOR THE YEAR ENDED 31ST DECEMBER, 1983.

Surplus balance brought forward	17473.41	31931.09
Net surplus/(loss) for the year	18587.27	(5445.15)
Retained Earnings	36060.68	26485.94
Amounts adjusted	-	2886.58
	<u>36060.68</u>	<u>29372.52</u>
Less Amounts appropriated	-	11890.11
Retained Earnings transferred to Balance sheet	<u>36060.68</u>	<u>17473.41</u>

VALLEY SELF HELP PROMOTIONS SOCIETY
BALANCE SHEET AS AT 31ST DECEMBER, 1983.

<u>ASSETS</u>	<u>NOTE</u>	<u>1983</u>	<u>1982</u>
<u>Current Assets</u>			
Cash on hand		3173.70	1684.86
Cash at bank - Standard Bank		16242.49	13130.68
Cash at bank - Z.N.B.S.		5828.10	-
Loans receivable		189.86	336.14
Inventories		-	-
Accounts receivable		1708.00	2456.23
Total Current Assets	(a)	<u>27142.15</u>	<u>17607.91</u>
<u>Fixed Assets</u>			
Buildings		4412.00	-
Machinery		1242.00	-
Equipment furniture and Fittings		1086.00	225.00
Motor vehicle		7476.00	-
Total Fixed Assets	(b)	<u>14216.00</u>	<u>225.00</u>
<u>TOTAL ASSETS</u>	(a+b)	<u>41358.15</u>	<u>17832.91</u>
<u>LIABILITIES AND SHAREHOLDERS' INTERESTS.</u>			
<u>Current Liabilities</u>			
Accrued Expenses		500.00	359.50
Accounts payable		4797.47	-
Total Current Liabilities	(c)	<u>5297.47</u>	<u>359.50</u>
<u>SHAREHOLDERS' INTERESTS</u>			
Share capital		-	-
Retained Earnings		36060.68	17473.41
Total shareholders' Interests	(d)	<u>36060.68</u>	<u>17473.41</u>
<u>TOTAL LIABILITIES AND SHAREHOLDERS' INTERESTS.</u>	(c+d)	<u>41358.15</u>	<u>17832.91</u>

.....CHAIRMAN...../...../198.....
TREASURER...../...../198.....
SECRETARY...../...../198.....

68p.

Valley Selfhelp Promotion Society,
P.O. Box 8,
Sinazeze.

MINUTES OF THE ANNUAL GENERAL MEETING OF VALLEY SELFHELP

PROMOTION SOCIETY HELD ON THE 25/11/1983 IN TRINITY CHURCH.

PRESENT: The Hon.Chief Sinazongwe - Chairman
The Hon.Chief Mweemba - V.Chairman
Mr.G.K.Madyenkuku - Secretary
Mr. J.C.Malyango
Mr.V.S.Syankondo - Treasurer
Mr. A.S.Syachaluza - V.Treasurer

GENERAL MEMBERSHIP.

Mr.G.S.Syatwinda	- Mweemba, Box 2, Maamba
" M.Mweene Chief's retenor	- Sinazongwe
" B.T.Syanyeuka	- Mweemba, Box 2, Maamba
" C.M.Syanjobo	- Sinazongwe, Box 8, Sinazeze
" Dixon Mujunda	- Nkandabbwe Box 7, Sinazeze
" L.Syamakwa	- " " "
" N.Siamuyoli	- " " "
" P.Wendt	- " Box 4, "
" P.M.Mangunje	- " Box 74, "
" S.Syasumu	- Kansyamu V.Box 18, "
" P.Syalwala	- Sinazongwe Box 62, "
" E.Mwenya	- Nkandabbwe Box 3, "
" F.Nkamu	- " Box 4, "
Mrs.L.Siamasamu	- Mweemba, Box 15, "
Mr. A.W.Chikopa	- GSDP Box 3, "
Ms. M.Musengu	- Mweemba, Box 2, Maamba
Mis. C.Mwifwimpinzi	- " " "
Mss. M.Ngandu	- " " "
Mr. S.G.Chilemba	- " " "
" G.M.Syatwinda	- " Box 6, "
" J.C.Chavula	- Sinazeze Box 21 Sinazeze
" C.M.Syatwinda	- Siakabila Box 6, Sinazeze
Rev.M.K.Malyenkuku	- Mweemba Box 52, "
Mr. J.Siankuku	- Sinzala Box 25, "
" N.Syankuku	- Siankuku V.Box 18 "
" R.Sianzila	- Mweemba Box 3, "
" A.M.Muzyamba (G.D.C.S.)	- Sinazongwe Box 91, "
" E.F.Maluba	- Sinazongwe Box 20, "
" D.Mutinta (SAA/S	- Mweemba Box 3, "
" A.S.Siabwacha	- Sinazongwe Box 91, "
" S.S.Mubeze	- Nkandabbwe Box 7, "
" J.B.Syan'gandu chairman(SCU)	- Mweemba Box 2, Sinazeze
" K.Simanyala	- Mweemba Box 3, "
" H.Siankwanzi (VC/SCU)	- Mweemba Box 2, Maamba
" A.Masyapi	- Sinazeze Box 51, Sinazeze
" M.Syanyuka -	- Syanyuka V.Box 37, "
" A.Baketi	- " " "
" A.Munduwe	- " " "
Rev. W.van Vliet (GST)	- Nkandabbwe Box 4, "
Rev.J.M.P.van Vliet (GST)	- " " "

Mr. A. Siantokola	- Nkandabbwe, Box 7, Sinazeze
Mr. Kenny W. Linyama	- Box 48, Sinazeze
Mr. Willie Milandu	- Malima Box 30, "
" L. Syanyane Sikaputa V.	- Box 15, "
" P. Munakacheke	- Malima, Box 15, "
" K. Kandandu	- Malima Irr. Box 15, "
" J. Sinzala	- V. Sinzala Box 91, "
" Matesha	- Munyati Box 27, "
" A. Masenke	- Syanyuka V Box 37, "
" A. S. Simaana	- Sinakaimbi Box 23, "
" S. Syankuku	- Syanyuka V. Box 37, "
" J. Chaga	- Sianyuka V. Box 37, "
" P. Kasangula (F.T.C.S.)	- Sinazongwe Box 9, "
" Joseph Siachuyana	- Nkandabbwe Box 7, "

IN ATTENDANCE

Mr. R. J. Mwananyina	- S.A.O.-Sinazongwe, Box 91, Sinazeze
Mr. P. L. Mwene	- Internal Auditor Co-op. -Choma
Mr. S. M. Mwiinga	- O/I Z.P. Sinazongwe

ABBREVIATIONS

G.S.T.M. = Gossner Service Team Member
 G.S.D.P.S. = Gwembe South Development Project Staff
 G.D.C.S. = Gwembe District Council Staff
 S.C.U. = Siatwiinda Credit Union
 VS/SCU = Vice Chairman Siatwinda Credit Union

ITEM 1 - National Anthem
 This was sung at 11.15 hours.

ITEM 2 - Roll Call - conducted and quarum was formed.

ITEM 3 - Chairmans opening remarks.
 The Chairman thanked the members for coming and thanked them once again for doubled membership to that of the year 1982. He urged the members to read the V.S.P. Newsletter Canoe whenever they come across it, he stressed that in this paper you find all the activities and objectives of the Valley Selfhelp Promotion Society embodied. He went on requesting the members that they should contribute articles to the newsletter. He also urged the members that they should feel free to contribute to deliberations ahead of this day to prepare for mans development from bad to good, and that they should bring forward constructive ideas in order to better man.

ITEM 4 - Confirmation of minutes of the last A.G.M. (Annual General meeting) which was held on 27/10/82. The minutes were proposed correct by the Vice Chairman S/Chief Mweemba and seconded by Rev. Malyenkuku. They were then passed as a correct record.

ITEM 5 - Matters arising
 Point arose on whether the money paid to Ba Mark by V.S.P. when he was on G.S.D.P. business was reimbursed? After some discussions, it was resolved that there was no reimbursement to be done since V.S.P. is there to rescue the project where it gets stuck financially, as embodied in the constitution of V.S.P.

ITEM 6 - Auditors Report

The Auditor Mr. Mwene read the report and explained every term in detail. This was accepted as a clear report.

ITEM 7 - Office Bearers Elections

(1) Chairmanship:

Hon. Chief Sinazongwe - 38 votes

Mr. G.K. Madyenkuku - 10 votes

(2) Secretaryship:

Mr. Syachiingili - 33 votes

Mr. van Vliet - 18 votes

(3) Treasurership

Mr. J.C. Chavula - 23 votes

Mr. A. Syachaluza - 17 votes

Trustees

Mrs. L. Syamasamu - 21 votes

Mr. J. Malyango - 16 votes

The results as shown above show that the:-

Chairmanship- went to Hon. Chief Sinazongwe, Mr. Madyenkuku being the Vice.

The Secretary- Mr. Siachiingili the Vice being Rev. Van Vliet.

The Treasurer being Mr. J.C. Chavula the Vice Mr. Syachaluza

then the two trustees Mrs. Syamasamu and Mr. Malyango plus two church members, Rev. Mubiana and Sister Alice U.C.Z.

and Catholic respectively.

ITEM 8 - Closing Remarks.

S.A.O. thanked the members the way they have behaved in the meeting and urged them to be united in order to develop our country Zambia, Sinazongwe Sub-District in particular. He urged the new office bearers to render the best services in order to improve the society, so that man can benefit from it.

Hon. Chief Sinazongwe, thanked the members for re-electing him to the chair and urged all the members to work hard in order to render the best services to man the centre of all activities.

Thanked the members once again and stressed that they should travel safely back to their homes.

Close Down.

National Anthem followed by heavy lunch.

CHAIRMAN

SECRETARY

V.S.P. REPORT OVER THE VISIT OF MR. MISHE AND DIRECTOR
OF GOSSNER MISSION ON 21.01.86.

REMARKS I

The Society is a selfhelp organisation which depend mostly on donations from outside mainly from your mission sir. The society is now reaching to its explanation that it needs more support from your mission under the following things, that is, on buildings, transport, training programmes on its staff. The future of V.S.P. lies on donations like second hand clothes which come from different organisations under your influence. The people of Gwembe South are thanking the Gossner Mission for its total support on this programme of sending clothes to our area. Clinics and other helping projects could have not been belt if there was no such a service to the valley. I hope this spirit should continue and a blame is welcome if it is stressed by your mission.

At the present moment we have again started other projects in building oil mill houses, and we have began one at Sinanjola women's club and we are to start another one at Siatwiinda women's club. All of this money is from clothes sent by your mission.

REMARK II

I was employed as a Co-ordinator on 1st September, 1985 and I found that the society was doing fine as I can put it because my predecessor was doing business, according to the standard of his own capacity. From the records, it shows that from 1984 to 1985 July, the society never banked any money but it was with-drawing.

From September 1985 to date I was able to serve the following amounts under the following programmes.

<u>Programme</u>	<u>Income</u>	<u>Money Banked</u>
Transport	4030.77	K 6299.82
Second Hand Clothes	7616.68	

On selfhelp projects I spent K8516.63, this includes Sinanjola oil mill.

The society has received 222 parcels in 1985 from the following countries,

- W. Germany - 141
- Austria - 6
- Netherlands - 12
- By Mrs. Krisifoe - 49
- U.S.A. - 14

All of this is done by your mission which has influenced people who take their time in persuading friends in order to do such a service comparing to 177 received in 1984. In order to run these programmes properly, a man like me being the business manager, I need a small transport like a motor cycle to make close contact with my agents in various places or areas.

It is found out that if the lorry is out e.g. when it goes for other duties and for service, the cash in depots stay for weeks and weekly. Let us hope I am supported by you to the entire committee because most of them do not understand business. I am experiencing difficulties over this, I need your help.

S.A.Siachaluza

V.S.P. CO-ORDINATOR

Gwembe South Development Project,
P.O. Box 3,
Sinazeze.

19th November, 1985

MONTHLY PROGRESS REPORT FROM TONGA CRAFTS ORGANISATION

(E. SYABBALO)

As present reorganisation of this Department is concerned, it is reported that both purchases and sales of Tonga Crafts items are in good promising progress. That sales at Nkandabbwe Tonga Crafts shop are low because the Tonga Craftshop is isolated; it is not exposed to tourists. The transactional principle of purchasing of items of good quality is carried out at both purchasing centres, namely Syabaswi and Nkandabbwe.

That craftsmen and craftswomen have been visited, villages and encouraged to produce items of good exchange-value. These include the following:-

- Mr. D. K. Kabboba (specialist stool - carver) of Lusanga village, Buleya area.
- Mrs. Mweelanyika (specialist pottery) of Kabanda village, Sinazeze.
- Mr. Syamadimpu (specialist black-smith) of Kanyemba, village, Mweemba area.
- Nzambale womens' group (specialist basket-makers) of Nzambale village, Sikuteka area.
- Mr. Syamunce (specialist funeral drum maker) of Sinamani village, Kafwambila area.

1. Purchases: A good number of various items have been purchased and displayed in Tonga Crafts shop for sale.

2. Income accrued from sales of Tonga Crafts Items:

(a) Nkandabbwe Tonga Crafts Shop	-K 302.56
(b) Lusaka Tonga Crafts Shop	2700.00
(c) Total	<u>3002.56</u>
	=====

3. Expenses: K 1008.80

4. Cash in hand: K2993.95

5. An appendix - A visit to Nayuma Museum and Crafts Shop Limulunga, Mongu.

A VISIT TO NAYUMA MUSEUM AND CRAFTSHOP. E.SYABBALO

The main purpose of this visit was to find out how Nayuma Museum and Crafts Shop at Limulunga township, Mongu, was started and how it operates at the time so that we may have more ideas in reorganising the "Valley Tonga Museum and Crafts Shop" in future. With a determined couple of Christian Missionaries of Gossner Mission, Berlin, West Germany, Rev. Vliet by name, We set off by a Land Cruiser for Mongu District, Western Province of Zambia on a hot morning, 29th October, 1985 with a view to visit a famous Museum and Craftshop called "Nayuma Museum and Craftshop" Limulunga, Mongu, Barotse land, from Nkandabbwe camp. Gossner Service Team, Sinazeze, Via Lusaka where our car was going to be served before continuing our trip.

On 1st November, 1985 Rev. Vliet family, including two young lovely sisters, and I left Lusaka for Nayuma Museum and Crafts shop, Limulunga, Mongu, on a long and exhausting trip of 600km, but very interesting and eductive indeed. We saw many things on the way and at our resting places at which we had our food and water from Lusaka, after Ester, first born child of Rev. Vliet family, had given a short prayer of thanks which include the words "Nayuma Museum Limulunga, Mongu". We saw buffaloes, guinean fowls, small patches of cassava plants, craftsmen carrying bundles of beautiful mats and baskets towards Nayuma Museum and Crafts shop, poor spots of village water supplies, etc.

We wearily reached our destination in the evening on the same day at 18 hours and we were happily welcome by Mrs. Anne-Lise Klausen Noppen, Curator of Nayuma Museum and Crafts shop. She hurriedly lead us to the most beautiful hotel/Mongu called "Ngulu hotel" above the Baluyana (Barotse) Great Plain for lodging. Although we were terribly bitten by numerous mosquitoes we had nice sleep at night in Ngulu Hostels. at/

In the following morning, after breakfast, we were offically lead by Mrs. Anne-Lise to Nayuma Museum and Cfafts shop, Limulunga township, about 10km away from Ngulu Hotel, Mongu. There we were at Nayuma Museum and Crafts shop, where Lozi historical, social, economic, political, religious and cultural material goods are displayed systematically. While being entertained with "Shilimba Piano musical instrument, we were lead round the museum and crafts shop and its outside facilities including a big beautiful meeting room which is a traditional copy of the Litunga's (chief's) Parliamentary building block at Lealui almost built of hard local materials, i.e. grass, reed, bark, etc, with shining floor of natural clay; a beautiful garden where traditional crops are grown and preserved for future generations and a nearly fenced play ground where traditional Lozi Ilays are performed.

Nayuma Museum and crafts shop is a hudge combined building block which was designed by an architecte and is built of hard local materials. It is divided into five sections, namely, Museum, crafts shop, storage, office and purchasing shed where buying of crafts is carried on twice per week and selling of crafts items is carried on from Monday to Friday of each week.

Crafts items which are displayed in the crafts shop include mats, baskets, stools, mulupa social drums, wide and flat spoons, both iron and wood dancing axes, animal, bird and human carvings, etc. It is very difficult to explain with simple words what really Nayuma Museum and Crafts shop looks like and how the Loze cultural inheritance material goods are displayed, it is the work of architeche and craftsmen.

Then after that we had a short discussion on Museum and Craft Shop with Anne-Lise during which we were served with some tea and biscuits by her. She clearly explained to us how she started the museum and crafts shop at Limulunga and how it was financed by NORAD, and about the constitution, committee, role of elders, staff, the organisation and operations, of the museum and crafts shop in general. She finally told us that the 'Valley Tonga Museum and Crafts' would be established in a similar way, but on a small scale, where it would serve the valley people and their visitors or tourists. After that we left Nayuma Museum and Crafts Shop for Mongu for lunch. *shop*

In the afternoon we were invited to watch the Lizi cultural and traditional dances at Nayuma Museum and Crafts Shop. The traditional dancers danced in front of us in connection with "Crafts" we were entertained very much. When the dances were over we drove to Sefula, the first Mission Station in Zambia for a nice supper which was prepared for us by Widmaier family, employed by the United Church of Zambia (UCZ) in capentry and building section. We enjoyed very much and returned to Ngulu Hostel at 9hrs and spent a night soundly.

In the following morning, on Sunday, 3rd November, 1985, we left Nayuma Museum and Crafts shop, Limulunga township, Mongu, for Lusaka from which we continued our trip back to Nkandabbwe Camp on 5th November, 1985.

November, 1985

VSP

GM

Rev. Jan van Vliet
Rev. Waltraut Stroh-van Vliet
Gossner Service Team
P.O. Box 4
Sinazeze

14th November 1985

To the
Chairman of
Valley Selfhelp Promotion Society
P.O. Box 8
Sinazeze

Dear Sir,

Following the talks with Rev. Mische, Gossner Mission, in April 1985 we, Mr. J. van Vliet and Mrs. W. Stroh-van Vliet, shall end our work as VSP advisors on 31st December 1985.

Furthermore I, Mr. J. van Vliet, lay down my mandate in the Executive Committee of VSP. I was elected by the general membership of VSP in November 1983 for the period of 1 year. I am of the opinion that now after 2 years it is time to give back the mandate to the public.

We thank the members of VSP for the time we worked together and we wish the society God's blessing in its work for and with the people of this area.

Yours faithfully, *W. Stroh-van Vliet*

gmP-ruh

c.c. Secretary VSP
c.c. Coordinator VSP
c.c. A/CAO Sinazongwe
x.c.c. Gossner Mission, Berlin
c.c. Liaison Office, Lusaka
c.c. Gossner Service Team

VPR

5 November 1985, Lusaka.

Chairman of VSP,
Chief Sinazongwe,
Sinazeze.

Dear Chief Sinazongwe,

I hope you received my letter of the 19th of October, announcing the arrival of the oil presses in November and the visit of Mr. Korthals Altes to install and demonstrate the machines during the week of 25-30 November.

The presses have come to Lusaka yesterday. I hope that they can be cleared before Thursday afternoon. They then will come straight to Nkandabwe.

If this is the case, Mr. Korthals Altes, who should have travelled to Tanzania during the first two weeks of November, but had to cancel this trip, is planning to come to the Valley on Thursday the 7th as well, together with the experts of the University. They understand that not everything will be yet organised but they are willing to assist and during the 10 days of their stay they hope to be able to install the machines and demonstrate them to the people involved in operating them.

this became 14th till 20th Nov.

I would like it very much, if VSP could take care that the places are chosen, that cement is available, that bricks could be available at the place, as well as some roofing sheets, that the people who will take part in the programme will be there to assist, and that VSP could request GSDP to release Mr. Chipili, to involve himself in the assembling together with the University people, since we have to request him later to service the sets.

Hoping that everything will go according plan, I remain,

yours faithfully,

c.c. Gossner Service Team
Gossner Mission,
Manager VSP
Mr. K Schaffer

S.C. Krisifoe,

Erhard

VSP

Lusaka, 19.10. 1985.

The Chairman of VSP,
Chief Sinazongwe,
Sinazeze.

Dear Chief Sinazongwe,

I am very happy to inform you that two screw presses for oil are mailed by airfreight to Zambia and are expected to arrive the 4th of November 1985 at Lusaka Airport. I got this information from Mr. Korthals Altes, the technician from the Tropical Institute for the tropics, who arrived in the country this week. The purpose of his visit is to install two hydraulic presses in Lusaka Kasisi Famr training centre and at Kaoma Women group. He also intends to visit VSP during the week from 25th - 30th of November 1985, and hopes that he can assist to start operation of the equipment and to instruct the people involved in the programme, how to handle the equipment to get the biggest amount of oil. I saw during this week the whole operation done at Kasisi. They have the same set, except the press is hydraulic, but we get the screw, but the whole process is the same, only requests a good organisation of the group who works it. About 4-6 people are needed to get a smooth operation.

As preparation, before Mr. Korthals Altes arrives, an oven should be built of which a drawing is packed with the equipment, as well as a roof and a small room have to be constructed to store away the equipment. Most of the operation can be done outside on a concrete floor, but equipment should be stored away. So it would be good if the Executive Committee could decide where the machines will go and which group of people are going to operate it, so that above mentioned preparations can be done before Mr. Korthals Altes arrives in the Valley. The institute for intermediate Technology of the University of Zambia is prepared to assist us to come to the Valley and help with the unpacking and assembling of the equipment, as they did this with the two machines for Lusaka and Kaoma. This will involve a small charge, but I think it wise to get the whole set properly together, since it is all packed in smaller pieces. I hope the executive committee can agree to this. The team of the institute have been developing these machines themselves, under guidance of the Tropical Institute and have the experience with the two other sets.

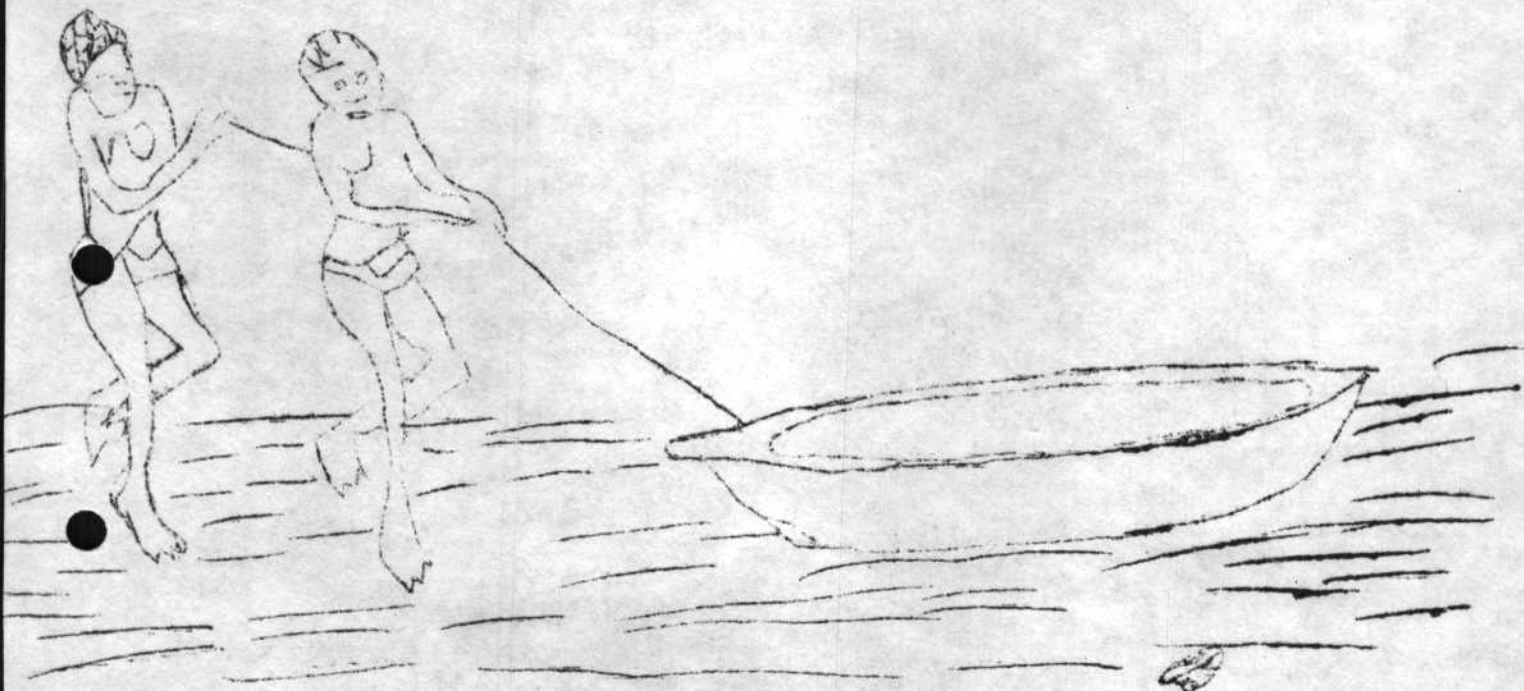
Hoping that everything can be organised so that we can make the best use of Mr. Korthals Altes as advisor, I remain

c.c. VSP manager
VSP advisors
Mr. Klaus Schäfer
Gossner Mission.

Yours Faithfully

S.C. Krisifoe,
Liaison Officer GST/GM

CANOE



PULLING TOGETHER MAKES DEVELOPMENT WORK EASIER AND
PRODUCTIVE

VALLEY SELF-HELP PROMOTION SOCIETY (VSP)

INTRODUCTION: THE CANOE

Those of us who had the chance to read this small informative news letter will know what it is meant for the paper is meant to explain to the reader the activities of the society in all its programmes as the name indicates.

Self promotion- simply means promoting one self from point one to the next point two. Thus if a man or group of men want something they do not have, they apply themselves or himself to do the part he can then this organisation helps where it can as long as it has the means. e.g. If people want a well for water, they have to do the digging, the society will help them with required material like cement for lining and working equipment. So that is where the name self promotion comes in.

This paper needs material from people of all walks of life to make it live, but we have not received anything now to compile a worthwhile paper. However, we have a few items to mention to the leaders in the pages to follow:-

Under VSP are-

- 1) Self-help Promotion
 - a. Water
 - b. Communal buildings like clinics classrooms etc.
- 2) Uniform Programme for school children
- 3) Tonga Crafts (a programme in which runs a revolving fund for the interested people who make crafts of different items. At present we urge the participants to make crafts of the best kind, as these will always fetch the best price.

These above are just a few programme, I should mention.

Lastly I say please write articles to the news letter to make it live.

G.K.Madyenkuku
Vice Chairman
VSP Society

1. A ZINTU EXHIBITION OF CHILDRENS CRAFTS AND ARTS: E.SYABBALO

This is the 5th Exhibition of crafts which Zintu recently has mounted since beginning operating in 1979. Previously Zintu had an all provinces exhibition of rural crafts and a joint art and crafts exhibition with Mpapa Gallery, Lusaka. These were all serious efforts aimed at promotion of and education of the public in the range of crafts available in Zambia.

The exhibition was held at Redgeway Hotel, Lusaka and it is to benefit save the children and it is very useful, but there are a number of serious issues to be considered when veiwing the children's work shown in schools today. The present situation in Zambian schools relating to the teaching of crafts and arts leaves a great deal to be desired. Lack of emphasis and lack of materials severaly limit the potential for ceative expression by children and lead an uninspired attitude in the teaching of crafts and arts. That the child denied creative expression becomes the uncreative adult, resultin in making crafts and arts of poor quality in future.

"Sure the children exhibition in Zambia" was performed from 26th-28th November, 1985 Tonga Museum and Crafts Shop Organisation and Sinazeze School were invited for this special occassion. Sinazeze school included 29 school children and three teachers all traditionally dressed. Their cultural activities and displayed cultural material goods impressed the large gathering very much in Natwange Hall, Redgeway Hotel, Lusaka. Being the most tradition-ally typical and interesting of all the groups at the exhibition Sinazeze school children were promoted and they welcomed the Prime Minister, Mr.Kebby Musokotwane who officially opened the exhibition at 18.00hours in the evening.

At the end of his opening speech and remarks, the Prime Minister pointed out that crafts and arts of good quality would bring high income to the public which would assist them to remain in the rural areas and some crafts and arts would be exported to other countries for sale and then bring revenue to our developing nation. He was also handed a cheque worth K400,000.00 for the development of school childrens' crafts and art work in Zambia, especially in the Zambezi Valley. Additionally, Sinazeze school children were awarded with 30 metal funeral Buntibe Players that will be displayed on their school noticeboard. They were called "Gwembe" not "Sinazeze" during the exhibition for they represented the whole Gwembe District.

Transport for the exhibiton trip was arranged by Mrs.S.C. Krisifoe, Liaison Officer, GST,Lusaka. She also parentally organised beding, supper and delicious breakfast for Sinazeze school children and teachers during. Save the children in Zambia exhibition. They were provided with lunch and tea by Zintu Management within Redgeway Hotel.

The exhibition was very educative for school children, teachers and the nation.

2. TAILORING PROGRAMME FOR SCHOOL UNIFORMS: (Maria Schaefer)

In the last CANOE the tailoring programme was introduced as the latest baby of VSP.

At that time the Tailoring Programme was more a dream. We had ideas and wishes what it might be.

In the past one and a half years this baby-programme has developed very well. What originally was just a tiny plant has become a strong young tree by now, a tree which spreads its roots without any major problems.

In 1984 this programme produced more than 2300 uniforms. Two thirds of them were sold in 14 primary schools in Gwembe South. One third was sold in the camp.

The working relation between the Tailoring Programme and most of the Schools is very good. And I would like to thank the Teachers and the Headmasters who have helped to distribute and sell the uniforms on a volunteer basis.

There are very few schools which provide us some headache with problem which we could not solve so far.

The real problem however is the buying of the materials. Quite often it is not available at all.

The other real problem is the permanent increase in prices.

But these are problems which everybody suffers in Zambia - not the Tailoring Programme alone.

The relation to and with the Tailor~~ers~~ is a very good one. The working spirit is high. Our Trainee is fully trained by now and does a good job.

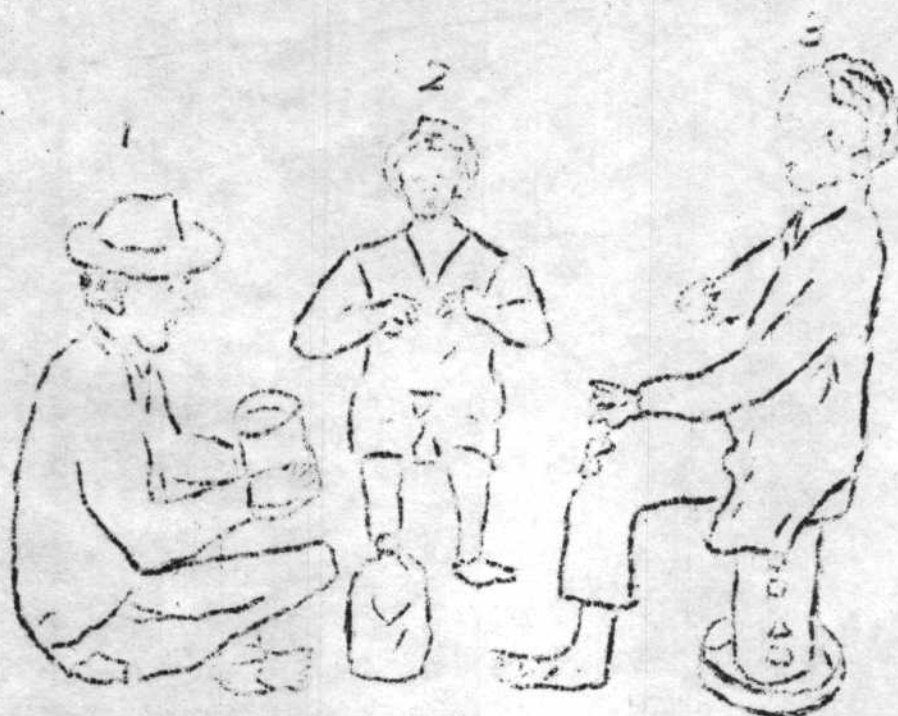
The Programme helps many people in Gwembe South, because our uniforms are 3-5 kwacha cheaper as in the shops. And in many places, such as Kafwambila there is no shop at all.

The loan provided by VSP to get this programme started has been repaid almost completely. By the end of 1985 the last ngwee will be paid back.

The necessar connections for buying the materials are established as well as the channels for the selling of the Uniforms.

Technically the Programme can run in future almost by itself, provided that the connections for the purchase of materials are well maintaince and that the marketing of the Uniforms is taken care of.

3. LOAN USED ON UNSUITABLE DEVELOPMENT WORK (E.SYABBALO)



This is one of the ways in which a loan is used on unsuitable development work.

1. This is very nice heavy beer today. We weill enjoy it indeed," says Mr.Simulyakamana.

2. Certainly, but we must not forget to go to Madaala Bar for a dance at night", remarks Miss. Nakeebwa.

3. "Let us drink it quickly, I want to buy some more beer. I have plenty of money from my lending society," MrMakunampali emphasizes.

1. "Here are cigarretes, continue smoking and drinking. I want to buy a leg of a chicken for K1.00 from that lady, Iam coming to join you just now," says Nakeebwa.

3. "Look! Time has gone! Iam late for weeding on my cotton field," says Mr.Simulyakamana.

2. "Mr. Lord! Do not worry about weeding for weeding is co-wives' work," says Miss Nakeebwa.

"Heavy beer makes us strong and happy," they concluded.

Valley Self-Help Promotion Society (VSP) is an independent financial institution founded by a combination of members of Gwembe South Development Project (GSDP) and Gossner Service Team (GST) in 1970 with a small loan from Gossner Mission (GM) designed to uplift the standard of living of the Gwembe South Valley people. It was officially registered in 1980. Membership into the society is open to everybody without purchasing of shares. Members are elected annually by the General Membership.

Today you are all reminded by the Canoe-Newsletter that you belong to VSP, a financial institution owned and controlled by you. It serves you with essential commodities at low prices, such as salt, sugar, meal, cooking oil, washing powder used clothes, a variety of seeds and school uniforms. It provides you special facilities, such as Sikaneka Health Centre and water supplies. It is your nearest local Bank from which you obtain loans without discrimination.

A loan is a sum of money which your financial institution lets you to use, provided you repay it along with interest, the rent for the use of money you have borrowed as a loan. By law, VSP can not charge you interest more than 6% per month on your loan. Repaying the loan according to the society's rules laid down in the application form is easy and profitable. But if the money loaned is used on unsuitable development work it becomes difficult to repay it for interest ~~or~~ increases monthly. This is one of the Society's problems which often arises in obtaining the refund of the loans previously made to members which can be due to crop failure or other causes outside the control of the debtor or it can be due to sheer dishonesty or misuse of loans.

VSP lends money to able individual persons or groups of persons who intend to develop themselves in the field of suitable development activities, such as :-

1. Farming, which helps a farmers to produce cultivated cash crops, i.e. cotton and sunflower.
2. Educational fees, which enables pupils to acquire better education for clear thinking and good leadership.
3. Housing, which assists families to have good health and be to produce more wealth from land.
4. Purchasing of articles which are of profit making, such as a fishing net for use on Lake Kariba on a carpenter's saw.

Normally, the applicant states the purpose of the loan, which may be true or false, the means of returning the loan, the way of returning it, the duration of holding it and the security he has to offer when the intended activity fails due to incompetence, inefficiency or dishonesty in one form or another. He has also a witness who assists him to repay his loan when he fails completely.

In a financial institution where all members are shareholders a witness pledges his shares for his friends' loan so that then his friend has enough security. As a witness, he is obliged to lose his money if his friend does not repay his loan.

Loaning means risk. VSP risks when it lends its little money to wrong loanees and thus, a proper loan-control policy is necessary if it wishes to reduce its risks. All this involves an adequate check on the loan-worthiness of the individual to whom the loan is to be given, i.e. proper restriction on the amount individual loanees are allowed to reach and reasonable control of the length of time loans are allowed to be outstanding. The history of the person applying for a loan has to be investigated. It would obviously be unwise to extend loaning to someone who has a long record of unpaid loans and insolvencies. Additionally, the nature of the work, the income, the financial resources and commitments of the applicant must be inquired into, for a guidance to the extent of the loan which is allowed.

In recent years most VSP loanees have had serious problems in repaying their loans and these include the following:-

1. Frequent drought which has been causing and which will cause poor harvest of crops. Usually, what is promised to be repaid when nothing is harvested from the field is not repaid because the loanee himself had had no purpose in the use of the loan. He fails to fulfil his promise and thus, he is often penalised by poverty.
2. Using the loan on unsuitable development work. You may recall that you pretendedly that you were going to utilise your loan on cotton production but instead you spent it on buying heavy beer or for. paying for extra co-wives who have now brought you problems of feeding, clothing and bedding. The need for more co-wives made you to use your loan wrongly, resulting in much poverty. This is definitely one of the problems of Zambian development.

Most VSP loanees have not fulfilled rules contained in their application forms partly because they had wrong purposes in obtaining loans or partly because they do not know how to develop themselves or partly because they had no ideas about the formation of VSP.

So, because of your failure in repaying your loan due to one of the reasons mentioned above your society is unable to give more loans to more other members. Your failure in repaying your loan has made it difficult for VSP Society to operate effectively. Thus, the success of your society depends on your success in repaying your loan. One of the causes of poverty and backwardness in any area is using loans on unsuitable development work.

Loan wisely and repay your loan promptly and fully.

4. SEED PROGRAMME - (G.K.MADYENKUKU)

In the year 1983/84 season the seed distribution programme came to being. This had to be born due to the extend drought which had taken place as from 81/82 seasons which is still continuing to date.

The following seed were bought out of the funds received from the Canadian High Commissioner of the and some from the Gossner Mission. Nzembwe, Kapila, Dekanya and Early Maturing Maize (Zimbabwe) The distribution was carried out in all three sub districts of the Gwembe Valley where this local early maturing seeds were vanishing. During the year 1984/85, we continued this time we were only able to get CG4141 and Pioneer (maize) however we continued to re-enforce the Nzembwe and Kapila plus Dekanya in all three areas. But for maize we were only able to distribute in the Gwembe South, this was due to lack of transport.

The results of production on these seeds is highly recommended by the people in the area both local seed and the hibrids seeds, and the revival of the once disappeared seed in some areas is now in plentiful.

At the last meeting of Gwembe North Steering Committee it was agreed that we from this end take care of Gwembe South and part of Gwembe Central up to Lufuwa river after Chamwe, The seeds are sold therefore the same money is used as a revolving fund.

Hoping to receive your remarks friend reader.

PROPOSAL FOR A TONGA CULTURAL CENTRE (MUSEUM & CRAFTS SHOP)

(WALTRAUT VAN VLIET)

1 Present situation

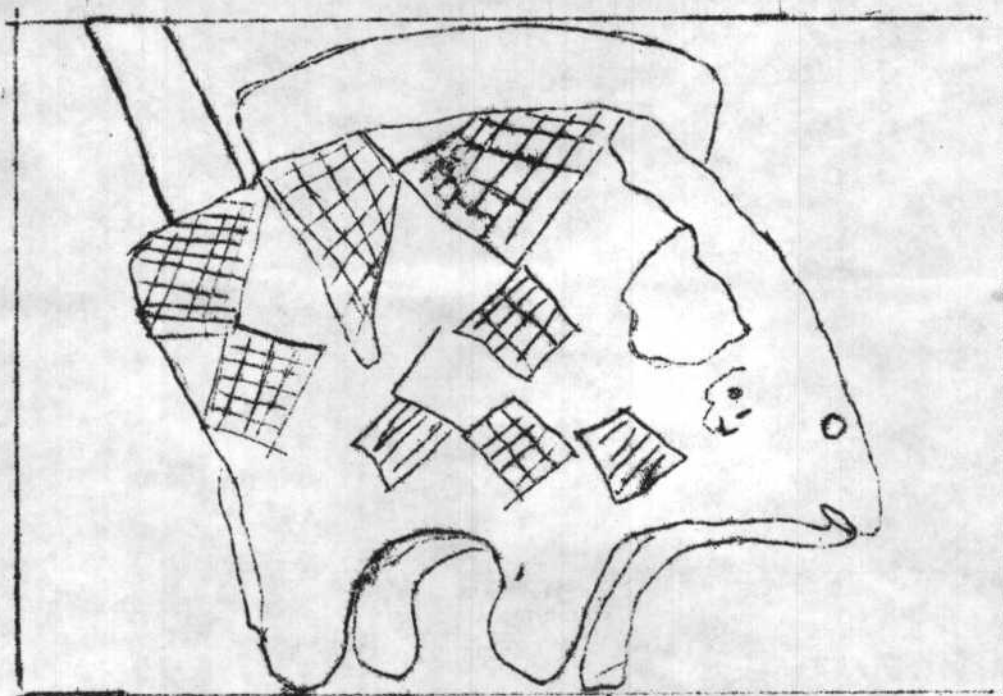
At Nkandabbwe Gossner Camp one building is presently occupied by Tonga Crafts. Part of the building contains items which have been bought from villagers in Gwembe South. The exhibition shows articles which were and are used in Tonga village life and things which are presently developed in the villages. The other part consists of a shop where traditional crafts are displayed and stored for selling. Some items are taken to Lusaka for selling. The money used to buy the items for the museum came from the Gossner Mission. The shop is at present under VSP. There is one full time employee who buys the crafts and looks after the shop. He is paid by the Tonga Crafts Department of VSP. He also looks after the museum and takes occasionally items for exhibitions.

2 Objectives

1. to establish a new Tonga Museum and Crafts Shop
2. to preserve the cultural and historical heritage of the Valley Tonga people and strengthen their cultural identity
3. to display the tonga culture to the public, incl. schools
4. to preserve the skills of making traditional crafts
5. to help the craftsmen/women to get some income
6. to generate money for the project by selling crafts
7. to arrange special exhibitions, workshops and other activities

3 Description

1. The organisational set up of the Tonga Cultural Centre has to be clarified. Museum and shop must be one entity and it is anticipated that the running costs of the project can be covered by the profit made in the shop. The organisation should be a local and independent one. Therefore interested local people, local leaders and the schools must be involved in the project.
2. An experienced person has to draw a plan for the buildings using as much local material and traditional style of building as possible. A contractor and building supervisor is needed for the construction.
3. Outside financial assistance is needed and possible donors have to be approached.
4. The buying of crafts has to be intensified in order to generate more money. This includes visiting craftsmen/women, contacting schools and clubs and teaching people how to improve their crafts. Also the collection of items in the museum has to be increased. The museum staff has to be trained how to preserve the items.
5. The place for the new cultural centre has to be chosen. It should be reached.



MAN'S PIPE PRESERVED IN A MUSEUM FOR HISTORICAL PURPOSE

Most people do not know the meaning of the word "Museum". This can be seen in the way they spell it. They often spell it wrongly. Some of them think that the word, Museum means "Mizimu (shades)." This is because a museum is a building in which objects, illustrating art, crafts, history, science, etc, are displayed. Also some of these items in a museum, such as strings of beads, spears, funeral axes, etc, represent shades of the dead. But, this is not the full meaning of the word museum.

Because it contains various cultural objects, a museum is an academic institution and cultural centre. It is a living institution and a tool of development.

A museum conserves crafts and preserves them for future generations; without a museum, there would be no department of tourism that brings high incomes to the nation.

Gossner Mission



Handjerystraße 19-20
1000 Berlin 41 (Friedenau)
Fernsprecher: (0 30) 85 10 21

Gossner Mission · Handjerystraße 19-20 · 1000 Berlin 41 (Friedenau)

Honorable Chief Sinazongwe
Chairman of The Valley
Selfhelp Promotion Society
P.O. Box 8
Sinazeze / Z a m b i a
AFRICA

- ☐ Indien
- ☐ Nepal
- ☐ Zambia
- ☐ Öffentlichkeit
- ☐ Gemeindedienst
- ☐ Verwaltung

Berlin, den
October 23, 1985

Dear Chief Sinazongwe,

Let me first express to you our high respect and best greetings and wishes hoping that you and your family are well.

To our great relief and joy the good news has reached Berlin that VSP has employed a new coordinator and is back in full operation again. Our good wishes may be with him and his work for the benefit of the society and the advantage for the whole area.

This leads me to a matter which I would like to bring to your kind notice and consideration.

During my last visit in May we agreed in general that Gossner Mission should assist VSP by seconding a qualified person to advise the members of the Executive Committee in matters of management, business and administration.

The request of VSP remained in my mind since then and after my return I have been trying to find some-one who would fit into what you expect. I am much confident that we shall be able to send some-one early next year.

During the last weeks however it became clear to me that we need to clarify two questions prior to any employment, which we touched only vaguely and insufficiently.

1. What kind of work does VSP want this person to do? What should be the task and daily duties for such a person?
2. What kind of position or status within the frame of VSP do you think should this person be admitted? What is his authority and responsibility, and what will be the authority and responsibility of the Coordinator and of the Executive Committee?

You certainly will agree with me that guidelines should be put in writing as clearly and precisely as possible to provide the most effective cooperation and to avoid possible tensions or even frustrations.

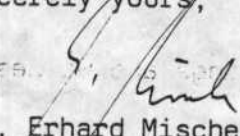
/-2..

- ☐ Indien
- ☐ Nepal
- ☐ Zambien

Now I would like to ask you kindly to discuss these points within the Executive Committee and let us know your opinion and decision.

I want to assure you our affection and our concern with the development of Gwembe South and the ways to strengthen self-sufficiency and self-reliance of the people. You can be assured that Gossner Mission is determined to continue the work and assistance in Gwembe South as long as you decide we should stay.

With kind regards,
Sincerely yours,


Rev. Erhard Mische

cc/Gossner Service Team
cc/Mrs. Sietske Krisifoe

The Valley Selfhelp Promotion Society,
P.O. Box 8,
Sinazeze.

13th September, 1985

Mrs. M. Meja,
Gwembe South Development Project,
P.O. Box 3,
Sinazeze.

Madam,

TYPING ALLOWANCE

I am directed to inform you that, the VSP Exco. meeting of Tuesday 10th August, 1985 resolved to accord to you an allowance of K20.00 monthly. This is with effect from 1st August, 1985. The VSP Exco. salutes you outrightedly, for the tremendous work you rendered the entire VSP in the past for no pay. The committee feels that this little incentive will cause more vigour in you to assist the VSP as need may arise.

We appreciate your co-operation in this connection most sincerely.

For the VSP.

(sgd)
H. Siachingili
SECRETARY

cc The Chairman - VSP
cc All members of the VSP Exco.
cc The Project Co-ordinator- GSDF
cc The Programme Co-ordinator- VSP
cc The Secretary - Gossner Service Team

VSP EXCO MEETING MINUTES OF 10TH SEPTEMBER, 1985

A) Present were: Chief Sinazongwe - Chairman
Mr.H.Siachingili - Secretary
Mr.G.K.Madyenkuku - Vice Chairman
Mrs.L.S.Syamasamu - Exco. member
Rev.Van Vliet - Vice Secretary
Mr.S.A.Siachaluza - Vice Treasurer/Co-ord.

In attendance were:-

Rev.W.van vliet - advisor
Mr.K.W.Schaefer - IRDP (Advisor)
Mr.W.Ncite - GSDP

Absent without apology were:

Mr.J.Malyango - Exco. member
Sr.Alice - Church Rep.(catholic)
Rev.Mubiana - Church rep (UCZ)

Prayer - led by Rev.W. van vliet

Minute No. 1/85- Chairman's Opening Remarks

The Chairman (Chief Sinazongwe)briefly welcomed the members to this meeting which started late (at 11.55hrs) due to the hand-overwhich had just been conducted, between Mr.E.Syabbalo (out-gone VSP Co-ordinator) and Mr. S.A. Siachaluza (newly positioned Co-ordinator). He then declared the meeting openedjust after 12 noon.

Minute No. 2/85 - Confirmation of the minutes of 12th August, 1985
These wre confirmed as having been correctly recordedwithout ammendments.

Minute No. 3/85 -Matters arising from the 12/08/85 meeting minutes.

- (a) Due to the fact that the new VSP site at Sinazeze had not been viewed by Messers G.K. Madyenkuku, W.Ncite and J.Chavula, the committee resolved to have Mr.G.K.Madyenkuku lead the trio in seeing that this task is undergone soon.
- (b) As response to the report Mr.Schaefer gave on the proposed Batoka VSP Tonga Crafts shop construction, this committee resolved that work on this shop's foundation be initiated for soon, in conjuction with Mr.Hainelt.
- (c) Seeing that no job-description for the Tonga Crafts Manager had sincebeen formulated, the committee resolved to involve Mrs.S.Krisifoe because this lady knew plenty about Tonga Crafts business.

Minute no. 4/85- Confirmation of the 26/8/85 Exco. meeting.
These minutes were confirmed with no amendments.

Minute No. 5/85- Matters arising on the 26/8/85 Exco. meeting minutes.
Realising the amount of work Mrs.Meja (GSDP Typist) has done and is still performing for VSP., in connection with the typing of VSP minutes and many more other documents, this committee resolved to accord her (Mrs.Meja) a monthly allowance of K20.00 with effect from 01st August, 1985, as a token of gratitude.

Minute No. 5/85- Job Description for the Co-ordinator
After confirming the VSP Co-ordinator's Job description proposals prepared by Mr.Schaefer, the committee resolved that:-

- ai) A separate Bank Account be opened for Tonga Crafts, with Tonga Crafts Manager, VSP Treasurer and Rev. W.van vliet as signatories.
- aii) Tonga Crafts Department to run as a separate entity under the umbrella of the VSP Co-ordinator office.
- b) The self-help department also should hold its own Bank Account with the Co-ordinator, Treasurer and Secretary as signatories.
- c) The Transport (VSP) Department should as well own its own Bank Account with the Co-ordinator, Treasurer and the Transport Officer as signatories.
- d) All VSP Heads of subordinate departments should submit to the Co-ordinator, at each end of the month before the VSP Exco sits, their monthly reports for onward reflection to the committee.
- e) The VSP Book-keeper reserves the authority to check all VSP Books when appropriate including the lorry Log-book.
- f) The Co-ordinator should see to it that the VSP Exco. meeting minutes are typed and distributed to members at once. (this includes all other forms of VSP correspondences as need arises)
- g) Mr. Schaefer should help formulate a standard invitation letter (sample) for the use when inviting for VSP committee meetings in future.

Minute No. 6/85 - Reports from the sub-committees.

- (a) Tailoring - See appendix A.
- (b) Finance and planning - Nil
- (c) Self-Help- Some feeling was expressed that second hand cloth boxes be mostly sent to rural places.

(c) ii Roofing of the Sikaneka clinic staff houses was reported to be running smoothly.

(d) Boats;- still on the right footing .

MINUTE No. 7/85 - Any Other Business.

This item brought about the decision to arrive at the following resolutions:-

(a) that a Boat-route to Chimpalabwa be introduced soon as requested by the new co-ordinator- Mr.A.Siachaluza.

(b) That the VSP lorry should never leave the station (VSP) after 18hrs unless under situation beyond control.

(c) The lorry (VSP) be hired for long distances with the blessing of the office of the S.A.O. and (or) the Police Sinazongwe.

ii) That the chairman and Mr.Ncite (transport officer) rehearse issue in (ci) above with the Boma and Police at Sinazongwe.

The Chairman drew towards the closure of this meeting airing out encouraging sentiments to the outgoing Co-ordinator, (Mr.E.Syabbalo) and warmly welcoming the new co-ordinator (Mr.S.A.Siachaluza.) The meeting finally closed down at 15.00hrs.

Chairman

Secretary

APPENDIX A

Tailoring Programme August, 1985

Uniforms sold	K 1512.70
Money carried forward	<u>K 2191.82</u>
	K 3704.52

Expenses:-

Kafue Textiles	K 3360.00
Tailors' wages	K 374.40
N.P.F.	<u>K 17.30</u>
	<u><u>K 3751.70</u></u>

1952

RECEIPTS

For the year ended 1952

1952.70	Unit
1952.82	Money carried forward
1952.52	

1952.00	Receivables
1952.00	Textiles
1952.00	Wages
1952.00	
1952.00	

Rev. Van Nieu
Vice-Secretary V.F.P.

G.M.

Valley Selfhelp Promotion Society
P.O. Box 8,
Sinazeze.

26th August, 1985

MINUTES OF THE ADVOC COMMITTEE OF THE V.S.P. SOCIETY WHICH SAT
ON THE 23/8/1985.

PRESENT: Hon. Chief Sinazongwe - Chairman
Mr.G.K.Madyenkuku - Vice Chairman and Acting Secretary
Mr.J.C.Chavula - Treasurer
Mrs. L.Syamasamu- member
Sr. Alice

ABSENT WITH APOLOGY - Rev.Van Vliet - sick
Mr.A.Syachaluza (as an applicant)

ABSENT WITHOUT APOLOGY- Mr.J.C.Malyango
Rev.Mubiana
Mr.H.Siachingili

IN ATTENDANCE - Mr.K.Schaefer
Mr.E.Syabbalo

Meeting was called to order at 11.00hrs. Sister Alice gave an opening prayer.

Matters for discussion- Appointment of V.S.P. Co-ordinator

The Chairman thanked the members present for having come. Urged them to take the matter ahead of them very seriously as this affected the future of the V.S.P. Society, the peoples society.

Point 1- The Chairman read out a letter from P.N.C. management on Mr.C.D.Njase, after the reading of the letter, members found out that the report was not favourable, therefore we were left only with one application to consider for appointment to the job of V.S.P. Society Co-ordinator.

After some consideration Mr.Syachaluza Alfred was taken on. The committee felt that he shall be taken on 6/12 probation period starting from the 1st of September, 1985. That a threeman committee be chosen to make a monthly report on his performance to the full committee.

It was also considered that Mr.Syabbalo should not pull out of the office so suddenly, he should handover to Mr.Syachaluza in a peaceful friendly manner, both Mr.Syabbalo and Rev.Van Vliet should lead the youngman into his new job by introducing him into the job and areas of operations.

Job Description

It was concluded that Mr.Schaefer shall make one out of the present skeleton work plan of V.S.P.

VSP

GM

VSP EXCO. MEETING MINUTES OF 12TH AUGUST, 1985

Attendance:

Present were:

Chief Sinazongwe	- Chairman
Mr. H. Siachingili	- Secretary
Mr. Madyenkuku	- Vice Chairman
Mr. J. C. Chavula	- Treasurer
Mrs. L. Siamasamu	- Member
Mr. K. W. Schaefer	- Advisor
Mrs. Maria Schaefer	- GST
Mr. E. Syabbalo	- Tonga Crafts
Mr. W. Ncite	- GSB
Sr. Alice	- Roman Catholic - Maamba

Absent with apologies

Mrs. Van Vliet
Rev. Van Vliet
Mr. J. Malyangā
Rev. Mubiana - UCZ - Maamba

Prayer- led by Mr. Madyenkuku

Minute No. 1/85- Chairmans Opening Remarks.

Chairman informed the house that ICCO had given green light for applications for training for the VSP workers. Then declared this meeting opened shortly before 11.00hrs of this day.

Minute No. 2/85 - Applications.

Following the final scruting of the VSP Co-ordinator for post applications, the committee resolved that:-
(a) the unsuccessful candidates be notified accordingly by the Secretary.
(b) the four succesful applicants (at this stage) be invited for an interview on Friday 16th August, for the final selection of one for the post.

Minute No. 3/85- VSP offices and Tonga Crafts Shop.

In view of the warning letter from the GSDP in connection with evaluating the VSP from current premises to an own type, the committee resolved that:-
(a) Messers G. K. Madyenkuku, J. C. Chavula and W. Ncite should survey for a new VSP premises area at Sinazeze.
(b) A VSP Tonga Crafts Shop be established at Batoka as an incetive for expansion of the Tonga Crafts sales and Mr. Walter to assist in planning for the shop. Mr. Madyenkuku, Mrs. M. Schaefer to rehearse with Mr. Walter over the shop establishment.

Minute No. 4/85 - Sinazeze Hall

Responsing to a letter that came from the GST in connection with this hall the committee resolved that:-
(a) to buy the hall and pay for its price in instalment.
(b) Secretary replies to GST reflecting the idea in (a) above.

Minute No. 5/85- Tonga Crafts Organiser- Job Description.

Due to adequate needed to formulate the job description of the Tonga Crafts Supervisor the committee resolved to give this task to the finance and planning committee.

Minute No. 6/85- Report from the management.

From the out-going Co-ordinator report resolved that:-

- (a) all transport (VSP) issues should be fefered to the transport officer.
- (b) All transport hiring for VSP lorry must have the blessing of the transport officer.

Minute No. 7/85 - Reports from the Sub-committee.

From Mrs.M.Schaefer's tailoring dept. report committee resolved:

- (a) that tailors get K10.00 house allowance hence forth.
- (b) tailors should have service files henceforth.

Minute No.7b/85- Selfhelp

Work at Sikaneka clinic on staffhouses progressing on well.

Minute 7c/85- Boats and Lorry transport.

Mr.K.W.Schaefer reported that the Jongola boat had since been handed over to the Youth Co-operative-Sinazongwe. Mr.Ncite reported that the Lorry Log Book was in use properly now. Mr.Schaefer to instruct the BookKeeper to prepare the claims from the Log Book.

Minute No. 8/85- Date for A.G.M.

Due to the fact that the Auditor's report had not been scrutitnised by this committee it resolved to have the A.G.M. date fixed later.

Minute No. 9/85- Any Other Business.

In view of the prevailing complaints by VSP lorry handman and driver over night allowance the committee resolved that:-

- (a) request Messers G.K.Madyenkuku and K.W.Schaefer t to investigate this issue.
- (b) the new co-ordinator should rehearse with the transport officer over the issue in (a) above.

Meeting closed down at 15.18hrs.

CHAIRMAN

SECRETARY

GM.
Gwembe South Development Project.

P.O. Box 3,

Sinazeze.

30th July, 1985

Eingegangen

26. Aug. 1985

Erledigt:

The staff members of
Gwembe South Development Project.

The staff meeting takes place on the 1st of August, 1985
under the chairmanship of Mr. Hantuba the Project Co-ordinator.
Venue at Nkandabbwe meeting room, time as usual 09.00hrs.

A G E N D A

1. Calling the meeting to order
2. National anthem or prayer
3. Chairmans opening remarks
4. Confirmation of last minutes
5. Matters arising from the previous minutes
6. Budget B/malima
7. Budget Gwembe South Dev. Project
8. General verbal progress reports of the project activities
9. Any other business
10. National anthem or prayer
falled by Close down.

(signed)

G.K. Madyenkuku

PROJECT SECRETARY

Eingegangen

26. AUG. 1985

Erledigt:

Valley Selfhelp Promotion Society,
P.O. Box 8,
Sinazeze.

10th July, 1985

MINUTES OF THE VSP EXCO. MEETING OF 11TH JUNE, 1985

ATTENDANCE:

Chief Sinazongwe - Chairman
Mr. G.K. Madyenkuku - vice chairman
Mr. H. Siachingili - Secretary
Mr. J.C. Chavula - Treasurer
Mr. S.A. Siachaluza - Vice treasurer
Mrs. L.S. Syamasamu - Comm. member
Mr. W. Ncite - G.S.B.
Mr. K. Schaefer - Co-ordinator IRDP
Mrs. M. Schaefer - GST
Sr. Alice - Roman Catholic

MINUTES NO. 1/85 - Chairmans Opening Remarks:

From the chairman's opening sentiments the committee resolved that:-

- (a) the boat leasing contract between VSP and Ministry of Health be accepted in principal at K5.00 minimal annual fee.
- (b) the condition in (a) above be in-force with the Fishing Co-operative at Sinazongwe.
- (c) the chairman, secretary and one Gossner Team Member should jointly sign the contract in (b) above.
- (d) the Fishing Co-operative in mention, provide the VSP with their constitution and be registered under the ministry of Co-operatives
- (e) the letter reflected by the chairman to KORAT-Kenya be processed as proposed.
- (f) Mr. W. Sianjobo (out gone book-keeper) be dismissed with immediate effect following his embezzlement of approx. K1,583.90 (VSP Society money).

MINUTE NO. 2/85 - Confirmation of the previous minutes:

The minutes were confirmed as correct recording with amendments.

MINUTE NO. 3/85 - Matters arising from the minutes.

In view of the fact that the VSP management had never presented to the committee some action sheet, the committee resolved to request the management do so in future.

MINUTE No. 4/85 - Report from the Sub-committees

(a) Finance -

- (i) In view of the unavailability of the financial statements for 1984 and 1985 the committee resolved that the treasurer, vice, Rev. and Mrs Vliet help prepare the two documents.
- (ii) the committee also resolved that Doctor Mayiya remains operational as VSP general worker.

- (b) Boats: Nil
- (c) Self-help: From the works report for Sikaneka clinic, given by the workssupervisor Mr.Ncite, the committee resolved that:-
 - (i) more cement should be purchased for Sikaneka clinic staff houses.
 - (ii) the Gossner Mission be requested to assist meet the Sikaneka clinic expenses.
 - (iii) Sikaneka clinic workers be paid their dues with Saturday hours inclusive.
- (d) Tailoring: In view of the rapid rising of uniform material costs the committee resolved to authorise the tailoring dept. to raise the uniform costs accordingly.

MINUTE No. 5/85 - REPORT FROM THE MANAGEMENT.

The VSP management reflected the monthly report on various administrative and commercial undertakings of the society for the current month.

MINUTE NO. 6/85 Loans

In view of the uncertainty as to how much money was available for the granting loans the committee resolved that:-

- (a) some budget be drawn by the finance and planning committee in future.
- (b) the loan application from Sinazongwe social club be shelved until further notice and a reply be sent to in this connection.
- (c) Only K100.00 loan be given to Mr.Madyenkuku.
- (d) Mr.S.A.Siachaluza's loan application be shelved until funds were available in future.

MINUTE NO. 7/85 - Applications

Committee resolved that:-

- Messers Hachoba and Mbewe applications to buy or rent the VSP garage be shelved for further consideration.
- (b) the application to hire VSP transport for Chibuku deliveries from Choma be rejected.

MINUTE No. 8/85 - VSP Transport

Committee resolved that:-

- (a) the lorry driver and handman be given work conditions for the betterment of the lorry usage.

MINUTE NO. 9/85 - Any Other Business

Committee resolved to advertise the post of Co-ordinator as a result of length of the period this post had fallen vacant with 15th July, 1985 as closing date.

The meeting closed down late afternoon at 18.05 hours.

Chairman

Secretary

9M.

THE VALLEY SELF-HELP PROMOTION SOCIETY,
P.O. BOX 8.
SINAZEZE.

11TH JUNE, 1985

TO:
ALL MEMBERS OF THE GENERAL PUBLIC
GWEMBE SOUTH.

Comrades,

VSP ADVERTISEMENT NO. 2 OF 1985

THE VSP SOCIETY HERE-IN-UNDER, ADVERTISES FOR THE VACANT POST OF VSP PROGRAMME CO-ORDINATOR, AND SUBSEQUENTLY INVITES FOR APPLICATIONS FROM SUITABLY QUALIFIED PERSONS.

QUALIFICATION REQUIREMENTS ARE THAT:-

- (a) APPLICANTS MUST HAVE ZAMBIAN CITIZENSHIP.
- (b) APPLICANTS SHOULD BE IN POSSESSION OF EITHER A STD 6, FORM II, FORM III, SCHOOL CERTIFICATE OR G.C.E. ORDINARY CERTIFICATE, WITH SOME ADDITIONAL MINIMUM EXPERIENCE OF THREE YEARS IN BUSINESS ADMINISTRATION.
- (c) APPLICANTS SHOULD BE RESIDENTS OF THE AREA BETWEEN CHIYABI AND SIAMPONDO i.e. GWEMBE SOUTH.
- (d) APPLICANTS MUST NOT BE LESS THAN 30 YEARS AND NOT MORE THAN 50 YEARS OF AGE.

THE SUCCESSFUL CANDIDATE WILL RECEIVE SOME BASIC ENTRY SALARY OF K1920.00 per annum. ALL APPLICATIONS TO BE ADDRESSED TO:-

THE SECRETARY,
VSP,
C/O SINAZEZE SCHOOL,
BOX 18
SINAZEZE.

CLOSING DATE: 15th JULY, 1985 (MONDAY)

N.B. ALL APPLICATION MUST BE SUPPORTED BY PHOTOSTAT COPIES OF THE ACADEMIC CERTIFICATE(S) AND ANY APPROPRIATE TESTIMONIALS OR REFERENCES.

FOR THE VALLEY SELFHELP PROMOTION SOCIETY,

(SIGNED)
H.SIACHINGILI
SECRETARY
VSP

1 9M

AUDITOR'S REPORT TO THE MEMBERS OF VALLEY SELF HELP
PROMOTIONS SOCIETY

1. I have examined the accounts set out on pages (2) to (5) which have been prepared in accordance with the historical cost convention
2. Certain basic accounting routines such as: reconciliations and balancing of the books were not carried out until after the year ended. Therefore adequate books were not kept on a current basis during the course of the financial year to exercise the certain vital management controls over the affairs of the society.

Due to the above reasons the society failed to submit the accounts within the stipulated period after the end of the financial year - 31st December, 1984.

3. Included under current assets are amounts of K6566.90 and K5756.00 being cash on hand and closing stock. These amounts have been supported by documents.
4. I report that:-
 - (a) I have received all the information and explanations which I required;
 - (b) except for the matter referred to in paragraph 2 above, the books of account were properly maintained and the accounts are in agreement therewith;
 - (c) In my opinion the accounts show a true and fair view of the society's state of affairs as at 31st December, 1984 and of its results for the year then ended;
 - (d) All the transactions which came to my notice were within the objects and powers of the society.


P.L. MWENVE
AUDITOR

20th May, 1985



VALLEY SELF-HELP PROMOTION SOCIETY INCOME AND EXPENDITURE
ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER, 1984

<u>INCOME</u>	<u>NOTES</u>	<u>1984</u>	<u>1983</u>
Black smithing		6.00	35.00
Brickmaking		-	210.00
Sewing programme		18282.70	541.09
Cycle spares		2.70	2.25
Commodities		6877.05	5025.75
Rice Sales		-	-
Cement		73.00	314.30
Tonga crafts		17981.58	17164.25
Maize/Mealie meal		53448.60	91736.36
Self-help general clothes		16762.13	8734.80
Sikaneka Self Help clinic		55.00	62.00
Sinazeze Self Help Clinic		-	-
Water Development Programme		1565.00	3446.92
Transport		5867.45	3529.30
Seminars		-	1455.25
VSP workshop		30.00	-
Motherless child donations		-	-
Miscellaneous		6323.76	461.52
Management		2208.00	3183.97
Chiabi Clinic donations		-	-
Bank fees		153.18	-
TOTAL INCOME	(a)	129636.15	135902.76
<u>EXPENSES</u>			
Blacksmithing		-	335.00
Bank fees		121.55	196.65
Brickmaking		-	-
Sewing programme		13753.58	6492.52
Cycle spares		-	-
Commodities		5285.60	4254.00
Cement		73.00	404.50
Tonga craft		11407.28	7749.94
Maize/Mealie meal		49068.15	73703.20
Self help general clothes		2236.56	117.00
Sikaneka self help clinic		10747.46	1489.17
Water development programme		2770.60	4250.00
Transport		24822.60	15958.12
Seminars		440.10	396.90
Workshop		260.65	119.00
Rice purchase		-	-
Grinding mill		-	-
Sinazeze SHH expenses		-	-
Motherless child donations		-	-
Chiabi clinic expenses		-	-
Miscellaneous		3947.29	2807.41
Management		4374.50	4501.78
Accounting and Audit fees		650.00	500.00
Dryland farming		-	-
Fruit and Vegetables		-	-
Provision for depreciation:			
Buildings 10%		441.00	490.00
Machinery 33%		410.00	611.12
Motor vehicle 30%		2243.00	3204.00
Equipment, Furniture and Fittings 10%		109.00	121.00
		133161.92	127701.31
Less Closing Stock 31-12-84		5756.00	-
TOTAL EXPENSES	(b)	127405.92	127701.31

Surplus/(Loss) before grant	2230.23	8201.45
Grant	-	10680.00
Prior year adjustments	-	(294.18)
NET SURPLUS/(LOSS)	<u>2230.23</u>	<u>18587.27</u>

APPROPRIATION STATEMENT FOR THE YEAR ENDED 31ST DECEMBER, 1984

Surplus balance brought forward	36060.68	17473.41
Net surplus (Loss) for the year	<u>2230.23</u>	<u>18587.27</u>
Retained earnings	38290.91	36060.68
Amounts adjusted	-	-
Less amounts appropriated	-	-
Retained earnings transferred to balance sheet	<u>38290.91</u>	<u>36060.68</u>

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VALLEY SELF-HELP PROMOTION SOCIETY
BALANCE SHEET AS AT 31ST DECEMBER, 1984

<u>ASSETS</u>	<u>NOTES</u>	<u>1984</u>	<u>1983</u>
<u>Current Assets</u>			
Cash on hand		6566.90	3173.70
Cash at bank - standard		8302.10	16242.49
Cash at bank - Z.N.B.S.		8543.28	5828.10
Deposit - Prison Industries	1	1000.00	-
Loan receivable	2	127.20	189.86
Stock (31-12-84)	3.	5756.00	-
Accounts receivable	4	4534.90	1708.00
Sundry debtors	5	895.00	-
TOTAL CURRENT ASSETS	(a)	35725.38	27142.15
<u>FIXED ASSETS</u>			
Buildings	6.	3971.00	4412.00
Machinery	7	832.00	1242.00
Equipment, Furniture and Fittings	8	977.00	1086.00
Motor vehicle	9	5233.00	7476.00
TOTAL FIXED ASSETS	(b)	11013.00	14216.00
TOTAL ASSETS	(a+b)	46738.38	41358.15
<u>LIABILITIES AND SHAREHOLDERS INTEREST</u>			
<u>CURRENT LIABILITIES</u>			
accrued expenses	10	650.00	500.00
Sundry creditors	11	3000.00	-
Accounts payable	12	4797.47	4797.47
TOTAL CURRENT LIABILITIES	(c)	8447.47	5297.47
<u>Shareholders: Interest</u>			
Share capital		-	-
Retained earnings	13	38290.91	36060.68
TOTAL SHAREHOLDERS' INTEREST	(d)	38290.91	36060.68
TOTAL LIABILITIES AND SHAREHOLDERS' INTEREST	(c+d)	46738.38	41358.15

The notes on page (5.) and (6.) form part of these accounts
Auditor's report on page (1)

5

VALLEY SELF-HELP PROMOTIONS SOCIETY

NOTES TO THE ACCOUNTS - 31ST DECEMBER, 1984

1. Deposit - Prison Industries K1000.00
The amount above was deposited for office furniture uncollected as at 31st December, 1984.
2. Loan Receivable K127.20
Staffs loan balances unpaid as at 31st December, 1984
3. Closing Stock K5756.00

Stock in VSP Office - Nkandabwe	K4537.00
Stock outside VSP office	<u>1219.00</u>
	<u>K5756.00</u>
4. Accounts Receivable K4534.90

Accounts receivable - Trade (individuals)	K1708.00
Accounts receivable - Trade (Primary Schools)	<u>K2826.90</u>
	<u>K4534.90</u>
5. Sundry Debtors K895.00
Maaze Consumers Cooperative Society
6. Buildings K3971.00

Balance brought forward (1-1-84)	K4412.00
Less provision for depreciations	441.00
Current value as at (31-12-84)	<u>K3971.00</u>
7. MACHINERY 832.00

Balance brought forward (1-1-84)	K1242.00
Less provision for depreciations	410.00
Current value as at (31-12-84)	<u>K 832.00</u>
8. Office Equipment Furniture and Fittings K977.00

Balance brought forward (1-1-84)	K1086.00
Less provision for depreciations	109.00
Current value as at (31-12-84)	<u>977.00</u>
9. MOTOR VEHICLE K5233.00

Balance brought forward (1-1-84)	K7476.00
Less provision for depreciations	K2243.00
Current value as at (31-12-84)	<u>K5233.00</u>
10. ACCRUED EXPENSES K650.00
These are accounting and auditing fees
11. SUNDRY CREDITORS 3,000.00
Gossner service Team
12. ACCOUNTS PAYABLE K4797.47
Gwembe South Builders Cooperative Society Ltd
13. RETURNED EARRINGS K38290.91

Balance brought forward (1-1-84)	K36060.68
Net surplus for 1984	<u>2230.23</u>
accumulated surplus balance(31-12-84	<u>K38290.91</u>

Valley Selfhelp Promotion Society,
P.O. Box 8,
Sinazeze.

To:
All Exco. Members
All Permanent Invitees
All Advisors
VSP.

Comrades,

EXTRA ORDINARY BRIEF MEETING TUESDAY 23RD APRIL, 1985

This is to invite you all to the above meeting on the above date. Time 10.00hrs. The main purpose of this meeting will be to meet Mr. Mische of Gossner Mission of the Federal Republic of Germany and discuss general topics concerning V.S.P.

For the VSP

(Signed)
H. Siachingili
SECRETARY

Veronika Kölle

**Basler Mission
Deutscher Zweig e.V.
Stuttgart**



**Bezirksstelle
Tübingen**
7400 Tübingen
Christophstraße 6
Fernsprecher
(07122) 33215
9.1.85



An die
Gossner Mission
Handjerystr. 19/20
1000 Berlin 41

Sehr geehrte Damen und Herren,

im Juli 1984 haben wir vom "Tü-
binger Konto für Hungernde in aller Welt" zugunsten von Herrn
und Frau Schäfer, Zambia eine Sammlung durchgeführt für das Pro-
jekt "Schuluniformen", laufend über das VSP Programm. Dafür ka-
men DM 2000.- ein. Ich habe daraufhin sofort über die WEM Ham-
burg 4 handgetriebene Nähmaschinen bestellt, die per Container
nach Zambia verfrachtet werden sollten. Lt. Angaben der WEM dürf-
te/der hierfür benötigte Betrag incl. Versandkosten ca. DM 1000.-
betragen. Leider habe ich bis heute noch keine genaue Rechnung
dafür bekommen. Ich habe aber heute den geschätzten Restbetrag
von DM 1000.- für Ihr Brunnenbohrprojekt, Zambia (ich bekam die
Unterlagen für Ihre Projekte von Frau E. Furthmüller, Stammheim)
an die G.Mission überwiesen, da ich ab 14.1.85. mich zu einem
Sonderauftrag wieder in Duisburg befinde für ca. 2 Mt., Adresse:
Kindernothilfe e.V.

Postfach 28 11 43
4100 Duisburg 28.

Ich bin Schriftführerin des oben genannten "Tü. Kontos", und
frühere Kollegin von Kl. Schäfer und E. Furthmüller im DIMÖ
Reutlingen.

Mit freundlichem Gruß!

Veronika Kölle

Erhard Mische

18.1.1985

Veronika Kölle

z.Z.

Kindernothilfe e.V.

Postfach 28 11 43

4100 Duisburg 28

Sehr geehrte Frau Kölle!

Ganz herzlichen Dank für Ihren freundlichen Brief vom 9.1.85 und Ihrer großartigen Hilfsaktion zur Unterstützung der Arbeit von Herrn und Frau Schäfer. Wir werden beide davon unterrichten.

Im letzten Jahr habe ich das Näh-Programm erlebt und beobachtet, wie die Menschen mitmachen und sich freuen, daß sie diese Beschäftigungsmöglichkeit erhalten haben. Für VSP bedeutet es zusätzliche Einnahmen, die dann in andere Projekte gesteckt werden können.

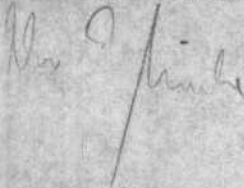
Ich hoffe auch, daß die Nähmaschinen bald auf die Reise geschickt werden können. Es ist nun notwendig, daß gleichzeitig an Frau Krisifoe, unser Liaison Officer in Lusaka, ein "gift certificate" und "ein bank statement" geschickt werden, damit sie die Maschinen auch durch den zambischen Zoll bekommt. Sonst muß zusätzlicher Zoll gezahlt werden und das wird teuer.

Ich möchte Sie darum bitten, bei der VWEM nachzufragen, ob diese beiden Bescheinigungen auch nach Zambia geschickt worden sind. Die WEM hat die Adresse von Frau Krisifoe und weiß auch um diese Bestimmungen Bescheid. Leider vergißt sie es manchmal.

Besonderen Dank auch für die Unterstützung des Brunnenbohr-Programms mit der restlichen Summe. Dieses Programm ist langfristig angelegt und wird nicht nur in Zambia immer wichtiger angesichts der unregelmäßigen Niederschläge im Gwembetal und vielen anderen Regionen Afrikas.

Ihnen wünsche ich nun in Ihrer neuen Tätigkeit Gottes Segen und verbleibe

mit freundlichen Grüßen



Minutes of the meeting of the VSP planning committee held at Nkandabwe on 4-1-1985.

Present: Mr. G.K. Madyenkuku, Mr. H. Siacingili,
Mr. E. Syaballo and Rev. J. van Vliet.
Guest: Mrs. S.C. Krisifoe.

Item 1: Letter about the reorganisation of VSP society.

This item was referred by the VSP executive committee meeting of december 1984 to the planning committee for discussion and advice.

The planning committee resolved following recommendations:

Proposal 1: We agree that

- 3 members of the VSP executive committee come from Sinazongwe area.
- 3 members of the VSP executive committee come from Mweemba area.

But we recommend that:

- only such candidates should stand who are prepared to be active in the ex-co.
- the members should be elected, not nominated by their respective areas.

Proposal 2: We agree that

- 2 members should be nominated by the United Church of Zambia (1) and by the Roman Catholic Church (1).

We recommend that

- the VSP ex-co will consist of 8 members (6 from the areas, 2 from the churches).
- the chairman and vice-chairman come from the churches.
- all other office bearers come from the areas. The head office bearer and the vice should come from different areas.
- the office bearers are elected by the 8 members of the VSP ex-co.

Proposal 3: We agree that

- both chiefs should be advisors to the VSP ex-co.

Proposal 4: We do not agree, but recommend that

- 2 members of the Gossner Service Team are advisors to the VSP ex-co (at least 2 members of the GST should attend the meeting, others may come in as invitees).

Proposal 5: We do not agree, but recommend that

- 2 members of the GSDP should be permanent invitees, without right of voting (like the advisors). According to programmes done other GSDP officers could be invited for explanation and advice.

Proposal 6: We agree.

Proposal 7: We agree.

Proposal 8: We do not see a need for this.

Item 2: VSP-Transport.

It was resolved that

- the VSP Programme Coordinator should write a statement of how many bags of mealmeal were delivered in 1982, 1983 and 1984.
- the VSP P.C. and Rev. van Vliet should see the VSP Transport officer, in order that the lorry programme is approved at least 1 day ahead, so that the lorry can start in time.
- the committee does not feel happy about the misuse of K 600 by the driver and lorryboy during november 1984.

Item 3: Village industries.

Mr. Mwalima, a representative of Cuso, interviewed in october and november some persons in the Gwembe Valley. Thereafter he wrote a report, in which he brings up several suggestions for small village industries. The committee members will read the report and discuss it in full at thei next meeting of the planning committee.

Item 4: Maize sales 1983.

The VSP P.C. reported that still some money of sales of maize in 1983 has to be paid to VSP. That he had written the salesman, but that up till now the case was not settled.

The committee resolved that the P.C. will write again before other actions are taken.

Item 5: Sales of mealimeal.

The VSP P.C. reported that all sales of mealimeal are going well. But in Chiyabi there is no one who can sell. The committee resolved that mr. Siacingili will investigate, because he is from that place.

Item 6: Annual General Meeting.

The planning committee recommends that the VSP books for 1984 will be audited as soon as possible, whereafter one VSP-AGM for 1983-1984 could be held.

Item 7: Workcontract VSP-Bookkeeper.

The VSP P.C. will draft a workcontract for consideration by the VSP ex-co, taking into account the recommendations made by the planning committee in its meeting on 25-10-1984.

Item 8: Salaries salesman of Tonga Crafts.

The planning committee proposes following salaries beginning from 1-1-1985:

Mr. J. Falls (nkandabwe) K.53-00 a month.

Mr. J. Ebuka (Siabaswi) K.43-00 a month.

VSP

APPENDIX A

REPORT FROM VSP MANAGEMENT

1. TRANSPORT BY LAND AND WATER

(a) BY LAND: It is briefly reported that delivering of material goods by VSP lorry is very slow. Local traders who hear it are not happy about its motion for they do not receive their material goods at the right time. They complain about its movement. Normally, a week's scheduled work is not completed within the estimated duration because it carried one load within two days. With a heavy load on it, it remains stationary for the whole night, exhausting tyres and tubes.

(b) BY WATER: That one boat is in progress between Zongwe harbour and Kafwambila ferry. Boat engines have been recently serviced an expert visitor. Also Mr. J. Mayuwa has recovered and he will resume his duty on boats this week.

2. USED CLOTHES

That it is still a problem to get some money from men who sell VSP used clothes because they do not sell these clothes to neighbours and they give them to their families and then find it difficult to pay VSP. Most women are good sellers of Vsp used clothes.

3. TONGA CRAFTS

This is in progress. That more funeral drums have been transported by boat from Kafwambila famous funeral drummakers to Sinazongwe harbour this month.

4. SIKANEKA PROJECT

It is reported that a man, in place of Mr. Syandole, to assist builders at this Health Centre has been selected by Sikaneke communities. Work on staff-houses is slow due to lack of some building materials.

5. PAYMENT MADE ON SEMINARS

The sum of K300.00 was recently paid to Cusa field officer, Mr. Syankondc for credit union seminars in Gwembe South Valley.

6. PROBLEMS

It is reported that the management is facing the problem of obtaining essential commodities, such as soap, cooking oil etc for sale.