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Titel

Protokolle Staff and Executive Committee Meetings Gwembe South Development Project (GSDP)

Band

Laufzeit 1994 - 1996

Enthält

chronologisch geordnete Protokolle in engl. Sprache: Senior Staff Meetings Gwembe South Development Project (GSDP) 1994-1996, auch Protokoll Senior Staff Meeting with the Evaluators, März 1994; Protokolle GSDP Executive Committee 1994-1995; Bericht zum W

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MINUTES OF THE SENIOR STAFF MEETING HELD IN THE GSDP BOARD ROOM ON MONDAY 2ND DECEMBER, 1996

PRESENT

Mr. S.D. Munsanda	- Project Co-ordinator/Chairman
Mr. J. Franke	- Liaison Officer
Ms. H. Lieby	- GM/GSDP Chairperson
Mrs. M. S. Chiimba	- Stores Assistant/Transport
Mr S. Siadibbi	- Book-keeper
Mr. C. Hamwinde	- Community Development Officer
Mr. S. Siazinkwa	- Rural Works Assistant
X Mrs. P. Siatwiko	- Accounting Officer/Secretary
X Mr. B. Mwala	- VSP Manager
Ms. E. Maluma	- Gender & Development Advisor
Mr. K. Muleya	- Extension Worker (SAP)
X Mr. H. Yoshimura	- BMIS Advisor
Ms. L. Hamusiya	- Gender & Development Animator
Mr. W. Diete	- SSVI Advisor

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IN ATTENDANCE

Mr Von Dombois	- Filing Officer

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ABSENT

Mr. B.Z. Lungu	- SAP Advisor
Mr. A. Syabunkululu	- Water Programme Officer
Mr. R. Smith	- Water Aid
Mr. A. Siwale	- " "

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A G E N D A

1. Opening Prayer/Remarks
2. Reading/Correction/Confirmation of previous minutes
3. Matters Arising from the minutes
4. Progress Report - 3rd Quarter
5. Quarterly Work-Plan - 4th quarter
6. Trips outside the valley - information
7. Annual Reports 1996
8. Funding (GRZ, NGOs) - Staff position - cooperation
9. Project vehicle

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10. Welcome of Mr. Von Dombois
11. Any Other Business

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GSDP/1/12/96 : OPENING PRAYER/REMARKS

The meeting started at 1100 hours after a prayer from Mr. Mulemwa. The staff members chose another Chairman since Mr. Ncite did not turn up. Mr Munsanda was chosen. Then the Chairperson welcomed all the people who attended the meeting and introduced Mr Dombois for his stay in the Project. Mr. Dombois was going to be with the Project till next year as Filing Officer.

GSDP/2/11/96 : READING/CORRECTION/CONFIRMATION OF PREVICUS MINUTES

Page 6. Paragraph 2 line No. 5 'job discripteon' to read "job discription"

GSDP/3/12/96 : MATTERS ARISING FROM PREVIOUS MINUTES

A question rose whether the Germany minutes were discussed in small groups. The minutes were not discussed, because the staff concerned were never together. The Chairperson suggested that there should be a workshop for review of the Project for 1996. The proposed dates were 10th and 11th January 1997, where all the components should discuss their problems and what they achieved.

- The Chairperson wanted to find out whether the agreement was signed between Gossner Mission and the Government. The Liaison Officer explained that the agreement was signed on 29.11.96. The staff wanted to know if the Coordinator was involved in signing the agreement. He said he was not directly involved except on consultative level.

- It was resolved that in future the Coordinator should travel to Lusaka to push the budget, that there are no delays like last time.

- The Chairperson wanted to know what the DAO meant by saying "those outside extension would be taken care by the Project". The Coordinator said, the discussions were still underway.

CAMP MAINTENANCE

- The Kanchindu pump needs a replacement due to a break down and old.

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REPORT ON BINGA TRIP

If not received in September please see Management for a copy.

- On training for the Book-keeper and Transport Officer, the two officers have to liaise if they don't agree then management has to come in. The Book-keeper has not made any contacts to any College.

- The question rose why there was a recent break down on World Food Programme car.
- The staff members felt that there should be a permanent relief driver because of the above mentioned problem. That Mr Siampongo remains at the workshop, and that if too many people drive the WFP.car will lead to further damage of the car.

GSDP/4/12/96 : REVIEW REPORT - 3RD QUARTER

a. BMIS - Routine orchard management activities
- Irrigation, fruit sales, sanitation
- Routine marketing truck management by Board with assistance of management team.
- Deepening of the intake sump
- Carried out orchard management activities
- Repair of scheme fence
- Engine over haul for the m/truck at Marunouchi
- The farmers are unable to pay fees because most of them have gone to Zilili gardens.

b. GENDER AND DEVELOPMENT (Ms Maluma)
- Meetings with young people
- Gender workshops with Teachers
- Supervision of women shelter activities
- Business Management course and Food Processing
- Supervised two theology students
- Business and Food Processing courses
- Held meetings with young people in conjuction with Mrs Phiri, Clinical Officer
- Attended People Act Foundation Board meeting
- Continuation of supervision of women and shelter
- Supervision of and monitoring of business following food processing.

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- Training in one up business course
- Organised training of two Sinakoba women in grinding mill operation - two women went on maternity leave.
- Supervision of businesses.
- Supervision of shelter for female headed households the question arose as who is paying for construction of houses. It was said the programme pays. The programme will be extended next year Seven houses were built 5 x 3m. It was a challenge to men that women can work with shovels. The programme is done by female headed household.

c. GENDER AND DEVELOPMENT (Ms Hamusiya)

- Met Sikaneka women group over setting up a vegetable garden at the dam
- Supervision of grindingmill in Sinakoba
- Supervision of the Mwezya group over sales of maize
- Financial meeting in Nyanga with WVI
- Workshop at Siatwiinda School teachers, building committee and PTA members and their spouses.
- Men were involved in only assisting for fencing.

Constraints

- Motor bike in Lusaka
- Fuel availability
- Account in Lusaka for IFAD is still not clearly worked out

VSP

- - The hammermills should give profit to the Society
- Hammermills has been working on a very low level
- Lack of funds
- Truck still under a major break down

SUSTAINABLE AGRICULTURE

- Plan for the 1997 activities
- Training of Extension worker in sustainable dry cropping
- Establishment of community nurseries
- Pegging farmers' fields
- Nursery workers go for nursery management
- Introduction of a community based seed production programme
- Study tour for farmers of Southern Province

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- Conduct a workshop for irrigation scheme farmers crop production techniques (sust)
- Training of extension worker in Dry Land Cropping to establishment of community nurseries 3
- Mobile courses on environmental conservation
- Establishment of a sericulture tried in conjuction with SSVI and that they should also go around discouraging the cutting down of trees.

RURAL WORKS

- Dams constructions
- Building septic tank
- Finishing Muziyo shed
- Starting slab for Muziyo road
- Training Bricklayers and community workers
- Dams construction and building septic tank

SSVI

- Apprenticeship for 3 to 5 carpenters
- Crush course (2 months duration) for 10 - 15 participants in tanning/leather work.
- Acquisition of title deeds for Sinazeze and Siabaswi crush course
- Counselling of graduates in Business Management and Food Processing
- Employment of New staff in cooperation with GSDP management

Achieved activities : None

INCOMPLETE ACTIVITIES - CONSTRAINTS

- Postponed to March 1997
- Lack of funds
- Insufficient management

UNPLANNED ACTIVITIES

- None

Apprenticeship - carpenters

Crush course leather tanning postponed to March 1997

Acquisition of Title Deeds

Counselling of graduates and food processing

WATER AND SANITATION

- Making collars and super structures on latrines
- Hold latrine demonstrations
- Hold Village Washe Workshop

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INCOMPLETE ACTIVITIES - CONSTRAINTS

- Making of super structures and collars in Sinakasikili
- No job done in Siameja wa Zilundu
- Lack of well coordinated transport

UNPLANNED ACTIVITIES

- Maamba GRZ latrine programme
- Visit to Macha Hospital Water and Sanitation Programme

ADMINISTRATION/WORKSHOP

- Transport control, paying salaries, camp maintenance
- Welding reinforcement bars at Siampondo and Chikoyo
- General administration

PLANNED ACTIVITIES

Transport control, paying salaries

- Sewarage building (camp maintenance) welding bars in Chikoyo
- DAC meetings and DAO's extension meeting
- Workshop routine paying salaries, general administration through out control

QUARTERLY WORKPLAN - 4TH QUARTER

BMIS

- Routine orchard management activities, irrigation and sanitation, fertiliser application
- Routine management of truck by Board with assistance of management
- Mobilise farmers to utilise the scheme during rainy season especially phase I
- Conduct elections for the new Board
- Follow up on pumps repair at AD Mcleans - Ndola

October :

- Routine orchard management activities, irrigation, fertiliser application sanitation
- Routine marketing truck management by Board with assistance of management team
- Fence repair

November :

- Mobilise, farmers to utilise the scheme during the rainy season especially Phase I
- Follow up on the pumps at Mcleans in Ndola

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December :

- Conduct elections for the Board (half the number)

GENDER AND DEVELOPMENT PROGRAMME (Edna)

October to December :

- Supervision of women and shelters activities continues with female headed households
- Monitoring of individuals and group business management and Food Processing training courses
- Compiling of UCZ sisterhood workshop report, Syamuyala and Fisheries reports (both on gender awareness)
- Jointly with Africare, try to promote and interest women in the Yonga Press. Carry out demonstrations and make seeds accessible.
- In December organise meetings with young men and women in and surrounding the camp by first identifying issues of concern
- Begin compling Annual Report

GENDER AND DEVELOPMENT PROGRAMME (Lillian)

October to December :

- Gender workshop with Maamba Mine School
- Supervision of grinding mill in Sinakoba
- Recruitment of the groups on agriculture activities for the rainy season
- Report writing
- Visiting different groups for different activities
- Cooperation required
- Sustainable agric. for crop production, women group and for seed.

VSP

- Servicing of hammermills continue
- Delivering diesel in depots where possible
- Lorry repairing
- Looking for any source of incomes

SAP (Muleya)

- Pegging of fields
- Supervision of CAW
- Nursery work

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October :

- Soil/water conservation course for new community agric. workers
- Supervision of CAWs
- Nursery work
- Pegging of farmers fields in conjuction with CAWs

November :

- Supervision of CAWs
- Pegging of farmers fields
- Review meeting with community workers
- Course on legumes production in cooperation with FAO

December :

- Supervision of CAWs

COOPERATION REQUIRED

- Course on legumes production in cooperation with FAO
- Community based seed production programme in cooperation with seed multiplication programme section Department of Agriculture

RURAL WORKS (Silod)

- Local community participation
- Dams construction and camp maintenance continues

October and November :

- Dams construction partioning of former Board room into offices
- Finishing the septic tank
- Very good cooperation with Council, Agric, and all heads of departments

SSVI

Work-plan

- Apprenticeship 3 - 5 carpenters
- Crush course part I leather tanning
- Acquisition of Title Deeds
- Counselling participants - EMC/Food Processing
- Acquisition of funds
- Preparation apprenticeship 3 - 5 carpenters
- Preparation of Annual Report

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February :

- TOT of 2 indigenous resource personnel to take up the course

March :

- Conduct part one crush course
- Stone House carpenter - Chakwanda

GDS - Friedrich Ebert Foundation

- Yuya Leather work - Lusaka and Gender and Development

WATER AND SANITATION

Workplan

- Number of staff - 4

Activities :

- Marking and completing latrines
- Maamba GRZ project

December :

- Hold a Headmen's Village Washe Chairmen workshop and planning on Washe concept
- Slab casting workshop for women
- Visit Macha Water and Sanitation Programmes

ADMINISTRATION/WORKSHOP

Work-plan

- Staff : Chairperson, Coordinator, 3 Welders, Book-keeper, Stores Assistant, Two Typists

Activities :

- Accounts duties, VSP grinding mill repairs, workshop undertaking, general administration and coordination

October :

- Repairs of old farm implements, general maintenance and repairs of motor vehicles.
- Paying salaries/general accounts duties
- General camp maintenance, paying drivers and supervision of transport and conducting meetings

November :

- General camp maintenance
- Supervision, paying drivers, barglar doors making, repairs and attending to private customers, general accounts duties
- Receiving visitors, conducting of meetings, capital funds sourcing.

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Cooepration :

- Need to cooperate with all components in as far as transport bookings and use of vehicles and hondas

DAM REPORT (Mr Ncite)

- Simapumba still dry after the rains. Also Simagwali has water. Chande and Siamvwemu are dry.
- Slow progress to the above mentioned
- Reasons : Water problem all over
- South of Sulwegonde the dam has some water, also little progress and attendance is very poor
- Chikoyo, Muuka - very few people attend and as a result no good progress
- Nyanga 'A' still under repair and Nyanga 'B' building not finished, final touches has to be done. Water is there which can reach half of next year, more water is expected. Siampondo, Siansalama village - the work is very slow and water still a problem. But are expected to change.
- Members wanted to know the working relation with Africare and GSDP
- The Chairperson said that there were some rumours that Africare was no longer working with GSDP and that the rumours were not true;
- The Chairperson heard that transport was not given to the Programme Officer.
- The Transport Officer said that transport was always given to Dam constructors
  The Book-keeper seconded the above given answer.
- Mr Kalinda could not come because Africare could not allow him
- The Coordinator explained that there was no handovers by the Chairperson to the Acting Chairperson when she went on leave over dams and general administration.
- The Chairperson also complained that they had gone over a survey to the dams and that up to now no report was submitted.
- The Chairperson said that it is even better to work with Africare than Mr Kalaula.
- Ms Maluma informed the senior staff meeting that they had a meeting with the DAO which materialised.

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7. GSDP/2/12/96 : ANNUAL REPORTS 1996

The Annual Reports for 1996 should be ready, completed and submitted by 31.12.96. Second chance for submission could be on 15.01.97. Failure to do this then the Chairperson would take charge of all the payments over the delay.

8. GSDP/2/12/96 : FUNDING (GRZ/NGOs)

The whole year has been Gossner Mission money being used and that whatever money which might come from government should be shared and given back to the Mission. This should be used for the kilometre claims for the GM staff. This idea was seconded that the money should be rembursed to GM not just keeping quiet and forget about it.
The Accounting Officer also requested for the action sheet for the office.
A question rose, the Chairperson wanted to know whether it was easy to get K10m. It was reported that it took Mr Franke and Mr Siadibbi an hour before they could get the money.
She further said the Coordinator should go to Lusaka to tell them some problems over the Project. The Coordinator said the Budget Committee should be formed and Heads of Departments from each component should send one representative.
The GDP Advisor said that this committee should continuously meet and must be permanant and not temperal because we have the money. A question rose on whether BMIS and VSP are still part of GSDP. No!!
The Chairperson explained that this year we are still together and little share should be given to each. And that next year should not be included.
Mr Siadibbi also put it clear that the money which is there with GSDP is for Mrs Siatwiko's training but not for other VSP activities.
It was also brought to light that GM has stopped funding BMIS and VSP but the government would still continue.

WATER PROGRAMME

No report from Water Programme because Mr Harwinde got sick in between the meeting.
- That Allan was supposed to be in the meeting and give reports instead of supporting other people's programmes.

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- For the allowances over Allan and Cliff there were no problems because UNICEF is taking care.
- Chairperson wanted to know why the meeting of 21.11.96 did not take place.
- Movement on some staff should be controlled

STAFF POSITION - COOPERATION

The staff should be united and try to work together as one family.

GSDP/2/12/96 : ANY OTHER BUSINESS

Ms Maluma to go for a serminar in Sinazongwe.
Budget meeting to take place on 6.12.96.
Mrs Siatwiko requested the staff to make atleast changes over the water time table.
Answer : There were no resolutions over the request, except that some staff members complained that whatever decision was passed was not accepted by some members.

The Chairperson thanked all the members that had attended the meeting. The meeting ended with a prayer from Mr Siadibbi.

The meeting ended at 1830 hours.

Chairperson :..... Date :..... Sec.:.....

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Note: next Meeting held on 02 December 1996 Lieby GM

MINUTES OF THE SENIOR STAFF MEETING HELD IN THE GSDP BOARD ROOM ON 12TH AUGUST, 1996 AT 09:30 HOURS

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PRESENT :

Mr H. Yoshimura	- BMIS Advisor - Chairman
Mr J. Franke	- Liaison Officer
Ms H. Lieby	- GM/GSDP Chairperson
Ms L. Hamusiya	- Gender Development Animator
Mrs M.C. Meja	- Transport/Stores Officer
Mr S. Siadibbi	- Book-keeper
Mr B.Z. Lungu	- Sustainable Agriculture Advisor
Mr A. Syabunkululu	- Water Programme Officer
Mr C. Hamwinde	- Community Motivator
Mr W. Ncite	- Rural Works Officer
Mr S. Siazinkwa	- Rural Works Assistant
Mrs P.C. Siatwiko	- Accounting Officer - VSP
Mr B.M. Phiri	- SSVI Programme Officer
Mr B. Mwala	- VSP Manager
Mr S.D. Munsanda	- Project Coordinator
Ms E. Maluma	- Gender Development Advisor
Mr K. Muleya	- Extension Worker - SAP - Secretary

IN ATTENDANCE :

Mr Y. Chunga	- District Agriculture Officer
Ms D. Hartang	- German Student of Theology
Ms C. Olearius	- " " " "

ABSENT :

Mr W. Diete	- With apology
Mr K. Mulemwa	- Attending a meeting in Choma

A G E N D A

01. Opening prayer/remarks
02. Reading/correction/confirmation of previous minutes
03. Matters arising from previous minutes
04. Budget
05. Camp maintenance
06. Report on arrangements for the Trip to Zimbabwe
07. Discussion Paper (Workshop from Robert Smith)
08. Job Descriptions/Terms of Reference for all staff
09. Any Other Business
10. Closing remarks

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GSDP/1/8/96 : OPENING PRAYER/REMARKS

The meeting started at 0930 hours after prayer from Mr Mwala. Then the Chairman welcomed all the people who attended the meeting and asked each of the members to introduce her/himself. We had also two ladies from Germany studying Theology. They said they would be here for 6 weeks doing practicals with the Gender and Development section of GSDP.

GSDP/2/8/96 : READING/CORRECTION/CONFIRMATION OF PREVIOUS MINUTES

Page 4 - line no. 2 under BMIS point 4 reads "Repaired switchbox for the bore-hole pump and intake pump " should read 'switchbox of intake pump and new bore-hole pump and repaired intake pump and bore-hole switch.'

Page 5 - Under Sustainable Agriculture, line No. 9 -"Zambala" should read 'Zambale'
Point No. 3 "Arears" should read - 'Area.'
Under Gender, Point (b) WVI to be excluded to read 'Sinakasikili School'

GSDP/3/8/96 : MATTERS ARISING FROM PRECIOUS MINUTES

Mr Lungu asked, why the workshop paper from Germany was leftout on the Agenda, because in the last meeting it was resolved that it would be discussed in the August meeting. The GSDP Chairperson said that the issue was quite sensitive and needed to be discussed in small groups first before it could be brought for a general discussion in the SSM. And Mrs Meja mentioned that if only a few components could sit first and later bring the issue in the next SSM.

Mr Phiri wondered why he wasn't given a copy of the workshop paper when he was one of the affected on the issue under discussion. Then the Chairman asked the house to findout those who had the copies, only four people had. That frustrated Mr Phiri and walked out of the meeting, but later came back after being asked to. She threw back the issue to the floor to decide whether the paper be discussed or not in the meeting. Then the Coordinator said it was up to the discretion of Administration and the issue was closed.

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Ms Hamusiya asked if the Administration had sat over the issue of the Kanchindu watchman since Buleya Malima has no place for a watchman. It was decided that he would be transfered to the Camp to replace the watchman who was jailed.

Mr Ncite was absent with apology during the last meeting but it never reflected.

GSDP/4/8/96 : BUDGET 1997

It was found out that only four components submitted their budgets to administration when all components were asked to submit their budgets by 30-07-96.

Questions were asked whether it was necessary to discuss the 1997 budget with all the changes in government structure.

The Coordinator insisted for the budget issue be discussed since the D A O had come to make it clear over the expectations of the 1997 budget.

The DAO explained that they had attended a meeting with the Coordinator in Monze the previous week concerning budgeting under ASIP. He said because of the restructuring going on in the Ministry, there was no indication for the government to fund GSDP directly, he went on to say, government workers seconded/attached to projects who are from extensions will be withdrawn back to the government. Unless those outside Extension would be left to entirely belong to the Project. He said over 1997 budget Sinazongwe District will receive K64m from the government and K153m will come from Donor funding which will come to 217m kwacha to be channelled into Extension. GSDP or any other projects in the country have been leftout in the budget for 1997.

He further explained that GSDP will have to make budget entirely from donor funding. And went on to say department will still cooperate with projects though it will no longer release its workers on secondment.

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- A question was raised from Mr Hamwinde on how they looked at Project workers who are outside extension, but are on government payroll in the Project.
- In reply the DAO put it clear that those outside extension would be taken care of by the Project.
- The Coordinator said the government and Gossner Mission have not yet signed the agreement.
- It was resolved that Mr Franke, the Chairperson, the Co-ordinator and the DAO were to remain after the meeting to discuss on what should be done to solve this problem. The intentions are to go to Lusaka and enquire from the Planning Division where the Project used to source its funding from, for clarification on the Project's funding position.

GSDP/5/8/96 : CAMP MAINTENANCE

a. It was reported that after the installation of the water pump at Kanchindu there is no progress, because the pump could only pump water for 3 minutes. However Mr Bob Smith said he was going to find out what the real problem would be after the senior staff meeting.

GSDP/6/8/96 : REPORT ON ARRANGEMENTS FOR THE TRIP TO ZIMBABWE

The GSDP Chairperson read out the report on the arrangements for the trip to Zimbabwe.

- It says the purpose of the visit is to :
  - see dam sites on self help basis
  - to learn how the community is involved in dam construction and catchment conservation.
  - learn how to conserve water for different purposes.

Then the reasons for choosing to go to Zimbabwe Binga area.

- Both areas have similar features, weather patterns and peoples.

TENTATIVE ITINERY FOR VISITING DELEGATION (ZAMBIA)
ADVANCED PART

18.08.96 - Arrival of preparation group (three people) Sunday at night. Night stop at Binga Rest Camp.

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VISITING DELEGATION

19.08.96 - Arrival of group (12) by speed boat to be met by
1400 hrs Binga Rural District Council Authorities - formal introduction to Binga by Chief Executive Officer.
Night stop : Binga KMTC.

20.08.96 - Visiting Developmental Projects in Binga
08-1300h Pit latrines in villages
Save the Children Fund
14-1700h Talk on community participation - Save the Children Fund. Night stop : Binga KMTC.

21.08.96 Dam visits and meeting community leaders.
08-1300hrs
14-1700h Free afternoon
Night stop : Binga KMTC

22.08.96 Dam visits in Kamativi area
Meeting with local people. Night stop : Binga KMTC

23.08.96 Fare well meeting with Chief Executive Officer
1200hours Departure of group (12 people) by speed boat
1400 hrs Departure of preparation group.

GSDP/7/8/96 : DISCUSSION PAPER - GSDP STRATEGIC PLANNING W/SHOP

Because Gossner Mission will end its support of GSDP in 2000 GSDP needs to convene its senior staff and representatives of its donors and partner agencies for a strategic planning workshop preferably during the Gossner teams visit from Berlin in October or November this year.

- It was resolved that during this meeting Gossner Mission should make it clear to the Project whether they are pulling out at the year 2000 or should give basis on how the Project would be existing on.
- Mr Bob Smith proposed that a small committee be established to propose date, time, draft agenda and make preparations from now up to September.
- Mr Franke and Mr Smith were chosen to communicate or invite current and potential donors because they are in a better position in terms of communication. The tentative donor list is :

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CURRENT DONORS

1. Ministry of Agric.	(2) Gossner Mission	(3) Water Aid
4. Christian Aid	(5) BFTW	(6) GDS
7. Ebert Foundation	(8) MRDF	

POTENTIAL DONORS

1. PACK
2. Bilateral donors eg CIDA, JICA, US AID, DDA
3. Large NGOs UNICEF, CARE, AFRICARE, IFAD, FAO and WHO

- It was said that the conveners of this meeting are GSDP and GRZ.
- It was resolved that the established committee would sit to discuss this on 13.08.96 during the team meeting.

GSDP/8/8/96 : JOB DESCRIPTION/TERMS OF REFERENCE FOR ALL STAFF

Over the above issue all staff present during the sitting were asked by the GSDP Chairperson whether they had their job description. Nearly all staff had, only the three Mr Siazinkwa, Mr Franke and Mr Siabunkululu didn't have. They were given 2 weeks to draft their own job descriptions by the GSDP Chairperson. The Coordinator further went on to say it was not in line to be in employment without a job description. He also appealled to all people to revise and see to it that their work tallies with the Jod Description. Ms Maluma asked the Chairperson why she came up with this, was it that she had suspected something. The Chairperson answered that because of late, they had a problem under dam construction.

GSDP/9/8/96 : ANY OTHER BUSINESS

a. Ms Maluma said they will be holding another workshop on Food Processing in conjuction with SSVI. So she asked Mr Hamwinde if he could allow them use his house for the course.
   - Mr Hamwinde agreed.

b.- Mr Ncite said the blocks are made, but cement has finished to go ahead with partitioning the board room.

c. Mr Lungu informed the sitting that on 15.8.96 he was going to Lusaka to attend a meeting for Pelum.

d. Ms Maluma asked Mr Lungu on the procedure of how to come up with a base line data.

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- Mr Lungu advised all components to have goals on what they are going to do to come up with a baseline data.
- The Coordinator appealled to Mr Lungu to assist other components on how to come up with Baseline Data because this same information would be wanted during the workshop with the German team.

e. Mrs Meja said the August course at Co-operative College was postponed for studies to sometime next year.
- Mr Siadibbi objected by saying that last time he gave chance to Mrs Meja to go to Germany. Now this time he expects to be given chance also to go to school.
- Administration said the issue would be resolved.

f. Ms Hamusiya asked whether the T for T was going to be held between 26 and 30th August as earlier planned.
- The General Consesus was that it be post poned to next year due to lack of funds.

g. The Chairperson said from the government funds or the K3m received, K2.5m has to be paid to Mr Franke for the repairs of the World Food Programme Toyota Hilux.
- It was resolved that government money would not be used to settle the bill.

h. The Chairperson said last time bank interests from Dam construction were paid to the workers as salaries.
- She said this time it's important for administration to sit with GDP and SAP to contribute interests to administration for paying workers. SAP would not give away interests from its account because this was part of Project funds counteracting inflation.

i. The meeting agreed that since there are no funds some workers would have to be retrenched.

j. Mr Franke appealled for cooperation from GSDP employees He said people went to Lusaka without booking for rooms at Ibex Hill guest house, people should try to book in advanced.

k. Mr Hamwinde asked Ms Hamusiya to clarify on the complaints concerning his programme.
- The Coordinator intervened and said the issue was social which was not supposed to be discussed in the senior staff meeting. He said it will be discussed administratively.

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1. Mr Hamwinde asked why items or furniture were removed from the house he is due to occupy soon.
   - Mrs Meja explained that Mr Hamwinde was not entitled to furniture. And so he was supposed to have enquired, they would have explained to him.
   - The Coordinator also explained on the procedures concerning the removal of items and said he got the solar panel because he was entitled as Coordinator. stimmt so nicht
   - Ms Maluma also said she got one book shelf because she was entitled to furniture as per her condition of service.

GSDP/10/8/96 : CLOSING REMARKS

The Chairman thanked the people for attending and for the contributions they had made in the course of the meeting.

- Next meeting will take place on 9/9/96 at 0900 hours.
- Next Chairman : Mr Ncite Secretary : Mrs Siatwiko
-

H. Yoshimura
CHAIRMAN

K. Muleya
SECRETARY

:gmh...

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Gossner Mission

MINUTES OF THE SENIOR STAFF MEETING HELD IN THE GSDP BOARD ROOM ON 10 - 06 - 96

PRESENT

Ms. L. Hamusiya	- Gender Development Animator
Ms. H. Lieby	- G.S.D.P. Chairperson
Mrs M. Chiimba	- Stores Assitant
Mrs. P. Siatwiko	- Accounting Officer
Mr. B.Z.Lungu	- Sustainable Agriculture Advisor
Mr. C. Hamwinde	- Community Development Officer
Mr. K. Waldschuetz	- V.S.P. Advisor
Mr. A. Syabunkululu	- Water Programme Officer
Mr. A. Siwale	Water Aid Development Advisor -Chairman
Mr. W. Noite	- Rural Works Officer
Mr. B.M.Phiri	- SSVI Programme Officer
Mr. S. Siazinkwa	- Rural Work Ass - Secretary

ABSENT WITH APOLOGY

Mr. K. Mulemwa	- On Study Leave - BMIS Manager
Mr. S. Siadibbi	- On Business Book-Keeper
Ms. E. Maluma	- On Business Gender Development Advisor
Mr. B. Mwala	- VSP Manager - Sick
Mr. S.D.Munsanda	- Project Coordinator - Sick
Mr. Robbert Smith	- On Business
Mr. W. Diete	- Accompaning the Beehman's Group To Livingstone

AGENDER

1. Opening Prayer
2. Roll call and Opening Remarks
3. Minutes of Previous Meeting
4. Matters Arising from Previous Minutes
5. Report from Visitors Group to Germany
6. Report from Binga Trip
7. Christian Aid Visit
8. Budget and Work Programme 1997
9. A.O.B.
10. Closing Remarks

Mr. Siwale
CHAIRMAN

Mr. Siazinkwa
SECRETARY

Gossner Mission

GSDP/1/6/96 OPENING REMARKS PRAYER

The meeting started at 11.30 hours with prayer from Mrs Siatwiko. The Chairman welcomed everybody present. Mr. B.Z. Lungu introduced Mr. K. Muleya as an extension worker in the Sustainable Agriculture Programme.

There was last need for the Co-ordinator to clarify Mr Chunga's D.A.O. attendance in the senior staff meeting.

GSDP/2/6/96 READING/CORRECTION/CONFIRMATION AT PREVIOUS MINUTES

Page 1 Mr Hakayobe - P.A.O. Mr Kalaula - L.U.P.O.
Mr Zimba - S.E.O. to ready Guests.

Page 2-3rd Paragraph.... Plumbering to read Plumbing on Question to answer.

Page 3 Gender Development,...to read Gender and Development.

Page 4 First line,.. second staff,,, to read... second Animator.

Page 5 last Paragraph Ms Maluma, she has to finelax - to read finalise.

Page 6 Vesetation to read Visitation.

Page 7 Selvarts - to read Servant.

Page 7 the Issue not tabled... to read - the Issue was tabled in the Co-ordinator's Office but nothing was done. The Co-ordinator would look into the Issue since it was purely Administrative.

Page 7 Mr D.F. would like to read Mr D.F. would like to support farmers and other workers in Agriculture farming at dry land cropping at nursery Management.

Page 7 After a length to read after lengthy.

The minutes were proposed by Mr Siabunkululu and seconded by Mr Ncite as a true record. Through Mr Waldschuetz made as observation that typing errors should be corrected by Secretary before running.

Mr. Lungu also observed that the problem lay in the typist who makes a lot of typing errors it's best that she should improve he work in future.

Gossner Mission

GSDP/3/6/96 MATTERS ARISING

- The house was informed that ASIP has postpened.
- On the issue of funds Ms Lieby went to see the P.A.O who was not in the Office.
- The Issue of Mr Lungu was discused in Berlin and he opted for a neq engine.
- Training for Transformation would be held from 26-30 August 1996.
- Renovations of rooms would start this Month a Suggestion to have contribution from other Components was brought up since GSDP has no Money. A committee comprising at Mr Diete, Ms Lieby, Mr Ncite Mr Lungu Ms Hamusiya and Mr Siadibbi was chosen to look into the issue.
- The housing Committee to meet on 11-6-96 to resolve the issue finaly and make a report to the senior staff meeting on 08/7/96 without fail.
- Mr Lungu agreed to bring a copy of the Naluyanda evalution for circulation.

GSDP/4/6/96 REPORT FROM GERMANY VISIT

The visitors from Germany attended a workshop future work of Gossner Mission. At this workshop the project was asked to re do the plan of action Indicating Goals, achievable Indicators strategies etc.

- The Zambia Committee said that the year plan was not clear.
- At this meeting it was also made clear that Gossner Mission was not introducing pulling out but concetrate on a few activities only.
- At a meeting with the director of Bread for the World a complaint of the money from Bread for the World not being used properly was raised. It was suggested that GSDP employs a person to be under Accounts Section to give more consentration on Sustainable Agriculture Accounts and would be paid by them. It was also said that money would be sent straight to GSDP. A suggestion to open an account should be looked into A suggestion to evaluate the project was also brought up.

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GSDP/5/6/96 REPORT FROM BINGA TRIP

Mr Ncite and Ms Lieby reported that they saw 6 Dams, 2 of them had Collapsed.

GSDP/6/6/96 CRISTIAN AID VISIT

Ms Gillian Peace the African Officer would be visiting the project on 20/06/96 to 22/06/96. Mr Ncite will take her around.

GSDP/7/06/96 BUDGET AND WORK PROGRAMME 1997

The Chairperson requested all Programme Components to hand over work plan of Budgets for 1997 by 30/06/96 and not later than that, and must be typed.

GSDP/8/6/96 AOB

There was a concern on the way labour day awards were allocated to people who don't work for the project. It meant that GSDP employees didn't deserve the awards people working in the field were not considered. A clarification await Mr Munsanda and Ms Maluma on the Criteria used to choose people.

- The Kanchindu water problem issue to be resolved on 11-06-96.
- Mr Waldschuetz advised the house that exco should consider the Health Insurance Scheme due to prevations of high medical fees. This would be great assistance to employees.

The meeting ended at 14.35 hours
Next meeting will be on 8/07/96

Mr Hamwinde
CHAIRMAN

Mr Muleya
SECRETARY

Gossner Mission

MINUTES OF THE SENIOR STAFF MEETING HELD IN THE GSDP BOARD ROOM ON 1st APRIL, 1996

EINGEGANGEN
08. Mai 1996
Erl.....

PRESENT

Mr K. Mulemwa	- BMIS Manager - Chairperson
Mr L. Kalaula	- Land Use Planning Officer
Mr S.Siadibbi	- Book-Keep
Ms E.Maluma	- Gender Development Advisor
Ms L. Hamusiya	- Gender Development Animator
Ms H. Liebv	- GSDP Chairperson
Mrs M. Chiimba	- Store Assistant
Mr B. Mwala	- VSP Manager / Secretary
Mrs D. Siatwiko	- Accounting Officer VSP
Mr Y. Chunga	- District Agriculture Officer
Mr B.Z.Lungu	- Sustainable Agriculture Advisor
Mr C. Hamwinde	- Community Development Officer
Mr K. Waldschuetz	- VSP Advisor
Mr H. Yoshimura	- BMIS Advisor
Mr A Syabunkululu	- Water programme Officer
Ms Zimba	- Senior Executive Officer
Mr S.D.Munsanda	- Project Co-ordinator
Mr D. Hakayuba	- Provincial Agriculture Officer
Mr A. Siwale	- Water Aid Development Advisor
Mr W. Ncite	- Rural works Officer

ABSENT WITH APOLOGY

Mr S. Siazinkwa	- Sick
Mr Lobb Smith	- In Lusaka
Mr W. Diebe	- Accompanging the Leelman's group to Livingstone.

AGENDA

1. Prayer/Opening remarks by the chairperson
2. Reading correction confirmation of previous minutes
3. Matters arising from previous minutes
4. Progress report for the 1st quarter
5. Budget 1996
6. Camp Maintanance
7. Position of GSDP in the present MAAFF set up
8. AOB
9. Closing remarks by the Chairperson

GSDP/1/4/96: OPENING REMARKS/PRAYER

The meeting started at 0930 hours with a prayer conducted by Ms E. Maluma. The chairperson welcomed Mr L. Kalaula and Mr Y. Chunga and asked the members of staff for self introduction.

GSDP/2/4/96: READING/CORRECTION CONFIRMATION OF PREVIOUS MINUTES

- Page 3 paragraph 2 Vincent and Nigel should read Mr Vincent and Mr Nigel.
- Page 3 Paragraph 3 sentnce should also include the "Truck is main source of income."
- Page5 Mwala programme second sentence should read "Lustal Pumps on drilled boreholes."

Gossner Mission

- page 5 - first paragraph it was corrected that, "Africare come in after the siting of dams ie they were not involved from the beginning of construction of dams under rural works programme.
- page 8 - on point 8 was collected that,"Ms Maluma facilitated the Gender awareness workshop in Livingstone by GDS".
After making the above collection the minutes were accepted as a true document following a proposal by Mr. S.Siadibbi, seconded by Mr Munsanda and Ms Maluma.

GSDP/3/4/96 : MATTER ARISING

- It was reported that the group assurance was voted in f favour as apposed to the funeral assistance scheme. Because of the foregoing item Mr Munsanda advised the members of staff to take the Zambian meeting serious. He stressed on the need on working together as one rather than reporting issue on an individualistic.
It was clarified that the Zambian task committee on group assurance was formed in the previous zambian meeting and this group would meet administration on the same topic.
- Point 4 it was reported that Mr Mapani should be given another two weeks work contract as a lot of complaint are already on paper Mr. Kalaula also reported that his house has a big crack which need immediate attention.

The extension of his contract was to enable him finish the plumbering jobs in the camp. It was also stressed that Mr. Chifumba and Mr maiya would work with Mr Mapani in order to get the plumbering practical experience. This will be with a hope that latter the two would take up the responsibility of Mr Mapani upon the expiry of his work contract.
- On point 9 VSP Management reported that finally west lake investment company has paid the long out-standing balance by cheque amounting to K250,000.00.
- Point 3 this issue of the fram for the G.S.D.P. pump has been a pending for same time. It was resolved that administration would look in to this issue of the frame for the pump.
- Point 5 after a long heated debate on standard report writing it was observed that programme's report does not reach par an example on this subject was Rural works programme. The main reasons was the annual report which lack: detailed information is stressing covering plobbing questions of what, how where etc. It is important for a report to include progress problems and money spent.

Mr Chunga added that it is not strage to reject a report and asked to re-do the report. These are proper general procedures found in meetings.

At this point the Provincial Agriculture Officer (PAO) and the senior Executive Officer (SEO) joined the meeting.
Due to the busy programme of the PAO it was agreed that item 5 and 6 on the agenda should be done so that the PAO could continue with his programme without distributing the meeting the suggestion was accepted.
- The PAO informed the house that he has come with the SEO to answer administrative issue should they arise.

GSDP/5-6/4/96 BUDGET 1996 AN POSITION OF GSDP IN THE PRESENT MAFF SET UP

In the opening remarks the PAO briefed the house that the general administration under ASIP as regards the project he is still waiting for results of restructring the ministry.

Gossner Mission

It was printed out that the ministry of Agriculture is still in the process of restructing therefore, it is difficult now to give a clear -cut answer of the position of GSDP in the present MAFF set up.

According to terms of ASIP the district development DDCC is the centre of action. The DDCC will formulate policy and enhence implementation, A rural investment fund (RIF) will beadministered at district leve. This fund will be used dependent on rural needs of the community.

As regards the project bearing in mind that it not appearing on the 1996 GRZ Budget. This will cause considerable cash-flow pl problem particula with project operational cost. The PAO advised administration this problem could be solved by using the DAO's alloction. Hence the immediate need after the meeting to resolve this issue by drawing a budget proposal jointly with the DAO.

The DAO also informed the house that his office has some funds designated for small scale irrigations. Project proposals should give an impact on the beneficiaries.

It was noted that the Counsel Secretary is in-charge of the DDCC and NGO should be part of the DDCC. The participation of GSDP would be toward integrating the activities at district level.

The Budget their is still hope that GRZ might consider us under recurrent budget in order to share funds especially that the project is an integrated programme. It is dificult that some activities are not directly agricultural criented eg SSVI and VSP. It was also added on that following this years crisis budget proposal should be showing agriculture and non agriculture components.

Mr Musanda reported that he was given a verbal assurance by Mr Chivuna (MAFF Officer) that the project might be in-corporated under the DAO's funds.

The PAO closed his speach that on administration project should be free to manage the project. This is so because the project is not under ASIP. The PAO and DAO is that of facilitators.
The project has the power to fire and hire.

He reminded the house that our goal is a farmer our direct c cient.

Question and ANSWER SESSION

Gender and Development Programme asked when the second staff would be forwarded? hope fully, before the present advisor's contract expire. The PAO asked what type of person do the programme want. A job description was handed to the PAO.

- VSP wanted to get authorit to reclaim the SPCMU building donated back in order in to develop ideas that could march in line with ASIP. VSP would utilise the building like a marketing ageney for the local farmers in the district. The PAO said if VSP would formulate a business idea that will complement the ASIP activities that would be a way to obtain the buildings. The PAO is one the d director under the recievership. The matter is with high court SPCMU IS trying to sell the equipments and not the building.

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SPCMU is still there but will not market the products.
- concerning the budget the DAO made a request that administration could meet him at 1500 hours after the meeting. After this meeting the DAO, project coordinator and chairperson will meet the PAO within this week.

GSDP/3/4/96 : CONTINUATION OF MATTERS ARISING

The project needs to examine itself on meeting deed-line, it is now a big embarassment. Why did our budget delay the whole of November VSP Advisor was left alone, VSP manager was fired, 3 weeks of Maluyanda evaluation meant the project coordinator was out. The VSP Advisor had an operation on the fingers.

Despite the above reason for the delay of the submission of the budget it was stressed out that there is now two wasy the recurrent and capital budget should have been submitted late April and not late August. Let us look into the future on how budget was done. It was also pointed that there is a new ASIP format which we should have followed.

The project is operating on the management by crisis that is people will only work if there is a problem. The members of staff were advised to improve for the better.

A direct question on the 1995 annual report was posed to Mr Ncite but he did not answer if he will do the report. After a long discussion it was agreed that after this meeting that Mr Ncite and Mr Lungu will sit down to re-do the 1995 annual report.

Page 3 - BMIS manager reported that there is no need of extension officer since Mr Samboko is going back to the scheme and that BMIS will assist in the promotion of small scale irigation in the district.

page 3 - Mr Lungu reported that he had a meeting with a representative from Bread for the World. During this meeting it was suggested that funding of sustainable Agriculture programme should be submitted directly possibly once to twice per year.
- It was clear that Bread for the World had submitted a lot of money to Berlin office.
- within the Sustainable Agric. budget it has a provision for transport and repairs expenditure.
- on Mr Lungu's vehicle a long and heated debatetook a lot of time. However, Mr Lungu's opinion is that "money for repair should be paid from the employer of Maybin" Mr Lungu informed the house he would like to withdraw the contract of GM as regards the car. It was finally resolved that this issue should be settled later in the day at 1700 hours. This small meeting will include Mr Munsanda, Mr Lungu and Ms U. Lieby.

- page 4 - A question was asked on what is the condition of the VSP truck? The VSP management is in process of organising the quotation, spares, wind screen and hoping the money from Berlin to get out location of funds in order to buy the wind-screen

Gossner Mission

point on the road fitness can only be done with a windscreen. A meeting is scheduled this afternoon to warn the workers that next months there will be no salaries.

- Ms Maluma reported that the 3rd phase of training for transformation is still in the pipe-line. She has to finalise everything with Mr Muchindu of Monze catholic church.

GSDP/4/4/96 : PROGRESS REPORTS FOR THE 1ST QUARTER

- Ms Maluma proposed that progress reports to change to "review of .....Quarter" Mr Munsanda seconded the motion.

Administration

Transport, Stores purchases, meeting conducted (senior staff meeting) payment of salaries/bank transactions, collection of capital funds, repairing of farm implements and spares, purchase of materials.

VSP

Repair services done on the VSP truck
Visitation to projects done (orientation manager)
Fuels to Nengeza, Siameja and Kafwambila done.

Gender and development

Facilitation of the Gender Workshop in Livingstone with GDS, Sinakoba sunflower field was inspected (3 limas) supervision on hammermills and planning for recovery of money to pay back to IFAD for the hammer mill.

Water and Sanitation

Maintained water pump, monitored drillers and drilled 5 bore-holes (3 dry - 2 successful) repaired 2 bore holes. Installed 2 new boreholes, attended washe meeting. Took the visitors to project area and the home office.

SSVI

Conducted skills training for 15 participants, 2nd business management course participants already interviewed, Industrial tour, Annual report, Acquisition of funds.

Sustainable Agriculture

800 seedlings distributed
One load vetiver grass collected and distributed
Supervision of nursery activities
Annual report
Trained 8 community Agriculture workers, their role is assisting disseminating the know how to the communities.

BULEYA MULTI PURPOSE IRRIGATION SOCIETY

- Board elections held
- Re-allocated plots to new farmers
- Marketing truck
- 800 poles cut by farmers for fencing
- Routine orchard management
- Annual report

Gossner Mission

- paid 8million for pump over hauled by A.D. Mclean
- GRZ contribution K1,9million profit from marketing truck was deposited in its replacement account - Gossner Mission Germany.

Rural Works

No report submitted

GSDP/7/4/96 : Camp maintenance

- Pump in Kanchindu administration has to something within this week or next.
- Cleaning of toilets it's the duty of administration to ensure that the toilets are clean. A man to clean toilets and what is resolved is that Ms Mudenda cleans only the toilets in the guest houses. The uppere toilet, the watchmen should do it including Ms Kieby's and Mr Waldschütz's servants. Mr Ncite will be responsible to talk to the watchmen.

GSDP/8/4/96 : ANY OTHER BUSINESS

- A report from the Housing Committee was handed to the Chairperson. She will study the report in order to enable her facilitate solve the housing problems. A meeting was scheduled on the 17th in the afternoon.
- Mr Siwale asked if it was necessary that all attend the senior staff meeting from Monze. One person from the Water Aid was enough.
- Mr Hamwinde asked on the Kanchindu watchman who is not working but receiving his full salary. The issue has not been tabled on the Coordinator's office and EXCO. This matter is purely administrative.
- Financial quarterly statement should be compiled. The idea is new as this practise is already implemented by GSDP Accounts unit.
- The project should have a budget committee which should be guided by the financial advisor who is a book-keeper. siehe auch "Disc. meet. 30.1/31.5.96 s.a. Brief v. 26.6.96
- MRDF would like to support other farmers to persue short training programmes in organic farming, dryland farming and nursery management. These courses will cost in a range of 23,000 zimbabian dollars. At present the project has no funds for such expenditure. Mr Lungu would like to pre-finance the courses from this programme account and he is asking the house to allow him use his Sustainable Agriculture account. The house unanimously gave him a go ahead.

GSDP/9/4/96 : CLOSING REMARKS

The chairman thanked all members of staff for effective participation in the meeting.

Next meeting will be held on 3rd May, 1996.

Chairman - Mr Siwale Secretary - Mr Mwala

Gossner Mission

EINGEGANGEN
30. Mai 1996
Erl.....

MINUTES OF THE SENIOR STAFF MEETING HELD IN THE GSDP BOARD ROOM ON 4TH MARCH, 1996

PRESENT

Mrs P. Siatwiko	- VSP Book-keeper - Chairperson
Mr S.D. Munsanda	- Project Coordinator
Ms E. Maluma	- Gender Development Advisor
Mr W. Ncite	- Rural Works Officer
Mr A. Syabunkululu	- Water Programme Officer
Mr K. Waldschütz	- VSP Advisor
Mr P. Mwala	- VSP Manager
Mr S. Siazinkwa	- Rural Works Assistant
Mr C. Hamwinde	- Water and Sanitation Officer
Ms H. Lieby	- GSDP Chairperson
Mr P.Z. Lungu	- Sustainable Agriculture Officer
Ms L. Hamusiya	- Gender Development Animator
Mr S. Siadibbi	- Book-keeper
Mr W. Niete	- SSVI Advisor
Mrs M.S. Chiimba	- Stores Assistant
Mr K. Mulemwa	- BMIS Manager
Mr H. Yoshimura	- BMIS Development Advisor

ABSENT WITH APOLOGY

Mr P.M. Phiri	- On an Industrial tour
Mr A. Siwale	- Attending a seminar in Kasiya

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AGENDA

1. Prayer/opening remarks by the Chairperson
2. Reading/Correction/confirmation of previous minutes
3. Matters arising from minutes
4. 2nd Quarterly Workplan
5. Financial report - Budget 1996
6. Annual report
7. Visitors from Germany
8. Camp maintenance/accommodation
9. Changes at Stone House
10. A.O.B.
11. Closing remarks

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Gossner Mission

GSDP/1/3/96 : OPENING REMARKS/PRAYER

The meeting started at 0920 hours and the Chairperson welcomed all the members to the meeting with a prayer.

GSDP/2/3/96 : READING/CORRECTIONS/CONFIRMATION OF PREVIOUS MINUTES

Page 1 : Mr Phiri - Advisor' to read "Mr Phiri - Programme Officer."

" 1 : Mr B.Z. Lungu - with apology to read "without apology"

" 2 : pension scheme - to read "funeral assistance scheme"

" 3 : outstanding bill of K498,000.- to read "outstanding bill of K398,000.-"

" 5 : plumber's roll - to read "plumber's role"

After few corrections the minutes were adopted as a true record, proposed by Mr Nieto and seconded by Mr Munsanda.

GSDP/3/3/96 : MATTERS ARISING

- Mr Hamwinde wanted to know when the Zambian staff meeting will be held. The Coordinator said he will set up a date for a meeting. Where the funeral assistance scheme and Group Life Assurance would be discussed.
- Mr Waldschütz reported that Mrs Chiimba would go to Germany in May and in August go for training. Mr Siadibbi agreed to study at home to give another chance to Mrs Chiimba. Mrs Siabunga is on training.
- The members wanted to know why the new engine is not working. The Coordinator reported that the engine frames were bought by Mr Siampongo and bearings were bought by Mr Syabunkululu. After a long discussion it was discovered that the frames were not bought, then the staff members resolved that Mr Syabunkululu would design a frame at the Workshop with the help of Mr Simaziki.
- Ms Lieby reported that she would like Mr Mapani (the plumber) to continue working since there was more job to be done on camp maintenance. After a long discussion, it was observed that Mr Chifumba and Mr Maiya were sent for a 3 weeks course so that they take over from the plumber. A resolution was passed that the plumber and the committee sit together, draw up a programme to assess how long it would take to finish the remaining jobs.

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- Annual reports - Helga reported that so far she only received annual reports from Gender development programme, Sustainable Agriculture, water programme and the reports should be handed to her by 24th March, 1996.
- Helga read a letter received from Christian Aid from Mr. Vincent and Mr. Nigel that they were impressed with the work done on dams. The photographer lady will not be coming. She will come in April, 1996.
- Mr Waldschütz reported that his contract was extended by one month contract, he will leave end of June. The truck was involved in a road accident and the committee would meet to decide on what to do. The VSP workshop has been cancelled due to lack of funds.
- BMIS Manager reported that there would be no BMIS Advisor but extension worker.
- VSP Advisor reported that the West Lake Investment has promised to pay the outstanding amount of K398,000.- (K250'000) paid
- on Mr Lungu's vehicle, the Chairperson said she contacted the Council Secretary who advised that the responsibility to repair the vehicle would be of the project.
- Lecman's group - A programme be prepared by Mr Nieto since he was close to the group. Mr Syabunkululu to draw up a programme for Water Aid visitors. No visitors to Ibex Hill from 19th to 25th March, 1996.
- It was reported that Nyanga dam was not repaired.

GSDF/4/3/96 : <u>2nd QUARTERLY WORKPLAN</u>

a. <u>Administration</u>

- Camp maintenance
- General administration
- Conducting meetings
- Scouting for funds
- Attend Council DDCC meetings and visitors
- Compile 1st quarterly financial reports.

Gossner Mission

- purchase of stationery
- prepared bi-annual financial report

b. SSVI

- Acquire title deeds for Sinazeze and Siabaswi craft centres.
- Business Management Training - Syabaswi carpentry
- preparation of phasing out of present artisans
- Business Management course for women farmers - Nkandabbwe and Buleya Malima
- Business Management meeting course for carpenters and blacksmith Muuka/Nengeza.
- Skills training, food processing 'leather'

c. VSP (No programme submitted)

- The VSP engaged a new manager, who started work on 1st March, 1996.
- The truck was involved in road accident and the damages were not very serious. The VSP Advisor was worried since the truck was the only source of income.

d. Gender and Development Programme

- Gender sensitization workshops
- Supervision of the Sinakoba grinding mill
- Supervision of Agriculture production activities
- Follow up on gender awareness workshops from previous years,
- SSVI - women's training within SSVI and gender workshop with board members and their spouses.
- Gender and Development Programme Advisor reported that IFAD was threatening to take away the grinding mill due to delay in payments. Instead the Gender Development Programme ~~would~~ might take over the generating income activities.

e. Rural works

- ~~Dam~~ construction
- Camp maintenance
- Repair of Muuka dam
- Follow up Simagwali, Chaande, Siamvwemu and Nyenga

5/.....

Gossner Mission

- - The Chairperson (NGO) was disappointed to hear that the dam collapsed at Muuka. She learnt from the PAM representative who reported in their meeting. After a long discussion it was agreed that Mr Kalaula (the surveyor), Mr Chipili (the District Engineer) should be involved in setting up dams. The Chairperson (NGC) to call a meeting with the Land Use officer and the Agriculture Engineer. Mr Ncite reported that he didn't build or site the dams alone, but together with Africare officials and the Director of Works at Sinazongwe.

f. Water programme

- Continue monitoring the drillers
- Install pump finished drilled boreholes
- Maintain aprons and line some wells
- Attend washe meetings

The water programme officer reported that Africare has sent Ms Alice Banda to do a base line survey on boreholes and wells. She was also working hand in hand with the District washe committee.

g. Sustainable Agriculture

- Study tour for community Agriculture workers to Central/Southern provinces
- Second basic soil/water conservation course for Community Agriculture workers
- Training for nursery workers at Family Farms Ltd in Mazabuka (Magoye).
- Transfer extension worker from Batoka to Kanchindu and orient him.
- Tour to Germany for one month for the Advisor
- Training of farmers in mulberry growing for Nkandabbwe Irrigation farmers.
- Training vegetable farmers from Irrigation Schemes (Nkandabbwe/BMIS)

6/....

Gossner Mission

h. Buleya Malima Irrigation Scheme

- Rehabilitation of the scheme, construction of the new pipeline and pumping station
- Monitoring and supervision of the marketing truck
- Allocation of plots to new farmers
- If funds will be available - rehabilitation of the scheme will commence
- Construction of a new pipeline and lining of infield canals.
- Mobilise farmers for the irrigation season, field preparation and transplanting of vegetable seedlings.
- Control of pests, replacement of trees in both the old and new orchard commence with fruit sales.
- Routine monitoring and supervision of the marketing truck by board with assistance of management.
- Carry out topographic survey for the proposed new pipeline and third pumping station.

GSDP/5/3/96 : FINANCIAL REPORT - BUDGET 1996

The Coordinator reported that he was at MAFF for the budget. The planning division did not attend to our budget, because it was submitted late. However he was told that there was still room for our budget to be looked into. Funds would be directly for agriculture programmes (ASIP). We are expecting DM cheques from the Leeman's group.

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GSDP/6/3/96 : ANNUAL REPORTS

To be submitted not later than 24th March, 1996.

GSDP/7/3/96 : VISITORS FROM GERMANY

Mr Ingo Wittern would be visiting the project on 2nd April 1996.

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7/.....

Gossner Mission

GSDP/8/3/96 : CAMP MAINTENANCE/ACCOMMODATION

Mr Hamwinde said the pit latrines were not clean around the camp. It was resolved that watchmen had to clean the toilets they use. The administration/guest house - Mrs Mudenda should do the cleaning.

- Mr Siadibbi wanted to find out who was supposed to sweep on the roofs if there was any leaves on top.
The project has to do the work.

- Helga reported that she saw the GM houses at Sinazeze, the houses are not in good condition. She suggested that the houses be renovated and the occupants be informed.

- Mr Hamwinde reported that he wanted accommodation. During the december 1995 EXCO meeting it was resolved that Mr Mulemwa moves to former Arminis house. Mr Mulemwa reported that the priority is given to BMIS since the board has plans to employ a worker.

- Helga had a meeting with the P.A.O. that the Chairperson had to decide and give first priority to GSDP workers. After a long discussion a housing committee was chosen as follows : Mr Munsanda
Mr Ncite
Mr Lungu
Mr Mulemwa

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GSDP/9/3/96 : CHANGES AT STONE HOUSE

At Stone House there are three carpenters namely : Mr Maxon Siankungwa, Mr J. Siatwiinda and Mr Chakwanda Mbambo. Chakwanda left the group in middle of November 1995 when he started his own business. The other carpenters are working, they only shared the tools. There was a tender given to Stone house carrenters. The carrenters refused the offer then Chakwanda accepted.

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GSDP/10/3/96 : TRANSPORT BOOKINGS

The transport would be booked through the Transport office. The water programme officer should follow the right procedure in bookings.

Gossner Mission

GSDP/11/3/96 : ANY OTHER BUSINESS

- Mr Lungu wanted to find out why receipts were not issued to staff members at Ibex Hill guest house? It was said that only outsiders were given receipts.
- Ms Helga gave a book of vertiver grass to Mr Lungu.
- The project received a letter from Muzyamba and company concerning Mr Mwiya's contract with PAM. The letter was given to Nakasenke and Company to look into the matter.
- GSDP has to pay for repairs of Mr Lungu's car.
- Mr Hamwinde thanked the members of staff for the support given while he was sick. A letter from Ministry of Education from Sinazongwe Child to Child appointing him as a committee member was received.
- Mr Siazinkwa suggested that all GSDP employees should have project identity cards. The issue was referred to EXCO.
- Mr Mwaka thanked the members of staff for welcoming him
- Ms Maluma ~~attended training for transformation~~ Facilitated Gender awareness workshop in Livingstone organised by GDS. She also reported that the Naluyanda evaluation report was ready.
- Mr Munsanda thanked the members of staff wholeheartedly for support and assistance given to him during his child and wife's funerals.
- Mr Nieto suggested that training for transformation phase III be continued. It was resolved that Ms Maluma make a follow up on the trainers.

Mrs Siatwiko thanked the staff for assisting VSF during the accident.

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GSDP/12/3/96 : CLOSING REMARKS

The Chairperson thanked the members for their contributions, the meeting ended with a prayer.

Next meeting will be held on Monday 1st April, 1996

CHAIRPERSON - Mr K.S. Mulemwa

SECRETARY - Mr B.M. Phiri

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Chairman : ..... Date : ..... Sec. : .....

: gmh...

Gossner Mission

EINGEGANGEN
30. Mai 1996
Erl.....

MINUTES OF THE SENIOR STAFF MEETING HELD IN THE GSDP BOARD ROOM ON MONDAY 5TH FEBRUARY, 1996

PRESENT

Mr W. Ncite	- Rural Works Officer - Chairperson
Ms E/ Maluma	- Gender and Development Advisor
Ms H. Lieby	- GSDP Chairperson
Mr S.D. Munsanda	- Project Coordinator
Mr H. Yoshimura	- BMIS Development Advisor
Mr B.M. Phiri	- SSVI ~~Advisor~~ programme
Mrs M.S. Chiimba	- Stores/Transport Officer
Mr S. Siadibbi	- Bookkeeper
Mr A. Kreiter	- BMIS Advisor
Mr K. Waldschütz	- VSP Advisor
Mr W. Diete	- SSVI Advisor
Mr K. Mulemwa	- BMIS Manager
Mr S. Siazinkwa	- Rural Works Assistant
Mrs D.C. Siatwiko	- VSP Bookkeeper/Acting Manager

WITH APOLOGIES

Mr A. Syabunkululu	- Accompaning Wager Rigs
Mr C. Hamwinde	- Sick
Ms L. Hamusiya	- On leave
Mr R.Z. Lungu	- No transport

WITHOUT APOLOGY

Mr A. Siwale
Mr N. Samboko

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AGENDA

1. Prayer/opening remarks by the Chairperson
2. Reading/Correction/Confirmation of previous minutes
3. Matters arising from minutes
4. Annual reports - 1995/Five year workplan
5. Visitors from Christian Aid (photographers)
6. Latest development in VSP
7. Budget 1995/96
8. Farewell parties for Mr Yates and Mr Kreiter
9. Letter from Berlin/message brought by Mr Waldschütz
10. A.O.B.
11. Closing remarks by the Chairperson

****

GSDP/1/2/96 : OPENING REMARKS/PRAYER

The meeting started at 0915 hours and the Chairperson welcomed all the members to the meeting and encouraged full participation.

2/.....

Gossner Mission

GSDP/2/2/96 : READING/CORRECTION/CONFIRMATION OF PREVIOUS MINUTES

GSDP/3/1/96 : fifth line 'thre' to be replaced by "there"
---staffs to be replaced by "staff"
Third paragraph - 'supposed' to be replaced by "supposed"
Annual reports - 'hended' to be replaced by "handed"
Gender and development - 2 workshops to be replaced by "1 workshop"
A O B - 'dest' to be replaced by "desk"
Closing remeaks : 'staffs'members' to be replaced by "staff members"

After the few corrections were made, the minutes were adopted as a true record of the previous meeting following a proposal and secondment by Mr Munsanda and M.S. Chiimba respectively.

GSDP/3/2/96 : MATTERS ARISING

Karl phoned Birgit and confirmed that Monica would miss subjects if she would go to Germany in May as this is the time that the College prepares students for June examinations. It was reffered to EXCC to decide whether Monica goes to School or Germany in relation to Solomon's going to School.

- Mr Phiri suggested the possibility of Smart to be the Transport/Stores officer when Monica goes to School.
- Mr Munsanda told the house that a replacement was already found and encouraged staff not to miss meetings to give good suggestions in time. Karl added that the office of Transport/Stores officer required somebody with a typing knowledge such that Smart wouldn't be fit for the post.
- Engine spares were not found in Choma and Smart was sent to Lusaka to look for the required materials so that the new engine should be fitted.
- Allowances : Karl reported that discussion concerning allowances were held in Germany with Mr Hecker and resolved that the project is free to decide but group life Assurance and ~~Pension Scheme~~ Funeral Asse. Scheme should be put into consideration as these issues can not be taken at once. Left for Zambian staff meeting to decide on which one they would like to take up.
- Malaria Control Officer : Solomon reported that the officer had come and only sprayed four homes at K500 per room. Edna and Solomon would still go to talk to Mr Lungu to come and spray the remaining homes.

3/.....

Gossner Mission

GSDP/4/2/96 : ANNUAL REPORTS 1995/FIVE YEAR WORKPLAN

Helga thanked staff for quick response in handing brief Annual reports sent to the Council Secretary, she requested the same atmosphere in handing the detailed annual reports. Programme officers who have not submitted their five year workplans were requested to do so as there might be a workshop within the year for implementation.

GSDP/5/2/96 : VISITORS FROM CHRISTIAN AID/PHOTOGRAPHER

A lady from Christian Aid will come in March and would stay with Helga/Edna. Details would come after a fax message by Birgit is answered.

Mr Ncite reported on the impression of Nigel on the work in the area on dam construction. Though they showed good impression in future the project should make a proper programme for visitors as this was not done for the two.

GSDP/6/2/96 : LATEST DEVELOPMENT IN VSP

VSP will have a new Manager starting 1.3.96 (Mr Benson Mwala) Karl's extension of contract was sought as the time to work with the Manager starting on 1.3.96 and Karl leaving on 31.3.96 would not be enough.

GSDP/7/2/96 : BUDGET 1995/96

Government contribution in 1995 coming closer to Gossner Mission were very impressive and the K20m accrual will still be for the priorities set in the budget meeting 1995. GM budget 1996 will be shared in percentages as per budget allocations as follows :

Administration	18.850,000	28%
BMIS	2.000,000	3%
Sustainable Agriculture	-	-
VSP	6.500,000	10%
Gender & Development	7.498,000	11%
SSVI	13.339,000	20%
Water programme	11.650,000	17%
Rural Works	720,000	2%
Special Activities	6.000,000	9%
	66.557,000	100%
	==========	====

GSDP/8/2/96 : FAREWELL PARTIES FOR MR YATES AND KREITER

The parties will be held on 19.02.96 for Mr Kreiter at BMIS and on 26.02.96 at GSDP for Mr Yates respectively.

4/.....

Gossner Mission

organising committee members :

Mr Mulemwa — Mr Phiri
Mrs Siatwiko — Mr Siadibbi

GSDP/9/2/96 : LETTER FROM BERLIN/MESSAGE BROUGHT BY KARL

Karl said there was no letter as it was his private trip to Germany but he attended a meeting. Rev. Damm will be be on leave for six weeks. Mrs Strittmatter will be responsible while Rev. Damm is on leave. Karl should write some important items of the meeting for the project as some might not be for the minutes.

GSDP/10/2/96 : ANY OTHER BUSINESS

- Winfred apologised for inconvinience caused by the food processing group who had occupied all the guest house rooms for three weeks. In reply staff complained of one resource person who was not considerate and resolved that in case of any course in future one room should be kept free.
- Armin reported that BMIS had now employed a mechanic and the project was free to take vehicles and motor-bikes for service. Armin reported too that the BMIS Advisor to be employed would be Advisor for farmers and not for management. After the job description of the Advisor were read staff felt it would be over running with Mr Shimbeza unless Mr Shimbeza was failing there was no need for this Advisor. If it was failure the project coordinator to request through the PAO to get an Extension Worker as GSDP has no one budgeted for, for employment.
- Mr Munsanda told government seconded staff to fill in application forms as Ministry of Agriculture was undergoing restructuring. He also said that issues happening in absence of the Coordinator and the Chairperson should be brought to their attention in time.
- Karl reported that VSF had increased hire charges for the truck and would increase charges for grindingmills He reported also the issue of outstanding bill of K238,000 ~~K498,000~~ with West Lake Investments.
- He reported that the PAO made it clear that the project has the powers to decide on housing. The PAO suggested that in future problems should be taken to the Council Secretary as he was not happy of the now happenings that his position is used even on issues mentioned by someone else in the PAO's office.

5/.....

Gossner Mission

- on Mr Kunda's vehicle, after a long discussion of mixed feelings it was resolved that Mr Kaulu or Mr Nakasenke be consulted to give advice on who takes responsibility of the damage caused on the vehicle.
- Helga reported the coming of the Leeman's group on 25.03.96 to 30.03.96. This will be a 8 people group visiting the project. Helga would make arrangements with Winfred to take care of the visitors as she will be on leave sometime in March to go and collect her vehicle.
- Edna informed the house of the project appearance in the Christian Aid Newsletter. She also requested management to discuss plumber's roll in the project.
- Birgit told the house that Nambu had got a job with the Japanese Embassy in Kenya. She also announced the new rates at Ibex Hill guest house. Staff fees remain the same. private for room B and D will be K7,000.-
  A and C " " K8,000.-
  E and F " " K9,000.-
- Mr Ncite reported that the Nyanga dam had another hole and requested the water programme truck to deliver cement.

GSDP/11/2/96 : CLOSING REMARKS

The Chairperson thanked everybody for a peaceful active meeting.

Meeting closed by a prayer from Patricia Siatwiko.

Next meeting will be held on Monday, 4th March, 1996.

CHAIRPERSON : Mrs Siatwiko
SECRETARY : Mr B.M. Chiri

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CHAIRMAN :.....DATE :.....SEC.:.....

:mnh...

Gossner Mission

GSDP - Administration

Strittmatter 28/02/96

Minutes of the Senior Staff Meeting

Dear Colleagues,

while checking on the Senior Staff Meeting minutes we just realized that we didn't ~~not~~ receive the minutes from the following months:

Juni, Juli, August, October and November 1995.

Please send them as soon as possible. Thank you.

Yours,

GSDP11/let

Gossner Mission

MINUTES OF THE SENIOR STAFF MEETING HELD IN THE GSDP BOARD ROOM ON THE 8TH OF JANUARY, 1996

EINGEGANGEN
20. Feb. 1996
Erl.....

PRESENT

Mr S.D. Munsanda	- Project Coordinator
Mr T. Yates	- Water Aid Advisor
Mr W. Ncite	- Rural Works programme officer
Mr H. Yoshimura	- BMIS Horticulturist
Ms E. Maluma	- Gender and Development Advisor
Mr S. Siadibbi	- GSDP Book-keeper
Ms H. Lieby	- GSDP Chairperson
Mr B.Z. Lungu	- Sustainable Agriculture Advisor
Mr A. Syabunkululu	- Water Dev. Officer/Secretary
Mr K.S. Mulemwa	- BMIS Manager/Chairman

ABSENT WITH APOLOGY

Mr N. Samboko	- Extension worker - Attending meeting
Mr C. Hamwinde	- Community Dev. Officer - sick
Mr K. Waldschütz	- VSP Advisor - on leave
Ms L. Hamusiya	- Gender and Dev. Animator - on leave
Mrs M. S. Chiimba	- Stores/Transport Officer - In Monze to see a patient
Mr A. Kreiter	- BMIS Advisor - on leave
Mr W. Diete	- SSVI Advisor - on leave
Mr B.M. Phiri	- SSVI Programme Officer - on leave
Mr A. Siwale	- Water Aid Community Development Officer - on leave
Mrs P. Siatwiko	- VSP Acting Manager - sick

ABSENT WITHOUT APOLOGY

Mr S. Siazinkwa	- Rural Works Assistant

AGENDA

1. Opening prayer/remarks
2. Reading/confirming of previous minutes
3. Matters arising from the minutes
4. Quarterly progress Reports
5. Annual reports

2/.....

Gossner Mission

6. Budget 1995/96
7. postmortem of New Year's party
8. Staff accommodation
9. A.O.B.
10. Closing remarks

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GSDP/1/1/96 : CHAIRPERSON'S OPENING REMARKS

The meeting started at 0950 hours. The chairperson welcomed all the staff members to the first meeting in the new year, 1996.

GSDP/2/1/96 : READING/CONFIRMATION OF THE MINUTES

The minutes were read and accepted as a true record of the last meeting. Following a proposal by Mr Munsanda and secondment by Mr Siadibbi.
Ms Lieby commended the secretary for that meeting for having done a good job.

GSDP/3/1/96 : MATTERS ARISING FROM THE PREVIOUS MINUTES

- Mr Mulemwa wanted a clarification over the issue in which Mr Munsanda threatened some officers.
  In reply Mr Munsanda said that he did not threaten any officers as the statement from the secretary may seem to mean. Ms Maluma said that thre was nothing wrong with the statement reflected in the paragraph.
- Employment of VSP Manager : The staffs were not happy on the requirement where it was mentioned that 'Must be a Tonga from the valley' therefore it was suggested that it should be rephased into 'Must know the area thoroughly well'
- Mr Mulemwa asked whether 1994 Annual Report was done. Mr Munsanda was not in a position to give an answer to that because everything was left in the hands of Mr K. Waldschütz currently on leave.

Gossner Mission

- Ms Maluma asked why the Sustainable Agriculture went to Chipata for the seminar and what was special there?

  Mr Lungu replied that there was nothing special, but because Chipata was in the same region as Sinazongwe - same climate.

Christmas party : The committee did not work as a group properly as a result things did not work as they were supposed to be. Some members did not know whether they were in the committee even though their names appeared in the minutes.

Mrs Meja and Mrs Siabunga are to go for a training. Mr Munsanda will arrange this when he goes to Lusaka.

- Mr Yates asked whether Mr Syabunkululu bought the spares for the camp engines.

  In reply Mr Syabunkululu said he only bought 2 fan belts because most of the items were not available. However next wednesday, he will go and check again.

Workshop Foreman : Ms Maluma asked as to why Nelson has yet been elevated to the position of Workshop Foreman. In reply Ms Lieby explained that Nelson was not fit to run the workshop because from her observations she at one time found him drunk whilst on duty. This could be very dangerous in the workshop. It was resolved that Smart will still remain as workshop foreman with little driving work.

REPORTS FROM PROGRAMME OFFICERS

Administration -

PLANNED ACTIVITIES

Coordination of project activities, paying salaries, allowances to project staff, general administration, camp maintenance, workshop undertakings eg transports stores purchases, meetings, seminars, staff meetings, Ambulance services on requests.

Gossner Mission

RURAL WORKS

Planned activities

Digging foundations for dams, building walls, meetings.
Achievement - Foundations are all dug and building is going on.

WATER PROGRAMME

Planned activities

Completing sand dam, lining wells and deepening, repair of boreholes, maintain central water in the camp.
Achievements : Rehabilitation of 6 wells, completed sand dam, maintained central water in the camp, repaired 6 boreholes.
Mr Munsanda said the engines are not safe staying un roofed not locked so they should be roofed and locked after work.

SUSTAINABLE AGRICULTURE

Planned activities :

Environmental awareness, camping in Muziyo, Syamucaala areas, nursery work, caring for seedlings, distribution of soil fertility.

Achievement : As above.

BULEYA MALIMA IRRIGATION SCHEME

planned activities

Farm management meetings, orchard and irrigation activities, expansion of new orchard, fence repairs.
Achievements : a. Irrigation pumps, employment of a mechanic, assistance to board on supervising the truck movement, employed new mechanic.

VALLEY SELF HELP PROMOTION SOCIETY

No report submitted

SMALL SCALE VILLAGE INDUSTRIES

A written report was submitted, but not discussed due to the absence of the officers 5/.....

Gossner Mission

The chairman strictly said that this should be looked at very carefully that in future we do not allow both staff from one component to go on leave.

GENDER AND DEVELOPMENT PROGRAMME

planned activities :

Gender sensitization workshops supervision of all clubs. Naluyanda evaluation.

Achievements : 2 workshops - 1 for grade 7 and 9 pupils from 5 Basic Schools, 2 for Dengeza women's group, workshop with EXCO of SSVI did not take place due to poor attendance.

ANNUAL REPORTS

To be handed by end of January, 1996.
The Coordinator read a letter from the Boma where by the Council Secretary is requesting GSDP to submit the Annual Reports.

A.O.B.

Mr Ncite requested the EXCO to consider seriously on the allowance issue, both GRZ and Gossner Mission. In reply Mr Mulemwa said that on the side of GM the issue was refered to the Zambian desk GM for further discussion. Mr Waldschütz will report to the committee on the resolution. Was hat das zu bedeuten?

Solomon asked for all imprests to be closed to allow him to finalise the annual accounts.

A request again was put forward by Solomon saying those who wish to see Mr Munsanda's wifewho is sick in Lusaka to register with him. Transport could be arranged to take them and come back the same day.

Gossner Mission

CLOSING REMARKS

The chairman thanked all staff members who turned up for the meeting.

Date of the next meeting was not mentioned.

Chairman for the next meeting - Mr W. Neite
Secretary " " " " - Mr S. Siadibbi

Chairman :..... Date:..... Sec.....

:gmh

Gossner Mission

EINGEGANGEN
26. Jan. 1996
Erl.

MINUTES OF THE SENIOR STAFF MEETING
HELD IN THE GSDP BOARDROOM ON 8 DECEMBER 1995

PRESENT

Mr.S.D.Munsanda	Project Coordinator (Chairperson)
Mr.K.Waldschutz	VSP Advisor
Ms.L.Hamusiya	Female extension Animator
Mr.T.A.Yates	WaterAid Advisor (Secretary)
Mr.A.Siabunkululu	Water/Sanitation Programme Officer
Mr.C.Hamwinde	Community mobiliser, Water Programme
Mr.W.Ncite	Rural Works Programme Officer
Mr.H.Yoshimura	BMIS Advisor
Ms.E.Maluma	Gender and Development Advisor
Mr.S.Siadibi	GSDP accountant
Ms.H.Lieby	GSDP Chairperson
Mr.N.Samboko	Sustainable Agriculture Extension Worker
Mr.J.Franke	Honoured Guest

Absent with apology:

Mr.W.Diete	SSVI Advisor
Mr.B.M.Phiri	SSVI Programme Officer
Mr.B.Lungu	Sustainable Agriculture Advisor
Mr.K.Mulemwa	BMIS Manager
Mrs.M.S Chiimba	Stores/Transport Officer
Mr.S.Siazinkwa	
Mr.A.Siwale	WaterAid Community Development Advisor
Mrs.B.Groth	Gossner Mission Liaison Officer
Mr.A.Kreeiter	BMIS Advisor

AGENDA

1. Prayer/opening remarks
2. Correction/confirmation of previous minutes
3. Matters arising from previous minutes
4. 1st Quarter 1996 Work plan
5. 1996 Budget
6. Annual Reports
7. Christmas party
8. Training for accounts staff
9. A.O.B.
10 Chairpersons closing remarks

GSDP/1/12/95: Chairpersons opening remarks.

The meeting was opened at 09.45. Mr. Waldschutz informed the meeting that it was Ms.Lieby's birthday and also welcomed Mr. Franke back to the valley.

GSDP/2/12/95: Reading/confirmation of the minutes.

The minutes were read and corrected but could not be accepted as a true record of the last meeting as they were incomplete. The meeting voted in favour of sending the minutes to Berlin as they were, but refused to accept them as a true record.

Gossner Mission

GSDP/3/12/95: Matters Arising from previous minutes

f. No action has been taken, the issue of Mr. Hachingala will be discussed by the EXCO meeting. about a loan

n. There is still no report from Mr. Kaveya. Karl said that Rev.Dam had contacted him, Karl will ask for a report from Berlin. Hafflow mark Bida Zungu, Lillian

q. There has been no apology from the Choma Museum. Minutes from the Choma Museum meeting stated that Ms. Maluma and Mr.Munsanda will not face proceedings as they were not present in the meeting. Opening of the Choma Museum will go ahead on 20/12/95. With regard to voting rights for Gossner Mission and GSDP reps., the minutes stated that it was Gossner Mission who had originally said they did not want voting rights and this decision was just being followed.

5/10/95: Progress reports
The progress reports will be attached to the previous minutes.

6/10/95: Five year plans
Karl had discussed them with Rev.Damm. Some of the plans have still not been presented. No comments were taken to Germany and there was no mention of the five year plan in Rev. Damm's visit report.

Tax Exemption
Purchase orders must be presented in order to purchase items without VAT. The amount to be claimed must exceed $50 to be able to claim. Karl asked that these purchase orders be restricted to major items only.

GSDP/4/12/95: 1st Quarter 1996 Work Plans.

Water Programme:(PROGRAMME ATTACHED)
Work plan was submitted. Work will continue on motivating communities and installing hand pumps on the 11 boreholes to be drilled by UNICEF. Existing work on wells will also continue, as will repair of boreholes.

Lilian complained that problems at Kanchindu were not being taken seriously as the engine has not been installed. The meeting resolved that the pump for Kanchindu will be bought within the month. Allen said that the new engines have no fan belts. The next management meeting will decide on priorities for the remaining money, but the pump will be a high priority. Karl asked for a list of spare parts to purchase as the project has more GRZ money than usual.

Karl asked about the female community worker to work with Cliff. Tony answered that earlier in the year attempts to recruit a woman had failed but that the water programme still needed such a person. He asked for all the staff to see if they can identify any likely candidates.

Gossner Mission

Female Extension: (PROGRAMME ATTACHED)

The main activities will be supervision of agricultural production activities, especially sunflower, a workshop with GDS in Livingstone, Gender awareness workshop for teachers and follow up of all these activities.

Cliff asked why so few women attended the business training workshop with SSVI. All agreed it was not proper to discuss matters relating to SSVI as none of their project staff were present. They will be asked the same questions at the next meeting.

Karl raised the question of changing the name of the Female Extension programme. Edna said it has been changed to Gender and Development, the new name must be registered with the government, the issue will be discussed at the next EXCO meting.

BMIS: (NO PROGRAMME SUBMITTED)

The meeting to elect a new board was postponed from November until January 1996. Karl raised the point that all the BMIS advisers will be leaving next year. Clear direction is now needed from Gossner Mission in Berlin as to whether they will support another advisor. BMIS should look for a qualified Zambian first.

Tony said that as BMIS was intending to become independent of GSDP, this might be a good time to let them stand alone. Mr. Munsanda said that the BMIS board are not strong enough to run on their own yet. Tony asked if the advisor could be funded by the ASIP programme. Karl said he was very suspicious of ASIP and he did not think they could support BMIS as well as GSDP could. The issue should be taken up in the next team meting.

Administration: (PROGRAMME ATTACHED)

After the summary was given Cliff asked if there was really any need to employ another welder as had been reported. Karl also said that the welder had been hired without any interview or formal discussion. Smart had become more of a driver, something which was not thought good as it had previously been agreed that each car should only have only one driver.

Ms. Lieby said she had been waiting to be informed of the interview date but then saw that the welder had been hired without it. Lilian complained that the workshop offers bad service as Smart is often driving and there is no one to manage the work. Other staff also complained that the workshop could not be trusted to do good work when left alone. Mr Munsanda stressed that any complaints should be made formally to the administration office.

It was suggested that if Smart was to be a relief driver then someone else should be made workshop supervisor. It was agreed that Nelson (the new welder) should be the foreman and that the EXCO meting should formally change the responsibilities of Smart.

Gossner Mission

Karl commented that the priorities of the administration should be completing the annual report on time, preparing end of year accounts for audit and opening new bank accounts for all project components. not to collect cheques from Lusaka as no new money from the government can be expected before March.

A long discussion was then held over the question of having a government accountant on the project. Mr Munsanda said that the government wants the project to spend more money on agricultural activities and they may want to put a government accountant in the project. He had said that as Solomon was doing well on his training he should be left and put on a government salary. The PAO's office said they want to send a government accountant.

Karl said that is was completely against GSDP policy to have a government accountant and that as GSDP acting chairperson he had not been consulted in any of the discussions with either Solomon or the PAO. He was prepared to veto any decision to accept a government accountant.

Solomon was distressed at being told by the PAO that he would have to leave his house to make room for a government officer. More discussion took place, complaints were made that Mr. Munsanda had made suggestions to threaten a number of GSDP staff and that the GSDP chair person had never been consulted on any of these issues.

Mr Munsanda replied that the PAO had asked how many civil servants were present in GSDP and that ASIP want to increase the number of civil servants. He had suggested that Solomon be put on government payroll to keep him in the project, but if he had made wrong decisions he would apologise.

Edna complained that none of these issues had ever been discussed openly and that the procedure being used was very wrong. Lilian proposed that the issue be made an administrative decision and that the PAO be invited to discuss these issues with the Project coordinator and the GSDP Chairperson together. The main problem had been the lack of openness.

Tony asked if it was the intention to completely hand over GSDP to the government. Mr. Munsanda said this had been discussed for a long time. Karl explained his fears that if the project had a government accountant the project would die as more money would be diverted to paying government staff their allowances at the expense of project work.

Ms Lieby said that there was a very sad lack of any discussion between the coordinator and chairperson and that in future she would like to see all letters that leave the project being signed by both people

Karl commented that there is a committee to discuss personnel issues, the EXCO, but that there has been no meeting for more than two months. The meeting agreed that EXCO should meet by the end of the week and that this discussion should be left to them.

Gossner Mission

Rural Works: (PROGRAMME ATTACHED)

The programme will be concentrating on building dams and doing camp maintenance. The component was asked if there was a need for a trainer to do community work on the dams project. Nchite said that the Dept. of Agriculture would do this work. Others said no as it would be costly and difficult to work with government staff from out of the district. It was suggested that sustainable agriculture could get involved.

Sustainable Agriculture: (PROGRAMME ATTACHED)

The main events will be nursery work , planting, collection of vetiver grass from Mazabuka and a study tour to Eastern Province.

The purpose of the study tour was questioned but the programme advisor was nor present to answer.

Mr. Ncite asked what would happen to the vetiver grass from Nakamballa. The reply was that it would be planted by farmers immediately.

VSP: (NO PROGRAMME SUBMITTED)

Mr Makala was dismissed on 29 November with no terminal benefits after the VSP accounts had been audited. Patricia and Karl had taken over the accounting since then, there are many outstanding bills unpaid. The major task will be to settle all outstanding debts of the project over the next three months and to finish auditing the books. The managers position will be advertised and should be recruited by end of January. The new manager should be a Gwembe Valley Tonga.

VSP is now a member of UTTA and the truck has been licensed for three years. There will be an AGM before the end of March. All hammer mills are working, a new one may be put up in Muziyo. Bricks for the plot are finished but work on the plot is a low priority.

Solomon asked if there were any plans to change the constitution to address issues of self help vs profit making, as VSP is mainly a trading commercial enterprise.

Karl said the constitution can only be changed by the EXCO at an AGM, however, EXCO members have an interest and are not willing to change. One way out is to get an external consultant to report on how best to change the VSP priorities.

Mr. Ncite stressed the need to involve the chiefs in VSP activities, especially as Karl will be the last advisor and when he leaves the EXCO will be more free to lead VSP however they wish.

Cliff said that the new VSP manager should not necessarily be a Gwembe Valley Tonga, he/she should be the most qualified person to fill the position.

Gossner Mission

Karl said that there will be a meeting on Thursday to discuss the needs and recruitment of the new manager. All senior staff are welcome to attend.

PAM ACTIVITIES

PAM have promised adequate maize and it will go direct to Sinazongwe ZCF depot. We need only to make monthly submissions.

GSDP/5/12/95: Budget
The budget will be delivered to Lusaka next week.

GSDP/6/12/95: Annual Reports
The 1994 annual report must be re-done. For 1995 all programmes must submit their annual reports to Mr.Munsanda by the end of January 1996. The annual report will then be compiled by the administration department.

GSDP/7/12/95: Christmas Party
The committee to arrange the Xmas party was agreed as:
Monica
Cliff
Nchite
Helga
Solomon

GSDP/8/12/95: Training Programme
Solomon will continue his training, but in September 1996. Monica and Siabunga (BMIS) may go on a 6 month course at the cooperative college for basic book keeping. GSDP will need to employ a new transport officer, interviews will be on Thursday 14th Dec.

GSDP/9/12/95: AOB

The camp engines need fan belts, the oil seals are finished and a new frame is needed before the new engine can be installed. Cliff said that Maamba may have the fan belts, or they may be found in Choma. The oil seals need to be bought immediately. Foundation bolts are also needed. Allen was given the responsibility of buying all the parts required and money will be made available to him immediately.

Tony reported that his daughter was born on 21/10/95 and was called Rosie Alice. He also reported that he will leave Zambia in March 1996 and his replacement has already been recruited and will arrive in February for a hand over. A proposal has been put to WaterAid to employ an engineer to be based in Sinazongwe to act as advisor to GSDP but also to advise the district council and identify the best way that WaterAid can assist in the valley in the longer term.

Jochan wanted to give money to Nanyangu to help them finish the school they have built. The money will go into a special account to be used only for that project, it will be K1,000,000.

Gossner Mission

Lilian attended a "Dare to Share" workshop in Lusaka to see various demonstrations of participatory methods and approaches. She will make the report available when she receives it. anfordern

Nigel Quarrell of Christian Aid will visit the project from Jan 30th - February 8th and will be in Nkandabwe from 4th Feb-8th Feb.

A cheque for DM600 has been received for Sinakoba church.

Comments in a document from Berlin were made that the project had suffered "loss of reputation " over the past 16 months without a chairperson. GSDP staff felt personally blamed for the failure of Gossner Mission to recruit a new chairperson and were very upset about this comment.

The bank account for the Nissan Truck is now opened.

Carl will be on home leave from 18th December to 19th January.

Edna reported that the Naluyanda exposure was good. A draft evaluation report will be sent to Berlin for comment.

Solomon asked for all imprests to be closed to allow him to finalise the annual accounts.

A letter has been received from the new Senior Chief Mweemba requesting to buy 100 bags of maize. PAM has strictly forbidden the sale of any PAM maize. Edna will reply to the Chief.

Mr. Nchite reported that a shed in Sinazeze used by VSP was given to them to be used by the community. Mr. Ncite was told that they had to pay if it was to be used to store or sell maize. The issue will be investigated.

Mr Nchite was in an accident on his motorcycle when he fell off and was told by Maamba police to pay K60,000. The Police said they want to arrange for a police man to come to GSDP to teach good motorcycle riding. The idea was rejected by the senior staff.

Mr.Munsanda reported that his wife is still sick but that the baby is doing fine.

Date of the next meeting: 8th January.

Chairperson for next meeting: Mr.Samboko
Secretary for next meeting: Mr. Syabunkululu

Gossner Mission

EINGEGANGEN
30. Mai 1996
Erl.....

MINUTES OF THE SENIOR STAFF MEETING

HELD IN THE GSDP BOARDROOM ON 16TH OCTOBER, 1995

PRESENT:	Ms L. Hamusiya	- Female Extension Animator - Chairperson
	Mr. K. Waldschütz	- Acting GSDP Administrative Chairperson/ VSP Advisor
	Mr. S.D. Munsanda	- Project Coordinator
	Ms E. Maluma	- Acting Chairperson for NGO Contacts/GSDP Female Extension advisor
	Mr. W. Diete	- SSVI Advisor
	Mr. B.M. Phiri	- Programme Officer - SSVI
	Mr. B.Z. Lungu	- Sustainable Agriculture Advisor
	Mr. N. Samboko	- Sustainable Agriculture Extension Worker
	Mr. K. mulemwa	- BMIS Managewr
	Mrs. M.S. Chiimba	Stores/Transport Officer
	Mr. W. Ncite	- Programme Officer - Rural Works
	Mr. S. Siazinkwa	-
	Mr. A. Siabunkululu	- Water and Sanitation Progrmme Officer
	Mr. A. Siwale	- Assistant Water Aid advisor
	Mr. C. Hamwiinde	- Community Development Promoter for Water and Sanitation Programme
	Mrs. B. Groth	- Gossner Mission Liaison Officer
	Ms Lieby	- GSDP Chairperson
	Rev. Damm	- Guest
	Mrs. P. Siatwiko	- VSP - Guest
	Mr. R. Makala	- VSP Manager
	Mr. A. Kreiter	- BMIS Advisor - Secretary

ABSENT WITH APOLOGY:

Mr. H. Yoshimura	- BMIS Development Advisor - On leave
Mr. T. Yates	- Water Aid Advisor for water and Sanitation

AGENDA:

1. Prayer/Opening remarks by the Chairperson
2. Reading/Correction/Confirmation of previous minutes
3. Matters Arising from previous minutes
4. News from Germany
5. Progress Reports
6. Five Year Plans
7. Budget 1996
8. Report from the Exco
9. Steering Committee
10.
11.. Any Other Business

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Gossner Mission

GSDP/1/10/95: CHAIRPERSON'S OPENING REMARKS

The meeting was opened by the Chairperson. She greeted Rev. Damm from Germany and welcomed our new collegue GSDP Chairperson, Ms Lieby.

GSDP/2/10/95: READING/CORRECTION/CONFIRMATION OF THE PREVIOUS MINUTES

Mr. K. Waldschütz read the minutes.

GSDP/3/10/95: MATTERS ARISING FROM THE PREVIOUS MINUTES

f) Mr. Hachingala refused to pay fully, then it was resolved that the case be taken to court. Mwami has finished paying his outstandings.

n) The visitor from Zimbabwe Mr. Kuveya, visited the project from 18th to 23rd September, 1995. There was no report yet from Mr. Kuveya.

q) The letter written to Ms Maluma and Mr. Munsanda accusing them of commiting a criminal offence was stated by the Choma Museum Management that it was not meant in that way as it was written to them. The house felt that the Tonga Museum should write an apology letter saying they have withdrawn the letter accusing Ms Maluma and Mr. Munsanda of commiting a criminal offence. Rev. Damm will visit the Choma Museum for discussions on different points like; voting right for the Gossner Mission and GSDP Representatives.

The Choma Museum is planning to open on 20th December, 1995.

p) Patricia did not do well during her training due to illness, and Solomon did well and would be ready for the training in A.A.C.

GSDP/4/10/95: NEWS FROM GERMANY

Rev. Damm mentioned that he will retire in 2 years, he also described of staff reduction in Berlin and how the work will be handled after that. He also explained the financial problems and amounts that will be availablefor the GSDP in future. After the independence of the GSDP components, the Mission would still want to work in Zambia but on church related activities.

GSDP/5/10/95: PROGRESS REPORTS

The Progress Reports were submitted by each component and after that it was felt that the Progress Reports should be included in minutes as well as the quarterly workplans, since they were not included in previous minutes.

GSDP/6/10/95: FIVE YEAR PLANS

It was said Karl was going to discuss them with Rev. Damm after the meeting.

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Gossner Mission

GSDP/7/10/95: BUDGET 1996

Karl did inform the house about the budget.

GSDP/8/10/95: REPORT FROM THE EXCO MEETING

GSDP/9/10/95: STEERING COMMITTEE

It was concluded that there was no need for fixing upa steering committee, since the Mission is winding up its programme. A problem never came with the present set up. Cooperation was, always down with outside angencies eg. Workshops.

GSDP/10/10/95:

GSDP/11/10/95: ANY OTHER BUSINESS

- Rev. Damm expressed hiscondolences and personal regrets about the death of Senior Chief Mweemba.
- Monica asked on the beds which were not known where they belonged to, that if they could be sold or not. The reply was that they can be sold.
- Mr. Mulemwa reported about the two weeks he was in Lusaka about the IFAD money to Buleyamalima.
- Patricia thanked the collegues for assisting her during her illness.
- Mr. Phiri said that the advertisement was out for the Business Management Course with SSVI.

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Gossner Mission

- Bob Mann is visiting the Valley from 25th September, to 9th Ocotber, 1995.

- Armin requested that the Tax Exemption be clarified by the Liaison Office.

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CHAIRPERSON DATE SECRETARY

Gossner Mission

EINGEGANGEN
08. Mai 1996
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MINUTES OF THE SENIOR STAFF MEETING

HELD IN THE GSDP BOARDROOM ON 4TH SEPTEMBER, 1995

No meeting in August 1995

PRESENT

Mr. S. Siadibbi	- Bookkeeper - GSDP - Chairperson
Mr. K. Waldschütz	- Acting GSDP Administrative Chairperson/VSD Advisor-Secretary
Ms. E. Maluma	- Acting Chairperson for NGO contacts/ GSDP Female Extension Advisor
Mr. S.D. Munsanda	- Project Coordinator - GSDP
Mr. R.M. Phiri	- Programme Officer - SSVT
Mr. R.Z. Lungu	- Sustainable Agric. Advisor
Mr. N. Samboko	- Sustainable Agric. Ext. Worker
Mr. K. Mulemwa	- BMTS Manager
Mr. W. Dietz	- SSVT Advisor
Ms. L. Hamusiya	- Female Extension Animator
Mrs. M.S.Chiimba	- Stores/Transport Officer
Mr. W. Ncito	- Programme Officer - Rural Works
Mr. H. Yoshimura	- BMTS Development Advisor
Mr. P. Makala	- VSD Manager, from 11.30 hours
Mrs. R. Groth	- GM Liaison Officer, from 12.00hrs

ABSENT WITH APOLOGIES

Mr. T. Yates	- Water Aid Advisor for Water and Sanitation Programme - Taking wife to Lusaka for flight to Britain.
Mr. C. Hamwinde	- Community Development Promoter for Water and Sanitation Programme -For training at NRDC in Lusaka.
Mr. A. Svabunkululu	- Water and Sanitation Programme Officer - for training NRDC.
Mr. A.Kreiter	- BMTS Advisor in Germany for farm problems.

ABSENT WITHOUT APOLOGY

Mr. A. Siwale	- Assistant Water Aid Advisor

AGENDA

1. Prayer/Opening remarks by the chairman
2. Correction/confirmation of previous minutes
3. Matters arising from previous minutes
4. 4th Quarterly Workplan
5. Pension Scheme and Life Assurance Scheme
6. Programme for Rev. Damm
7. Training for Transformation Workshop
8. Budget 1996 and Financial matters, including half year statement.

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Gossner Mission

Agenda contd...

9. Accounts- Nissan truck, Female Extension programme, Sustainable Agriculture programme, Small Scale Village Industries, Rural Works
10. Christian Aid and Africare visits
11. Any other Business.

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GSDP/1/9/95 - PRAYER/OPENING REMARKS BY THE CHAIRMAN

The prayer was conducted by Mr. Phiri, whilst Mr. Siadibbi, as chairman for the meeting opened the session at 0930hrs by welcoming everybody.

GSDP/2/9/95 - CORRECTION/CONFIRMATION OF PREVIOUS MINUTES

page 1 : under 'with apologies' to read Kafwambila

page 2 : under 'opening remarks' The Chairman to the meeting.. to read the Chairperson...

page 8 : under 3: SSVI planned activities: Bookkeeping workshop (a) Siadibbi to read: Bookkeeping workshop at Siabaswi

page 9 : Second line from bottom: Vendar righ to read: Vendar rig.

page 10: Third line from bottom: confussion to read, confusion

page 11: First line from top: add the word 'book'

page 12: under GSDP 8/7/95: Allowance, first line: suggestion to clear----

-dity, line 6 to read: this invitation may bring problems....

page 13: under AOB c) line 3 to read: there should be no more crafts activities spearheaded

-pite, line 7 to read:--- but she feels....

After these corrections, the minutes were confirmed by Mr. Mfete seconded by Mr. Samboko.

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Gossner Mission

GSDP/3/9/95 - MATTER ARISING FROM PREVIOUS MINUTES

a) page 2. Annual Reports: once again the project Coordinator has not compiled the GSDP Annual Report, saying that the file was not given to him and Mrs.Strittmatter did no handover. Mr. Waldschuetz volunteered to look for the file and take care of compiling the report now.

b) page 3 pension scheme: on agenda

c) page 3, d. personal levy: The bookkeeper followed up on overpayment, deductions were made with 2nd payment, but K52,000.- are still left to be paid back, the Council Treasurer has promised to do this today.

d) page 3, e. Capital funds: see agenda

e) page,3, f: VSP drivers:
One VSP driver has been retrenched. Shaved bums have been done in camp.

f) page 3, g: Mr. Wachingala and Mr. Mwami
Mr. Wachingala refused to pay now, he says that he has paid his balance but is not willing to pay interest. This after delaying payments for 4 years since October, 1991. Karl will enquire from a lawyer (Mr. Nakasenke) about their conditions. Mwami has nearly finished paying, only a small balance is left.

g) page 5, n: Motorbike fuel allocations
No programme officer suggested new quantities. GSDP Management still insists on this needed information. There is a tendency of using the more expensive petrol when there no bike fuel. Additionally it was observed that there is too much private use of motorbike incl. relatives of some officers. The Advisers should be in the forefront of control of the use of the bikes.

h) page 5, n: Camping equipment - This was done.

i) page 5, 9: Training and Comm. Equipment.
The plumbers are in Lusaka at the moment. ITC does not offer the right course, they offer bike riding course instead of repairs course.

Gossner Mission

Birgit to follow up. Some employees sent for training have not yet cleared their interests, they will be not sent again before clearing. No progress on communication equipment.

j. page 5 Tax Clearance - Going monthly to Livingstone by postcar costs K150,000- for paying K115,000 Tax. No money transfer possible by bank, but with Zamtel by TMO.

k. page 7: Female Extension- Sharpening of 5 year plan in progress and will be circulated.

l. page 10, VSP: In the absence of the VSP Manager it was reported that he complained publicly that three Senior Staff members want to get rid of him. The senior staff sees no problem with counting the VSP Accounts Clerk but the VSP Exco should come forward first and redefine her status first.
Here it was also suggested that the counterpart to the Rural Works officer should be counted, this was referred to the CSDP Exco.

m. page 11. Sustainable Agriculture. The report on the strategy planning workshop is nearly ready.

n. page 12, Staff Tour- There was a complaint that the donation of Zg200 from RTDA was misused but the bookkeeper said it is still available, it was only temporarily used. The Tour was not well prepared and too short although the participants were quite impressed by the very interesting RTDA activities and their voluntary approach including local leadership. We are expecting Mr. Kuveya from Chr. Council Zimbabwe from 18th-23.9.95 who is actively involved in RTDA's activities . Mr. Lungu to write a thank you letter to RTDA.

o. page 12, CSDP Exco- No meeting took place yet.

r. page 13, Training - Solomon and Patricia- No results received yet, no decisions about continuation possible yet.

q. page 13, Chema Museum- The lawyer B. Chengwe has sent letters to Ms. E.Maluma and Mr. Munsanda accusing them of committing a criminal offence by conducting an illegal board meeting.

Gossner Mission

[illegible] to be informed by copy of this letter. Mr. Hans Wendelink had to leave the country now. No reply to Rev. Wecker's letter yet.

r. Page 14, MRDP Bob Mann replied to Mr. Yates letter and the standing regulation was confirmed.

s. Going back to page 10, VSP
The Manager came in, excusing himself with a motorbike breakdown. He complained bitterly about the 'uncivilised way' of discussions about him in the SSM and threatened to resign from this meeting in future. GSDP Exco still to take up this issue.

t. Action Sheet
1a) Pension Scheme, see Agenda
1b) Sust. Agric. a/c to be done after financial statement 1/9/95
1c) Nissan a/c to be done after calculation of accumulated replacement/depreciation income through hire charges.
d) A letter from Road Traffic Chema for the WFP car (windscreen problem) was obtained)
2. Report next meeting, house rents/camp
3a) Personal levy, done
3b) Metal workshop, corrective measures underway
4) Camping equipment, done
5) Houses in Sinazeze, same group, Ncite to go to Council, we want them for us.
6) Zamtel, more follow up needed (Mr. Nieto, Mr. Namwiinde)

GSDP/4/9/95 - 4TH QUARTERLY WORKPLANS
All project components submitted their reports in writing.
Additions: a) FFP to start cooperation with VSP and SSVT in business advise, the VSP manager to initiate a meeting.
b) BW there is a good chance for full financing of operations until 12/96 by Christian Aid,
c) VSP BP now shows serious interest in assisting to put up a filling station.
d) PAM Free seed distribution is expected, maize will be for sale at K13,500,-/bag

Gossner Mission

GSDP/5/9/95- PENSION SCHEME AND LIFE ASSURANCE

Life Assurance Scheme to be discussed with Rev.Damm
The SSM is in favour of this scheme after Mr. Sibende's and Ms. Karonga's deaths.
Pension Scheme to be discussed in Zambian Staff Meeting because of their 5% contribution/deduction from salaries, thereafter with Rev. Damm, no objections expected as initiative came from there. A question was raised whether the pension Scheme will be transferrable in case of changing the employer, this has to be clarified.

GSDP/6/9/95 - PROGRAMME FOR REV. DAMM AND MS. LIEBY

Both will arrive on 10.10.95, Rev. Damm is leaving on 24.10. Bob Mann is planning to come from 11.10. -24.10. as well. It was decided to change the Senior Staff meeting to Monday, 16.10.95 and use the usual staff meeting day 2.10.95 for reviewing our 5 year plan ur dates.

GSDP/7/9/95- TRAINING FOR TRANSFORMATION WORKSHOP

We have not received a report on our last workshop Tony Yates to be asked for help. Workshop No. 3 is planned for January, 1996. Tony also to communicate with facilitators.

GSDP/8/9/95- BUDGET 1996 FINANCIAL MATTERS, HALFYEAR STATEMENT

Mr. Kasanda was successful getting another K12m after receiving already K5m, in August more is promised. It was decided to have a Budget Committee comprising of one member per project component only sitting on Tuesday, 5.9. at 14.30hrs to review this years budget and to set priorities. Also to check on submitted budget proposals for 1996.

GSDP/9/9/95- ACCOUNTS FOR NISSAN TRUCK, FEF, SAP, SSVI

It was decided to go ahead with this plan to give more power in financial matters to the project components. The Nissan Truck A/C is a promise to MRDP to take care of its replacement with the generated depreciation income.

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Gossner Mission

GSDF/10/9/95 - CHRISTIAN AID/AFRICARE VISITS

This was partly discussed under 4,) 4th Quarterly Workplans. Africare will assist us with technical advice in this programme. Christian Aid has sent us a catalogue of books with vouchers, it will be circulated.

GSDF/11/9/95 - ANY OTHER BUSINESS

1. Patricia Chikora has to undergo an operation, she is on the way of recovery.
2. Richard Makala will attend a FODEP-Meeting in Livingstone this week.
3. Hire charges for pedlar and trucks (incl.VSD) have been increased by 25% from 21.8.95.
4. FFD reported that a) there was a workshop in PSA in July 1995 on the impact of structural (Growth Adjustment programmes, b) Ms. Maluma did an evaluation for Harvest Help in Siavonga (where she realised from this exerience that the 5 year plan objectives for FFD were too vague and that they should make more measurable, c) that the People Act Foundation was launched on 22.8.95.
5. SAF reported that they attended a course with BMTS Management in Zimbabwe at Bambidzani Permaculture Centre. A report still needs to be done for circulation and for the donors (MDDE).
6. Maxwell Phale is still waiting for a BMTS board decision on his application.
7. The VFD car costs again ¥644,040,- (incl.20% vat)
8. Chex Hill was asked to try to find out ways to avoid paying 20% VAT on repairs, tyres, hammermills, engines, pumps, all things to be purchased now that we have unexpectedly more money from GRZ.
9. Margie Kanyama finally was employed by the Sinazongwe home.

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Gossner Mission

10. After Alfred Sibande also Harriett Kamanga passed away.
11. Senior chief Mwembe passed away, the funeral will be held on 7.0.95, Mr.K. Waldschuetz and Mr. Mamunsen will officially represent GM/GSDP. All GSDP employees are free to attend, all transport is given for assistance and firewood collection.

After a minute of silence in memory of our dead's the meeting closed at 14.30 hours.

Ms.L. Mamusiya will be chairlady for the meeting on 16.10.95, Mr. A. Kreiter will write the minutes.

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CHAIRMAN Date SECRETARY

Gossner Mission

MINUTES OF THE SENIOR STAFF MEETING HELD IN THE GSDP BOARD ROOM ON 10TH JULY, 1995

EINGEGANGEN
08. Mai 1996
Erl.

PRESENT

Mr B.M. Phiri	-	SSVI Programme Officer
Mr B.Z. Lungu	-	Agriculture Advisor - Secretary
Mr N. Samboko	-	Agriculture Extension Worker
Ms E. Maluma	-	Female Extension Advisor - Chairperson
Mr A. Syabunkululu	-	Water Programme Officer
Mr S.D. Munsanda	-	Project Coordinator
Mr K. Waldschütz	-	Acting chairman/VSP Advisor
Mr A. Kreiter	-	BMIS Advisor
Mr K. Mulemwa	-	BMIS Manager
Mr W. Dietz	-	SSVI Advisor
Mr C. Hamwinde	-	Community Development Promoter
Ms L. Hamusiya	-	Female Extension Animator
Mr S. Siadibbi	-	Book-keeper
Mrs M. S. Chiimba	-	Stores/Transport Officer

WITH APOLOGIES

Mr T. Yates and Mr A. Siwale are in Tanzania until 22.07.95
Mr W. Ncite is still in Kanfwambila
Ms Kapongo is sick at home

Seite 4 !!

WITHUOT APOLOGIES

Mr R. Makala - VSP Manager
Mr H. Yoshimura - BMIS Development Advisor

IN ATTENDANCE

Ms Helen Chipepo	-	Student, Mindolo Ecumenical Foundation
Ms Martha Nkoka	-	"

AGENDA

1. Opening prayer/remarks/apologies
2. Corrections and confirmation of previous minutes
3. Matters arising from June 5th meeting
4. progress reports
5. Sustainable Agriculture Workshop
6. Official trips outside the valley

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Gossner Mission

7. Staff tour
8. Allowances
9. Election of new GSDP EXCO members
10. Any Other Business
11. Chairperson's closing remarks

GSDP/1/07/95 : OPENING REMARKS/PRAYER

The meeting started at 0920 hours with a prayer by Ms M Chiimba. The chairman to the meeting welcomed all the members and introduced two students from Mindolo Ecumenical Foundation (Women's Programmes) who will be with the Project (Female Extension) for one month. The senior staff also made self introductions to the students.

GSDP/2/7/95 : CORRECTION AND CONFIRMATION OF THE MINUTES

Page 4 GSDP/10/5/95 - under m reads Ms Strittmatter colunteered... to read Ms Strittmatter volunteered .....

Page 5 GSDP/4/06/95 - under Water Programme
(c) Point number two reads ..... Female extension of role of women..... to read Female extension on role of women .....

After the few corrections were made, the minutes were adopted as a true record of the previous meeting following a proposal by Mr Diete and secondment from Mr Munsanda.

GSDP/3/7/95 : MATTERS ARISING FROM JUNE 5TH MEETING

a. Annual reports : Nothing has been done despite the handing in of the VSP and BMIS component reports. The deadline for the annual report was 14/06/95 and Mr Munsanda the Coordinator was given the mandate to compile the GSDP annual report as he has some insight knowledge for all the components. The house was not impressed by this delay bacause this activity has been postponed many times over (the first deadline was 31/01/95). It was then agreed that the report will be compiled before the next senior staff meeting.

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Gossner Mission

b. Pension Scheme : Insurance agents had agreed to come to the camp from Choma in order to discuss this issue but did not turn up. The Acting chairperson - Gossner Mission would make a follow up with other Insurance Companies.

c. Servicing of Project Motor bikes : Mr Hamwinde reported that servicing at Mr Hutchinson workshop is K1,500.- per hour and oils while at Jordan's workshop its K2,500.- per hour and oils. The house then resolved that these bikes should be taken to Mr Hutchinson's workshop.

d. Personal Levy : Follow up not made between 12th and 16th June, 1995 by the Book-keeper as earlier agreed. He however, promised to make a follow-up this month (July).

e. Capital Funds : The Coordinator reported that no capital funds have been released yet but he has requested for K46.000,000.- from the Ministry and had been advised to ring the Ministry to find out whether funds were released or not before travelling to Lusaka. Salaries for GSDP staff may be borrowed by CRZ from the Special Donations accounts only for one month.

f. VSP Drivers : This issue will be discussed at a special VSP meeting to be held between 10th and 14th July, 1995.

g. Mr Hachingala ~~and~~ and Mr Mwami : The case for Mr Hachingala will be taken up by Gossner Mission Headquarters now because he has started avoiding GSDP staff. Mr Mwami paid K50,000.- and still has to pay back K17,000.-

h. Camp maintenance :
Kanchindu Sewerage System has now been repaired and the Plumber, Mr Mapani has given a period of two months for observation.

i. The Zambian staff meeting : was held on 28th of June, 1995. The main issue from the meeting was on conditions of service for GSDP staff.

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Gossner Mission

j. Drivers' allowances : These have been decided upon by the GSDP EXCO. The rates are now as follows : K6,500 within the Valley and K8,500 outside the Valley.

k. Visitors to the Project :

I. GTZ staff from Siavonga visited GSDP between 15th and 19th of June, 1995 and Female Extension held a workshop in Sinakoba for women group with them there.

II. Bread for the World visitors _ Mr H. Hess and D, Knuth-Margraf held a meeting with the Acting chairperson, Ms Strittmatter, Ms Groth and Mr Lungu in Lusaka on 13th June 1995. The visitors said that it was not customary for Bread for the World to fund projects through another donor like GM but since the initial three year contract was already signed between them and Gossner Mission pledging the support of agricultural activities here in the valley, this would continue. However, it would be of great importance to find ways of making it possible for Bread for the World to do direct funding for these activities after the three year period.
They also expressed concern about the fact that GSDP has got no policy making body representing different interest of our community ie the local people, the government and the Project itself. They said this was important for streamlining the Project activities and making the project sustainable in the long run.
Ms Knuth Margraf came down to the valley on 15th and had field visits with Mr Lungu and Ms Strittmatter.

l. Motor cycles on sale

- The VSP motorcycle was sold to a police Officer from Maamba.
- Of the runners, one was sold to Mr Hamwinde, the other was reverted to Mr Siazinkwa for his official duties.
- The non-runners are still in stock but are to be sold at K50,000.- each.

5/....

Gossner Mission

m. Inventory updating : The meeting was told that the sale of some household items has been done following the applications the staff made and a list is available with the Transport/ Stores Officer, Ms Chiimba.

n. Motorbike fuel allocations : It was finally resolved that there would be no fuel increaments in the near future because the project is going through a financial stress. However, Programme Officers should suggest the quantities required by giving the minimum and maximum requirements.

o. Bank account for Nissan Truck : Nothing has been done as yet. However the acting chairperson would make a further follow-up.

p. Camping equipment : All camping equipment kept by officers should be returned to the Transport/Stores Officer where each officer intending to use them would obtain from.

q. Training and Communication equipment :

- Two plumbers will be considered for July/August training.
- Mr Diete informed the house that motorcycle maintenance and repair training at ITC was not yet scheduled because the syllabus was not yet made.

Communication between Lusaka and GSDP would further be looked into by Mr Hamwinde and Mr Diete.

r. Honda spares : The accounts section requested to be informed by which project components the spares are purchased for when buying is done by the Lusaka office.

s. Tax clearance : Records have been updated and Ms Chiimba would travel to Livingstone to pay to ZRA. It was however, suggested that in future it would be better to just send the money through the bank after knowing the account number of ZRA.

The house also heard that allowances will not be taxed until the 'White Paper' is released.

GSDP/4/7/95 : PROGRESS REPORTS

1. ADMINISTRATION

The administration report includes administration, accounts, transport and stores.

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Planned activities

- Plumbing (Camp and Kanchindu)
- Paying salaries/wages and banking
- Collection of Capital funds from Lusaka
- Supervision and coordination of components
- Control of transport and Guest-Houses.

Achieved activities :

- Plumbing in the Camp and Kanchindu
- Paid salaries/wages
- Supervision/coordination of components
- Installed new drum for the Rhodesian boiler at Mr Waldschütz's home. Cleaning and unbroking line of soakway between Ms Maluma and Mr Kalaula. Repaired showers in upper Guesthouse. Removed old pipes from staff down block.

Transport

- Paid salaries to drivers
- Cordinated transport, kept stores and updated. Purchase of fuels and lubricants - attended to the Guesthouse and visitors.

Accounts

- Paid salaries, allowances, computering income tax.
- NPF processing
- Day to day transaction

Workshop

- Repair of farm implements
- Servicing of project vehicles
- Attending to private customers
- Servicing Sinakoba Grinding mill and repair of Kafwambila Grinding mill
- Road work in the camp.

Administration :

- Did the above
- Had contacts with MAFF on funds
- General administration

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Gossner Mission

Incomplete activities

- Further plumbing (camp maintenance)

As contributions to the presentation by Administration, the following issues were raised :

- Guest House curtains should be replaced with bigger ones as the current ones are too small.
- A seperate account be opened for the Sustainable Agriculture Component and similarly components that are financed through Gossner Mission to open own accounts so as to enable project officers to plan according to their priorities.
- It was suggested that employing a Mechanic at Buleya Malima Irrigation Scheme would be a good idea as long as he also services motorbikes and vehicles at the camp. (The BMIS Board would have to be contacted). This would be advantageous to BMIS as costs towards the salary of the mechanic would be shared. The proposed name for the mechanic is Maxwell Mbale.

FEMALE EXTENSION

Planned activities

- Needs assessment
- Gender awareness workshop
- Agriculture activities review and replan with individuals and groups.
- Participate in Water and Sanitation programme activities.
- Sharpening the 5 year plan
- Analysis of economically viable projects for women.
- GTZ visits on an exposure trip and workshop.

Achieved activities

- Gender awareness with Headmen
- Needs assessment which will be continued
- GTZ visits
- Replanning of agriculture activities
- Attending sounding Board meeting

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Gossner Mission

Incomplete activities

- Replanning of agriculture activities
- Needs assessment
- Participation in Water/Sanitation programme activities
- Gender awareness workshops

Unplanned activities

- Attending the Sustainable Agriculture Planning workshop
- Book keeping training for Sinakoba group
- Women's group profiles writing for the sounding board
- Attending an evaluation workshop with Harvest Help Zambia in Siavonga.

Carried forward activities

- Replanning of agriculture activities
- Needs assessment
- Water Programme Community development section participation
- Gender sensitization
- Analysis of economically viable projects for women

Constraints

- Agricultural activities - no sunflower for the oil presses, no water for vegetable production and pest infestation.
- Malabali and Dengeza have scattered members which means low attendance
- Market problems for vegetable growers and Kapenta sellers.

The component was advised that both the advisor and the animator should attend the next hammermills operators course so that they too will know how to operate the Machine at Sinakoba.

3. SMALL SCALE VILLAGE INDUSTRIES (SSVI)

Planned activities

- Extsnsion of SSVI
- Bookkeeping workshop (a) Siadibbi
- Complete the leather work up grading course

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Gossner Mission

- Continue counselling of artisans
- Title deeds acquisition preparation

Achieved activities

- Up-grading of leather workshop
- Two Book-keeping workshops held
- Formation of SSVI Board
- Identified training for Business Management for new artisans.

Incomplete activities

- Business management for new artisans
- Feasibility studies in food processing
- Tanners and Sikankuli Carpentry groups reorganisation

Unplanned activities

- Capacity building workshop

Carried forward activities

- Implementing training of new artisans in Business Management
- Reorganisation of Siabaswi and tanners

The component was advised to let Mr Phiri find out problems facing the artisans and seek solutions before pushing them for training in Business Management (as this may not be the problem hindering their performance and profitability).

WATER AND SANITATION PROGRAMME

Planned activities

- Blasting wells
- Digging new wells
- Drilling new boreholes using Vondar rig
- Meetings with different communities
- Maintaining water system in camp
- Repairing boreholes and wells

Achieved activities

- All the activities mentioned above are the achievements made in the quarter except for the Vondar righ which failed to work.
- 12 boreholes repaired and 5 new wells sunk.

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Incomplete activities

- 5 new wells under construction

Unplanned activities

- Cutting of windlass bars

Carried forward activities

- None

5. VALLEY SELF HELP PROMOTION SOCIETY (VSP)

The Manager was not present for the meeting hence no report was submitted to the Secretary of the meeting.

The Advisor did not know where the Manager had gone. The house advised the GSDP EXCO to officially complain about Mr Makala's conduct to the VSP EXCO for action.

6. BULEYA MALIMA IRRIGATION SCHEME (BMIS)

Planned activities

- plot reallocations
- 19 tons fruits sold
- Intake canal digging - by paid workers
- Water supplied to orchard and farmers plots

Incomplete activities

- 99% of plots in phase 1 have not been utilized due to shortage of water.

Unplanned activities

- Installed a domestic borehole pump

Carried forward activities

- Continue with fruit sales

7. RURAL WORKS

The Programme Officer was not available for the meeting because of a confession caused by the Coordinator who took the vehicle which was already booked to Lusaka, thereby delaying the officers' programme.

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The house then suggested that the Project Coordinator should the pool vehicles just like anybody else.

8. SUSTAINABLE AGRICULTURE

Planned activities

- Conduct problem analysis and strategy planning workshops.
- Attending Training for Transformation workshop
- Nursery improvements
- Attending Fisheries Zone 1 committee meetings.
- Project Document write-up

Achieved activities

- All the above except for project document write-up and nursery improvements.

Incomplete activities

- Project document write up because of delay in starting the programme in the first quarter.
- Nursery activities due to critical water shortage at the nursery site.

Unplanned activities

- Visit of officers from Bread for the World
- Training of a literacy group in Sustainable Agriculture by Extension worker
- Visit to Siamuchala with a Catholic Sister Emeldah.

Carried forward activities

- Project document write up
- Nursery activities - filling of polypots and finding solution to critical water shortage

GSDP/5/7/95 : SUSTAINABLE AGRICULTURE WORKSHOP

The workshop was conducted as planned 21st - 23rd June, 1995 and brought out most of the expected results. The workshop report will be available soon for details of the proceedings. The strategies suggested will now be muted into an agricultural programme by selecting and integrating ideas from various problem areas. The other strategies may be taken up by other

Gossner Mission

GSDP components such as Small Scale Village Industries (SSVI) and Valley Self Help Promotion Society (VSP).

GSDP/6/7/95 : OFFICIAL TRIPS OUTSIDE THE VALLEY

It was earlier suggested by some staff members that all officers intending to travel outside the Valley should first apply and wait for approval by the Coordinator and/or chairman. Reports for every visit outside the valley were supposed to be written. This suggestion was turned down since monthly programmes of work indicate when which officer will be where during the month in question. Reports should be written when necessary especially when an officer travels to attend a workshop.

GSDP/7/7/95 : STAFF TOUR TO ZIMBABWE

- The staff tour has been arranged for 19th of July, 1995 but details regarding confirmation of bookings are not available since Mr Makala was not in the meeting. The committee members who were around were asked to meet after the senior staff meeting.

Members of staff were, however, asked to keep the tour dates free.

GSDP/8/7/95 : ALLOWANCES

There was a suggestion that the clear the problem of allowances once and for all, people from say Establishment Division should be invited to come and talk to GSDP staff about allowances. This suggestion was not welcome by the house because most people argued that currently, staff fore go allowances for working on weekends and most of the time overlunch. This invitation way brings problems to the project as people from the Establishment Division may request the members of staff to claim each time they work over the weekend or overlunch.

GSDP/9/7/95 : ELECTION OF NEW EXCO MEMBERS

Its one year since the GSDP EXCO was voted into office and elections for the new EXCO were held during this meeting. All the EXCO members were maintained with changes in chairmanship and an inclusion of one GSDP staff who were not represented in the committee.

Gossner Mission

The current executive is as below :

- Kingsley Mulemwa	- Chairperson
- Lillian Hamusiya	- Secretary (Out going chairperson)
- Winfred Diete	- Member
- Coordinator	- Member
- GM chairperson	- Member

The new member is Solomon Siadibbi who will be represented by Cliff Hamwinde when he is away.

GSDP/10/7/95 : A.O.B.

a. Students and teachers from Germany will be in the Valley from 11th to 18th July, 1995.

b. Training for Solomon Siadibbi and Patricia has been temperorily discontinued because no College in Zambia has at the moment, got a certificate to undertake the third phase of the course. Hence they will be with the Project for the next six months.

c. Mr Hans is on suspension from the Choma Museum and Crafts Centre. Chiefs in Sinazongwe District met and resolved that there should be more crafts activities spearhead by the Choma Museum in the district because of the controversial management of the museum. The term of office of being in the Executive Board for the Museum is still valid for the Female Extension Advisor but she fells they will not renew it. It was suggested that some people should check on the organisation of the Museum and Crafts Project in Binga during the senior staff tour.

d. Mr S. Siadibbi would go to Lusaka to write his examinations between 16th and 18th of July, 1995.

e. Mr Diete has been appointed member of the Zone 2 Fisheries committee. Mr Kunga represents GSDP in Zone 1.

f. The Council will be invited to come to the Camp to assess and determine rent rates for camp houses. Mr Phiri, Ms Chiimba and Mr Siadibbi to follow up on house rent collections from GM houses at Sinazeze.

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Gossner Mission

g. The house was informed that Mr Yates had written a letter to MRDP about the supervision of the Nissan Truck and it was agreed by phone that it reverts to the pool of GSDP with priority given to the water programme. Mr Bob Mann will write to confirm this arrangement.

GSDP/11/7/95 : NEXT MEETING

Chairperson for next meeting is Mr Solomon Siadibbi with Mr Karl Waldschütz as Secretary. This meeting will be held on 04.09.95 at the usual venue and time.

Chairperson:..... Date:..... Sec. .....

: gmh

Gossner Mission

(113) 6

EINGEGANGEN
08. Mai 1996
Erl.....

ISSUES FROM THE SENIOR STAFF MEETING (10.07.95) REQUIRING FOLLOW-UPS BEFORE NEXT MEETING

1. Mr Waldschütz, the acting Chairperson to :-
   a. pursue the GSDP Pension Scheme with insurance companies in Choma within this month.
   b. Open a Sustainable Agriculture account in Choma on friday 14.07.95.
   c. Open the Bank Account for the Nissam truck on friday 14th July, 1995.
   d. See the Road Traffic Commissioner in Choma over the dented wind screen of the World Food Programme pick-up.

2. Mr Munsanda, the Project Coordinator to visit the Council in Sinazongwe (Buildings Section) in order for them to come and assist him determine house rent rates for the camp houses. To be done before Friday 14.07.95.

3. Mr Siadibbi, the Book-keeper and Mrs Meja, the Transport/Stores Officer to :
   a. Sort out personal Levy over deductions problem with ZRA within the month.
   b. Work on workshop accounts and find ways of making the workshop more accountable. To be done within the month

4. Mrs Meja, the Transport/Stores Officer to ensure that all camping equipment kept by officers are returned to stores before the next meeting.

5. Mrs Meja, Mr Siadibbi and Mr Phiri the SSVI Programme officer to go to Sinazeze to establish what happens to the house rent paid by tenants to Gossner Mission houses there. To be executed before next meeting.

6. Mr Mote and Mr Hamwinde to make a further follow up with Zamtel Choma for the cost of a telephone cable from Maamba terminal to the Camp.

B.E. Lungu
10.07.95 GSDP SENIOR STAFF MEETING SECRETARY

Gossner Mission

MINUTES OF THE SENIOR STAFF MEETING HELD IN THE GSDP BOARD ROOM ON 5TH JUNE, 1995.

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08. Mai 1996
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PRESENT

Mr T. Yates	- Water Programme Advisor
Mr B.Z. Lungu	- Agricultural Advisor
Mr R. Makala	- VSP Manager
Mrs A. Strittmatter	- Administrative Assistant
Mr N. Samboko	- Agriculture Extension Worker
Mr W. Ncite	- Rural Works Officer
Ms. E. Maluma	- Female Extension Advisor
Mr S. D. Munsanda	- Project Coordinator
Mr K. Waldschütz	- VSP Advisor
Mr A. Kreiter	- BMIS Advisor
Mr K.S. Mulemwa	- BMIS Manager - Chairman
Mr H. Yoshimura	- BMIS Development Advisor
Mr C. Hamwinde	- Community Development Officer
Ms L. Hamusiya	- Female Ext. Animator - Secretary
Ms B. Groth	- Gossner Mission Liaison Officer (Lusaka
Mr W. Diete	- SSVI Advisor
Mrs M. S. Chiimba	- Acting Book-keeper
Mr A. Siwale	- Monze Community Development Officer (Permanent invitee)

APOLOGIES

Ms M. Kapongo	- Acting Transport Officer - On sick leav
Mr B.M. Phiri	- SSVI Programme Officer - On training
Mr A. Syabunkululu	- Water Programme Officer - Sick
Mr S. Siadibbi	- Book-keeper - On training

AGENDA

01. Opening prayer/remarks
02. Reading/correction/confirmation of previous minutes
03. Matters arising from previous minutes
04. Quarterly work plans
05. Project planning workshop - information/Training for Transformation programme.
06. Programme brief discussions - constraints

2/.....con't...

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07. Visitors to the project/Ms Strittmatter's contribution to the Project and departure.
08. Camp maintanance - engagement of a plumber
09. Staff matters
10. A.O.B.
11. Closing remarks by Chairperson

GSDP/1/06/95 : OPENING REMARKS

The meeting started at 0920 hours with a prayer from Ms Maluma. The Chairman for the meeting welcomed all the members to the meeting. Mr A. Siwale from Monze Community Development Water Aid Programme was introduced and welcomed. He was said to be a permanent invitee to the senior staff meetings as he would join the activities of GSDP Water Programme in Community motivation. There were self introductions by the members to Mr Siwale.

GSDP/2/06/95 : CORRECTION AND CONFIRMATION OF PREVIOUS MINUTES

Pg 3 GSDP/9/4/5 : Under visit of Mr Yates' Manager last sentence ---harvesting by dam to read "harvesting rain water by samd dam"

Pg 4 Paragraph 1 under Repair and Servicing of vehicles and motor cycles, the last sentence reading 'In Maamba they said the charges are at K2,500/hour'

After the few correctio ns were made, the minutes were adopted as a true record of the previous meeting following a proposal by Mr Munsanda and a secondment by Mr Ncite.

GSDP/3/06/95 : MATTERS ARISING FROM PREVIOUS MINUTES

a. Annual reports : Annual reports for BMIS and VSP were still missing to enable the officers in charge compiling the report. The deadline for handing in reports was agreed upon and not taken seriously. 14th June 1995 was the last deadline for the GSDP annual report to be completed by Administration (Mr Munsanda and Mrs Strittmatter).

3/.....con't...

Gossner Mission

b. Repair and servicing of vehicles and motor cycles : When VSP Advisor visited Mr Kemp's workshop in Choma, he found it closed as he was on leave, but hopes Mr Kemp works out a quotation for motor bikes model XL 125s

- Mr Hamwinde had also contacted Mr Jordaan on the use of his workshop to service and repair motorbikes and Mr Hutchinson was also contacted on the same subject. It was resolved that Mr Hamwinde goes ahead in contacting the two centres and get quotations to make comparisons for motor bikes only.

c. - Pension Scheme: This issue was not discussed at length but there was a feeling that Ibex Hill workers would also be affected. There was a promise that some insurance agents from Choma would come on 15.06.95 for discussion

GSDP/4/5/95 : CAMP MAINTANANCE

d. A list of things to be repaired in each house was made and given to the Project Coordinator.

- Pipes for the Kanchindu sewarage system were bought and awaiting fitting.

e. Capital funds : K108million was budget for under capital funds recurrent costs but only K8 million was so far received from the Ministry Headquarters.

GSDP/6/5/95 : Staff tour : At Binga accommodation is there but fully booked up to 16th of July, 1995.

- Hwange - Mr Waldschütz had the details for tour.

GSDP/8/5/95 : Inventory for Stores :

f. Inventories at offices and staff houses should be kept to date and must be there to check Gossner Mission and GRZ items.

h. Personal levy : No follow up on this issue was made. The Acting Book-keeper promised to make a follow up during the 12th to 16th June week.

4/.....con't...

Gossner Mission

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4/.....con't...

Gossner Mission

GSDP/10/5/95

i. VSP to sort out problems with their drivers. After a lengthy discussion, it was resolved that the VSP Manager should talk to VSP drivers and advise on high speeds out on the high way and within the camp. Failure to that then the VSP EXCO members should be called upon to assist in advising VSP drivers.

j. It was reported that the new tyres for the Nissan truck, BMIS truck, WFP car and the new pool car have arrived.

k. The Project Coordinator explained to the house that he was unable to call up meetings for Programme Officer and Advisors. But otherwise confirmed that the GSDP Zambian Staff meeting would be held on the 28th June, 1995 at 0900hours in the Board room.

l. Allowances

Drivers' allowances were not yet resolved and senior staff should come with proposals. This issue was referred back to EXCO to sit and decide on the allowances for drivers.

m. Mr Hachingala's outstanding balance/case : Mr Hachingala has started to avoid and run away from GSDP employees. Mrs Strittmatter voluntered to follow this issue up. The VSP Advisor still has to follow up on Mwami's case.

GSDP/4/06/95 : 3RD QUARTERLY WORKPLANS

It was felt that Administration section should be sitting together and compile one comprehensive report instead of individuals within Administration to report to the sitting.

i. ADMINISTRATION

A. a. Brought forward activities

Project Administration and Camp maintanance

b. Planned activities for the quarter

- Annual report submission
- Budget submission
- Collection of Capital Funds
- Attend DDCC meetings
- Workshop supervision

5/.....cont....

Gossner Mission

c. Cooperation required :

- Programme coordination
- Sharing/linking up trips

B. Accounts Section

a. Brought forward activities

- Making payments
- Bringing to date financial statements and banking sheets

b. Planned activities

- Are as above

c. Cooperation required

- Transport from Transport office and Advisors for banking purposes.

C. Workshop

a. Brought forward

- Purchasing and collection of materials for the workshop

b. Planned activities

- Fitting burglar bars in for staff houses
- Organising scotch cart materials
- Servicing engines, Hondas and Vehicles.

II. WATER PROGRAMME

A. a. Brought forward activities

- Nil

b. Planned activities

- Bore hole repairs
- Blasting and lining wells
- Attend 4 weeks training at NRDC from 14th August to 8th September by Mr Syabunkululu and Mr Hamwinde.
- Mobilising work at Sinakoba and Chikoyo sand dams.

c. Cooperation required

- District Council (WASHE) committees
- Joint village meetings with Female Extension of role of women in Water Programme.

6/.....con't...

Gossner Mission

B. Community Motivation

a. Brought forward activities

- Visitations

b. Planned activities

- Visitations of village water and sanitation committees
- Meetings with already selected committees
- Follow ups
- Health and sanitation workshop
- Pit latrine programme
- Community leadership

c. Cooperation required

- Female Extension to ensure women's participation
- One member of the house asked about the blasting of the well in Kanchindu and the Advisor for Water Programme explained that possibilities of deepening the well so that it could be blasted are there except that there is no manpower to deepen the well.
- Another issue was on the authority on the water programme Nissan truck which seems to be used under the authority of Mr Syabunkululu and not under the authority of GSDP's Transport Officer.
- The Advisor for Water Programme explained that Mr Bob Mann's concern is the amount of money Water Aid bought the truck at but still could be used not only by Water Programme but other Project Compcnents after booking from the Transport Officer when Water Programme is not using it.

  The Advisor went ahead by informing the house that he would write a letter to the MRDF to explain the situation here in Gwembe South so that they send some of the conditions tied to the Nissan truck.

III. SUSTAINABLE AGRICULTURE

a. Brought forward activities

- Seed collection of different tree species
- Project document write up

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Gossner Mission

b. Planned activities

- Zonal village regroupings
- Registration of farmers
- Nursery activities
- Seed collection
- project document write up
- Attend Land Use design course at Fambidzanai from 14th to 25th August, 1995 (Zimbabwe)
- Lemon seeds planting.

c. Cooperation required

- Outside government departments and BMIS

iv. RURAL WORKS

a. Brought forward activities

- Camp maintanance
- Muziyo road slab making
- Dam foundations

b. Planned activities for the quarter

- Supervision in dam foundation digging
- Camp maintanance
- Exposure tour with dam participants
- Dam wall building
- Muziyo road slab building

c. Cooperation required

- District Council
- GSDP

v. VALLEYVSELF HELP PROMOTION

a. Brought forward activities

- Office block construction

b. planned for the quarter

- Annual General Meeting
- Office block construction
- Engage brick-layer
- BP contacts

8/.....con't...

Gossner Mission

- Hardware purchase
- Service hammermills
- Up date 5 year work plan
- Engage VSP Manager in August
- Settling financial outstandings
- Advisor on leave in August
- Purchase maize and sunflower and distribute
- Put up a mill at Muziyo in September
- Renovate Siapaka Store

c. Cooperation required

- Female Extension for women's groups
- Sustainable Agriculture for seeds and planting trees
- GSDP for plot funds
- Council for the plot
- Community for bricks

vi. BULEYA MALIMA IRRIGATION SCHEME

a. Brought forward activities

- Re allocation of plots in phase 1
- Supplying water for irrigation to farmers plots and orchard.
- Fruit sales and fence repair
- Assist board in running of the marketing truck
- Marketing farmers' produce

b. Planned activities for the quarter

- Fruit sales
- Marketing farmers' produce
- Instal new borehole pump
- Maintanence of canals
- Re-deepening of the intake canal

c. Cooperation required

- GSDP Administration for transport and purchase of materials.

9/.....con't...

Gossner Mission

vii. FEMALE EXTENSION

a. Brought forward activities

- Sharpen 5 year work plan with women's groups
- Participation with Water Community Development Section
- Carryout an analysis of economic viable projects with women
- Conduct two follow up workshops from previous year's
- Cooperation with Sustainable Agriculture on organic farming with women's groups

b. planned activities for the quarter

- Needs assessment with women's groups
- Sharpen 5 year plan of action
- Gender awareness workshop with drum makers and basket weavers and Syanyuka/Chiyabi teachers
- Sounding board meeting
- Continue working and supporting women in their ventures
- Gradual weaning off of some women's groups
- Hold gender awareness workshop with grades 7 and 9 pupils as a follow up with School teachers Mweemba/ Siatwiinda school teachers, Councilors, government and NGO heads.

c. Cooperation required

- Water Programme Community Development Section for workshops
- Sustainable agriculture or organic farming with groups and individuals.

viii. SMALL SCALE VILLAGE INDUSTRIES

- Identify and organise feasibility study on food processing
- Organise a workshop in Sikankuli
- Organise training for artisans in Business management.

10/.....con't...

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Otherwise no report was submitted.

GSDP 5A/06/95 : PROJECT PLANNING WORKSHOP SAP

Project Planning Workshop was said would be held in Choma from 21st to 23rd June 1995 to map out all areas Sustainable Agriculture will be working in.

GSDP 5B/06/95 : TRAINING FOR TRANSFORMATION

It was reported that both facilitators for this workshop are ready and would be coming down the valley on 6th June and hold the workshop from 7th to 9th June at Fisheries Training Centre. A small Catering Committee for the workshop was formed comprising of : Ms Hamusiya, Mrs Meja, Mr Diete and Mr Lungu.

GSDP 6/06/95 : PROGRAMME BRIEF DISCUSSIONS
CONSTRAINTS

- When writing progress reports, constraints encountered should also be reported by the different components so that other components may assist as well.

GSDP/7A/06/95 : VISITORS TO THE PROJECT

a. GTZ from Siavonga are visiting the project from 15th to 19th June 1995 to observe and participate in Gender sensitization with farmers/women's group (Exposure visit)
b. Mr H. Hess from Bread for the World would be visiting Lusaka and not GSDP from 13th to 14th June for a meeting.
c. Mrs Doris Knuth Margraf from Bread for the World will be coming to the valley from 15th to 19th June.

GSDP/7B/06/95 : MRS STRITTMATTER'S CONTRIBUTION TO THE PROJECT AND DEPARTURE

- The house was informed that the new Gossner Mission Chairperson might be coming to the project already in July. It was mentioned that she has experiences in the tropics. Mrs Strittmatter has concentrated on transport and loans.
- Mrs Strittmatter will be leaving on 28th June, 1995.

GSDP/8/06/95 : CAMP MAINTANANCE - ENGAGEMENT OF A PLUMBER

- A Plumber has been engaged
- Kanchindu pipes for the sewerage system have been purchased and work was promised to be done as soon as possible.

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GSDP 9/06/95 : STAFF MATTERS

a. Sale of old motor bikes

There are two runners and two non runners motorcycles on sale.

A request was made to the motorcycle sale committee to consider Mr Syazinkwa to make him mobile on one of the runners.

b. Inventory updating

- It was announced that inventories should be updated.where some of the things should be sold, a list must be available.

The committee to comprise of :

Ms Strittmatter

Mrs Meja was made to look into all the inventories

GSDP 10/06/95 : ANY OTHER BUSINESS

1. Photocopying machine

A request was made to bring the photo copying machine to the Administration block and only on scheduled times to use the copier because of the noise.

2. Bank account

It was reported to the house that the bank account for the Water Programme Nissan truck was not yet ready.

3. Fuel allocation for motor bikes

There was a strong complaint from programme officers that the fuel allocated for use on motor cycles was not enough. It was resolved that programme officers should sit together and come up with the amount of fuel they would require depending on distances involved.

4. Safety helmets

- Water Programme Advisor announced that the safety helmets were bought but without safety boots due to lack of funds. possibilities of purchsing boots are there as Mr Diete's old car has been sold.

12/.....con't

Gossner Mission

5. 5 year plans of action

- It was announced that from 5 year plan of actions, the components should come up with firm plans by mid July.

6. Camping equipment

- A request was made to administration to look into the inventories of camping equipment for use when programme officers go out in the field.

7. Ms Maluma briefed the house that the Gender Trainers Workshop was useful. She would also be attending an impact evaluation with Harvest Help Zambia in Siavonga from 11th to 13th June after her name was forwarded by Mwengo Association. The actual workshop would be held from 26th to 30th June, 1995 with HHZ.

8. Mr Diete was asked to organise and make contacts on training for two plumbers at ITC for there will be one on 28th June and another training in July/August.
On motor cycles at ITC, ITC will send a syllabus and the Project should provide a motorcycle to train on.

- Communication between Lusaka and GSDP on radio was down and as a result Mrs Groth was prepared to buy a new radio depending on quality and capacity. Mrs Groth was requested to find out more information about telephone/radio.

9. The Project Coordinator announced that Mr Siboonde was recovering and Ms Kapongo was also out of hospital.

- He also briefed the house about the me ting he attended on District Development Coordinating Committee in Sinazongwe for all Government and NGO in the District.
- The idea of establishing DDCCs is aimed at monitoring and co-ordinating development programmes/projects being excuted. Sub committees would be formed like wise for each project eg Water, Agriculture, Veterinary etc.

10. The VSP Advisor suggested that Ms Kapongo be taken to a Private Clinic if the condition does not improve and this would be done after the Project Coordinator and VSP Advisor has liased with her relatives.

13/.....con't...

Gossner Mission

- He also announced that Rev. Johnston is expected to come back to Zambia and that his condition has greatly improved.
- He briefed the house further that Mr Nthala will stay with the project up to 19th June 1995 to check again the books.
- He reminded the house that drivers should be made aware of the Road Traffic Act passed on June 12th 1995 about Car Seat belts by the Government.

11. TRACTOR, WORLD FOOD PROGRAMME CAR CHARGES

It was discussed that the Project and Gossner Mission as well would like to withdraw in taking part in PAM activities.

- A written out statement should be drawn and sent to the responsible officers in PAM explaining on how issues are handled concerning PAM tractor and car.

12. Honda spare parts

- It was agreed by the house that Mrs Groth should go ahead purchasing some of the requirements for motor cycles.

13. Imprest

- It was announced that outstanding imprests will be transfered to loans account by the responsible staff. Loans were not being paid to date leaving the account not able to give out any more loans to the applicants,

14. Tax clearance

- Tax payments should be made as soon as possible in Livingstone.
- Allowances will also be taxed as it is a regulation from the government which was always there but not effected.

15. It was announced that the Naluyanda Football Club would like to come and play football in Sinazeze as part of social activities.

16. Mr Kreiter announced to the house that some sunflower seed was available in Choma and any interested buyers were welcome to negotiate for the price.

- Mr Nambu who is Mr Yoshimura's predecessor will be coming to BMIS up to end of June.

-

14/.....con't...

Gossner Mission

- Another announcement was on oranges that were ready for sale from BMIS.

GSDP/11/06/95 : CLOSING REMARKS

The Chairperson to the meeting thanked all the members for effective contributions and closed the meeting at 1400hours. The Chairperson for the next meeting on July, 10th 1995 will be Ms Maluma and Secretary Mr Lungu.

Chairman :..... Date ..... Sec. :.....

:gmh

Gossner Mission

Berlin

MINUTES OF THE SENIOR STAFF MEETING HELD IN GSDP BOARD ROOM ON 8TH MAY, 1995

Eingegangen
-8. Jun 1995
Erledigt:.....

Present :

Mr C. Hamwinde	- Community Development Officer
Ms L. Hamusiya	- Female Extension Animator
Mrs M.S. Chiimba	- Acting Book-keeper
Mr W. Ncite	- Rural Works Officer
Mr S.D. Munsanda	- Project Coordinator - Chairman(1)
Mr W. Diete	- SSVI Advisor
Mr A.K. Sumaili	- Project Coordinator (Naluyanda)
Mr H. Yoshimura	- BMIS Development Advisor
Mr A. Kreiter	- BMIS Advisor
Mr K. Waldschütz	- VSP Advisor - Chairman(2)
Mr R. Makala	- VSP Manager
Mr A. Syabunkululu	- Water Programme Officer
Mr B.M. Phiri	- SSVI Programme Officer
Mr N. Samboko	- Agric. Extension Worker - Secretary

Apologies

Mr K. Mulemwa	- BMIS Manager - Organising to go to Egypt.
Mr B.Z. Lungu	Agric. Advisor - Sorting out to meet with Bobmann.
Ms Strittmatter	- Had no transport of coming back from Lusaka.
Mr T. Yates	- Water Programme Advisor - On leave
Ms E. Maluma	- Female Extension Advisor - Left for a meeting in Lusaka.
Ms M. Kapongo	- Acting Transport Officer - Still on sick leave.

A G E N D A

1. Opening prayer/Chairperson's remarks
2. Corrections and confirmation of previous minutes
3. Matters arising from previous minutes
4. Camp maintenance

Gossner Mission

5. Labour day brief report
6. Staff tour/Training for Transformation
7. Accounts/Stores inventory for all programmes
8. Project components - problem solving
9. Any Other Business
10. Closing remarks

GSDP/1/05/95 : OPENING REMARKS

The meeting was opened at 09:20 hours with a prayer from Mr Ncite. The Chairperson welcomed all members present and he introduced the visitor from Naluyanda, he is the Coordinator for Naluyanda Project. After introduction the Chairperson declared the meeting officially opened. Even though the one was supposed to chair the meeting was not present. So the one chairing the meeting was the Coordinator. Even though the Coordinator also was invited to attend the function at Fisheries Training Centre in Sinazongwe. He also left the place. So after the Coordinator left for Sinazongwe then Mr Waldschütz took over the chair up to the end of the meeting.

GSDP/2/05/95 : CORRECTION AND CONFIRMATION OF PREVIOUS MINUTES

Pg 1 : Under Present 'Mr H. Yoshimura - Development Officer - Chairman' to read "Mr Tony Yates - Water Programme Advisor - Chairman"

" " : Under Agenda 'correction' to read "corrections"

pg 2 : GSDP/1/4/95 : Line No. 2 --- 'the work be' to read "the work to be dropped"

" " : Second paragraph, line No. 2 'Development issue' to read "Development issues"

" " : GSDP/2/4/95 : under correction and confirmation of previous minutes under heading page 6 line No. 3 'Ms Striltmatter' to read "Ms Strittmatter"

pg 3 : GSDP/3/4/95 : Under matters arising. Under heading loans second line. 'With various matter' to read "with various issues"

" " : Under loans last paragraph second line 'She will be for a while a link' to read "She will for the next three months be a link"

Gossner Mission

pg 3 : GSDP/4/4/95 : Under senior staff tour programme line no. 2 'whicle' to read "while"

" 4 : GSDP/6/4/95 : Under Annual report line 2 'Coordinator he unders' to read "Coordinator, he understands"

" " : GSDP/7/4/95 : Under preparations for Interim Chairperson and the Lehmann's group visit, first line 'Ms Striltmatter' to read "Ms Strittmatter"

" " : Second line under same heading 'though we had' to read "though the Project had"

" " : GSDP/8/4/95 : Under repair and servicing of vehicles and Motorcycles 'Manor problems' to read "minor problems"

" " : GSDP/9/4/5 : Under visit of Mr Yates Manager, last sentence - harvesting by dam to read "harvesting by sand dam"

" 5 : GSDP/11/4/95 : Any Other Business, second paragraph No. 5th line "whicle' to read "while"

" " : Under same heading and paragraph line no. 7 'knownledge' to read "knowledge"

" " : Again same heading and paragraph line no. 8 last word same line 'realises' to read " realised"

" 6 : Under same heading as above paragraph 4. The issue above Rev. Johnson accident should have been on separate from Sustainable Agriculture.

" " : Under same heading and paragraph line no. 8 'over loaded' to read "over looked"

Mr W. Diete proposed the minutes as a correct record seconded by Mr C. Hamwinde.

GSDP/3/5/95 : MATTERS ARISING

ANNUAL REPORTS

2 reports were still missing as at last month for Buleya Malima and Valley Self Help Promotion Society. All that is required is to summarise and compile.

LEHMANS GROUP

Armin reported that the visit was satisfactory.

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REPAIR AND SERVICING OF VEHICLES AND MOTORCYCLES

Mr Kemp contacted to make estimates and make programme schedule. Mr Waldschütz has to follow up. In Maamba they said the charges are K2,500.- plus 40% of the total cost.

CAPITAL FUNDS

The Coordinator reported that capital funds would be released this week. So far K4m and K8m already released for salaries. The Gossner Mission released 20,000DM from the Headquarters.

PENSION SCHEME

To be discussed with Ms Strittmatter when she is back.

GSDP/4/5/95 : CAMP MAINTENANCE

It was said that owners of the houses should give a list of problems to the Coordinator.
Then it was said a Plumber should be brought from Choma, anyone going to Choma should contact the man. Mr Waldschütz, Mr Munsanda, Ms Strittmatter, Mr Ncite will have to look into it.

GSDP/5/5/95 : LABOUR DAY BRIEF REPORT

Mr Munsanda gave a brief report on Labour day celebration. He said they choose four officers for awards. To those who qualify - Long serving officer, Hard working officer, Self concious and dedicated officer and Most improved officer whom they can not expect him/her to improve in his/her working conditi on.

GSDP/6/5/95 : STAFF TOUR

The staff tour will start on 14th - 17th July, 1995 to Hwange and Binga, the tour will start at 09:00 hours from Sinazeze without Training for Transformation.

5/.....

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GSDP/7/5/95 : TRAINING FOR TRANSFORMATION

Training for Transformation workshop might move from 7 to 10 June 1995 to 11th to 14th June, 1995 and it will be at Sinazongwe World Vision International.

GSDP/8/5/95 : ACCOUNTS/STORE INVENTORY FOR ALL PROGRAMMES

All Project Components and individuals were requested by the Coordinator to enter all the project items in the inventory as soon as possible.

PERSONAL LEVY

This issue to be followed by Accounts. Mr Hamwinde observed that there was an over deduction on Personal Levy and accounts was asked to make a follow up on an urgent refund.

GSDP/9/5/95 : PROBLEM SOLVING

Each component to sit down and sort out its own problems.

GSDP/10/5/95 : ANY OTHER BUSINESS

- Project components they have to go round with Mr Sumaili Project Coordinator for Naluyanda.
- Water Programme has got no transport, all programmes are on stand still.
- VSP should sort out problems/drivers' overspeeding and drivers complaints of lack of supervision and assistance since the Manager was always out of the office and the Advisor was on leave.
- It was said anybody who can come with a lasting idea for the sign posts at Batoka and Bbolobbola should bring forward.
- Mr Munsanda should call up a meeting for Programme Officers and Advisors.
- Not all tyres have come yet.
- Rate for the Guest Houses :

  * Insiders will pay K1,000.-
  * Outsiders will pay K4,000.-
  + On special conditions - k2,500.-

6/.....

Gossner Mission

- Accommodation plus kitchen:-

  Insiders will pay K1,500.-
  Outsiders will pay K5,000.-
  On special conditions K3,250.-

- Allowances :
  The administration and EXCO will have to rediscuss Lunch allowances for everybody and night allowances for drivers were rejected by senior staff meeting.
- The loans issue for Mr Hachingala and Mwami to be followed up by Ms Strittmatter and Mr Waldschütz.
-

Some members of staff were requested to meet the Minister on 08.05.95 at Izuma Lodge at 19:00 hours while the Coordinator went to meet him in Sinazongwe in the morning at 10:00hours.

GSDP/11/5/95 : CLOSING REMARKS

The Chairman thanked everyone for their contributions.
The meeting ended at 13:25 hours.

The Chairperson next meeting - Armin Kreiter
Secretary - B.M. Phiri

Chairperson :..... Date :..... Sec. :.....

/gmh

Gossner Mission

MINUTES OF THE SENIOR STAFF MEETING HELD IN GSDP BOARD ROOM ON 3RD APRIL, 1995

Eingegangen
15. Mai 1995
Erledigt: 19.05.95 WD

PRESENT:

Mr. S.D. Munsanda	- GSDP Coordinator
Mr. W. Diete	- SSVI Advisor
Mr. W. Ncite	- Rural Works officer
Sr. Imeldah	- Visitor, Catholic Church - Maamba
Ms L.H. Hamusiya	- Female Extension Animator
Mr. C. Hamwiinde	- Community Development Officer
Mr. B.Z. Lungu	- Agricultural Advisor
Mr. K. Waldschütz	- VSP Advisor
Mr. A . Syabunkululu	- Water Programme Officer
Mrs. M.C. Meja	- Acting Book-keeper
Mr. N. Samboko	- Agricultural Extension Worker
Mr. A. Kreiter	- BMIS Advisor
Mr. B.M. Phiri	- SSVI Programme Officer
Mr. T. Yates	- Water Programme Advisor
Mr. H. Yoshimura	- Development Officer - Chairman
Ms. E. Maluma	- Female Ext. Advisor - Secretary
Mr. K.S. Mulemwa	- BMIS Manager
Mr. V. Gain	- Water Aid Regional Manager for Western and Southern Africa - visitor

APOLOGIES:

Ms.M. Kapongo	- Acting Transport Officer - Sick leave
Mr. R. Makala	- VSP Mananger - Sick leave

AGENDA:

1. Opening prayer and Chairperson's remarks
2. Correction and confirmation of previous minutes
3. Matters arising from previous minutes
4. Senior staff tour programme
5. Report on Provincial Agricultural Officer's visit
6. Annual report
7. Preparations for interim Chairperson and the Lehmann's group from Germany
8. Repair and servicing of vehicles and motorbikes
9. Visit of Mr. Yates Manager
10. Capital funds
11. Any Other Business
12. Closing remarks

GSDP/1/4/95: OPENING REMARKS

At 0915 hours the meeting opened with a prayer led by Mr. Syabunkululu. In his remarks the chairman requested for the need to be brief in contributions and keep comments to the point, so that the meeting could end quickly. Karl was leaving for Lusaka in the afternoon and the chairman plus the Regional Manager from Water Aid were scheduled to visit Chiyabi in the afternoon.

2/.....Cont'd

Gossner Mission

Thereafter Mr. Gaines was introduced to the staff. In his report he said that he had appreciated to see the work bei being done in GSDP in alleviating the water problem in such a difficult and dry valley.

Sr. Imeldah was introduced too. She is the community motivator on Water and Development issue with the Catholic church in Maamba. She is looking forward to networking on some developments activities in the project.

GSDP/2/4/95: CORRECTION AND CONFIRMATION OF PREVIOUS MINUTES

pg. 2: relaese to read release

pg. 4: She was also pleased to note that Afican countries were looking at the Social Adjustment Programme, to read 'She was also pleased to note that some African countries like Lesotho, were debating on the advantages and disadvantages of declining Overseas Development Assistance (ODA).'

pg. 6: Women cooperatives to read 'women's groups oil presses'

H. Loeman to read 'Harold Lehmann'

Ms Stritmatter to read 'Ms Striltmatter'

pg. 7: Seep to read 'SELF'

pg. 8: the account book to read ' Bank Account'

pg. 11: No. 5, tower to read 'towel'

pg. 11, No. 6: the problem of tyres purchanse for vehicles delivering maize to read 'the problem of tractor tyres purchase used to deliver maize.

pg. 11, No. 7: Visit of his manager to read 'visit of his Regional Manager'

Mr. Munsanda proposed the minutes as a correct record seconded by Ms Hamusiya.

GSDP/3/4/95: MATTERS ARISING:

Registration Honda Blue Books:

Processing of motor cycles for water programme still incomplete due to various hitches encountered. Mr. Yates to follow up. For other components motor cycle spare parts, no list had been prepared so that the same could be ordered. Forms were obtained to be used in processing so that the motor cycles without red books could be used. Mr. Dicte, Munsanda to follow up. Since Ms Kapongo, the transport officer was on sick leave, Mr. Munsanda and Mrs. Meja were to stand in her place and Coordinate both stores and transport requests.

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Budget:

The budget for the project is finalised but with cuts. Mr. Munsanda to liaise with the Ministry to find out which categories had been reduced.

Training for Transformation (t for t):

The September training for transformation might be held earlier in August due to Rev. Damm's likely visit and staff tour.

pg 6: Two reports were available on the workshop that Ms Maluma attended in Lesotho. One was on the actual workshop and other on the Development forum. They will be posted in the pigeon holes.

Camp Maintenance:

Mr. Ncite and Mr. Waldschütz to go round the camp and check all needed repairs. Funds would soon be made available as DM 20,000* was expected from Mr. Damm. The outstanding issue of Kanchindu wind mill needs to be considered too. It is not clear yet as to who is responsible for camp maintenance, though water related matters are the responsiblity of the water programme. * Aus welchem Topf? gemeint sind wohl die argilas mit gebohrten Brunnen mittel (Schecks).

Loans:

In the absence of Ms Kapongo, Ms striltmatter will assit with various matter pertaining to accounts.

The new pool car should be available for use by end of April. arrived at GSDP 26/04/95

Pension scheme issue to be followed up when Ms Striltmatter comes in. She will be for a while a link between the project and headquarters.

GSDP/4/4/95: SENIOR STAFF TOUR PROGRAMME

Since the budget had been cut this year, these financial limitations should be borne in mind whicle planning for staff tour. Hwange and Binga on the Zimbabwe side was suggested. While planning for tour, places where more interactions and exchanges of ideas and experiences could take place should be preferred. A committee was revived of both old and new members to plan for the tour namely, Mr. Hamwiinde, Mr. Diete, Mrs. Moja, and Mr. Makala. Progress to be reported at the next senior staff meeting.

GSDP/5/4/95: REPORT ON PAO's VISIT

The Provincial Agricultural Officer has not undertaken the visit to the project due to being too busy. No new date has been rescheduled.

4/.....

Gossner Mission

GSDP/6/4/95: ANNUAL REPORT

Mr. Munsanda and Ms Striltmatter will compile the 1994 project annual report. As the coordinator he unders all the components better enough to summarise and edit the report appropriately. It is hoped that it would be ready by end of April.

GSDP/7/4/95: PREPARATIONS FOR INTERIM CHAIRPERSON AND THE LEHMANN'S GROUP VISIT

It was clarified that Ms Striltmatter is coming to the project for a period of three (3) months though we had requested her to stay till the new chairperson has arrived. She is an administrative relief support staff. Her terms of reference while in the project are available. She will concentrate on financial management and supervision. If she needs transport, she will book it through the transport officer for both private and official trips. She will be accommodated at Gossner Mission guest house where as need arises, she will be expected to share the house with other guests to the project. She will do so when the Lehmann group are in. The Lehmann group are expected to come along with the coordinator of Naluyanda project. He has been planning to familiarise himself with the project activities.

GSDP/8/4/95: REPAIR AND SERVICING OF VEHICLES AND MOTOR CYCLES

It was observed by people within as well as from outside that the project vehicles and motor cycles are wearing out at a fasterrate. This was partly due to irregular and poor servicing. An issue was raised whether a full time mechanic should be employed or not. Availability of funds for such a full time employee considering the workload too might be a hindrance. However other options shared included Buleya Malima Irrigation Scheme. Unfortunately the mechanic there had since resigned for greener pastures. Other places to be investigated for good service and possible lower charges included Maamba, a new garage in Choma. Experiences with Maybin who repairs the projects motor vehicles and motor cycles with monor problems has not been positive. If he has to continue doing so, he will need to have his skills upgraded with further training. Industrial Training Centre (ITC) can still be approached for such a training including training of plumbers.

GSDP/9/4/95: VISIT OF MR. YATES MANAGER

As noted earlier on Mr. Gaines, Water Aid Regional Manager for Western and Southern Africa had visited Zimbabwe already and now in Zambia. He had visited Kanchindu, Sulwegonde, Sinakoba. Rain water harvesting by dam construction is underway in Sinakoba.

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In Chiyabi a meeting was held and a courtesy call was paid at the Boma. Mr. Gaines held discussions with Mr. Munsanda.

Sr. Imelda shared her experiences in trying to work with communities on various problems like water but at the same time doing away with dependency. She would like to see a situation where people are motivated and responsible in spear heading their own development activities and not to be spoonfed. The project was moving along those lines in promoting peoples empowerment for sustainable development. The various project components could link up with Sr. Imelda where opportunities to do so exist ie Female Extension programme would be one such component in the promotion of Women's advancement.

GSDP/10/4/95: CAPITAL FUNDS

The total approved project for GSDP for 1995 is K168 million, K60 million from Gossner Mission and K108 million from GRZ. The GRZ funds are on paper only so for, we wait and see if and when they will be received. The Ministry approved it but Parliament still needs to do so. So far K4 million had been released for salaries. No capital funds are available yet ie to purchase a new water pump for camp water woys.

When Mr. Dieto sells his vehicle there will be about K5-6 million available for project use.

Progress Reports:

Due to lack of adequate preparedness progress reports would be presented at the next meeting.

GSDP/11/4/95: ANY OTHER BUSINESS

It was reported that GSDP posters had been vandalised and removed both at Batoka and a water point locally known as Bolabola. One of the lessons learnt from the above in particular the water point area is the problem was identified by the staff, without educating the local people, went ahead and solved the problem by placing a poster.

The relationship between some advisers and programme officers was not cordial, in that complaints had been levelled against each other on both sides to the coordinator. In turn the Coordinator advised that programme officers are expected to run the programmes while advisors are there to basically guide the programme officers, by sharing knownledge and experiences. By doing so sustainability of programme components would be realised. Poor performance of the programme officers should not be used as one of the reasons for renewing of contractors by advisors if little is being done to pass on the relevant knowledge to the other. It was proposed that a meeting for advisors and programme officers be held to share the concerns separately and jointly.

SSV?
VSP?

Gossner Mission

Small Scale Village Industries had after nearly two years held its newly revived Executive Board meeting on 27th March 1995. Election of office bearers took place and the schedule of meetings was tabled.

outcome?

Sustainable agriculture were due to hold a workshop on problem Analysis on 5th and 6th April at the Fisheries Training Centre. All those invited had already been informed. Rev. Collins Johnson of the United Church of Zambia, based in Maamba had been involved in a car accident with Richard Makala VSP Manager while returning from VSP Exco tour to Siavonga. It was reported that he had broken his pelvis, was bleeding from the lungs, brain damage and might not return to work in Zambia anymore. He was currently receiving treatment in South Africa. Mr. Makala's condition was fair as he only had injuries on the neck.
Ms Marriet Kapongo was sick and recovering in Sinazongwe hospital.

Mr. Gray Madyenkuku was beatern by a snake, and he too was in Sinazongwe hospital.

Mrs. Groth is away on leave for three weeks and all guest houses were full during the week.

Mwami Madyenkuku and Greenwell Hanhingala debts had not been settled. A letter was written to Mwami, who was upset as the initial agreement with GSDP was to pay the loan through monthly instalments. As he is no longer working, he does not think, he should pay for the loan. A letter should be written urging him to pay failure to which the project would take legal action.

Drivers allowances was overloaded by the Exco, who promised to correct the matter.

Exco should decide on the two guest houses for inside and outside rates especially as to who qualifies for what rate.

Water programme requested for safety boots.

BMIS brought six (6) pockets of oranges for sale.

"New Hope for Africa" books ordered while Merfyn Temple was around had been received and given to those who paid for them.

Tyres ordered for various vehicles had arrived and waiting collection from Agrimec Garage.

Tony Yates would be on leave from 4th to 22nd May, 1995.

7/....

Gossner Mission

GSDP/12/4/95: CLOSING REMARKS

The chairman thanked everyone for their brief contributions. The meeting broke a record time and ended at 1225 hours.

Chairperson for next meeting - Kingsley Mulenwa
Secretary - N. Samboko

....
CHAIRPERSON DATE SECRETARY

nk

Gossner Mission

MINUTES OF THE SENIOR STAFF MEETING HELD IN GSDP BOARD ROOM ON 06-03-95

Eingegangen
15. Mai 1995
Erledigt:.....

P R E S E N T :

Mr T. Yates	- Water Programme Advisor
Mr N. Samboko	- Extension Worker / Sust. Agr.
Mr S.D. Munsanda	- GSDP Coordinator
Mr K.S. Mulemwa	- BMIS Manager
Ms L.H. Hamusiya	- Female Extension Animator
Mr K. Waldschütz	- Acting Chairman/VSP Advisor
Mr A. Syabunkululu	- Water Programme Officer - Chairman
Mr W. Ncite	- Rural Works Officer
Mr R Makala	- VSP Manager
Mr C. Hamwinde	- Community Dev. Officer - Secretary
Mr B.M. Phiri	- SSVI Programme Officer
Mr B.Z. Lungu	- Agricultural Advisor
Ms E. Maluma	- Female Extension Advisor
Ms M. Kapongo	- Acting Transport/Stores Officer
Mr A. Kreiter	- BMIS Advisor
Mr H. Yoshimura	- Development Officer
Mrs M. C. Meja	- Acting Book-keeper

A P O L O G I E S :

Mr W. Diete	- SSVI Advisor - on sick leave

I N A T T E N D A N C E :

Mrs B. Groth	- Gossner Mission Liaison Officer Lusaka
2 Ms R. Lister	- Methodist Church - U.K. MRDP?

A G E N D A

01. Opening Prayer/Remarks by Chairman
02. Reading/ Correction/Confirmation of Previous minutes
03. Matters arising from the minutes
04. 2nd Quarter workplan
05. PAO's visit/Programme

/2...cont

Gossner Mission

06. Camp maintenance
07. Annual reports
08. Financial reports
09. Visitors from Germany
10. A.O.B.
11. Closing remarks

GSDP/1/3/95 : OPENING REMARKS

The meeting opened with a prayer from Ms Maluma. The Chairperson welcomed all members present and declared the meeting officially opened at 09:25hours.

GSDP/2/3/95 : READING/CORRECTION/CONFIRMATION OF PREVIOUS MINUTES

PAGE 1 - It was noted that there was no column for Absent/Apologies by Mr Yates.

" - Mr D. Kempken - .....Office of the Germany U.S.U. ..... to read "Mr D Kempken - First Secretary Germany High Commission."

" 2 - GSDP/6/2/95 : Under heading "Budget 1995" 3rd line ..."when they realise Capital funds" to read "when they release capital funds"

" 4 - Under heading "D. Kempken" Item 4... 'felt it necessary to' to read "felt it necessary to contact GRZ project on the terms of reference in connection with the feasibility studies on the fishing project for SSVI"

Item 5 ... George Ross...to read "George Losse"

" 5 - GSDP/9/2/95 : Item C.... Invited by a NGO.... to read "Invited by Mwengo a NGO on a consultation related to impact evaluation.

The minutes were proposed by Mr Mulemwa and seconded by Mr Munsanda as a true record of what transpired during the previous meeting.

/3...con't

Gossner Mission

GSDP/3/3/95 : MATTERS ARISING

Page 2 : Opening remarks : Mr Samboko was present in the meeting as expected and was welcomed by the Chairman

Chairperson information : A fax was sent to Berlin as agreed in the previous meeting, but there has been no feed back to date.

Page 3 : Honda Red/Blue books : Copies of the Red books were found in Lusaka and a written submission to traffic has to be made.

Nothing had been done on making tentative arrangements with Police to have the motor cycles on the road.

The Coordinator was again asked to make tentative arrangements since he was travelling to Choma the following day.

Missing parts on the motor cycles would be bought once money was available to make the motor cycles Road worthy.

GSDP/4/2/95 : Annual Reports : The Acting Chairman GM appealed to all components to handover the reports this week.

GSDP/6/2/95 : Budget : There is only a tentative Budget which is still under discussion.

Capital funds may be released in April.

Page 4 : Timetable for Training for Transformation : The time was slightly changed. It will be held on June 5th to 9th, 1st week of September and 1st week of December, 1995. A suggestion to have Training for Transformation combined with the staff tour in Septemebr e.g. Hwange National Park was brought forward by the Acting Chairman - GM.

The above suggestion was yet to be discussed in the management meeting.

/4...con't

Gossner Mission

Page 5 : GSDP/9/2/95B : SPECIAL ACTIVITIES : Item I - Library

The committee thought of going to schools where they felt the idea would be appreciated and taken on. Mr Lungu inquired whether the local people were talked to. In reply Mr Makala said they were talked to and showed no interest.

Ms Maluma advised the committee that there was need to educate the people about the project especially those on the ground level so that they fully understand the purpose of the project, other than just asking people to contribute K2,000.- straight away.

Employees of GSDP were advised to refrain from taking up influential positions in projects meant for the community because, when they are in the forefront it gives people an impression that the project is for Gossner Mission. The community should be in the forefront to decide what they want.

Page 6 : Item C-Ms Maluma was requested to highlight the meeting on the consultation on evaluation in Lesotho. She said she found the evaluation very useful especially on evaluating each one's day to day activities. She was also pleased to note that African Countries were looking at the Social Adjustment Programme.

Item F-Picks and shovels donated by PAM have not been collected from Lusaka.

Item H - Mr Mulemwa didnt attend the meeting in Lusaka because it was mainly for people getting capital funds.

Item I - the request on theincrease of the fuel allocation was awaiting an administrative meeting this week.

Item K - The PPM Coordinator started on 1-3-95.

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Item N - The Coordinator informed Gossner Mission Team members that the Zambian staff meeting was successful and it was resolved that such meetings be held twice in a year.

The Acting GM Chairman noted that twice in a year for the Zambian staff meeting was not adequate. The Coordinator agreed with the chairman and promised to reconsider the intervals between the two meetings.

GSDP/4/3/95 : 2nd Quarterly workplans : It was felt that there was need to discuss workplans with other programme components. Highlights of each programme component were :

i) BULEYA MALIMA IRRIGATION SCHEME

- Board to allocate plots
- New work on new orchard
- continue with rehabilitation work

* April, May, June

ii) FEMALE EXTENSION

- Hope to sharpen women's programmes
- Workshop with Senior Chief Mweemba and Headmen
- GTZ visitors from Siavonga/Workshop - June
- Hope to make joint trips with Water Programme in Community Development
- The Acting chairman GM inquired progress on the grinding mill which was supposed to start work some time back in Sinakoba.
- Ms Maluma in reply said the grinding mill was to start working this month.
- The acting chairman GM further reminded the Female Ext. Programme that the grinding mill was on loan basis and once the mill operates the component should start repaying the loan and should also thinking of re-negotiating the terms of the loan.

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- The Acting chairman asked what plans were made towards women co-operatives that depend on sunflower which was not available in the valley due to the drought.
- The Advisor said tha component had put in place plans to review their activities accordingly as allocated in the programme's Quarterly workplam.

iii) V.S.P.

- Replace building foreman ??
- Find consultant on the economic viability of their activities.
- Continue looking for maize for sale
- AGM in May
- Push up plan to open filling station in Sinazeze

iv) ADMINISTRATION

- H Leeman group coming in April
- Ms Strittmater coming in April
- Source for funds from MAF
- Mobility to check on project component

vi) WORKSHOP

- Making burglar doors and windows - April
- Mobile workshop to Dengeza - April
- Making burglar doord - camp - May
- Making scotch carts - May
- Finishing animal brands for local customers - June

Mrs Groth suggested that GSDP should employ a fully fledged mechanic to reduce expenses being incured by the project on motor vehicle repairs.

The Coordinator suggested that a Government workshop supervisor be brought to man the workshop or employ someone as an alternative.

The Acting Chairman GM suggested this issue be discussed in the next Senior Staff meeting to find a suitable solution.

/7...con't

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(vii) SSVI

- Counselling of old artisans
- Training Book-keepers/Tanners/Artisans
- Identification of new enterprenuers
- Cooperation with CUSA - Choma, YWCA, SEEP and GSDP components.
- The programme officer was queried on how he prepares the Artisans sitting for Trade Tests
- He said Artisans were prepared by external hired personal at times for a duration of two weeks.
- The Programme officer was advised that there was need for external evaluation of Artisans.
- The Programme officer was also advised to take up the theory part of courses or ask for assistance from other quarters so that preparation of Artisans becomes a continuous process other than doing it before they sit for Trade Tests.

(viii) SUSTAINABLE AGRICULTURE

- Workshop for Sinazongwe District - April
- Conduct a planning workshop - May
- Production of Project Document - June
- Coordination with Female Extension, GTZ, Ministry of Agriculture, GDS, Vet. Education

(ix) RURAL WORKS

- Work on Muziyo road
- Making roads leading to dams
- Bring people from Kafwambila/ Siampondo for a visitation to dams around Sikaneka, Nkwenga, Siazwela A and B and Nkandabwe

Ms Maluma noted that there was need to have an expert in dam building as a requirement by the Christian Council

/8...con't

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(x) TRANSPORT

- Coordinating transport
- Checking log books
- Paying salaries to drivers
- Purchasing fuel
- Mr Yates asked whether the Account book for the Water Programme truck has been opened.
- In reply the Acting Chairman GM said the Book was not yet opened because PAM had no funds yet.
- Ms Maluma informed the meeting that there was K1m available from PAM for transport payment, though she had to check with the Bank in Maamba first to confirm this.

(xi) ACCOUNTS

- Making payment to all programmes
- Monthly financial statements
- Reconciling accounts

(xii) WATER PROGRAMME

- To attend to boreholes and wells reported
- Dig new wells
- Hold water and sanitation Programme meetings
- Follow up progress in place where meetings were held
- Camp repairs as required

The acting chairman inquired the details of the previous Sinazongwe water committee meeting held at the Boma.

Mr Yates informed the meeting that the resolution was to make sure that any organisation coming in the District to work on water need, must follow the guidelines of the committee, to encourage community participation.

Ms Maluma noted that the provision of food for work was making it difficult to encourage community partcicipation since most people demanded being paid in form of food before they did any kind of work.

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Gossner Mission

GSDP/5/3/95 : PAO'S VISIT/PROGRAMME

The PAO had reschuduled his visit from 8th to 9th April to 21st and 22nd April, 1995.

The programme was already in circulation.

GSDP/6/3/95 : CAMP MAINTENANCE

The Coordinator informed the meeting that there is a lot to be done and a lot depends on the availability of funds to enable rehabilitation take place.

The Coordinator said the Kanchindu sewage system will be worked on once money is available.

Mr Lungu felt that Administration was taking the Kanchindu problem lightly.

The acting chairman emphasised that immediately funds were available all pending jobs will be done. He further suggested that himself and Mr Ncite go round the camp to see the work that need attention.

Ms Kapongo requested that her doors be repaired.

In reply Mr Ncite said the doors cant be fixed because there are no tools to use.

The chairman informed the meeting in his capacity as Water Programme officer that the engine "Down" was too old and would give up any time. "There is need to buy a new engine."

The Coordinator said a new engine could be bought once money is available.

The Chairman also noted that taps were leaking in a lot of houses but nothing can be done due to lack of funds.

Ms Maluma wanted to know the water situation in Kanchindu as regards to the windmill and the well.

Mr Lungu replied that the windmill was repaired recently and is working very well.

On the open well the Chairman (Water Programme Officer) sai it had a stone and needed blasting. Manpower to dig the well deeper should be employed.

The above issue was later reffered to the Coordinator for action.

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The Coordinator emphasised that workers in the Water Programme should wear protectives and safety attire at all times during work.

GSDP/7/3/95 : ANNUAL REPORTS

Must be handed in this week.

GSDP/8/3/95 : FINANCIAL REPORTS

The Acting Chairman GM wanted to know whether there had been some improvement in loans repayment.
The transport officer said the situation had improved.
The Coordinator informed the meeting that GSDP was now under Agriculture Extension with immediate effect.
He also said he was promised some money and may get it this week when he goes to Lusaka.

GSDP/9/3/95 : VISITORS FROM GERMANY

The acting chairman informed the meeting that the interim Chairman will be coming in April. A fax to react that, the interim Chairperson should come for 6 months instead of 3 months to concide with the Chairman's coming has been sent and there has been no reply yet. He further requested the meeting to discuss the interim Chairperson's mobility and accommodation problem.
The Coordinator suggested that she uses the Administrative vehicle which is coming from the government.
Mr Ncite inquired when the new pool car vehicle was coming so that it may be used for her mobility.
The interim Chairman GM said the vehicle was coming this month and it has to be collected from Dar-es-salaam.
Ms Maluma suggested that for project exposure each project component can take her on their programmes.
The suggestion was agreed upon.
The Lehmann group will be coming on the 9th April, 1995.

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Gossner Mission

GSDP/10/3/95 : ANY OTHER BUSINESS

1. The transport officer said she will be charging any programme officer who exceeds personal use kilometre allowance on motor cycles.
   The Coordinator advised that officers must instill a sense of self discipline on the use of motorcycles.
2. Mr Lungu suggested that GSDP opens a Post Box in Choma to avoid delay in receiving mail. The suggestion was turned down.
3. Mr Hamwinde asked whether it was possible to run a group pension scheme or any kind of contribution through Zambia State Insurance or any agent for GSDP employees. The acting chairman GM informed the meeting that the above discussion was made with Rev. Damm when he came and is being looked into and a follow up will be made,
4. Mrs Groth said she was finding problems with drivers who requested for receipts after paying K1,000.- at the guest house. She alerted the accounts section not honour claims on such receipts because GSDP would be paying twice.
5. Mr Kreiter suggested that a towel be bought for use in the toilet at the guest house in Lusaka.
6. Ms Maluma informed the meeting on the problem of tyre purchase for vehicles delivering maize due to lack of funds from PAM.
7. Mr Yates informed the meeting of the visit of his Manager 2nd to 4th April, 1995.
8. The chairman wanted to know the use of vehicles as regards to assisting to people in villages when they have a problem of an emergency nature eg sickness. The Coordinator in reply said if the case is of an emergency nature one must be assisted. The officer should use his/her discretion.
9. Mrs Groth will be on holiday from 30th March to 23rd April, 1995.
10. The next senior staff meeting will be held on 3rd April, 1995.

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GSDP/11/3/95 : CLOSING REMARKS :

The Chairman thanked everybody for the fruitful contributions and discussions.

The meeting was declared closed at 14:30hours.

Chairman :..... Date :..... Sec. .....

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MINUTES OF THE SENIOR STAFF MEETING HELD IN GSDP BOARD ROOM ON 13TH FEBRUARY, 1995

PRESENT:

Mr. S.D. Munsanda	- GSDP Coordinator - Chairman
Mr. K. Waldschütz	- Acting Chairman GM/VSP Adviser
Ms L. Hamusiya	- Female Extension Animator
Mr. K.S. Mulemwa	- BMIS Manager
Mr. W. Ncite	- Rural Works officer
Mr. R. Makala	- VSP Manager
Ms M. Kapongo	- Acting Stores/Transport Officer
Ms E. Maluma	- Female Extension Adviser
Mr. B.M. Phiri	- SSVI Programme Officer
Mr. W. Diete	- SSVI Adviser
Mr. B.Z. Lungu	- Agricultural Adviser
Mr. A. Kreiter	- BMIS Adviser
Mr. H. Yoshimura	- Development Advisor
Mr. C. Hamwiinde	- Community Dev. Officer/Water Programme
Mrs. M.C. Meja	- Acting Book-keeper - Secretary

IN ATTENDANCE

Rev. M. Temple	- Methodist Relief Development Fund (UK)
Mr. D. Kempken	- From the office of the Germany ~~U.S.U~~ Commissioner (Lusaka)

Absent with Apology
Tony Yates & Allan

AGENDA:

1. Opening Prayer/Remarks by the Chairman
2. Reading/Correction/Confirmation of previous minutes
3. Mr. Merfyn Temple visit/Programme
4. Annual reports/Fincial reports/Audit 1995
5. Postmortem/Rev. Hecker and Rev. Damm visit
6. Budget 1995/Problems/Allowances
7. Training for Transformation workshop's timetable
8. Loans account interest rate
9. A.O.B
10. Closing remarks

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GSDP/1/2/95: OPENING REMARKS

- The meeting opened with a prayer by Mr. B.M. Phiri at 0915 hours.
- The Chairman welcomed all members present.
- Mr. Hamwiinde was welcomed since it was his first time and the chairman expected Mr. Samboko to attend the next meeting.
- He further introduced Rev. Temple and requested members of staf to introduce themselves to Rev. Temple.
- Rev. Temple was requested to enlighten the members of staff about his mission.
- Rev. Temple said he came to particulary to see how various projects of development were being implemented in the Gwembe Valley.
- He also came to gather details of a book he is writing "Ba Tonga the Forgotten People".
- He lastly said he was encouraged to see a lot of Zambians involved in the project unlike the past.

GSDP/2/2/95: CORRECTION AND CONFIRMATION OF PREVIOUS MINUTES

Pg.1 Present: Mr. Y. Hiroachi - Horticulturist BMIS to read "Mr. H. Yoshimura - Development Advisor BMIS"

pg.3 GSDP/5/12/94: Second line..... Ministry of Agriculture forward... to read "Ministry of Agriculture for on ward"...

pg.4 GSDP/5/12/94: d) Kanchindu sceptic tanks to read "Kanchindu Septic Tanks".

pg.5 Under heading "Buleya Malima Irrigation Scheme" first line... rehablitation of some Irrigation Scheme Structures by Japan aid in the next five years.... to read "Rehabilitation of some Irrigation Scheme Structures by IFAD in the next ~~fair~~ four years".

pg.6 GSDP/5/01/95: Line seven...Post of interim chairperson... to read "Post of Chairperson".

Minutes were adopted as true record of what transpired in the previous meeting. Proposed by Ms Hamusiya and seconded by Mr. Phiri.

MATTERS ARISING

1. P.6: CHAIRPERSON INFORMATION
   - Interim chairperson coming in April for 3 months.
   - A suggestion was made by the sitting that the interim chairperson comes for 6 months so that it concides with the coming of the chairman in September.

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- Mr. Waldschütz and Ms Maluma were requested to react to the above by writing to Gossner Mission - Berlin.

2. pg. 10 Item 5: Ms Groth is back from leave
3. pg. 11 Item 10: HONDA RED/BLUE BOOKS
   - Transport section had no report to give
   - The Coordinator and the Transport officer were asked to make tentative arrangements with Police to have the Hondas on the road to avoid escalting transport costs which were being incured by project components which require the use of the motor cycles eg PAM.

GSDP/4/2/95: ANNUAL REPORTS

The Acting chairman said that only reports from Water Programme and Rural Works were submitted. He requested that all reports be ready by 2nd week of March.

GSDP/5/2/95: POSTMORTEM OF REV. HECKER AND DAMM'S VISIT

The chairman observed that there wasn't enough time to visit the project components. They refused the liquidation of VSP because it was realised that there was more seriousness. The Chairman was happy with the work attitude portrayed by all senior staff during the visit.

GSDP/6/2/95: BUDGET 1995

The Coordinator was in Lusaka and came back with news that we were included in the budget under Planning Division. The Government has promised to give us money by 15th February when they ~~realise~~ have capital funds. Gossner Mission has sent 10,000DM for Patricia and Solomon's training. The problem will be sorted out next week since the money was borrowed from special donations.

ALLOWANCES

It was agreed in the Exco meeting that the days claimed be ~~maintained~~ maintained. Gossner Mission allowances went up from K5,000 to K10,000 with effect from 1st February, 1995. It was found difficult to back date the calims due to lack of funds. Number of days is now cumulative. (See circular).

GSDP/7/2/95: TRAINING FOR TRANSFORMATION POSTMORTEM

Asuggestion to hold seminar elsewhere to avoid disturbance was brought forward eg. Trinity Church.

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Some people were shy and some gave a lot of excuses and were not fully engaged in the deliberations. It was felt that we must challenge ourselves by using the methodologies learnt from the seminar. We should practice Training for Transformation methods to support each other in our various programmes. It was unonimously felt that the training for transformation format of presentation by the facilitators should continue.

MR. D. KEMPKEN

- We were previliged to have Mr. Kempken briefly in our meeting.
- The chairman welcomed him and asked him to say a few words.

1. He talked in reference to a study "Youth in Limbo" care out here 2 years ago.

- Felt it neccessary to contact GTZ project on the terms of reference in connection with training for ~~transformation~~ fisheries project.
- Will encourage George Ross advisor in Siavonga GTZ fisheries to visit us.
- Mr. Diete thanked Mr. Kempken for the valuable information.

2. Mr. Kempken further emphasised on sustainable agriculture and gender awareness.

- He invited Ms Maluma and Mr. Lungu to attend a network meeting with GTZ in Siavonga.
- The Chairman thanked Mr. Kempken for having visited us twice within a short period of time, it showed how concerned the embassy was with our project.

TIMETABLE FOR TRAINING FOR TRANSFORMATION

Training for transformation will be held in May, September and December 1995.

GSDP/8/2/95: LOANS ACCOUNT INTEREST RATE

It was stressed that Loans be paid back as quickly as possible. Imprest which is not paid back in time to be turned into loans. It was resolved that programme components should give written reports to Accounts. It was also resolved that the 5% interest rate be mantained. A form on loan re-payment be designed by the help of Mr. Diete and Mr. Hamwiinde.

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GSDP/9/2/95: ANY OTHER BUSINESS

A. FORMAT OF PROGRESS REPORT AND QUARTERLY PLAN

- It was felt that the format of the above mentioned forms was outdated. A new format was agreed and designed:

i) Progress Report

1. Component
2. Staff
3. What was planned?
4. What was done?
5. What was not done and why?
6. Activities not planned
7. What should be carried forward?

ii) Quarterly Workplan

1. Component
2. Staff
3. Activities brought forward
4. Planned activities 1st, 2nd and 3rd
5. Co-operation with other components and/or organisations

B. SPECIAL ACTIVITIES

i) **Library**

The Library Project Chairman reported that he was stuck with:

- Person to do 2 months library orientation in Lusaka, Project has only K6,000.
- Place to keep books
- A suggestion to move the library to Sinazeze where ~~they there~~ are more people was brought forward.
- It was felt that there were no funds to embark on a major project such as a library building.
- The library committee was later advised to find ways and means to discuss with people as a means of empowerment to undertake the project.

C. Ms Malama has been invited by Mwenge a NGO to attend an evaluation seminar in Lesotho from 19-27th February, 1995.

D. Researchers from PAM praised GSDP's supervision at a meeting on 16th February, 1995.

E. Mr. Ncite reported that Mr. Pierce from fisheries would like to work with us on Dams, Feeder roads ~~not~~. etc

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F. PAM has donated picks and shovels to be used in the food for work programme.

G. Mr. Makala reported that he lost a wife on 24th January, 1995 and a child on 10th February, 1995.

H. Mr. Mulemwa will be out for 1 week in Lusaka to attend a seminar.

I. Mr. Phiri made a request that the monthly fuel allocation for motor cycles be increased.

J. Mr. Lungu has been invited at a meeting in Siansowa Zone 1 comprising of about a 9 people.

K. A PPM Coordinator is to be employed and starts work on 1st March, 1995.

L. Mrs. Meja noted that logbooks must be signed by programme officers.

M. The Chairman informed the sitting that he brought army worms chemicals from Lusaka.

N. A meeting of all GSDP and Government workers to be held on 27th February, 1995.

O. Next staff meeting to be held on 6th March, 1995.

The Chairman closed the meeting at 1347 hours.

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CHAIRMAN DATE SECRETARY

Gossner Mission

Eingegangen
15. Mai 1995
Erledigt:.....

D. Hecker

MINUTES OF THE SENIOR STAFF MEETING HELD IN GSDP BOARD ROOM ON 16th JANUARY, 1995

P R E S E N T

Mr K. Waldschütz	- Acting Chairman GM/VSP Advisor
Mr S. D. Munsanda	- GSDP Coordinator
Ms L. Hamusiya	- Female Extension Animator
Mrs M. Meja	- Acting Book-keeper
Mr A. Yates	- Water Programme Advisor
Mr K. S. Mulemwa	- BMIS Manager
Mr W. Ncite	- Rural Works Officer - Chairman
Ms M. Kapongo	- Acting Stores/Transport Officer
Mr R. Makala	- VSP Manager
Ms E. Maluma	- Female Extension Advisor
Mr B. M. Phiri	- SSVI Programme Officer
Mr W. Diete	- SSVI Advisor
Mr B. Lungu	- Agricultural Advisor - Secretary
Mr A. Kreiter	- BMIS Advisor
Mr Y. Hiroaki	- Horticulturist BMIS

I N A T T E N D A N C E

Rev. Hecker	- GM Director (Berlin)
Rev. Damm	- Zambia Desk Secretary (GM Berlin)

A G E N D A

a) Opening prayer/remarks by chairman/welcoming our visitors
b) Correction/confirmation of previous minutes
c) Matters arising from the previous minutes
d) GSDP - 5 year plan
e) PAM - information
f) Budget 1995 (Gossner Mission/GRZ)
g) Chairperson - information
h) Submission of 4th Quarter Progress reports to the Secretary
i) A.O.B.
j) Closing remarks by the chairperson

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GSDP/A/1/95 : OPENING PRAYER

- The meeting was opened with a prayer by Rev. Damm at 09:15hours.
- The chairman for the meeting cautioned the members of staff to report to the Board room at 08:45 hours to enable the meeting start at 09:00hours.
- He further welcomed our visitors from Gossner Mission Headquarters (especially Rev. Hecker who had not been in Zambia for more than six years) and the JOCV, Hiroaki who has come to work at BMIS.
- Mr Kreiter was welcomed from vacation leave and recovering from his sickness.
- Mr Waldschütz was congratulated for the new baby boy.
- There were self introductions by the members of staff to the visitors.

GSDP/B/1/95 : CORRECTION AND CONFIRMATION OF PREVIOUS MINUTES

Page 1 - Present : 17 : Mr Daniel Kemken to read "Mr Daniel Kempken"

" 2 - GSDP/2/12/94 : third line "...the agenda reviewed ..." to read "...the agenda be reviewed..."

" 2 - GSDP/3/12/94 : Sub heading "... Mr Heicker and Malawi..." to read "...Rev. Hecker and Malawi..."

" 2 - GSDP/3/12/94 : third line "...Relations officer and Mr Heicker, the Zambian Board Chairman..." to read "...Relations Officer and Rev. Hecker the Director of Gossner Mission..."

Page 5 - GSDP/4/12/94 : Second paragraph, forth sentence and third paragraph, the last sentence were deleted.

Page 6 - GSDP/4/12/94 : third line "...Coordinates partners in aid and conjection ..." to read "...coordinates partners in aid and cooperation..."

Page 6 - GSDP/5/12/94 : Paragraph one line 10 ...'conterparts' to read "counterparts."

The minutes were adopted as true record of the previous meeting following a proposal by Mr Yates and secondment by Mr Diete. The previous Secretary was, however, advised to make his minutes short and to the point.

/3...con't

Gossner Mission

GSDP/C/1/95 : MATTERS ARISING

GSDP/6/12/94: Training for Transformation Workshop

Proposed dates were 30th January to 3rd February, 1995 both days included. The workshop would involve all senior staff members. This was deemed a necessary workshop for all senior staff at GSDP so as to enable them understand community participation and empowerment in project activities which are primary requirements for any rural development agent. Those willing to attend were advised to be present throughout the period so as to learn all there is to learn and avoid frustrating the facilitators.

GSDP/5/12/94 : BUDGET

The GSDP Budget for 1995, though submitted late was included in the budget for the Ministry of Agriculture forward presentation to Parliament.

GSDP/3/12/94 : MALAWI VISITORS

Finally arrived in Lusaka on Sunday, 15-01-95. Would be in Siavonga on 17-01-95 and Sinazeze on Wednesday 18-01-95. They would very much like to see Female Extension and Sustainable Agriculture activities of GSDP. They are expected to return to Lusaka on Friday 20-01-95 after spending the Thursday at Kanchindu. The team has 13 members. They will pay for accommodation and food.

GSDP/10/12/94 : (b) MR GREENWELL HACHINGALA

Administration would discuss with him in order to let him give permission for the Bank to release the amount of money he owes GSDP. This could be done by letting Mr Hachingala sign a form from the Zanaco in Maamba authorising the Bank to transfer money from his account on to that of VSP. VSP would in turn transfer the money to GSDP account. This would be so because GSDP has no account with Zanaco (Maamba).

GSDP/10/12/94 : (c) MUZIYO ROAD

The road was not inspected by the Council Director of works and the Roads Department foreman after the ZNS had reached Muziyo

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despite repeated requests by the Rural Works Assistant, Mr Ncite (GSDP). According to Mr Ncite the road was not well done.

GSDP/10/12/94 : (d) KANCHINDU SCEPTIC TANKS

They are still under repair. An investigation by the hired plumber indicates that the sewer pipes should be replaced as they were wrongly fixed and as such cause blockage of the system.

The hand pump issue is not sorted out although the person keeping it was identified. Administration (Mr Munsanda) said they would further make follow-ups.

GSDP/D/01/95 : FIVE YEAR PLANS

The Project Components - five year plans discussed at Kariba and later submitted to Berlin did not have many changes made. However, detailed plans for each component shall be required by Berlin before the end of the year.

The policy of Gossner Mission is that GSDP and Naluyanda should both be self supporting by the year 2000. This does not mean that GM wants to pull out of Zambia but to rather transform the project components into self supporting ones (or be fused into existing government or NGO structures). This self reliance move should be well understood by the staff in the project and that they should know what to do to make their component self reliant.

The meeting was also informed that the steps to make GSDP self reliant were long overdue and these steps should be promoted; and members of staff of GSDP should not look at bringing other donors as a solution to the withdrawal of GM but to simply find ways of making most components self-supporting.

The GM Director Rev. Hecker told the meeting that GM will adhere to the withdrawal plan and that short term changes to planned activities will not be entered into by GM executive committee.

Other plans within the next five years include fusion of the Southern Africa and Zambia Desks in Berlin and increased relationship with Churches hence the next GM chairperson at GSDP to be church oriented.

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Gossner Mission

It was finally resolved that detailed five year plans would be made (by improving the existing ones) by mid year and be submitted to Berlin before the end of the year. Project components which are already on the path of self reliance are VSP and Buleya Malima Irrigation Scheme.

VALLEY SELF HELP PROMOTION SOCIETY

- Already pulling up its socks
- Will in the near future have some consultancies in order to make their operations more effective.
- Have opened accounts for all project enterprises in order to avoid mixing returns from different enterprises.
- Have planned a tour to Siavonga for the EXCO in order to expose the members.
- Only one year is left for the Advisor to be with VSP hence there is need to take strides in order to learn more from him before he finally leaves.

BULEYA MALIMA IRRIGATION SCHEME

Expects rehabilitation of some irrigation structures by Japan aid in next five years (JOCV has already arrived)

Plans making scheme into a cooperative are underway. Empowerment of the Board to be achieved through training. By the end of 1995 verification of progress will be done.

GSDP/E/01/95 : PAM - INFORMATION

It was decided at the Team meeting that a Coordinator for PAM activities should be engaged on local conditions of services.

Of the 4,000 x 90 kg bags of Relief maize received; 2,000 were for Food For Work (FFW); 1,500 - Food For Sale (FFS), the remainder were free issues (FI). High population concentration areas such as Maamba, Buleya Malima and Mweemba were given more bags. The camp was allocated 40 x 90kg bags for members of staff.

Another Voucher of 2,000 x 90 kg bags of maize is due to be collected for Sinazongwe District.

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Gossner Mission

The meeting was advised that they should keep PAM activities as separate as possible from GSDP affairs to avoid interference and that GSDP alone cannot in the long run support the activities of PAM effectively.

- A strategy of empowerment for PAM activities to local communities to be done.
- Supplies of maize to be bought early by VSP and delivered to various storage sheds scattered around the District to ensure availability of maize during hunger months.

GSDP/F/01/95 : BUDGET 1995 (GM/GRZ)

It was decided that salary costs be estimated for on the government side and project activities costs be met by GM in order to avoid hicups in project implementation if government funds are awaited.

The GM budget was included in the Ministry's budget and budget lines are assumed adopted for presentation to Parliament soon.

GSDP/G/01/95 : CHAIRPERSON - INFORMATION

Due to high workload on Ms Maluma and Mr Waldschütz (shared chairperson's duties and responsibilities) the Zambia Committee agreed to excute an interim solution before recruitment of a chairperson.
Terms of reference for the interim chairperson would have to be drawn from here.
The post of Interim chairperson would be advertised by GM upon return of the Director and the Zambia Desk Secretary to Berlin.

The filling of the chairperson's position to be done in the next 8 - 9 months. Terms of reference will not be as those for his/her predecessor. The new chairperson needs to have foresight for GSDP on what is to be done in order to make GSDP self supporting. He/she should also be more church related.
Rev. Damm was requested to rewrite the draft terms of reference for the chairperson he presented in the meeting. This was decided after correcting them.

/7...con't

Gossner Mission

GSDP/H/01/95 : QUARTERLY PROGRESS REPORTS SUBMISSIONS

1. Female Extension

- Gender awareness workshops for GSDP staff and their spouses; Buleya Malima staff, Board members and their spouses.
- Attending water programme community meeting.
- Training Gossner Mission and Sinanjola women groups in Book-keeping.
- Attending workshop on promoting self help in rural women by the Extension Animator in Arusha, Tanzania

2. Buleya Malima Irrigation Scheme

- Routine work on orchard
- Transplanted 157 orange seedlings
- Supervised the movement of the truck and raised K3.199,930.- and spent K2.416,440.-
- Started mainteinance work on the Phase II main canal.
- Held 3 Board meetings, 1 cooperative meeting and 1 general meeting.
- Revised the cooperatives by-laws to suit the Scheme's activities in preparation with the Board.

3. Sustainable Agriculture

- Conducted eight introductory village meetings
- Visited farmers who collected vertiver grass and tree seedlings in 1993.
- Conducted a PRA for GRZ workers at Sinazongwe Fisheries Centre followed by 4 days field work.
- Purchased tree seedlings and seeds from Magoye
- Attended the Provincial Extension Planning workshop at Kanchomba, Choma.
- Collected some plant genetic materials.

4. Rural Works

- Repaired camp road, some houses and water tank
- Assisted building Hammer mill house at Kafwambila

/8....cont

Gossner Mission

- Supervising road works at Muziyo
- Five dams now have water

5. Water Programme

- Lined Kanchindu well
- Completed 2 wells
- Lowered rings to VSP well
- Held 5 water community meetings
- Repaired 3 bore holes
- Blasted 3 wells with Mr Sakala
- Rehabilitated 2 wells
- Installed SSVI borehole
- Mr Bricks Siluwe was sent for a blasting course
- Employed one community worker

6. Small Scale Village Industries

- Meeting for the formation of an Executive Board
- Second Phase of the in-house leather workshop completed
- Compiled terms of reference and identified possible evaluators for specialised feasibility studies of the programme.

7. Valley Self Help Promotion Society

- Planted some seedlings at plot
- Started hammer mill shelter at Sikaneka
- Completed one toilet at Munyati
- Purchased seeds through revolving fund
- Purchased and sold maize
- Acquired farming implements
- Audited our books
- opened Kafwambila and Siameja hammer mills.

8. Accounts

- Paid salaries and allowances
- Prepared financial statements
- Made payments for programme materials
- Banked funds received from GM/~~GRZ~~
- Reconcilliation of Accounts

/9...con't

Gossner Mission

8. Transport and Stores

- Coordinated transport movements
- Ordered spare parts for pool car and motor cycles
- Purchased fuel/oil
- Supervising drivers.

9. Workshop

- Making burglar bars and windows
- Purchasing of GSDP workshop materials and supplies

10. Administration

- Camp maintenance
- Conducted the Senior staff meetings
- Collection of GRZ capital funds
- Repair of Mr Syabunkululu's house
- Worked on sewage systems at Kanchindu and camp
- Received visitors from GM Headquarters (Rev. Hecker and Rev. Damm)

GSDP/1/01/95 : A.O.B.

1. Ms Hamusiya in Tanzania

She attended "Promotion of Self help of rural women in East and Southern Africa" workshop in Arusha, Tanzania. It was about problems of government and donors as regard to gender issues which are often not included in project plans.

2. Annual Reports for each component

To be handed in by end of January, 1995

3. Communication with GM Berlin

Rev. Damm complained about some members of staff who wrote letters to Berlin without signing them. He advised anyone writing to Berlin to include dates, name and signature of sender.

4. Merfyn Temple's tour

He will come to GSDP mainly to check on sustainable Agriculture programme (Sunday 12-02-95) He sent his itinerary for the tour.

/10...con't

Gossner Mission

5. Ms Groth on leave

Ms Groth will be out of Lusaka between 25th January and 5th of February, 1995.

6. Handling of imprest

No imprest should be given to any member of staff in Lusaka before approved by GSDP Accounts section because it becomes very difficult to retire such imprest.

7. Siadibbi still learning

He leaves for Lusaka on 17-01-95 to continue with his studies in Accounts. The college also opens on 17-01-95.

8. Uniforms' request by Trinity church choir members

Mr Franke and one other person contributed K10,000.- each towards the buying of uniforms. The required total amount is K45,000.-for 15 uniforms.
The meeting however, resolved that the choir members should themselves first contribute something before GM/GSDP responds.

9. Contribution of Articles to GM magazines

Descriptive information on activities for different components on various issues to be sent for publication in the GM magazine. This is important for donors and friends at large.

10. Honda red/blue books

- Motorbike for Rural Works has no red book hence difficult to use it when traffic police have intensified their road patrols.
- It was resolved that the Transport Officer should check for red books for all vehicles and get photocopies; and also to go to relevant authorities in order to get other red books if the original ones are lost.

11. Water Programme Truck

The truck account is not yet opened but would be opened soon.

/11...con't

Gossner Mission

This truck is specifically for the water programme though when it is free other project components may use it as a last resort. It should not be hired by outsiders.

GSDP/J/01/95 : Closing remarks

The chairman for the meeting thanked members for contributing to deliberations. The closing prayer was given by Rev. Hecker.

Next meeting - 13th February, 1995

Chairman : ..... Date :..... Sec.:.....

:gmh

Gossner Mission

Eingegangen
24. Jan. 1995
Erledigt:.....

MINUTES OF THE GWEMBE SOUTH DEVELOPMENT PROJECT SENIOR STAFF MEETING HELD IN THE MEETING ROOM ON 5TH DECEMBER, 1994.

PRESENT:

1.	Mr. S.D. Munsanda	- GSDP Coordinator - Chairman
2.	Mr. K. Waldschütz	- GSDP Acting Chairman/VSP Adviser
3.	Mr. B.Z. Lungu	- Sustainable Agricultural Officer
4.	Mrs. Birgit Groth	- Gossner Mission Liaison Officer
5.	Mr. B.M. Phiri	- SSVI Programme Officer
6.	Mr. W. Diete	- SSVI Adviser
7.	Ms L. Hamusiya	- Female Extension Animator
8.	Ms E. Maluma	- Female Extension Adviser
9.	Mr. T. Yates	- Water Aid Adviser
10.	Mr. A. Siabunkululu	- Water Programme Officer
11.	Mr. K. Mulemwa	- BMIS Manager
12.	Mr. J. Franke	- Carpentry Adviser
13.	Ms M. Kapongo	- GSDP Acting Transport Officer
14.	Mr. S. Siadibbi	- GSDP Book-keeper on training
15.	Mr. W. Ncite	- Rural Works Officer
16.	Mrs. M. Meja	- GSDP Acting Boo-keeper
17.	Mr. Daniel Kemken	- First Secretary, Germany Embassy
18.	Mr. Makala	- V.S.P. Manager - Secretary

ABSENT:

Mr. A. Kreiter - BMIS Adviser - On home leave

AGENDA:

1. Opening Prayer
2. Opening Remarks
3. Visit of Rev. Damm, Mr. Heicker and Malawi staff
4. Five Year Plan - ASIP/IFAD
5. 1994/95 Budget Estimates
6. Training for Transformation
7. Mr. Wenzel's visit to the project
8. SSVI Executive Board
9. Correction and confirmation of Minutes of the previous meeting
10. Matters Arising
11. A.O.B.

2/.....Cont'd

Gossner Mission

GSDP/1/12/94: OPENING PRAYER

The meeting opened with a prayer by Ms Maluma at 0928 hours.

GSDP/2/12/94: OPENING REMARKS

The Acting GSDP Chairman expressed satisfaction at the presence for the first time of all the members of staff except Mr. Kreiter who was on leave in Germany. He proposed the agenda reviewed to allow for the items that Mr. Kemken may be interested in to be discussed first as he leaves for Project visit. There after, the meeting Chairman welcomed all to the meeting particularly Ms Maluma and Mrs. Groth who were returning from vacation leave and had attended the Kafwambila Hammermill Offical Opening the previous day respectively. Furthermore, he extended good luck to Mr. Siadibbi and Mrs. Siatwiko who had just returned for holidays from Zambia Insurance Business College where they are studying accountancy and hoped they do well in their examinations. On the other hand he wished Mr. Yates a good stay in his new marital status. Also he welcomed Ms Hamusiya after having got over her illness. Finally he appealed to all to make the meeting short as there was a farewell party that afternoon. He then declared the meeting open.

GSDP/3/12/94: (a) VISIT OF REV. DAMM, MR. HEICKER AND MALAWI STAFF

Rev. Damm will visit Zambia from 6th-20th January, 1995. He will be accompanied by Mrs. Marion Busch, the Gossner Mission Public Relations Officer and Mr. Heicker, the Zambia Board Chairman who will arrive on 8th January, 1995. Mrs. Busch will concentrate on acquaintring herself with projects while the others will dwell much on meetings with people of concern to them. They leave for Sinazeze on 10th January, 1995 and on 11th January, 1995 attend a team meeting:

12/1/95: Meeting with VSP Exco

13/1/95: Visit Sinazongwe Council and Buleya Malima Irrigation Scheme

14/1/95: Visit to Kanchindu and talk to Senior Chief Mweemba

15/1/95: Church serive at Nkandabbwe Trinity Church

16/1/95: Attend GSDP Senior Staff Meeting

17/1/95: Depart for Lusaka via Choma to talk to the PAO and Bishop Siatwiinda.

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All in all they hope to visit BCZ, Nalwegwa project, the Minister and GTZ. In view of this tentative timetable the GSDP staff should should be ready for contacts during the period in question. It is not likely that the programme will be changed. However, the senior staff meeting could be rescheduled as the five year plan will be the major topic to fit in the visit of the Malawi group. The fax message received from Berlin indicates that there is no pool car that has been bought for the project to replace the existing one. On the other hand, there are no signs for the replacement of the vacant GSDP position of Chairman. The stand of the acting GSDP chairman will have to be clarified with Rev. Damm. The comments of the Zambia Board on the drafts were not so good especially on VSP, and Mr. Bredt, the former GSDP chairman has written a 9 page pamphlet comment on the evaluation of GSDP by the Ministry. The meeting would be kept informed of the developments pertaining to the project.

At this point in time Mr. Kemken arrived and the members present were asked to introduce themselves explaining briefly what they do in their respective components. Mr. Kemken explained that he was the first secretary at the Germany Embassy responsible for German Aid Programmes. He coordinates the activities of GTZ and the Germany Development Bank. By virtue of his duties he was keen to learn of the operations of other NGOs and the Germany Development Service. From such meetings he would learn of areas in which he could assist especially that he was very conversant with budget procedure and had some information on ASIP. It is for this reason that he appreciated the invitation to this meeting though he had come to the valley to attend the official opening of the Kafwambila grinding mill, a grant of the Germany Embassy.

GSDP/4/12/94: (a) FIVE YEAR PLAN/ASIP (IFAD)

Mr. Kemken was asked to give information on ASIP for the understanding of its purpose. He said that the Agriculture Sector Investment Programme (ASIP) is the consequence of the new agricultural approach of many African countries that want

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co-ordinated agricultural projects. This has been welcomed by Zambia as a new agricultural policy for which many seminars have so far been held. The Ministry of Agriculture, Food and Fisheries has drafted a policy with 15 strategy papers outlining each of the 15 sectors, for example, fisheries and marketing. The reports are in the post appraisal stage but not yet been implemented. Donors will have to find places where they can fit well in one of the 15 strategies.

The existing projects will have to be adapted so that there is consistence in agriculture. It is not an investment programme from which huge finances should be expected as it is meant to be a financial gap filler. It might pick up in the middle of next year. The medium idea is that all donor funds should be chanelled through the Ministry of Agriculture, Food and Fisheries for distribution to projects throughout the country. Some donors support this idea whilst others including Germany are still hesitating since they are not sure of MAFF staff's capacity to manage funds with accountability. GTZ

The exercise calls for indication of clear investment priorities. The GSDP Acting Chairman then informed Mr. Kemken of the meeting the GSDP senior staff had with the Provincial Agricultural Officer who emphasiszed the point of manpower development. Furthermore, his expressions seemingly suggested there would be a lot of money for investment Presently it is very difficult to get money from the Ministry and there is no proper structure for money distribution to projects so that Water Aid, Gossner Mission, Bread for the World, and the Christian Council of Zambia are not prepared to channel funds through the Ministry.

Mr. Kemken explained that there is a lot of paper work for the beneficiaries to be monitored by GRZ so that there is no financial handling at the moment though this might be there when the system has been decentralised. The ownership aspect is for Zambian though it is not clear whether the funds go to the Ministry or to the districts.

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Mr. Kemken then said that guaranteed accountability opens easy acquisition of donor funds where needed. The Acting GSDP Chairman said that the project was uncertain of the stand of Gossner Mission which sometimes refers to withdraw from and or dissolve the project. He said that apart from Valley Self Help Promotion Society and Buleya Malima Irrigation Scheme the rest of the project components are service units that need external funding. Being financially handicapped made the project go into negotiations with NGOs such as Water Aid and Bread for the World that have already given a hand to the components concerned. Furthermore, the K50,000,000.00 and K20,000,000 from Gossner Mission and GRZ respectively are for contract obligations only. He then asked Mr. Kemken if he would give advice on the project's state of affairs.

Mr. Kemken said he was in no position to give advice as he was not in such a contract with the government or NGOs. They enjoy the autonomy even if they may get funds from the government. He was reluctant to advice or comment on the structure of the project but could give more information on ASIP. For example, previously the Department Of Water Affairs and the Ministry of Local Government co-ordinated Community Management and Monitoring Unit (CCMU). In future funding will be by the Water Sector Development Group. The Female Extension may be funded by the Ministry of community Development.

There is need for the proejct to make contacts with other ministries instead of relaying on MAFF. Gossner Mission contacts with Ministries mean that Rev. Damm has to stay longer when he visits Zambia in January next year. The figure in the yellow book at the Ministry Headquarters includes funds for salaries, There are no more chances that the MAFF will pump in money in the project especially that it was initially agricultural oriented and deviated into other infrastructures. This calls for the clarification on the stand for former intergrated Rural Development Projects of which GSDP was.

The Water Programme should in future see the Community Management and Monitoring Unit for its operational problems.

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The National Commission for Development Planning (NCDP) headed by a Deputy Minister under the Office of the President only co-ordinates partners in aid and ~~conjection~~ cooperation. In other words, it is a clearing house for funding applications. It is advisable that copies of applications for funds from any organisation are sent to NCDP.

GSDP/5/12/94: BUDGET

The Acting GSDP Chairman explained that he was still sitting on the 1995 budget since the total figure of K400,000,000 at the ~~fins~~ first addition alarmed him. He tried to reduce it but still came to K225,000,000 for both GRZ and Gossner Mission funds. He left out the Rural Works, Water Programme, and Sustainable Agriculture but still at least a budget of not less than K60,000,000 will have to be presented. The Ministry should be put under pressure to make funds available as donors do not invest into administrative costs. At present Gossner Mission funds are used for project work. The counterparts in the Ministry accounts department resigned so that new contacts have to be created.

It is necessary that the project follows the laid down procedures that are taken seriously namely getting itself into the yellow book. It is never too late, a trial may help for the future of the project. For December, there may be no salaries and allowances unless GRZ funds are received. There is a supplementary budget of K50,000,000 from which funds may be requested. The GSDP budget may be taken the following day for presentation to the Planning Unit. If it is not accepted it will be necessary to plead. The Gossner Mission Liaison Officer and Mr. Munsanda, the GSDP Co-ordinator, should go to the Ministry together for putting pressure on the Ministry for funds.

GSDP/6/12/94: TRAINING FOR TRANSFORMATION

This involves a series of workshops of which the first phase is general while the remaining four pertain to specific needs. It deals with how to work with people: encouraging them to fully participate.

7/.....

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Todate the project has had four workshops on understanding Development, and Empowerment. As it is the Monze Diocese that provides facilitors, Mr. Yates would find out if it is possible to fix a date for next week. He will then inform the Liaison officer by telephone, so that the project could get the answer by radio.

GSDP/4/12/94: (b) IFAD

The Coordinator reported that some people had come from the Ministry including the Provincial Agricultural Officer to visit the irrigation schemes and VSP for seed multiplication. It is recommended that Gossner Mission should act independently as an NGO instead of being fused into the government. They had visited the irrigation schemes in line with the concept of PPM committees training for transformation to gather information on operations of scheme, future funding sources to find a basis for. ~~a basis for.~~ Buleya Malima was indicated to be the best run scheme in Southern Province.

On the other hand VSP had been contacted as a seed dealer in the area so that the Northern Grain Grower Farm was asked for a circle to grow MMV400, a variety of maize seed recommended by grain experts to this valley. However, it was later discovered that MMV 400 is not favoured by farmers in the area owing to the sizes of cobs and grains which require many grains to fill a bag. They would rather go for MM 4041.

GSDP/7/12/94: MR. WENZEL'S VISIT TO THE PROJECT

The new Director of German Development Service (GDS), who had been to the project when it had just started, would like very much to visit the project again to acquaint himself with the present operations. It is good to have good working relationship with GDS. No date has been fixed yet. As Mr Diete will be out from 11th-15th December, he cannot be expected yet until after that time.

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GSDP/8/12/94: SSVI EXECUTIVE BOARD

The proposed people for the candidacy of the board have already been contacted. The six appointed members will have to choose 9 out of 39 candidates to the board. A lawyer has been seen for comments on the constitutional draft before a final copy is produ produced.

GSDP/3/12/94: (b) MALAWI VISITORS

The Liaison Officer informed the meeting that six poepe from Zambia had sometime this year visited Malawi where one group showed interest in visiting Zambia too. The visitors were 2 from GTZ, the Gossner Mission Liaison Officer, GSDP Female Extension Animator, Mrs. Habasonda, an Agricultural Extension Officer, Maamba, and one from Naluyanda project, Lusaka. The Malawi group had indicated 12 were to be in the tour but they were advised to send only 10 by the Liaison Officer. On the other handthey had proposed to come by December but later changed to January next year. From 15th-16th January, they will visit GTZ in Siavonga and on the 18th January they will be with GSDP in Sinazeze. Whilst in the valley food will have to be prepared for them at a given fee since there are no nearby restaurants here. They will be here from Wednesday to Friday and are interested in seeing agricultural activities, in the area, activities in which women are involved viz-a-viz hammermill project and the local extension messages for rehabilitation. Their trip is sponsored by the Methodist Church.

GSDP/9/12/94: CORRECTION/CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

p.1 (a) Salutations should not be left out of names

b) (i) Mathius - 'Mr. Mathias Schiermeyer'

ii) 'Mr. Solomon Siadibbi' should be shown as an absentee On training and not omitted from the list of staff

iii) Mr. Lungu and Mr. W. Ncite should have appeared as present at the last meeting

p.2 3/11/94: 'Kanchindu Windmill - 'Kanchindu Water tank and 'not' should be added between 'Mr. Munsanda has' make a follow up'

p.3 First line replace 'Gossner Mission' with GSDP

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5/11/94: 2nd line replace 'Gossner Mission' with GRZ

The paragraph on Mr. Franke's farewell party should have on heading not under Financial report

Chrismass - 'Christmas'

Replace: 'were invited' with 'will be invited'

p.4 Mr. Willtkamp - 'Mr. Witkamp'

'Small Scale is introducing new executive board members' should be replaced with 'GSDP Senior Staff proposed candidates for board members'

Having made the above corrections the minutes were passed as a true record of the previous meeting following a proposal and secondment by Mr. Mulemwa and Mrs. Meja.

GSDP/10/12/94: MATTERS ARISING

a) No quotation had been got for the Kanchindu water tank as Mr. Franke who had been asked to do so could not since he was busy looking for spare parts and had to come back the same day. However, the Liaison officer may assist in getting one as long as there were sizes and recommendations from people who had bought some previously. Though the plastic ones require water all the time sometimes they have coating as the Buleya Malima one had to preserve the tank.

b) Mr. Greenwell Hachingala had been talked to and a letter written to him that 15th December, 1994 is the deadline for the settlement of the debt.

c) A complaint had been launched with the Captain, over the poor perfomance of the bulldozer, who advised his operators to remove the soil from the road but the road chairman wanted them to continue. Field owners do not want soil on their land. Calvates from old roads could not be used as they got broken though slabs can be made. The chief had also earlier indicated need to remove the soil.

d) A letter had been written to Mr. S.S. Madyenkuku over his loan outstanding.

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e) The Acting GSDP Chairman can no longer sign claims for allowances until a report of the final allowances list is issued since some people have already had more than two claims at unapproved rates.

The Exco meeting in November only discussed Mr. Phiri's 1 night allocation in a month and brought him equivalent to others. Another meeting should be convined at which all exco members should be present as opposed to earlier postponements due to not making a quorum.

f) Mr. Franke's farewell party takes place that afternoon. There is need for the project to have a year permanent committee for parties which would be responsible for working out programmes.

g) A five year workplan meeting in readiness for Rev. Damm's meeting will be held on 19th December, 1994. The meeting was ~~remind~~ reminded to look into the components' plans seriously before the meeting. Changes might be made if there is any conflict with the training for transformation.

h) Apart from that Mr. Witkamp has been brought back as Executive Secretary for Tonga Museum the rest remains confidential ~~through~~ Berlin who handed over the Museum needed informatiom on the outcome.of the meeting. Discussions with the present officer should be out of the meeting.

i) The conduct of drivers could only be improved if they know the consequences of their behaviour. To this effect VSP had suspended for a week without pay its drivers for having carried out private business with the company vehicle. The programme officers should be controlling the drivers during trips with them. Stopping at any point and inconsideration of capacity of the vehicles should not be condoned though consistance is not a routine. However, it is clear that lack of privacy makes people contribute ~~in~~ hesistately during meetings for fear of being finger pointed.

j) The septic tank at Kanchindu house is too beig forcing water to be thrown back so that the toilet is never full and the soak way always dry. The water makes it difficult to work on the

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tank so there is need for a hand pump to get rid of the water. There is no record of the person to whom Mr. Bredt gave the Kanchindu hand pump but Mr. Siabunkululu knows him and has already told the Coordinator though he has no knowledge of the conditions of issue. of Mr. Siahunkululu + Elias Luja will make a follow up of the issue at hand. The events of not recording issued items in the projects should be investigated and corrected.

k) The hire rates of vehicles include night and weekend allowances for drivers. With effect from January next year the Water Programme vehicle will be used by project components when free. Different rates may be avoided.

GSDP/11/12/94: 1ST QUARTERLY WORKPLAN 1995

The meeting was reminded of the need to be responsible officers who should have scheduled for routine requirements so that by not appearing on the agenda should not be an excuse for not having prepared the workplans. Those who did not have the workplans were asked to prepare them and hand them to the Co-ordinator by Wednesday, the same week. Forms are with the typist.

GSDP/12/12/94: ANY OTHER BUSINESS

1. There are five visitors from the World Bank coming to study Food for work on 7th December, 1994. They would definately need food and accommodation. The Liaison Officer should inform them through telephone that the camp has no restaurant but there is raff catering provision. Currently accommodation at the rest house may be short since Mr. Siabunkululu is still using two rooms due to his house which is still being painted.
   It has taken long to finish work on the house since Mr. Siazinkwa has occassionally other commitments.

2. There still seems to be disorganised work by the plumber as there is only digging done here and there prompting one to think that he has to destroy and be engaged to repair what he has destroyed. The committee had set up to look into what plumbing work was needed to be done must meet to assess what has been done. The arguement that the plumber does not obey instructions from certain people cannot be accepted since there is a committee that can even get rid of him as he has to accept authority.

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He is still on contract but needs proper supervision. Preference had been given to him although there was one from Maamba Mine at the total cost of K420,000.

3. Ms Grenda Hatontola has to come back to work with the project before she can proceed to studying further. She is currently on leave.

4. The Maamba police case of the motorbike should be solved out soonest by the Coordinator. The keys for the motorbike in question were grabbed by the Coordinator from Siazinkwa.

5. Mr. Nthala, the Auditor, parted Buleya Malima Irrigation Scheme for having improved on keeping their books since his last auditing. However, he complained of imprest outstandings going into the following month at GSDP. The loan account that has not been in use for a long time should be closed before next year. Mr. Siadibbi and Mrs. Siatwiko may help answer questions raised by the auditor on his brief report. The books should be closed for a year on 20th December.

f) Mr. Siadibbi reported that he had a good stay at the college. Exams were not written since they were put on a new syllabus for which they had no books. He had made a request to transfer to another college. The present college had no objection to such a move and even given a grace period of 7 months. The project can endorse such a move when funds are available.

g) Currently therpis no money for camp maintenance. The question of Christmas party and bonuses can't be considered at the moment.

h) Names should bear salutations in minutes

i) The recommendations by the Zambia Board on VSP were not so good as they opted for privatisinn. For Sustainable Agricultural the Board recommended that only achieveable aims need concentration and it was not yet clear whether the Bread for the World will take over the payment of the officers' salary. Waterward sanitation need outside support and the board was happy that women are involved.

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J) There will be a meeting at Sinazongwe on sanitation on 9th December to which one project representive is necessary since Mr. Yates will be out.

k) The Water Programme has engaged a Community Development Officer though he has not yet been served with a letter of appointment. Furthermore, a bank account has been opened and an Annual Review for Water Aid has been received. On the other hand a contract will be signed between GSDP and Water Aid.

l) A warning letter will be written to the programme Officer who was in the company of Mr. Stephen Siapwaya at the time of giving lifts.

m) T-shirts will be part of the christmas party presentation.

n) The PPM wheel barrows had been taken to Chiyabi by Mr. G.K. Madyenkuku though there are no signatures of the recipient.

o) A programme should be worked out for the visitors and for the new Naluyanda Programme Officer who is expected here for three days. Mr. Daniel Banda could take message since he works in Lusaka from Naluyanda.

p) Buleya Malima Irrigation Scheme lorry has now got a red number plate.

GSDP/13/12/94: CLOSING REMARKS

The Chairman thanked all for their patience and expressed happiness with the participation of people from Lusaka especially from the German Embassy. He thanked the Liaison Officer too for her presence which previous was difficult

The meeting ended at 1400 hours with a prayer by Ms Groth.

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CHAIRMAN DATE SECRETARY

mk

Gossner Mission

MINUTES OF THE SENIOR STAFF MEETING HELD IN THE MEETING ROOM ON 5TH SEPTEMBER, 1994

PRESENT:

K. Waldschütz	- Acting Chairman GM/GSDP - Chairman
S.D. Munsanda	- GSDP Coordinator
Ms L. Hamusiya	- Female Extension Animator
Ms M.C. Meja	- Acting Book-keeper
Tony Yates	- Water Programme Advisor
W. Ncite	- Rural Works Assistant
A. Syabunkululu	- Water Programme Assistant
J. Franke	- Carpentry Advisor
Ms Birgit Groth	- Liaison officer
R. Makala	- VSP Manager
Ms Edna Maluma	- Female Extension Advisor
W. Diete	- SSVI Advisor
B.M. Phiri	- Programme Officer - Secretary

ABSENT WITH APOLOGY

A. Kreiter -	- BMIS Advisor - on sick leave
Ms. A. Kapongo	- Acting Transport Officer - Livingstone
S. Siadibbi	- Book-keeper - On study leave
K.S. Mulemwa	- BMIS Manager

GSDP/1/9/94: OPENING PRAYER/REMARKS

The meeting opened with a prayer by Mr. S.D. Munsanda. The agenda for the meeting was not compiled and proposals were made and later adopted for the meeting. The chairman voted his observation that their is a lot of indiscipline among members of staff which was happening as a result of bad feeling of cooperation in order to work together. He stressed that the house should think of his remarks seriously in order to improve on cooperation. The chairman summarised his remarks that the house has a lot of work in the forecoming future depending on the letter from Rev. Damm and the MAFF evaluation.

GSDP/2/9/94: CORRECTION AND CONFIRMATION OF THE PREVIOUS MEETING

The following corrections were rectified:

p.1: VSP Mananger to be spelt manager

p.3: parag.3; Rhodes should be spelt Rhode and sentence should read that commented on by Mr. Kokwe not redone.

p.4, parag.5 last sentence should read 'Nothing on this issue was resolved but the keys should be collected and controlled by the Transport Officer.

p.5 parag. 5 last sentence Hens should read Hess.

p.5: on 4.4 VSP last sentence comminities should read communities

p.8: first sentence administration coordinator should read Administrative Coordinator.

After making the above corrections on the previous minutes Mr. W. Ncite confirmed the minutes as a true document reflecting the deliberation of the house. He was seconded by Mr. W. Diete.

2/.....Cont'd

Gossner Mission

GSDP/3/9/94: MATTERS ARISING

GSDP/3/2/94: The issue of Mr. Greenwell Hachingala's long outstanding debt. Mr. Makala reported that efforts were made with the Project Coordinator but Maamba management could not accept responsibility to deduct the money from their employee as it was a big burden. Such arrangements are considered as private individual matters which need not involvement of Maamba management .

It was suggested that his items be confiscated after a second approach by the Project Coordinator. It was resolved that the Project Coordinator be given this second chance and if no progress then the final option will be reporting the matter to the police.

On Mr. Seulu it was suggested that he should be given a job in order to recover the money.

On Mr. Mwami Madyenkuku it was resolved that administration should write him a letter explaining the consequence of not following the repayment agreement.

GSDP/5/5/94: Mr. Franke reported that he has finally prepared the files where all receipts are on the wheelbarrow issue. It was resolved that Mr. Ncite and him should meet and settle the issue together.

GSDP/4/7/94: It was agreed that two water attendants should be trained or sent for a plumbing ciurse at ITC in Lusaka. It was also reported that the cost would be in the range of K100,000 per week for one person. The project will have to wait till more people have enrolled for this course as the cost will be shared or reduced with more numbers of participants. Mrs. Groth will follow up the issue in Lusaka.

GSDP/14/7/94: It was reported that government has released some money for salaries and allowances and that they have not yet released capital funds.

It was resolved that all project components meet with administration and agree on the submission of the 1995 budget proposals and workplans.

GSDP/4/7/94: - 8 The SSVI study has been commented on by Mr. Chileya an evaluator from IFAD. His comments would be given to CYP in order to improve on the draft.

GSDP/14/7/94: d) It was reported that the new pool car has been ordered and that the old one will be sold. Mr. Damm agreed that money from the sale of the old pool car will be partly used for proposed drought relief measures of the Sinazongwe NGO.

Gossner Mission

GSDP/4/8/94: CHAIRMAN'S HANDING OVER NOTES

Accordinag to the chairman's handing over notes and the minutes of July a steering committee for GSDP is proposed. It was also proposed that an internal executive committee committee should be formed. This internal executive committee shall compose of the following membership:

- The GSDP Chairman - Ex-officio
- Project Coorndinator - Ex-officio
- Three elected members of the Senior Staff meeting

The term of office for all elected members will be one year. The Chairman and Coordinator are permanent ex-offico members. A paper was distributed on this subject and a long discussion followed as it was not clear if this new body will be a policy making body or only an advisory board.

As a conclusion it was resolved that it will be decision making on the following issues:

- individual personnel matters
- contract matters regarding professional staff
- accommodation and transfers
- allowances and wages

The house agreed for secret voting and five proposal of candid candidates were made. These are:

- Ms Mamraiya
- Mr. Ncite
- Ms Maluma
- Mr. Mulemwa
- Mr. Diete

The following are the results of elected members of the internal executive committee:

- Lillian 10
- Ncite 4
- Edna 7
- Mulemwa 9
- Diete 8

The new Exco will meeti to fix a date for their first meeting within the following week.

GSDP/5/9/94: ANY OTHER BUSINESS

1. A plan of action for GSDP for the next 5 years is requested by Rev. Damm. This will be done with a view of empowering the local people. A meeting should be held possibly this month where the Livingstone papers, MAFF evaluation and Mr. Bredt s handing over notes should be studied. It was re resolved hat this meeting be combined with the staff tour.

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Gossner Mission

2. On the Muziyo road the house was advised to withdraw further arrangements on the hire of Jordan machinery as the Sinazongwe NGO Chairlady had made new arrangements with Zambia National Services. She reported that ZNS would be reasonably cheaper. The quatation indicated a total of 8km minus transport cost.

3. The Chairman informed the house on the progress of Mr. Lungu's employment. He had contacted the Deputy Director in the Ministry of Agriculture. He explained that attachment and secondment are two different issues. Depending on either attachment or secondment Mr. Lungu should get a full work contract from Berlin.

   It was resovlrd that Ms Groth will find out the best alternative transport to bring Mr. Lungu to the valley. Mr. Ncite will organise the painting of his house in advance.

4. The SSVI management informed the house that the Magoye Family Farms are engaged with another project so they could not come down to drill our borehole. It was suggested that Water Affairs should be approached.

5. It was reported that the photocopy machine will be taken to Lusaka for servicing.

6. The Kanchindu Windmill is now working alright but the tank has a big hole. Mr. Yates wants to check on the machine.

7. Mr. Diete on behalf of the organising committee reported that finally it has been decided that the staff tour will go to Siavonga and Kariba for sightseeing and visiting projects. The organising committee asked Ms Groth to find and arrange for accommodation from the 9th to 17th of next week or alternatively 16th to 20th. It was also proposed that Patricia Chikopa (Vice Accounts Clerk) should be part of the entourage.

8. A committee which was formed on subsistance allowance briefed the house that it had proposed a uniform rate for all staff members in the project that was two government and one Gossner Mission claim. The Chairman was totally against the proposal.

   A long discussion erupted as the majority of the house preferred the proposal as suggested by the committee as fair. However, some were of the ideas that we maintain Gossner Mission allowance, while some felt that the GRZ should be increased and stop the GM allowance for other productive expenditures. It was resolved that the new internal executive committee should solve this issue as soon as possible.

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Gossner Mission

9. Ms Groth informed the house that effective from 1st October the rate at the Lusaka guest house will be K1,000 per person per night.

10. The Water Programme Adviser informed the house that a training for transformation workshop could be held from 17th October for 4 days. This will be open to all members of staff. However, the dates will be further confirmed if it will take place in October, November or early December.

GSDP/5/9/94: AFTERNOON SESSION

Discussions in the afternoon session were brief reviews on Bredt's handing over notes, MAFF evaluation and the Mr. Chileya's comments on the CYP study report. Some general comments were made:

1. VALLEY SELF HELP RPMOTION SOCIETY

The goals of VSP are promoting self help activities or providing services to the local people. From the MAFF report it shows that it is fulfillings functions an agriculture cooperative and it should concentrate on that.

It was pointed out that the two goals contradict each other. The present VSP Exco has lost direction on what roles do they play to enhence authentic development on voluntary basis. The question on sitting allowance has created wrong motive of the office bearers. (See also Mr. Chileya's comments).

It was also stressed that financial planning is lacking in the VSP management. The house was informed that the VSP has engaged the services of a Field Officer. The Acting GSDP Chairman and VSP Adviser will draw a programme of work where he will spend 2 and half days at VSP and GSDP in order to avoid neglect on of the two duties.

2. SMALL SCALE VILLAGE INDUSTRY

The MAFF report stressed that our artisans lacked better quality control, entrepreneural training and business management. Most of the artisans under the SSVI have not understood the importance and reasons of obtaining loans.

3. WATER PROGRAMME

It was noted that the bore-hole construction should be phased out in line with GSDP policy. The component can only repair bore-holes but much emphasis is on well construction.

4. SUSTAINABLE AGRICULTURE

The Evaluation suggests that the terms of reference of the Agricultural Coordinator should be narrowed.

Gossner Mission

5. FEMALE EXTENSION PROGRAMME

Should find an appropriate name as the present title is quite misleading. The evaluation wants rather agricultural extension work for women done than an awareness programme.

6. SECOND HAND MOTOR BIKES

The house reacted to the suggestion made by Berlin that one of the second hand bikes should be handed over to Naluyanda Project. The project felt that it is not good to give a second hand bime. This request has come in late because ~~the~~ bikes ~~are~~ already sold.

7. Transport account should be closed so that a savers account would be appropriate for the transport. It must also be ensured that the Book-keeping of each vehicle is done separately.

8. The house was informed that a new furniture for the meeting room has been ordered.

9. The matresses for the Government guest house will be ordered in Lusaka through the Liaison ~~office~~.

GSDP/6/9/94: CLOSING REMARKS

The Chairman ~~thanked~~ for the lively discussion despite the length of the ~~meeting~~.

The meeting ~~closed~~ at 1830 hours in near darkness.

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CHAIRMAN DATE SECRETARY

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Gossner Mission

See Page 411

MINUTES OF THE GSDP SENIOR STAFF MEETING HELD ON 8TH AUGUST, 1994 IN THE MEETING ROOM

PRESENT:

Mr. S.D. Munsanda	- GSDP Coordinator - Chairman
Mr. W. Diete	- SSVI Adviser
Mr. J. Franke	- Carpentry Adviser
Mrs. M.C. Meja	- Acting Book-keeper
Mr. R. Makala	- VSP Mananger
Mr. W. Ncite	- Rural Works Officer
Ms E. Maluma	- Female Extension Adviser
Mr. K.S. Mulemwa	- BMIS Manager
Ms L. Hamusiya	- F/Extension Animator - Minute Recorder

ABSENT WITH APOLOGY

Mr. K. Waldschütz	- VSP Adviser - On leave
Mr. A. Siabunkululu	- Water Programme Officer - on leave
Ms M. Kapongo	- Acting Transport Officer - on leave
Mr. A. Kreiter	- BMIS Adviser - on sick leave
Mr. T. Yates	- Water Programme Advisor - on leave
Mr. B.M. Phiri	- SSVI Programme Officer - on leave

GSDP/1/8/94: OPENING PRAYER/REMARKS

The meeting opened with a prayer by Ms E. Maluma at 0945 hours. The chairman welcomed all to the meeting. He read out the agenda which was later adopted and asked for additionals from the house.

GSDP/2/8/94: CORRECTION AND CONFIRMATION OF THE MINUTES PREVIOUS MEETING

The following were the corrections made:

a) GSDP/1/7/94: In the sentence 'a prayer by Ms Nancy should read by Ms Nancy Ireri'

same para: 'visitors from MEF' to read 'participants from MEF who were on field work'

b) GSDP/4/7/94: i) in the sentence 'received 2 members of staff should be replaced with 'prepared to receive participants from MEF'

c) GSDP/4/7/94: 8) SSVI In the sentence 'they asked Mr. Rhodes to...' to read 'They asked Mr. Peter Rhodes to bring up points where the study is not satisfactory'

d) GSDP/9/7/94: In the sentence 'It was agreed that SSVI roofing...' funds should come from... cancel SSVI budget and replace with 'capital Expenditure'

e) GSDP/11/7/94: In the sentence 'At one time in Kanchindu...' cancel out 'Female Extension Animator and replace with 'Gardener and one watchman'

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Gossner Mission

f) GSDP/12/7/94: In the sentence 'strictly it was mentioned that' replace other NGOs with 'lot Sinazongwe NGOs Development Committee do so!

and 26 centres should read '25 centres under the same paragraph'

g) GSDP/14/7/94: e) Relief typist: Margie should read 'relief typist Ms Margie Kanyama not 'ba Margie'

After making the above corrections of the 11th July, 1994 meeting, the minutes were passed as a true record of the meeting following a proposal and secondment by Mr. Dieto and Mrs. Meja respectively.

GSDP/3/8/94: MATTERS ARISING

GSDP/3/2/94: Questions were posed on the progress with Mr. Greenwell Hachingala's outstanding debt. The Acting Book Keeper reported that there was still no progress in recovering the money he owes the project. Mr. Makala voluntoered to take up the issue together with Mr. Munsanda to go to Maamba and make arrangements to have a certain amount of money deducted from his salary monthly until the debt is settled.

On Mr. Seulu, it was reported that no transport was sent to collect the firewood he had cut as the tractor was too busy. It was resolved that the Coordinator should look into whether he may have some other sources of income or be employed on a piece work basis for two months so that he pays back the debt in kind.

Mr. M. Madyenkuku had come in person on 5/8/94 and said he had no money to pay back the outstanding loan and had no other source of income. It was resolved that a letter be written by the project asking him to pay back the loan.

GSDP/13/4/94: Mr. Franke and Mr. Ncite had not yet sorted out the issue on wheelbarrows for PPM. They both promised to do it after the meeting and a report should be given at the next meeting.

GSDP/5/5/94: The house wanted to know the Financial stand of GSDP's allocation of funds from the Government. It was reported by the Acting Book-keeper that another cheque of K5 million was received from the Ministry and would be taken for banking the following day.

GSDP/12/6/94: f) It was reported to the house that a letter to SARO had been written thanking them for having freely tra trained Mr. Smart Siampongo and Mr. Maybin Mapili.

GSDP/4/7/94: It was agreed in the meeting that the two pump attendants would be sent for training on plumbing at ITC in Lusaka.

Gossner Mission

Mr. Diete had already got the quotation of K59,000 per person per week.

3) The Acting Bookkeeper reported that she had completed the half year Financial Statments and they were ready for distribution.

8) The SSVI Study which was not done satisfactorily would be redone by Mr. Kokwe for German Development Services (GDS) in place of Mr. Peter Rhodes who is currently on leave.

7) The BMIS Manager reported that fruits for sale were finished. On the other hand election for the new board members has been done together with the new committee members.

GSDP/14/7/94: b) It was agreed that Mr. Munsanda takes up the Administration part of the project while Mr. Diete takes up project financial matters to share the responsibilities of the Chairman.

d) It was agreed by the house that the poolcar should not be used for non project components booking especially for carrying footballers and church groups as this business encourages overloading thereby shortening the life span of the only car in the pool. It should be used for project work only. However, the poolcar can be authorized for ambulance service in case of serious illness to the hospital in Sinazongwe and Sinazeze Rural Health Centre and with strict exceptions up to the plateau.

GSDP/4/8/94: CHAIRMAN'S HANDING OVER NOTES

It was agreed in the meeting that the committee comprising Ms Maluma, Mr. Munsanda, Mr. Mulemwa, Mr. Franke and Mr. Waldschütz charged with the responsibility of establishing GSDP Exco or coordinating body should look into the introduction and the Framework of GSDP operations. The meeting went straight into discussions on the components of GSDP.

4.1. ADMINISTRATIVE UNIT

The first comment was that appreciation must be shown to Mr. Bredt, the former chairman for the efforts put into compiling the detailed report.

It was resolved that all files be it Gossner Mission's or GRZ's should be kept in one place as long as they are dealing with project matters. Further discussions would be picked up after the GM Team meeting. In addition, it was resolved that all correspondences should be addressed to the Coordinator stressing the need to use headed paper.

Gossner Mission

The Landuse officer and Mrs. Patricia Siatwiko have to move from the houses when need arises. The PAO, DAO, the Coordinator and the Landuse Officer himself should sit together and iron out the concerns the project has about him since he is the only Landuse officer in the whole district. He may also be exempted from leaving the house since he is under MAFF and the only Landuse officer in the District.

Patricia Siatwiko's house, this issue should be handled with care and respect. Renewals may however be made yearly.

When VSP houses are finished, the VSP employees should also leave the camp and paying of rent to the occupants could be possible for maintenance of houses.

- Workshop tools/equipment for operation to be bought as soon as funds are available.

- Special savings account for water programme vehicle was questionable as to why this one Lorry should have a special savings account. Noting on this issue was resolved.

- Log books for motorcycles and the poolcar should be regularly checked and controlled by the transport officer including the keys.

- Training in Stores is required, the transport officer should monitor the stores and check on ledgers and inventory. The Coordinator to make a follow up on the Government Store keeper to come and assist in taking inventories of all items.

- Components should not work in isolation monitoring should also be encouraged.

- One person to be the spokes person of GSDP. No resolutions were made to this issue.

4.2. BULEYAMALIMA IRRIGATION SCHEME

- Gradual withdraw of Gossner Mission, GRZ and GSDP from the BMIS.

  BMIS Management should hand over the scheme to the farmers committee. Also the PAO's office should have contacts with the scheme through extension workers outside BMIS.

- BMIS farmers committee should be trained in orchard management.

Gossner Mission

- The present book-keeping system should be improved and may be to be checked by GSDP management (ie internal auditing). The farmers' Executive Committee should also be trained in book-keeping.

- No resolutions were made concerning setting aside a certain amount of money to replace the marketing truck.

- BMIS Adviser to be more serious in management and Financial question. (No resolutions were arrived at).

4.3. SUSTAINABLE AGRICULTURE

- Concerning the engagement of the Agricultural Coordinator under the programme, it was resolved that Mr. Waldschütz should take it up with the Ministry Headquarters.

- About the workshop in October on sustainable agriculture participants should be from MAFF, Planning Division, Department of Agriculture, Mr. Bob Mann and Mr. Hens from (Bread for the World).

4.4. VSP

- Exco and management should define their goals.

- Self help promotion has fallen aside in the last years because management did not see it as it's major task, if not done, another organisation should take up the task.

- The relationship between VSP and Exco should clearly be spelled out. Too often management did actions which Exco was not really aware of. The adviser should play his role in Exco.

- Monthly statements produced but not interpreted which might have occured because of unclear goals of VSP and Exco either specific or shared.

- Yearly budget not produced by VSP management reluctant (no response).

- Manager and Adviser need more training in the field to guide VSP better in the future.

- Regular meetings with local comminities are needed. Close contact to the communities being served should be encouraged. The last two years VSP looked too much inside than outside.

4.5. FEMALE EXTENSION

- Female Extension Adviser is suitable and highly qualified, does commendable job and Gossner Mission should take this as an example.

Gossner Mission

COMMENT: People manning programmes should be qualified people and Zambian for that matter.

- Sounding board to be set up composed of professionals eg from Health, Law Education, Trade and Business, Economic etc...

- Income generating activities additional staff member is needed for managerial and financial guidence for income generating activities. This may be someone on part time employment and would assist the different programmes in the project. This to be included also in next year's budget.

- On the question in which way also individual women could receive support through Female Extension programme. The programme supports also individual women and maybe this approach should be extended to SSVI. The following: Mr. Makala, Mr. Diete, Ms Maluma, Mr. Phiri should sit and discuss further on the management and financial specialist.

4.6. SSVI

- Present Programme Officer and Adviser need more training in the field of entrepreneurship and management of business.

- Training and visit (T and V) system of extension approach would maybd be a good guidance.

- Adviser should withdraw step wise in running affairs of SSVI. The programme officer should take charge.

- Avoid personal relationships (never mix personal with work).

- GSDP should work against dependency and the Desk Officer has been attacked for encouraging dependency as it will lead to white elephants left behind when the project phases out. This does not only happen with SSVI but will affect all project components.

- Adviser and officer to be more serious in the handling and accounting of funds of the SSVI (revolving funds).

4.7. WATER DEVELOPMENT PROGRAMME

- Water programme is an emergency programme on self help through repairing bore-holes and sinking wells with the help of the communities.

- Support from Methodist, Water Aid, Council and GSDP's participation in order to get a sustainable programme in future.

Gossner Mission

- Bore-holes being replaced by wells which is cheaper and easy to maintain and is appropriate.
- Two or three people added to WSP for the awareness as community motivators who will also be available for other programmes eg EEC Micro Project etc.

4.8. RURAL WORKS PROGRAMME

- The Programme Officer and Roads Department should survey Muziyo road and estimate the distance of areas with dam dangerous points where a bulldozer will be brought to work in.
- Efforts should be made to contact Mr. Jordan of Siansowa Fisheries for a bulldozer as Maamba Collieries is just too expensive.

4.9. OTHER ACTIVITIES

4.9.1: Church Works: Indirect assistance to churches at Trinity and Mweezya is done by the project especially on repairs.

GSDP is not directly involved in church work but the relationship with Gossner Mission and Christian Council of Zambia, Gossner Mission and United Church of Zambia. (partnership relationship).

4.9.2: Ambulance Service: After a long discussion over the use of the poolcar for hospital cases, a question was asked about how emergent is emergency resolved: Administration has to take it up with the help of the Clinical Officer in charge at Sinazeze to define emergency.

4.9.3: Social Activities: Footballers should hire VSP truck or the tractor.

- Contributions on monetary grounds towards social activities is currently not possible as there is no money in the project.

GSDP/5/8/94: TRAINING FOR PLUMBERS

During the meeting, it was agreed that the two pump attendants would be sent for a plumbing training in Lusaka with ITC. Mr. Diete has the details for joining and fees payable.

GSDP/6/8/94: SSVI - NEW WELL

The well usually dries up after drawing a few buckets of water. The Adviser to write a proposal and get funds from the Embassy and an application of K3 million for casing was made and sinking of bore-holes.

Gossner Mission

GSDP/7/8/94: A.O.B.

a) Mr. Franke reported to the meeting that the photocopying machine should go for service immediately and only important documents should be photocopied this time.

b) Ms Hamusiya reported that no progress on the Kanchindu latrine was made, the deepened well was not cleaned and the water has cement residues. Also the windmill is on breakdown since May making her stay in Kanchindu difficult.

c) Staff tour - with a few hints from the Female Extension Animator who had just visited Malawi reported to the meeting that Malawi would also be suitable for a staff tour obviously with guidance from Mrs. Groth in Lusaka.

d) Mrs. Meja complained to the meeting that loans were paid back slowly especially from VSP staff.

- Imprest not retired on time and asked if old or new rate could be followed for meal and sub allowance. A committee comprising of Mr. Dietz, Mr. Mulemwa, Mr. Munsanda, Mrs. Meja and Ms Hamusiya to look into the issue.

- She also reported that Mr. Bredt paid K120,000 for the battery.

e) The Rural Works Officer reported to the meeting that the Permanent Secretary visited Nyanga and 9 departments were present.

f) It was agreed that Mr. Bricks Siluwe should be upgraded by sending him for some form of course on blasting on wells.

g) Behaviour of programme officers should be checked as it would destroy our own work in the project areas.

h) VSP Advisers' contract has been extended and a letter from Berlin has been received.

GSDP/8/8/94: CLOSING REMARKS

The Administration Coordinator who had chaired the meeting thanked the staff for their constructive contributions. The meeting ended at 1725 hours without closing prayer. The MAFF Evaluation report was also shifted to the meeting on 5.9.94 to decide on when to discuss.

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CHAIRMAN DATE SECRETARY

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Gossner Mission

See page 7!!

MINUTES OF THE GSDP SENIOR STAFF MEETING HELD IN THE MEETING ROOM ON 11TH JULY, 1994

P R E S E N T

Mr W Diete	- SSVI Advisor	- Chairman
" S D Munsanda	- GSDP Admin. Coordinator	
" K S Mulemwa	- BMIS Manager	- A/Sec.
Ms L Hamusiya	- Female Extension Animator	
Mr R Makala	- VSP Manager	
Mrs M Meja	- Acting Book-keeper	
Mr J Franke	- Carpentry Advisor	
Ms E Maluma	- Female Extension Advisor	
Mr A Syabunkululu	- Water Programme Officer	
Mr W Ncite	- Rural Works Officer	

I N A T T E N D A N C E

Ms Joyce Ngoma
" Nancy Iréri

A B S E N T W I T H A P O L O G Y

Mr B M Phiri	- On leave
" K Waldschütz	- On leave
" A Kreiter	- Sick leave
Ms M Kapongo	- Acting Transport Officer

GSDP/1/7/94: PRAYER/OPENING REMARKS

The meeting opened with a prayer by Ms Nancy at 0930hours. The chairman welcomed all to the meeting, particularly the visitors from Mindolo Ecuminical Foundation, Kitwe. Further he wished them a good stay in the valley.

GSDP/2/7/94: CORRECTION AND CONFIRMATION OF PREVIOUS MINUTES

(a) GSDP/5/6/94: the sentence ----'crash budget' to read as 'cash flow budget'

(b) GSDP/6/6/94: replace 'deeping horeholes' with deepening borehole.

(c) Page 7 : replace 'masasa grass' with masanga grass

(d) Page 8 : delet who, and 'rehearse' be replaced with 'liase'

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Gossner Mission

(e) Page 9: replace 'printing' with 'painting'

(f) Page 10: replace 'THODO' with 'THIO'

Having made the above corrections the minutes were passed as a true record of the previous meeting following a proposal and secondment by Mr Munsanda and Ms Hamusiya respectively.

GSDP/3/7/94: MATTERS ARISING

There has been no progress on Mr Greenwell Hachingala's outstanding debt. However, it was resolved that the Coordinator should liase with Maamba management and send a letter to them which will state clearly on how the debt should be settled.

- Seulu's issue: The Book-keeper will discuss with the new Transport Officer over the same and possibly to quickly organise transport to ferry the firewood he had already cut.

- Mr S S Madyenkuku's outstanding debt would be sorted out administratively.

- GSDP/13/4/94: Mr Ncite will liase with Mr Franke to sort out the question of PPM wheelbarrows still kept by various groups.

GSDP/5/5/94: Only K3.0m was released to the project and the cheque had already been deposited to the bank. A request would be made to the Bank Manager to acceralate the maturity of the cheque.

- GSDP/10/5/94: The SSVI Advisor reported to the meeting that he had revised the revelving fund paper and they were ready for discussion.

- XX) Water Aid: It was reported that Water Aid will cover salaries for the additional staff to be employed this year only. As for next year the salaries will have to be included in the budget.

- GSDP/9/6/94: Due to limited funds, it was agreed that only 5 mattresses would be bought for the Guest House and they would be sourced from Lusaka.

GSDP/12/6/94: The pool car keys shall be kept by the Transport Officer, Ms Kapongo. In absence of the officer, Ms Maluma shall keep them. In absence of both someone shall be appointed.

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Gossner Mission

f(ii) It was agreed in the meeting that a letter be sent to SARO to thank them for training the two project staff.

It was further suggested that, the administration should prepare a paper that would spell out clearly the conditions for going for training.

GSDP/4/7/94: PROGRESS REPORT

1. (i) Administration: Received 2 members of staff from Mindolo Ecuminical Foundation. Conducted staff meetings, sent staff for training and produced 1993 Annual report. Distributed new hondas, carried out camp maintenance and finished fencing Kanchindu staff house.

   (ii) Workshop: Routine work of general welding. Assembled new hondas and carried out mobile workshop.
   - Plumbing work in the camp: It was agreed that a plumber should be hired from either Maamba or Sinazongwe District Council to come and do plumbing work in the camp as soon as possible - the administration should check on this issue.
   Further it was resolved that the 2 pump attendants should be sent for plumbing training at ITC in Lusaka.

2. Female Extension: Attending senior staff meetings during the period in question. Carried out cooking and sewing demonstration with women's groups. Made a follow up on the Maamba Gender awareness/sensitisation workshop. Formation of new groups in Muziyo and Sinakoba. Carried out leadership promotion among women's group development and empowerment of women to overcome the dependance syndrome.

After the report a length discussion followed on what the programme plans to do to groups that were not doing well. Howewer, it was resolved that such groups would not be excluded in their programme of work though little attention will be given to them.

3. Accounts: Carried out the daily financial procedures, paid out salaries/wages, allowances to staff. Prepared financial statements.

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Gossner Mission

4. Rural Works: Reported that Siazwela A and B dams will be completed soon before the rain season starts.
The Acting chairman was impressed by the work being done by the community.

5. V.S.P.: Setting up hammer mill at Dengeza. Annual General meeting was held - started work at VSP plot at Sinazeze. Tried to sell the IFA and DAF Leyland trucks during the quarter. Maize distribution was done smoothly. The Advisor went on leave and finally we contacted B.P. for the filling station issue at Sinazeze.

6. Water Programme: First priority was given to camp maintenance on water system. Repaired 6 boreholes and deepened Kanchindu well and plastered the same with Choma Water Affairs officers. Made 18 concrete rings on different wells. Attended a water and sanitation meeting at Sinazongwe Boma. Toured the area with Programme advisor from Chiyabi to Kafwambila and Syampondo. Held meetings with the communities. Collected 4 Nira and 5 Afridev pumps from Choma and Lusaka Water Affairs.

7. B.M.I.S.: Orchard routine work ie weed and pest control, orchard sanitation and irrigation, fruit sales - 20,000.00 = K3.875,170.00 realised from fruit sales. Supervised M/truck movement. Completed lining of canal 1 phase 2. Collected concrete slabs from Chiyabi. Farmers' selling produce - okra, tomatoe, rape, cucumbers etc. Held 3 board meetings.

8. S.S.V.I.: The present study on SSVI was not satisfactory. They have asked Mr P Rhoda to produce a more detailed one. On the revolving fund paper and title deed a special meeting will have to be called to come and discuss the issues in details.

- Carpentry Advisor: Last two weeks were spent at Siabaswi shop to map out their storage shade for their materials - the building however is already in progress.

- Dengeza grinding mill door was installed by the carpenters.

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- Book keeping training should be provided to the carpenters - the programme officers to do the job.
  In the plans of work it was agreed that Mr Phiri was supposed to spend 2 days in a month to check on their books because this is important to the sustainability of the groups.
  It was made clear that Mr Phiri was supposed to check the books and not the advisors.

GSDP/5/7/94: RENOVATION OF THE MEETING ROOM

This issue was discussed 3 months ago, a quotation was given and production commenced but job was stopped by the former chairperson.

A lengthy discussion ensured and finally it was agreed that Mr Franke should gather the necessary details required. Production of the chairs which was stopped should immediately be commenced.

GSDP/6/7/94: REGULATION OF ALLOWANCES

It was emphasized that number of nights allocated to Water Programme and Rural Works officers and their surbodinates should be uniform. This should be properly done in the 1995 budget.

GSDP/7/7/94: APPROACHES/METHODS OF PEOPLE'S EMPOWERMENT

This being a long topic, it was decided that the staff should meet on 9-9-94 to specifically discuss the above issue.

GSDP/8/7/94: EXCO FUNDING FOR GSDP

A committee comprising - Mr Diete
- Ms Hamusiya
- Mr Munsanda
- Mr Makala

was elected to come up with a proposal which would be presented to August 8, staff meeting for consideration.

GSDP/9/7/94: ROOFING OF SSVI OFFICE/ADVISORY COMMITTEE/ REVOLVING FUND/PLOTS TITLE DEEDS

- This topic was postponed to a seperate meeting to be held on 20-07-94 at 0900hours.
- It was agreed that SSVI office roofing work should be carried out and the funds should come from SSVI budget.

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GSDP/10/7/94: CHAIRMAN'S HANDING OVER NOTES/MAFF EVALUATION REPORT OF GWEMBE SOUTH DEVELOPMENT PROJECT

This topic was refered to the next staff meeting.

GSDP/11/7/94: TRUCK MOVEMENT

It was reported to the meeting that the behaviour of the driver for the Water Aid truck left a lot to be desired. At one time in Kanchindu, he told the Female Extension Animator that the truck was property of the Methodist and not for GSDP. He again, once left the drums for VSP which were supposed to be taken to Choma after being instructed by the VSP Advisor. It was resolved that the management should call a meeting for project drivers where they could strictly be advised on their roles as drivers of the project.

It was further mentioned that the issue will be discussed in the Team meeting. Mr B Mann and Mr Yates will also be met to clarify the same issue.

GSDP/12/7/94: DRAUGHT RELIEF

Several meetings were held and came up with 26 centres. During these meetings, the community wanted to know what the NGOs would contribute towards the programme. It should be strongly emphasized that the committee should handle all the issue including sourcing and arranging and paying for the maize storage.

It was reported that there were no materials for the construction of shade. However efforts are being made to produce the same.

Strictly it was mentioned that Gossner Mission should not be in the fore front this year, let other NGOs do so.

GSDP/13/7/94: ESTABLISHMENT OF EXCO OR COORDINATING BODY OF GWEMBE SOUTH DEVELOPMENT PROJECT

This meeting was refered to August 8 meeting. A committee comprising: - Ms Maluma

- Mr Munsanda
- Mr Mulemwa
- Mr Franke

was elected to prepare a paper that would be presented to the next staff meeting. This committee would meet on 18-7-94 at 1000hours.

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GSDP/14/7/94: A.O.B.

(a) Staff tour - A committee was elected to look into this issue - comprising: - Mr Makala
- Mrs Meja
- Mr Franke
- Mr Dieto

to report to the next meeting.

(b) It was agreed that Mr Franke will act as chairperson in place of Mr K Waldschütz who is on leave.

(c) The administration together with Mr Syabunkululu will consider providing a hand pump to Kanchindu well.

(d) The Transport Officer was strongly requested to ensure that no project vehicle is over loaded.

(e) Employment of Relief Typist: Ba Maggie was employed as a relief typist. The management will look into this issue again.

(f) Ms Maluma reported to the meeting on her visit to Berlin which was quite tiresome. Whilst there she discovered that there was very little information from Zambia concerning GM work in the valley, this was really very discouraging considering the volume of work the project is carrying out. The chairman said it was really a pity that the GM desk officer has not satisfactorily provided enough information to the right places.

GSDP/15/7/94: CLOSING REMARKS

The chairman thanked the staff for their effective contributions.

The meeting ended at 1700hours.

Chairman:..... Date: ..... Secretary: .....

/gmh...

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MINUTES OF THE GSDP SENIOR STAFF MEETING HELD IN THE MEETING ROOM ON 6TH JUNE, 1994

PRESENT:

Mr. K. Waldschütz	- GSDP Acting Chairman - Chairman - VSP Advisor
Mr. S.D. Munsanda	- GSDP Administration Coordinator
Mr. A. Yates	- Water Aid Advisor
Mr. A. Syabunkululu	- Water Programme Officer
Mr. A. Kreiter	- BMIS Advisor
Ms L. Hamusiya	- Female Extension Animator
Mr. B.M. Phiri	- SSVI Programme Officer
Mr. W. Ncite	- Rural Works Programme Officer
Mr. B. Mann	- Visitor
Ms M. Kapongo	- Acting Administrative Assistant
Mr. S. Siadibbi	- Book-keeper
Mr. R. Makala	- VSP Manager - Secretary

ABSENT:

Mr. R.F. Bredt	- Outgoing GSDP Chairman - Lusaka
Mr. K. Mulemwa	- BMIS Manager - Choma
Mr. W. Diete	- SSVI Advisor - Germany
Ms E. Maluma	- Female Extension Advisor - Lusaka

GSDP/1/6/94: OPENING PRAYER

The meeting opened with a prayer by Mr. Syabunkululu at 0920 hours.

GSDP/2/6/94: ROLL CALL

Mr. Mulemwa was out in Choma driving the truck since he was the only other person with a driving licence. The scheme driver is attending an assessment course in Lusaka. Ms Maluma returned from Germany the previous day whilst Mr. Diete returns the following day. On the other hand, Mr. Franke returns on Friday this week. Though Mr. Bredt has left the project he was still on contract until July, 1994. Meanwhile he is on leave and comes back the following week to handover NGOs responsibilities to Ms Maluma. Nothing had yet been known of Ms Hamusiya though the pool car had been sent to collect her and Mr. Ncite's whereabouts.

GSDP/3/6/94: OPENING REMARKS

The Chairman welcomed all to the meeting and explained that he would share project chairmanship with Ms Maluma until Mr. Bredt's replacement in January 1995. He would be in charge of the administrative role of the project while Ms Maluma would take charge of the project's NGO's activities. He appealed for team work amongst Senior staff in decision making as he was opposed to working in isolation which would result in dictatorship especially for the capacities in question.

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So far it had been learnt that two applicants had been picked for a final selection for the replacement of Mr. Bredt. One is a lady and the other a Catholic Social Worker on whom comments are expected from the project. Furthermore, he particularly welcomed Mr. Bob Mann to the meeting. He had asked him to attend the meeting so that he may make appropriate contributions in his areas of interest in the project. On the other hand, he welcomed Ms Kapongo who had joined the project to act as Administrative Assistant who has moved to acting project Book Keeping whilst the Boo-keeper is out on training in Lusaka. He repeated that he would love to maintain the spirit of sharing project responsibility by all senior staff present. Finally, he apologised for the delay in distributing the minutes due to some reasons unknown to him and said he hoped Mr. Makalawho had volunteered to take the day's minutes would have them ready early. However, he remembered going through the minutes the previous week.

GSDP/4/6/94: CORRECTION AND CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

a) Include 'Ms Maluma' to the list of absentees

b) 11/4/94: The sentence on Mr. Lungu and the Workshop should refer to the period after he has been engaged as Sustainable Agricultural Coordinator

c) 7/94: replace 'as Boo-keeper' with 'supervise the Book keeping section...'

d) 10/5/94: (7) For the GRZ Account Signatories replace 'Ms Maluma' with 'Mr. Diete'

e) 5/4/94: 'mateical' - 'material'

Having made the above corrections the minutes were passed as a true record of the previous meeting following a proposal and secondment by Mr. Munsanda and Mr. Siadibbi respectively. However, the Chairman said that corrections were still welcome during matters arising since the minutes had only been received that morning.

GSDP/5/6/94: MATTERS ARISING

1) GSDP/4/5/94: 3/2/94: There has been no progress on Mr. Greenwell Hachingala's outstanding debt since the Administrative Assistant had withdrawn her efforts as they had been receiving a cold shoulder. Meanwhile the issue must be handled administratively as there is another similar case involving Mr. S.S. Madyenkuku that needs to be put in writing. These issues have to be settled amicably without delay to avoid strained relationships. On the other hand, Mr. Seulu had approached the Administrative Assistant for transport to bring the firewood to the camp for sale to settle his outstanding.However, at the time the tractor had problems with front tyres so that now that the tyres were brought it might be workable.

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Then the Transport Officer was advised to have the front tractor weights removed as they are meant for use when heavy plougha are involved.

ii) GSDP/5/3/94: It had been learnt from Rev. Damm that the Bread for the World are meeting this month and it is promising that approval to the engagement of Mr. Lungu as Sustainable Agricultural Coordinator will be given. To this effect this is one reason why Ms Maluma is in Lusaka to discuss with Mr. Lungu so that a work schedule up to the time of resignation from his present job when a greenlight is given to him is worked out.

iii) GSDP/5/4/94: d) The BMIS management have asked Mr. Zaloumis to start paying the monthly rental for the Batoka House to the scheme. The Junior Sikwela has not yet been met. However, with the contacts made of Zaloumis who has the building keys control to the house will be effected.

iv) GSDP/5/4/94: K) Ten roofing sheets were recovered from Kafwambila and are now lying in the VSP depot ready for use on the toilets.

v) GSDP/8/4/94: The Acting Chairman hoped to see Mr. S.S. Madyenkuku during the week to settle his outstandings to the project without delay.

vi) GSDP/11/4/94: Mr. Bob Mann will have to say something about his visit later in the agenda.

vii) GSDP/13/4/94: c) Ms Grenda Hatontola has started preparations for the examinations with Regent College which are due either in June or July, 1994. She is to sit for Intermediate Pitman typing examinations.

viii) GSDP/13/4/94: 2) The VSP Manager promised to write the letter to the Provincial Roads Engineer that night.

ix) GSDP/13/4/94: 5) Mr. Ncite had not yet got the list of recipients of the PPM wheel barrows for Chiyabi and Munyati from Mr. Franke.

x) GSDP/4/5/94: Mr. Bredt attended the NGOs meeting for the drought Relief Programme in Lusaka from 2nd to 3rd June, 1994 alongside Liaison Officer, Mrs. Groth. The Liaison Officer would be feeding the project with the latest developments on NGO's activities so that project trips to Lusaka for this may be reduced. However, the chairman foresaw problems in getting through this year's programme since with the end of Mr. Bredts's contract and non-extension of Mr. Franke's contract, the people who were deeply involved in last year's drought relief programme, meant that apart from managerial staff deficiancy there will be transport problem.

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This work cannot be left to Ms Maluma alone necessating an application for Mr. Franke?s extension of contract to a higher board in Germany. Even so, the answers coming with Mr. Franke and Mr. Diete should be awaited for to determine the next step to be taken to ensure that the programme is not a non-starter or does not repeat the already experienced difficulties. It would be appreciated if Mr. Franke assisted with the start and left it when it has picked up. Previously, four trucks, Choma garage, SPAE trucks, Mr. Franke's car and Mr. Bredt's care were used for the programme.

On the other hand VSP had about K4.0m of the revolving fund which will be used for the agricultural trading activities for the next one or two months when the local produce will have finished. So far sunflower and empty grains bags have been bought from farmers and a dealer respectively. It was not clear what level this year's would be as it is not so severe as the last one and is not donor sponsored. Even so, the work on shelters for safe storage of produce is in progress at Siawaza, Sinakoba and Muziyo.

GSDP/5/5/94: The Ministry only told the project to check for funds around 20th June, 1994 as there were problems due to the crash budget. However, Gossner Mission is sending cheques with Mr. Franke to serve the programmes until July, 1994. To this effect, Mr. Munsanda, the Administrative Coordinator should push up the release of GRZ funds lest the project is in a tight financial crisis. Though there is money budgeted for Dry Land Farming, it is not used not only because the programme has not picked up but also because of insufficient released pledged funds by the government. Last year only 20% of the budget was received from GRZ. This year K20.0m of which three quarters is GRZ is budgeted for Sustainable Agricultural making the expectation low. The Bread for the World are ready to pay for the officer and find some programme operations. Water Aid may have funds for its operations from Septermber this year.

xi) GSDP/7/94: The Zambia Board approved Mr. Waldschütz's extension of contract but htis still has to be set before a higher board in whose meeting he may participate since he will be on his home leave. He had taken long leave at once to respond to feelings that he was usually out when he took leave in bits although he had due leave days and to ease the difficulties in catching up when the frequency of outings is in many bits. He agreed with the observations made of him and has already started observing some. However, the provocation used to occur before or after working hours when he saw that the purpose for the contact lacked the obvious organizational ability. He goes on leave from 27th June, to 31st July, 1994 so that he will be present for the August senior staff and VSP Exco meetings and the agents' workshop.

xii) GSDP/8/5/94: The GSDP chairman' farewell party had been

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well organised except that punctuality leaves much to be desired otherwise it would not have gone into darkness. Some empty drinks bottles went missing. An appeal was made to the Senior staff to make themselves present at such functions especially when the persons of the one in question are leaving to blush aside feelings of the earlier existing hatred which must have long gone for the interest of the project. The Coordinator said he had copies of the outgoing chairman's speech for issue to interested parties.

xiii) GSDP/9/5/94: The Chairman said that Book-keeping was a very comprehensive exercise that must be taken seriously at all times of which the would-be Acting Book-keeper must release to avoid problems. He said that the questions raised by PAM and the Ministry on the statements reflect this need.

xiv) GSDP/10/5/94: 1) The Japanese Volunteer for BMIS will now come at the end of the year and not in July as earlier announced for some unknown reason.

xv) GSDP/10/5/94: 2) BMIS management should make a follow up on the Batoka House for a concrete resolution.

xvi) GSDP/10/5/94: 3) The Red Books for motorbikes were now in so that the bikes will be distributed to those concerened.

xvii) GSDP/10/5/94: The front tyres and tubes for the Kubota tractor were got. In fact the voucher had been prepared already when the chairman got to PAM.

xviii) GSDP/10/5/94: 5) The discussion on SSVI Revolving Fund will take place when the SSVI Advisor is present.

xix) It is hoped that the Book keeping system of BMIS has changed to that which is followed by GSDP following the visit of the GSDP Auditor to the scheme.

xx) Whilst there was no money budgeted for the engagement of additional staff in the project, it might be possible to use GRZ funds budgeted for chairman and the Sustainable Agricultural Coordinator for the engagement of 2 Community Development workers for the Water Programme if a substantial sum was received from the Ministry at any one time. Having learnt of this already, the Water Aid Advisor had made an application to Water Aid for the salaries of such workers for this year only although no replay has been received. As for next year such engagement would depend on the budget propcsal from the project.

The following were matters araised from the precious minites not from the current one.

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a) Since there is no progress in putting up a road sign for the water pump near Tila Cizule Tarven by the Road Board the project should go ahead and arrange for such a sign post now that people are free to put up their own without restrictions from the Roads Board. On the other hand, even the corner opposite the Road Board camp has similar risks so that they should also be informed. It is very important to acquire materials suitable not only during the day but also at night.

b) It is essential that solar panels be looked into for all senior staff houses. However, this exercise cannot be done at once due to financial problems. Therefore a solar panel schedule should be prepared whose order must be followed as soon as some money is available. This should be budgeted for next year. Mr. Bob Mann had put up one at Kanchindu that needed no attention at all.

GSDP/6/6/94: THIRD QUARTERLY WORKPLAN

1) Water Aid: Presently the programme is making a list of area priority for villages that need water wells and is looking into how much could be done with the existing resources. The work include acquisition and installation of hand pumps, drilling new and deeping boreholes. For two weeks, a community participation education has to be imparted since this is a condition before the services of this programme can be brought to a community. So far water committee and attendants have been formed and chosen respectively at Siamufunde, Sianyeuka, Mweemba and Siameja villages. To enforce the new approach an agreement was signed by the District Secretary making it a common water policy in the area following two meetings with the Council Water Affairs and GSDP. The community could provice labour, mateirals and even money when necessary. A health workers whose responsibility will be to educate people on hygiene. When people have become aware of the effects of contaminated water will they request for toilets and only then can the sanitation programme pick up.

Since water and health are related, a District Environmental Officer has been seconded to the Water Programme.

The training question cannot be extended to SSVI whose water pump is on breakdown since new pumps are already being installed and yet the programme is for non exsting wells whose start must be self initiated. On the other hand, toilets at any point where Water Aid has a programme may be considered. However, the programme is not designed to take over toilets construction for commercial business houses let alone the forthcoming food for work exercise.

It is unquestionable the sanitation educational exercise is long term as it involves the changing of people's attitudes.

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Very few of those who have toilets that put them up for hygienic reasons. It is usually the status quo reason.

There is no money for the Water Programme truck since it was not budgeted for last year. The Water Aid would request for funds as long as the monthly estimates of expenditure on the truck are given which may be the hire rates of the project. In addition, the Water Aid can pay the K130 depreciation for future use. The truck can be hired by the project components when it is free of water programmes which takes priority. Even so, it must be paid for. The current calculated replacement value is K26.0m. Monthly work schedules must include mode of transport required. Maintenance of vehicles should be done by qualified mechanics recommendably SPAE in Choma as funds are available for such payments. Although the drivers have attended training in Lusaka it is essential that they are talked to on handling the vehicle. To date the project vehicles have been sent for service to SPAE in Choma and Mr. Weltin in Lusaka which is in line with the need for qualified mechanics. Indisciplined drivers should be brought to book by the Programme Officer on duty at the time of the act. The Transport Officer must talk to drivers. Letters of warning may be written and officers need not be scared of being victims of blame since these reports are supposed to be confidential. A panel to be discussing confidential that the drivers will take their training seriously as it would be disastrous if operations came to a halt as a result of lack of transport rising from breakdowns due to poor handling by drivers. Bookings for the truck should be done only when something heavier is to be carried.

MR. BOB MANN'S REMARKS

Mr. Mann started by explaining that the new Red Toyota Hilux was not a replacement for the present pool car. He said it was a replacement for the stolen Sustainable Agricultural Coordinator who it had been hoped would start work. The idea came in August or September, 1992. The Officer was supposed to work with the local assistant and five local extension workers who would use a motorbike and bicycles respectively. It was unfortunate that the Sustainable Agricultural Programme has not taken shape. He said that the drought and erosion problems were very severe in the valley so that he was impatiently looking forward to the recruitment of the officer in order that the aims of the programme may be realised. He warned that if there si nobody engaged for this the car will have to be withdrawn and packed in Lusaka.

On the other hand, he reported that he had organised for 4 people from the valley to visit Malawi in July to have an on the spot observation of how the Malawians have tackled the drought and erosion problems by growing crops like cassava and masasa grass.

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In addition such moves have greatly improved the health of the people. Mr. Patrick Chimutu would meet the visitors in this three year project of 5 women and 6 men. He said that this will be sponsored by the MethodistRelief and Development Foundation (MRDF). So far two people namely Ms Hamusiya and Mrs. Habasonde have been selected for this tour. The others may be got from Siavonga since the valley problems are common.

Mr. Lungu thanked him for the clarification, the chairman said that he did not know how long it was going to take before Mr. Lungu takes office. He appealed to Mr. Mann to relay to Rev. Damm the message of the insufficient transport in the project and therefore the need to replace the present pool car that had developed some problems. Rev. Damm has the feeling that there is plenty of transport in the project whc which is a very wrong notion. The chairman would also talk to Rev. Damm. Meanwhile Mr. Alfred Siboonde, Mr. Stephen Siapwaya and Mr. Maybin Mapili will be for the Water Programme truck, the Sustainable Agriculture vannettee and the pool car respectively. Changing drivers for the same vehicle brings problems. Whilst, the Sustainable Agriculture vannettee may be withdrawn Mr. Mann had no objection to its being used for Ms Hamuciya. On the other hand, the progress on the World Food Programme vehicle will be known when Mr. Bredt returns from Lusaka.

The interpretation of the Sustainable Agriculture vannettee to be a pool car was an order by Mr. Bredt who tended to put vehicles and drivers under one administrative unit irrispective of the difference in donors purposes. In future, they will be separated according to source purpose. It means that the pool car will be shared by all components and the replacement will be ensured.

Mr. Mann said that the Malawi tour would give enccuragement to the people when they have seen how it is effectively done there. The Ministry's complaint of lack of Sustainable Agriculture component will hopefully be reflected in the Evaluation Report. An appeal has to be made to Rev. Damm to take the replacement issue seriously while the pool car lasts. Meanwhile, Mr. Siabunkululu will attend a course on Water sanitation either at Mindolo Ecumenical Foundation for 4 weeks or in Harare for two weeks. There will be a team drilling boreholes in Harare. Mr. Yates will look into the water tank in the camp and the water pump has been repaired.

Finally, the chairman thanked Mr. Yates and Mr. Mann for the introduction of new ideas. He said Mr. Mann was leaving for Monze immediately. Mr. Mann thanked the chairman for the invitation to the meeting.

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2. FEMALE EXTENSION PROGRAMME

Formation of new women's groups at Dengeza, Sinakasikili and Simunyika. Follow up VSP Exco involvement in gender awareness after the Maamba workshop. Hold gender workshop with the chiefs and rehearse with water aid ove the setting up of water committees so that equal sex committee membership is attained and to restrict attendants to women. Look into the engagement of a woman grinding mill operator at Muziyo.

3. ADMINISTRATION

Instill discipline among staff and work out budget proposal and workplan for 1995. General project administration and fencing of the camp. Chase up the GRZ budget pledges for 1994.

4. WORKSHOP

Servicing the tractor and pool car. Make burglar door for the transport office and repair customers' pots etc. Look into mobile work as had been demonstrated at Nyanga.

5. ACCOUNTS

Preparation of half year financial statement. Book-keeper out on study leave.

6. TRANSPORT AND STORES

Coordinate transport. Acquire and issue spare parts and check log books for vehicles and motorbikes. Pay drivers and wage earners. Handing ove to Acting Transport and Stores Officer.

7. BULEYA MALIMA IRRIGATION SCHEME

Will organise acquisition of seeds and look into marketing of irrigation products. Work on phase 2 canal and the printing of the barbed wire to curb its being stolen. Mark plot boundaries. Half a plot has been left for Nanga group carrying out a research on barley which is used for beer brewing. Install a newly got grinding mill. The Administrative Coordinator must push up the 2 years old issue of the pump repair in Ndola. The pool car is still on sale with a priority to project components before others of which the scheme is. However, it will be strictly cash for any component. Nkandabbwe Irrigation Scheme has made an application for the pool car although they are looking for funds to top up what they have in order to get a new one.

8. SMALE SCALE VILLAGE INDUSTRIES (SSVI)

The officer may go on leave. Meanwhile establishment of the book keeping system will be continued especially with Sikankuli and 2 artisans will attend training by the Village Industry Service.

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The timber that the programme wanted to use belonged to Sustainable Agriculture as per findings.

9. RURAL WORKS

Though nothing had been prepared in writing, the officer reported that work on Muziyo Road is still waiting for a word from PAM, Lusaka on grading as promised by Mr. Thodo Collins. Seminars will be conducted to explain the requirements of new dam building before and after completion. The money for dams from the Christian Council of Zambia (CCZ) with GSDP is K4.0m. This could be partly used under training needs for these workshops. On the other hand, the CCZ should visit their areas of sponsorship of this nature especially after the cement has been used. There is nothing wrong with the recruitment of bricklayers for shelters by Mr. Siankondo since that was the arrangement especially when the bricklayer is at the area for the shelter. The doors that have been paid for are not yet collected from SSVI.

Furthermore, Mr. Ncite and Mr. Siankondo should clarify which items belong to what project work. This may be done in conjuction with Mr. Franke who returns from Germany the following week. Combinations in transport have to be looked into seriously especially now that the red car will not be used as a pool car. Combinations can be discussed and arranged before the day of travel and or before handing in the requests between officers involved. Even so, the administration has to check whether these are workable. Mr. Siankondo will pay for the personal motor bike spare parts he has ordered through the project. The VSP Manager who is a member of NGOs Development Committee should find out PAM's stand on payment for transport especially that of transporting persons not materials since Mr. Siankondo has booked the pool car for a total of ten days. It may not be a good picture if much money goes for transport costs where only people are taken for meetings.

10. VALLEY SELF-HELP PROMOTION SOCIETY (VSP)

The leasing of sewing machines will not affect the shop operations since it is not the main activity. The renovation of the shop cannot also affect the operation. The hardware, hopefully to be with money raised from IFA sales, would be stored there during construction work. If hardware is bought in bulk from Good Hope there would be a discount which would make them even cheaper than in Choma. The man who had shown willingness to buy them had withdrawn since he was given a contract elsewhere. On the other hand, VSP doesn't want to borrow money in view of the outstandings.

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GSDP/7/6/94: STAFF TOUR

Members of staff should seriously think of where to go this year until the next meeting when even those absent will be present.

Initially a tour of a game park and Ukwimi had been mentioned for conservation and boreholes for communities respectively. However, staff suggested tour to Botswana which would financially materialized if GRZ funds were got. The home of the late Botswana President Seretse Khama was one possible area of such a visit.

GSDP/8/6/94: BUDGET AND WORKPLAN FOR 1995

The chairman reported that the Ministry had indicated that the budget proposals accompanied with the year's workplan per component should be ready and handed preferably in July. Therefore all project components must come up with the proposals and workplans this month. These should reflect topping up or cutting down on certain figures of this year's budget depending on the essence of the activity especially for SSVI, Dams and weirs and Buleya Malima Irrigation Scheme. Three months financial statements may help in coming up with figures for the proposals as they would show whether there is over spending so that the necessary adjustments must be made by the next meeting. The format of the proposals and workplans may be obtained from Mr. Siadibbi. This exercise will be followed up by Ms Maluma since the chairman will be out on home leave.

GSDP/9/6/94: GUEST HOUSE

A proforma of K450,000 for 10 matresses has been obtained from Choma. It is now a question of waiting for the GRZ funds in order that they may be bought when renovations to Mr. Siabunkululu's house have been completed. Meanwhile, no new fees will be effected for use of the guest house until then. On the other hand, Mr. Bredt's house would be free for project use the following weekend when his goods will have been removed.

GSDP/10/6/94: NEW MOTORBIKES

The red books and number plates came on Thursday 9th June, 1994 so that they will be allocated to the entitled staff the following day. Since they had been insured for the third party only, in Zambia, without coverage for the drivers in the event of accidents, the chairman asked the Transport Officer to compile a list of motorbikes that need Germany Insurance and would then take up the issue with the Liaison Officer. Furthermore, he would find out from the ZSIC in Choma how much would be required for a comprehensive insurance.

Gossner Mission

The maintenance of motorbikes is the responsibility of the users who are currently entitled to 50 business free kilometres per week. From the experiences of some drivers of new vehicles, it was explained that the first major service should be done upon reaching the first 1000km and thereafter every 5000km driven. Mr. Siabunkululu was asked to advise on the maintenance of motorbikes since he reported that his running motorbike has had no breakdown that required payment. Meanwhile, the existing reviewed regulations will be circulated and advice to users will be given as appropriate. It is clear that motorbikes may be lent to authorised licenced officers. On the other hand, the chairman explained that VSP was interested in getting one motorbike which may made out the two non-runners in view of its operations but that this was subject to a discussion with GSDP administration. Furthermore, he said that he had received in writing requests of a motorbike each for the workshop and administration. This information almost sparked a tensioned meeting atmosphere as the remark that it was useless to again go into a two hour long debate on a motorbike for administration, which was already resolved now that the chairman has gone was provocative. The chairman explained that living with the past glory whose conditions he was not aware of and may not be applicable to the current developments was not healthy. He said he did not know the resolutions on the issue but currently he was in possession of written applications that needed an answer to be determined by the reasons advanced and not by past resolutions whose reasons may not have been realistic at the time.

Finally, he said that if need be reference to the previous minutes will be made. The following were asked to set to review the regulations and discuss the prices for the old runners and non-runners motorbikes: Mr. Siabunkululu, Mr. Munsanda, Ms Kapongo, Mrs. Meja and the chairman. Also, it was reported that the project has five bicycles out of which one was at BMIS and the other had been for Nkandabbwe Irrigation Scheme but was returned when Mr. Matobele left for Choma.

GSDP/11/6/94: ACCOUNTS: GOSSNER MISSION AND GWEMBE SOUTH DEVELOPMENT PROJECT

The Book-keeper reported that cheques of 8000DM and 6000DM were deoisuted ib 27th April, 1994 and 31st May, 1994 respectively. The delay in crediting the former may be due to the new procedure in which the deposited value has to be sent to Germany for foreign exchange value rating. Currently the GRZ Account has K1.0m cash and there is no cash for Gossner Mission. The use of imprest based on budget pledges looks costly. It was then resolved that the project accounts with Barclays Bank, Choma be closed and Savers Account be opened with Zambia National Commercial Bank, Choma. ZANACO has high interest rates and allows five cheques withdraws in a month. The accounts to be opened are:

Gossner Mission

a) Transport and Loans Account whose signatories shall be Ms Maluma Edna, Mr. Winnie Diete, Mr. Kingsley Mulemwa and Mr. Karl Waldschütz.

b) Water Programme Transport Account whose signatories shall be Mr. Allan Siabunkululu, Mr. Winnie Diete and Mr. Karl Waldschütz, and

c) GRZ Account whose signatories shall be Mr. Dabison S. Munsanda, Mr. Winnie Diete, Ms Lillian Hamusiya and Mr. Karl Waldschütz since Mrs. Meja and Mr. Bredt is Acting Book-keeper and has left the project respectively.

d) SSVI Revolving Fund Account whose project representatives signatories shall be Ms Edna Maluma and Mr. S.D. Munsanda. The other two are supposed to be artisans but for withdraws both parties must have one signatory.

The the Gossner Mission Account the signatories shall be Mr. Karl Waldschütz, Mr. Winnie Diete, Mr. Armin Kreiter and Ms Edna Maluma since Mr. Bredt has left the project.

Finally, there is need to check whether the 27th April, 1994 DM deposit has been credited.

GSDP/12/6/94: POOL CAR KEYS/PROGRAMME OF WORK NOTICES

In future programme officers should indicate modes of transport required in addition to the place of work in order to avoid on overlap of transport requirements. The keys should be handed to Ms Maluma or Ms Kapongo in the absence of either but initially they should handed to Ms Kapongo upon return. The log books should be checked weekly and the hirer should sign for the closing mileage after his trip in the camp. Proper fuel distribution records help comparison between same amounts of consumed fuel and the distances covered at different issues. Finally, all the programme officers should hand in their transport requests that day so that a decision is arrived at Mr. Vickson Siankondo's 10 days booking for the pool car.

GSDP/13/6/94: ANY OTHER BUSINESS (A.O.B)

i) The Water Aid Advisor had some pamphlets for circulation form African Development Foundation agency that sponsors communal projects though the process lasts One and One and half years before aid is granted.

ii) The Water Aid Advisor leaves for UK in mid July and returns in the first week of August, 1994 so that he will be present for the 11th July and 8th August senior staff meetings.

b) i) The kitchen door to Ms Hamusiya's house frequently attacked by rats so that an appeal for assistance was made.

Gossner Mission

iii) Now that the tractor is on the road poles for the fence of Ms Hamusiya will be collected. However, combined trips may also help to have them delivered for use.

iv) Work on replacement of the old entrance door needs to be done since the replacement is already there for Ms Hamusiya's house.

c) Ms Maluma will keep the pool car keys in the absence of Ms Kapongo. Mr. Siabunkululu was currently keeping those the Nissan.

d) i) Work on repairing the SSVI water pump has started.

ii) Reports on house toilets problems should be outside meetings sicne those concerned are available. Mr. Phiri had reported lack of attention for his toilet which was out of use for the past five days.

iii) The SSVI programme Officer thanked Ms Hamusiya and Mr. Siadibbi for their inputs during the workshop that picked up constructively due to their contributions. He said that his was great asistance in trying to get out of the bad states of the programme which may have worsened since the Advisor's car was not in use. Mr. Siabunkululu will check on the borrowed drums at SSVI as he goes to Chiyabi otherwise they will have to be picked up by the pool car the following day.

e) An appeal was made for the picking up of a man who knows where the poles are from Nyanga for use at Kanchindu.

f) i) The chairman had circulated an advert from ITC on mechanical and driver courses of which Water Aid may be interested.

ii) Saro Agriculture will conduct free training for hammer-mill attendants from which the entire district and not VSP alone would benefit so that either Mr. Smart Siampongo or Mr. Maybin Mapili may go for the project service to the district.

iii) The Administrative Coordinator Mr. Munsanda leaves for a workshop on Food Security in Livingstone nex Wednesday until Friday that same week.

iv) Nothing was found out of the progress on the Evaluation Report since nobody was in the office.

v) Whoever collects the maize bag from Choma Post Office should ensure that it is handed to the post man. This follows the previous week's incident in which the bag was left at the gate in Maamba so the post man was afraid of losing employment if this reached higher offics.

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Gossner Mission

GSDP/14/6/94: CLOSING REMARKS

The Chairman thanked all for their contributions and looked forward to the next meeting.

.....	.....	.....
CHAIRMAN	DATE	SECRETARY

mk

Gossner Mission

MINUTES OF THE GSDP SENIOR STAFF MEETING HELD ON 9TH MAY, 1994 IN THE MEETING ROOM

PRESENT:

Mr. R.F. Bredt	- Chairman - Chairman
Mr. S.D. Munsanda	- Administrative Coordinator
Mr. R. Makala	- VSP Manager
Ms L. Hamusiya	- Female Extension Animator
Mr. K. Mulemwa	- BMIS Manager
Mr. S. Siadibbi	- Acting Book-keeper
Mr. W. Ncite	- Rural Works Programme Officer
Mr. A. Syabunkululu	- Water Programme Officer
Mr. A. Yates	- Water Programme Adviser
Mrs. M.C. Meja	- Administrative Assistant
Mr. K. Waldschütz	- VSP Adviser
Mr. B.M. Phiri	- SSVI Programme Officer - Secretary

ABSENT:

Mr. W. Diete	- In Germany on home leave
Mr. J. Franke	- In Germany on home leave
Mr. A. Kreiter	- On ambulance trip

GSDP/1/5/94: OPENING PRAYER

The meeting opened with a prayer by Mr. Allan Syabunkululu at 0930 hours.

GSDP/2/5/94: OPENING REMARKS BY THE CHAIRMAN

He informed the house that this was his last meeting to chair in the senior staff meeting. He added on that the absence with apology were for the following, Mr. Diete, Mr. J. Franke who were on home leave in Germany and Ms E. Maluma who is on a month tour in Germany. He was not sure on what was happening with the BMIS Management as it was their habit of reporting late for the staff meeting. He expressed his disappointment with the attitude of reporting late of the BMIS manager and adviser.

GSDP/3/5/94: CORRECTION AND CONFIRMATION OF THE MINUTES OF THE 11TH APRIL, 1994

The following were corrections made:

GSDP/3/5/94: Replace Mr. Siadibbi with Mr. Alfred Siboonde.

GSDP/5/4/94: b) paragraph 2: Adviser!s care to read Adviser's car.

GSDP/5/4/94: f): The second sentence should change to organised the cutting of poles for Nkandabbwe and Kanchindu. Held meetings at Siazwela and Kanchindu.

GSDP/11/4/94: Replace Jacaranda with Zakaranda.

GSDP/12/4/94: The second paragraph the entire sentence change, to, 'He said that he would like to find out who is responsible for the provision of water in the valley?

Gossner Mission

If it is GSDP or the council or whether it is just support that is required from the two institution?

He further added on that Water Aid concentrates on three main areas namely:

a) Community participation in identifying and managing their water problems except for initial technical aid. As a result of involving the community right from the start sustainability is achieved on a long term basis.

b) Improve water supplies in view of distance, health and sanitation.

c) Health education to create an awareness on the importance of clean water and the need for toilets in the communities.

GSDP/12/4/94: last word wrongly spelled 'consitruction should be spelled 'cnnstruction'

GSDP/13/4/94: a) Cmit Mr. Phiri and the sentence should read 'There is need to follow up the unacccounted imprest whose receipts have been lost as is the case with Mr. Kreiter'

GSDP/13/4/94: 4.b) Setiments to read sentiments

GSDP/13/4/94: 6) been should read being

GSDP/7 b) A.O. Macleans should read A.D. Macleans

After making the above corrections in the minutes of the 11th April, 1994, it was proposed by Ms L. Hamusiya and seconded by Mr. Munsanda that the minutes reflect the true record of the previous meeting.

GSDP/4/5/94: MATTERS ARISING

4. GSDP/3/2/94: Questions were posed on the progress of Mr. Seulu and Greenwell. It was reported that Mr. Seulu is doing all his best to cut the firewood, so far he has cut some firewood and it is only the question of transport. It was further reported that with Greenwell no progress has been achieved in recovering the money.

10. GSDP/5/3/94: The Chairman had a brief discussion on the 30th April, 1994 with Mr. Lungu. He informed him that Gossner Mission will not take him on a full time contract. The chairman added on that he hoped GSDP would get clear conditions on his contract from Gossner Mission. Mr. Lungu will be currently out of the country attending a course until second week of June, 1994.

GSDP/5/4/94: d) p.5: The BMIS should make a proper follow-up of the Batoka house. The house stressed concern that BMIS management are not pushing or taking the case as a serious issue especially that Mr. Sikwela intends to acquire the title deeds on the building.

Gossner Mission

GSDP/5/4/94: k) p.6: The VSP management was challenged to explain why they intend to sell the second hand iron sheets when the toilet at the same depot has no roofing mateiral. In response VSP management informed the house that they had written to the gentleman keeping the iron sheets so that he could release them for use as roofing material for the toilet. The gentleman refused to release them and preferred to buy them or get compensated for taking care of the roofing material for a long period.

Efforts by the VSP management were fruitless as the gentleman is never found whenever audience is sought in order to solve the issue amicably.

GSDP/8/4/94: The house was informed that due to unprofessional practice by tampering three vouchers the book-keeper was served with a letter of dismissal and his sponsorship where he was currently pursuing AAT Level has been withdrawn. The lodging fee has been refunded already. The college could not refund the tuition fees. Therefore, Mr. S.S. Madyenkuku will have the possibility of continuing the course as a day scholar.

GSDP/11/4/94: In view of the visit of Mr. Bob Mann from 3rd to 12th June to the project, he should try to meet Mr. Lungu.. Mr. Lungu will have to organise a sustainable workshop as planned previously. It will not be possible for Mr. Lungu to organise such a workshop in a short period because he needs to know the area for roughly two months and generally such a workshop will require at least a months work of preparation. External visitors and resource persons have to be invited as well.

GSDP/13/4/94: c) Progress was asked on the performance of Grenda Hatontola at her typing. She has not improved and blame was put on her previous typing college and with that understanding she is enrolled at Regent College where she will rewrite her Pitman's intermediate examinations in mid June, 1994.

GSDP/13/4/94: 2): A follow-up was made on the VSP Benz Truck if a letter was written to the Roads Board. The VSP management wanted to know on which capacity should the letter be addressed. The house proposed and agreed that the letter should be copied to the following:

- Provincial Roads Engineer
- Choma Roads Department
- Power and Transport Communication Ministry

Gossner Mission

GSDP/13/4/94: 5) A list of signatories for the holders of the PPM wheelbarrows was not given to Mr. Ncite.

GSDP/13/4/94: 4) Mr. Phiri has brought the contract form for Mr. Chidamba Mwanza and Mr. Kreiter has not yet settled his imprest.

GSDP/4/5/94: DROUGHT RELIEF PROGRAMME

The chairman reported on the deliberation of the PAM national meeting held in Lusaka. During this meeting the government position of this year's drought situation was not yet known. Analysis of detailed breakdown in percentage of expected harvest was given. Lusaka province 55%, Southern provicne 65%, other provinces particularly Eastern province and Lundazi district 90% was expected. Sinazongwe district expected 10% and it is envisaged that by the end of July food will be very scarce and people will be hungry. A statement was yet to be made by government but it was not yet clear on it's stand if it will treat this drought as a normal or disaster year.

PAM has pledged 900 bags of maize for use during this year's PPM activities. He also informed the house that a sum of K500,000 to cover transport and other costs has been received by him. Even if this was clear that this would be implemented by an NGO in the district questions were posed as to who will organise and manage this PPM Programme as previously it was coordinated by Gossner Mission staff. This question was not answered but an issue as to who will attend the next meeting scheduled for the 2nd June as Ms Maluma is out was posed.

At this point Mr. Mulemwa arrived with an excuse that he had no transport as the Adviser had to take an emergency case to Maamba hospital. The house expressed concern for the importance of the senior staff meeting and that the general attitude towards the meeting of the SMIS management adviser should change.

GSDP/5/5/94: GRZ FINANCIAL CONTRIBUTION

On the financial position of the project information was shared by the administration that government has not yet released funds to the ministry. The 4 million released to t the project is part of the capital expenditure carried forward from the previous budget.

GSDP/6/5/94: LUNCH ALLOWANCE

The house was reminded by administration that lunch allowance has been reduced from K3,000 to K2,500 per claim. This claim can be reimbursed if receipts do not exceed K2,500 or an imprest can be taken and has to be accounted for. A form should be approved by a supervising officer of the programme.

Gossner Mission

GSDP/7/94: MR. WALDSCHÜTZ'S EXTENSION OF CONTRACT

The VSP Adviser explained that he would like to apply for an extension of his contract of work for a period of one year and five months. This will be a period in which he intends to consolidate the financial position of VSP. He also intends to drill the VSP management on financial planning. During this same period he will also act as a book-keeper as the Book-keeper will be taking a course which is Diploma in Financial Administration. The other reason is the moving of offices from Nkandabbwe to Sianzezo will take a slow pace.

He summarised this reasons for extension that the time span to wind up will be end of March, 1996. During this period he intends to achieve the following:

- 18 months training of Book-keeper in financial administration
- to ensure a smooth move from Nkandabbwe to Sinazeze for their administration office and staff accommodation.
- To train and drill the VSP management on financial administration.

Mr. Waldschütz was asked to leave the room in order to facilitate the ballot voting. Results: One No, one abstention, and 9 Yes.

After counting the votes the house made some advise for his future labour relations as an adviser. He should:

a) insure that the VSP manager will be fully responsible for all actions and tasks within VSP after one years time from now onwards.

b) advise the VSP Exco more effectively

c) improve the financial situation of VSP by better financial planning (eg making yearly budgets for VSP)

d) control his emotions when dealing with staff members in VSP and GSDP

e) observe working hours and moveto his office fully

f) be more welcoming to staff members when approached after working hours at his home.

g) take his holidays according to circular distributed and not split it in in small writs.

He reserved his comments for the next staff meeting.

Gossner Mission

GSDP/8/5/94: FAREWELL PARTY FOR THE CHAIRMAN

A proposal was made on the farewell party for the chairman. The proposal was unanimously agreed and a small organising committee was appointed to convene the meeting at a date suitable to them.

The following are members of the committee:

Mr. Munsanda
Mr. Makala
Ms Hamusiya
Mrs. Meja
Mr. Waldschütz

GSDP/9/5/94: POSITION OF BOOK-KEEPER, ADMINISTRATIVE ASSISTANT AND TYPIST

It was finally confirmed that Mr. Siadibbi will go for training as with effect from 20th June, 1994. Mrs. Meja has accepted the offer as acting book-keeper during this period when Mr. Siadibbi is at college. The chairman was very happy with this development and that he will inform the PAO's office. He ensured the house that he will look for someone to take over the duties of Administrative Assistant.

Grenda is currently persuing her intermediate level in typing at Regent College and meanwhile Ms Maggie Kanyama is only acting on a temporary basis.

GSDP/10/5/94: ANY OTHER BUSINESS

1) It was reported that finally a Japanese Volunteer Mr. Hiroaki Yoshimura will be posted to Buleya Malima Irrigation Scheme in July this year.

2) The issue of the Batoka house was followed up and Mr. Zaulomise told the BMIS that he was renting the house from Mr. Sikwela who is currently out of Batoka on business. Mr. Zaulomise promised that immediately Mr. Sikwela was in he would inform the BMIS.

3) The VSP management would like a written letter on handing over of the motor bike. With the anticipation of engaging a new VSP personell (operations officer) there will be a need of transport and therefore VSP would like to lodge an official request to buy one of the old bikes. The chairman clarified on the location of new bikes as:

   - VSP to receive one bike
   - Rural Works to receive two bikes but one will handed to Female Extension programme as they received the Female Extension motorbike last year.

Gossner Mission

- ~~Water programme~~ to receive one bike
- SSVI to receive one bike

4) A question was asked as why the Kubota tractor is not mobile. It was answered that the tractor generally can ~~move~~ but the ~~tyres~~ are completely worn out and WFP has no tyres in stock at their workshop.

5) The SSVI Revolving Fund will be discussed during the next staff meeting.

6) BMIS was advised to adopt uniform book-keeping system used by other project components. The manager was asked if new books have been bought especially the Cash Analysis book. ~~The books have~~ been bought but he expressed his sentiments because each adviser attached to the scheme had introduced his own system and that makes it difficult for management to follow.

7) The signatories on the GSDP/GRZ Account are Mr. Bredt, Mr. Munsanda, Ms Maluma and Mrs. Meja. With the view that Mr. Bredt was leaving the project it was proposed that Ms Maluma, Mr. Waldschütz, Mr. Munsanda and Ms Hamusiya should be new signatories to the GSDP/GRZ Account with effect from 1st June, 1994. The house unanimously seconded the proposal. The Bank will administratively be informed on this change.

8) The Water Programme Adviser stressed a need for GSDP to employ two community development officers who would be trained on the job. The Water Aid approach is a community approach, where the community should initiate self-help activities. The task of the community needs eg through village development committees, health village committees. Qualification requirement for the post of community development officer is a Form V school certificate and willingness to work with villagers. It was agreed that the Water Programme Adviser and the Administration should compile a job specification for advertisements.

9) The chairman took this opportunity to make some last comments to the project staff. He thanked everybody in the project and that he had enjoyed his stay in the valley. He advised the staff especially the senior staff members to see the needs of people. He expressed that people's needs are the goal of this project not our individual needs.

Commenting on the two seminars on 'Waht is Development' held in his house they were an eye opener and interesting because members of staff shared their ideas and experiences.

Gossner Mission

On human relations he advised every member of staff to refrain from the practise of talking behind someone's back because such tendency causes bad relations.

If dialogue fails then a third person should be called to mediate in personal conflicts. Thank you very much for your cooperation.

Speaking on behalf of the staff Mr. Munsanda thanked Mr. Bredt for the good time he had with him. He will be missed not only be the project but by the people of the valley. Workwise Mr. Bredt was a very dedicated man and he had a lot to offer in terms of his expertise. He has made the valley a bit better place than it was before.

The meeting was closed following the farewell remarks by Mr. Munsanda at 1418 hours.

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CHAIRMAN SECRETARY

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Gossner Mission

Eingegangen
- 3. Jun 1994
Erledigt:.....

MINUTES OF THE GSDP SENIOR STAFF MEETING HELD ON 11TH APRIL, 1994 IN THE MEETING ROOM

PRESENT:	Mr. R.F. Bredt	- Chairman - Chairman
	Mr. S.D. Munsanda	- Admin. Coordinator
	Mr. B.M. Phiri	- SSVI Programme Officer
	Mr. W. Diete	- SSVI Adviser
	Ms L. Hamusiya	- Female Extension Animator
	Ms E. Maluma	- Female Extension Adviser
	Mr. J. Franke	- Carpentry Adviser
	Mr. K. Mulemwa	- BMIS Manager
	Mr. A. Kreiter	- BMIS Adviser
	Mr. S. Siadibbi	- Acting Bookkeepor
	Mr. W. Ncite	- Rural Works Programme Officer
	Mr. A. Syabunkululu	- Water Programme Officer
	Mr. A. Yates	- Water Programme Adviser
	Mrs. M.C. Meja	- Admin. Assistant - Recorder
	Mr. R. Makala	- VSP Manager - Compiler
ABSENT:	Mr. K. Waldschüetz	- VSP Adviser - Harare on leave
	Mr. S.S. Madyenkuku	- Bookkeeper - Study leave

GSDP/1/4/94: OPENING PRAYER

The meeting opened with a prayer by Mrs. Meja at 0920 hours.

GSDP/2/4/94: OPENING REMARKS

Having said that he had only an absence apology for Mr. Waldschütz, the chairman welcomed all to the meeting. He particularly welcomed Mr. Anthony Yates who had joined the project two weeks ago from Tanzania. He said Mr. Yates will share his stay in Zambia between working with Monze Diocese, where he will be based and with the project. Furthermore, he said that at the moment Mr. Yates was simply on a familiarization tour awaiting a work schedule for his stay. Finally, the chairman anticipated a healthy coordination with the project water programme of Mr. Syabunkululu.

GSDP/3/4/94: CORRECTION AND CONFIRMATION OF THE MINUTES OF THE 7TH MARCH, 1994

Although there were three different minutes at this meeting, it was resolved that only that of the 7th March, should be tackled. The other two are for minutes with the evaluators and may require another time. Even so, comments may be welcome.

GSDP:6/3/94: e) p.5: Replace sentence on use of funds generated from lorry use with: 'Furthermore, it was recommended that if any money is raised from the use of the lorry, it should be set aside for maintenance costs and replacement of the lorry. The Water Aid will come with equipment for the water programme'.

2/.....Cont'd

Gossner Mission

GSDP/7/3/94: Add...'before the trip...' after '...endorsed...'

GSDP/8/3/94: p.7: Replace first sentence with: 'Trainees for the SSVI proposal were initially contacted personally prior to being interviewed for engagement'

GSDP/15/3/94: (vii): 'disearetion' - 'discretion'

Having made the above corrections, the minutes were passed as a true record of the meeting of the 7th March, 1994 following a proposal and secondment by Mr. Siadibbi and Mr. Phiri respectively.

GSDP/4/4/94: MATTERS ARISING

GSDP/4/3/94:

1. GSDP/3/2/94: The list and prices of items for sale had been distributed and the principle of 'first come first save! will apply where necessary.

2. GSDP/3/2/94: A meeting of residents was conducted though poorly attended as only Mrs. Meja, Mr. Siadibbi and Mr. Munsanda were the present senior staff. It looked into work to be done pertaining to showers, toilets, doors for lower blocks and the ceiling board for Mr. ~~Siadibbi~~'s house and putting up an external kitchen for the guest house. Furthermore, the need to guard against vandalism and instant reporting of problems was explained. Even so, the chairman said that the meeting should have addressed itself to area cleanliness responsibility for a healthy environment.

3. GSDP/3/2/94: The World Food Programme car has been released and is being worked on by Mr. Joseph Weltin in Lusaka.

4. GSDP/3/2/94: The Administrative Assistant has to talk to Mr. Seulu who has an outstanding of K51,000, over payment arrangements and report at the next meeting.

5. GSDP/12/2/94: Whilst the chairman had forgotten to hand in his letter to GDS on the extension of contract of SSVI Adviser, it was learnt that the concerned has received the letter confirming the extension. He would hand it for filing.

6. GSDP/8/2/94: The chairman expressed disappointment at VSP's failure to make available the financial statement to accompany the annual report as this adversely affected the completion of work of the financial statement of whole GSDP and the annual report 1993 for GSDP.

7. GSDP/9/2/94: The SSVI Revolving Fund proposals had been typed and will be distributed.

Gossner Mission

8. GSDP/12/2/94: The Administrative Coordinator will contact, during the week, the PAO's office over the transfer of Mr. Muchimba.

9. GSDP/5/3/94: i) Mr. Alfred Siboonde and Mr. Aaron Siatontola got their lorry and tractor driving licences respectively.

10. GSDP/5/3/94: v) Work on Kanchindu garage is still on and the pipes for Ms Hamusiya's garage are expected in next week. On the other hand, there is a lot of materials that will be required such as roofing sheets.

11. GSDP/8/3/94: The following will meet on Monday, 18th April, 1994 at Mr. Diete's home to study the SSVI Evaluation Report at 0830 hours: Mr. Bredt, Mr. Munsanda, Ms Maluma, Mr. Franke, Mr. Ncite, Mr. Phiri and Mr. Diete.

12. GSDP/11/3/94: The government has not yet released funds to the Ministry. Gossner Mission has sent in a cheque of DM 10,000 though it has not been deposited yet. Currently, there is in the project accounts: K1.7m and K2.6m from GRZ and Gossner Mission respectively.

13. GSDP/15/3/94: i) The meeting to fix a date for a meeting on 'Understanding Development' will be held on Tuesday 12.4.94.

14. GSDP/15/3/94: iii) b) The Administrative Coordinator did not reorganise the distribution of newspapers but will do so in conjuction with the Administrative Assistant.

15. GSDP/15/3/94: v) An inventory for the SSVI items that were not written off should be prepared by the Programme Officer.

16. GSDP/15/3/94: xii) A letter has been written to Mr. Lungu informing him that Gossner Mission are not taking him on full time contract but would await the 'Bread for the World's, the sponsors, stand based on the plans of action to be worked out by GSDP and presented to the sponsors.

GSDP/5/4/94: FIRST QUARTER PROGRESS REPORT 1994

a) Female Extension Programme:

The Female Extension Animator finally joined the programme and started orientation work and introduction to women's groups. Sinakoba was assessed for the possibility of starting a women's group there. Conducted a gender awareness workshop for VSP Exco and facilitated another with Sepo Women's Group. Showed a video on 'Neria'. Furthermore, conducted, in conjuction with VSP, a meeting for the Siabaswi Oil Mill club to encourage self management. A meeting with the chiefs has not yet been convened.

Gossner Mission

b) Small Scale Village Industries:

Introduced the new book keeping system for the Extension study and identified two leather work specialists for the in-house training. Conducted industrial tours to Kapiri-mponshi and Mapanza for the tanners and leather workers. On the other hand, the programme paid and applied for grades 9 and 5 trade tests respectively. The new book keeping system has not yet been introduced at Siabaswi and Sikankuli. However, it is important that this is done for all artisans so that they should improve on business administration when on their own.

They should know stock recording and calculate costs in view of depreciation rates. There is lack of monitoring and counselling by the Programme Officer due to lack of transport. In view of this, he was advised to make a work schedule as combination with other programmes is possible and the Adviser's care may be available for such trips.

Tanners need to be attended to weekly. The sentiments expressed by the Programme Officer reflected a conflict that must be looked into. The surveyor's report will be ready soon. The programme should come up with a criteria for the engagement of entrepreneurs apart from just identifying the areas of involvement. The new trainees will cost money that is not budgeted for. Therefore, Gossner Mission should be alerted of the anticipated commitment to the extension programme as it was not budgeted for. Whilst it was possible to estimate the number of participants it was difficult to estimate the amount that will be needed. planning!

c) Carpentry:

The Adviser said that he had concentrated his work on Siabaswi and Sikankuli groups to instil the much needed basic technical information in addition to book-keeping. There is market for Siabaswi group since production is of requested goods. Two more months will be needed to bring the group to the required standards. The acquistion of materials was eased with a loan from GDS to be repaid into the revolving fund. A book of reference has been opened. Sikankuli group that needs to be visited once or twice a week are far backward. The programme got K450,000 and K250,000 loan from GDS for the purchase of planks for Stone house and Siabaswi respectively.

Furthermore, the programme got a grant of K1.2m for the shelter construction at Siabaswi expected to cost between K800,000 and K900,000 so that the remainder will be for boosting the groups. Technical drawing and preparation of quotations are still a problem with the groups.

d) Buleya Malima Irrigation Scheme:

Application of fertilizer to nursery and control of pests, weeds and temintes. Sold 1551 kg of oranges valued at K232,650.00. Three meetings at which the water fee balances were looked into had been held and land was reallocated to farmers after these meetings.

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Phase 1 is almost completed with clearing and ploughing and so is phase 2. On the other hand the tractor was repaired. The scheme should look into why work on phase 1 is faster than in phase 2 and 3. It was felt that it might be that phase 1 has concrete slabs while the other phases do not have. It cannot be resulting from experience. Of the 169 farmers only 3 had paid more than K10,000 water fees while 25 were kicked out for failing to pay. The rest were given, by the Board, a grace period of up to May 1994 since the income being generated currently is low. Furthermore, there is enough water to last till December since the water level has reached last year's.

The Batoka house which belongs officially to Buleya Malima Irrigation Scheme is now operating as a bar owned allegedly by Mr. Jack Zaulomis of Choma contrary to the project policy. GSDP had taken over the house during Mr. Schumacher's time who rent it to a Mr. Sikwela who died last year without the key being handed back to the project. The BMIS management should investigate and retrieve the keys and even report the issue to the police if it is not cleared. Something should be earned from the use of the building. They should come up with a clear answer at the next sitting.

e) Water Programme:

Repaired the boreholes at Malima central, Chinkumbe, Bulémi, Chiyabi, Kanchindu Basic School, Syatwinda Clinic, Kanchindu house, Kafwambila and Dengeza. The Administrative Coordinator had joined the programme officer for the work on the first 4. Two Mark 2 hand pumps were got from Choma water afficer and one was used at Chinkumbe. Although it is a policy that only fenced boreholes would be attended to only the Malima one is fenced. There is need to assist the Programme Officer since the communities have a negative attitude in participation. The complaints over the Kafwambila borehole is directed at both the project and the council who should meet next month including the health of the people. The council had promised to send workers within two weeks but todate none have gone there. Similarly, though the project staff were present no water was running. The council has pipes and other spare parts. It requires 25 pipes of size 18 which makes it difficult to maintain and Monze had been contacted. However, Mr. Yates will assist now that he is with the programme.

f) Rural Works:

Worked on dam construction at Sikaneka and Siazwela. Organised cutting of poles ~~and held meetings~~ at Nkandabbwe, Kanchindu and Siazwela. meetings in held and Sikaneka.

g) Stores and Transport:

Usual routing work on loans, salaries, lubricants and fuel and log books. The meeting applauded the officer's firmness in bookings by programmes. Furthermore, the call was made for the concerned programmes to hand in their monthly work plans to the officer.

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On the other hand, the hire rates have been increased vis a viz poolcar K120 and K180 per kilometre for project components and private customers respectively. The water programme lorry K370 and K400 per kilometre for project components and private customers respectively while those of the tractor are K120 and K160 per kilometre respectively.

h) Accounts:

Carried out daily financial procedures and had the 1993 books audited. The report is already with the chairman who has not gone through it yet. Income tax had been paid in Livingstone.

i) Administration:

Called for senior staff meetings and obtained fencing poles for the Kanchindu house. Held a meeting with residents and almost completed the Annual Reports. Received the yellow book showing the GRZ project fund allocation for 1994. Engaged a temporal typist and monitered the programme officers. The late release of GRZ funds hampers progress.

j) Workshop:

Attended to grinding mills, project and private cars for repair. Continued with camp maintenance. Reflectors for the project sign post may be got from Choma Garage.

k) Valley Self Help Promotion Society:

Held meetings eith Dengeza Community to set up a committee for the organisation of work on the hammermill. Furthermore, a meeting was held with the Siabaswi Oil Mill Club where it was resolved that 240 x 50kg bags of sunflower will be delivered during the year hoping that they sustain their club thereafter. The Female Extension Programme officers were present. Had produced school uniforms on requeste though they were not bought allegedly due to high prices. The Stores Officer and the Building Foreman were engaged in February and March, respectively. BP visited the Society for the filling station. The title deed procession was held up in Choma's Town and Country Planning Unit due to insufficient information on the building plans. Mr. Kalaula has been asked to re-do it. Repaired the DAF leyland and acquired white maize and gum poles. Furthermore, the Sikaneka and Muziyo communities were met for the toilets construction and grinding mill set up respectively. Opened an account with Zambia National Commercial Bank in Maamba and contacted Development Agency People to People for second hand clothes business. Finally a gender awareness workshop was held in Maamba for the Executive Committee.

Prior arrangements for plot work payments by GSDP must be made in advance. The iron sheets in Kafwambila have to be priced and the man who was using them talked to as he showed interest in them. The request for a hammermill in Muuka is debateable.

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GSDP/6/4/94: REPORT ON FIRST AID WORKSHOP HELD ON 26TH APRIL, 1994 AT NKANDABBWE CAMP

It was recommended that a link committee of 5 should be elected and each would-be member must pay K500. Whist the project may support the move it is not bound by it as only interested people can carry it out effectively. Therefore, a meeting for interested people should be convened. On the other hand, the photographs taken by Mr. Phiri during the workshop are out.

GSDP/7/4/94: REFLECTION ON THE EVALUATION

The chairman said that he had met Mr. Chibinga, the team leader who told him that the preliminary report would be ready by the end of that week so that it can be sent to the project for review. The final draft will be compiled after receiving the staff's comments though they will not be binding to the evaluators but may be considered. Meanwhile, the staff should read through the two minutes until the meeting to study the preliminary report.

GSDP/8/4/94: REPORT BY SUBCOMMITTEE ON MR. S.S. MADYENKUKU, THE BOOK-KEEPER

Three people met without the Administrative Coordinator to examine the evidence left by the auditor on three vouchers whose figures had been tampered with by the Book-keeper. Going by the evidence and the discussion with the Book-keeper it was clear that he admitted having committed the offence in question. If the case was taken to the police it would be tantamount to theft by public servant following the audit querries that would reach the Ministry and Gossner Mission. Therefore, to save the future calibre of the Book-keeper the sub-committee suspended him immediately pending results of the proposed instant dismissal with costs, that is, repayment of the K140,000 involved in the fraud and any outstandings to the project. This automatically affects his sponsorship to college as it has to be terminated. Since termination is before the elapse of the duration paid for efforts will be made to have a refund for the remaining period. The victims of the fraud will get back their dues. Failure to settle the fraud will leave the project with no alternative but to go to the police. The early repayment would soften the anticipated querries by the government following the audit report. He is entitled to no benefits except his March salary and his due leave days that may be commuted. Furthermore, t the recent incident was not the first. The meeting endorsed the sub-committee's proposal so that a letter of dismissal must be written to him and the institution immediately, since he was still attending college. Due to lack of a written agreement on reinbursement in the event of gross misconduct, as is the case with Gossner Mission employees, he cannot be asked to repay the sponsorship funds. Therefore, from this experience a written agreement has to be effected for future arrangements.

GSDP/9/4/94: GSDP BUDGET 1994

The yellow book recieved reflected that all the project estimates were approved. However, Gossner Mission cannot meet the 150,000DM pledge but 140,000DM. The higher GRZ pledges are a result of the meeting with the donor community.

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Going by the minutes of one such meeting the government is bound not to leave a gap between the pledge and received amounts. Though no money has come, it is clear that the Gossner Mission funds greatly assist to keep to the budget. Efforts must be made to get the money. The total budget of K270,970,000 for 1994 of which K129,380,000 must be from Gossner Mission was arrived at the rate of K875: per DM. Currently the rate is K440 per DM.

GSDP/10/4/94: HANDING OVER OF GSDP CHAIRMAN'S DUTIES

The outgoing chairman's last working day is 20th May, 1994. Therefore, following the short discussions he had had with Mr. Waldschütz and Ms Maluma, he has decided to split the duties between the two. Mr. Waldschütz will be responsible for the administration of GSDP whilst Ms Maluma will take charge of issues pertaining to non-governmental organisations. He will distribute his hand over notes within the next one and half months.

GSDP/11/4/94: VISIT OF BOB MANN

He is expected from Malawi to be with the project for ten days from 2nd to 12th June, 1994. He will be making a follow up to the work on grass and trees which he started amongst his purpose for the visit. Therefore, one lone of grass plant in the camp must be watered to check if there is any difference. Furthermore, the jacaranda tree nursery in Kanchindu need attention. It is a vegetable tree.

GSDP/12/4/94: MR. ANTHONY YATES WORK IN GSDP

Mr. Yates who prefers to be called Tony instead of Anthony, introduced Water Aid as a small British donor agency which jointly funds the domestic water programmes that promote local self growth and operation of programmes in future. It has not its own water programmes but encourages local participation through self initiative and awareness of the need for water in community. It is currently working in 10 countries which are mostly in Africa. He said he was previously working in Tanzania. The Water Aid views this support as a pilot project which must be expended by locating areas where money can be usefully spent. He is just an adviser with funds that should last at least for two years. Even though he has his own definitive ideas not yet shared with Mr. Bredt and Mr. Syabunkululu, he remained open to suggestions.

He said that water aid concentrates mainly on 3 areas namely:

a) Who is responsible for the provision of water? Is it GSDP or the council or is it just support from the two that is required?

b) Instilling in the community the sense of own responsibility in managing water problems except for technical sid at the start, though in the long term sustainability must be achieved.

c) Improve water supplies in view of distance, health and sanitation. This sanitation calls for health education through which people should be made to understand the need for toilets instead of just getting directives to dig up latrines.

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Mr. Yates said that for this year he had money for project support namely cement, allowances and transport and had a few magazines prepared by Water Aid. He repeated that it was a programme for water purely for human consumption not for irrigation or livestock.

Then the chairman said that there is need for the council, water affairs, Ministry of Health and GSDP to cooperate on water work in the district. Furthermore, he said that the present Director of Works shows willingness to cooperative work. He said that Mr. Yates was free to attend senior staff meetings taking place every first Monday of each month and said on Wednesday he would be in Lusaka. He appealed to Mr. Yates to assist with information on dam work especially when working on wells near to dams. The Female Extension Adviser was pleased that her programme had an entry point since the policy of water aid was to improve the role of women especially in the question of water.

Mr. Bredt and Mr. Diete offered themselves to share accommodation whenever he comes from Monze to stay for sometime here though at a later stage the guest house might be free when Mr. Franke has left. Furthermore, he was reminded to review his earlier work schedule on the water tank construction.

GSDP/13/4/94: ANY OTHER BUSINESS

1. a) Berlin should realise the consequences of unfulfilled pledges such as the mess the programme was put in during the in-house training programme. The programme which is to cost US$8,000 had a pledge of 6150DM by Rev. Damm but this money has not come for suspectably having been deviated or had never been available.

   b) The SSVI Adviser had difficulties in acquanting himself to the Transformation workshop in Livingstone where he was the only male participant in a workshop strictly meant for community development workers. He had to look for what would be applicable to his programme. It had been looking at an individual, group and projects and the management. Mr. Yates may be of use to the programme.

   c) There is need for the administration to look into the poor quality of typing by Ms Grenda Hatontola which may be a result of lack of concentration. This is a result of the comparieson with the work of the temporal typist, Ms Maggie Kanyama which is pleasant and contains very few mistakes if any. The latter reflects concentration on her work since when the few earlier mistakes are corrected they are not repeated and it is vice versa for the former. The well done job creates good impression of the project and saves time of repeating the work.

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However, it is clear that the project may not afford to have two typists and that at the time of engagement Ms Hatontola was not a professional typist as Maggie is. On the other hand, Maggie was a relief typist when Grenda was on training and upon Grenda's return joined VSP which she left upon 'securing' a job with Education. Grenda's poor performance may have the institution partly to blame as they are not held presently with high esteem.

2. The VSP Benz truck had been involved in accident in which one person has since died. The incident is with the police in Maamba and the victim is one of the people who were taking cattle to Choma after the bump towards Batoka. VSP must write a letter to the Roads Board on the need to clear the area around the tarmarc as this is not the only incident in the history of the road and it would have cost the Society the lorry.

3. a) Booking of the poolcar transport must be done on time and the issuing of monthly work programme may greatly assist.

   b) The subsistence and kilometre claim forms must be duly completed! It must include the month for the claim and not just the date of making the claim.

   c) The programme officers should evaluate the reports on programme of work.

4. a) There is need to follow up the accounted imprest whose receipts have been lost as is the case with Mr. Kreiter and Mr. Phiri.

   b) Corrective openness to each other coutside the meetings would improve the project working relationship as opposed to confrontative setiments during meetings.

5. Mr. Franke should give Mr. Ncite a list of signatories for the receipts of PPM wheelbarrows at Munyati and Chiyabi since those approached had denied any knowledge of these.

6. To encourage team work, officers should accept running official errands for their friends when opportunities for travel occurs. This was referring to an incident on which Mr. Ncite refused to get Mr. Syabunkululu some programme items from Choma due to his post experience with money. Mrs. Meja who had earlier been asked by Mr. Syabunkululu could not do so because she had to await being talked to by evaluators.

7. a) BMIS has oranges for sale.

   b) BMIS had a quotation of pumps from A.D. Macleans in Lusaka but nothing can be done since no budgeted money has been received. On complaint that no payment has been made for the receipts handed in in January, the chairman requested that this be settled in his office administratively since he was not aware of that.

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8. The list of motorbikes spare parts is in Lusaka through the chairman.

9. Ms Maluma leaves for Berlin next month if her passport is out.

10. a) Three cars for Ms Maluma, Mr. Yates and replacement of stolen car and 5 motorbikes that are still being cleared are in Lusaka. The carriers for motorbikes have already been ordered and will be fixed in Lusaka. Furthermore, a workshop for all drivers must be held to bring to notice the crucial points of operations. On the other hand, a provision for buying them after some time may help arouse carefulness in use.

b) The bicycle repair expenses of K19,000, K27,000 and K33,000 for three bicycles are not justifiable as these are not heavy duty machines. It reflects a negative care for project property as in some cases it is just lack of greasing. However, some times the bills are exaggerated by SSVI and if the repairs were made in the project workshop they would have been cheaper.

c) The use of private transport and taxis should be avoided to avoid suspicion especially when receipts are questionable. It is difficult to tell what is correct in such cases. A report of circumstances leading to such action should be given before payment is made.

The question of SSVI should be looked into for the tanners as the trend of using the officer does not auger well with the policy of entrepreneurship.

d) PAM has pledged 800 x 90kg maize to restart the relief programme for this year. This is a result of applications made by the GSDP chairman to PAM and the Ministry following approaches by a number of people. It is a government programme not GSDP's though Gossner Mission is involved as a NGO.

e) The Revolving Fund statements are required by PAM from VSP and Dams and Weirs.

f) The VSP Adviser's extension of contract should be included on the agenda for the next meeting. Even though VSP EXCO have written a letter the staff should do so as per letter of procedure.

g) The next meeting will be on 9th May, 1994.

GSDP/14/4/94: CLOSING REMARKS

The chairman thanked all for their contributions and wished them safe trips home.

Chairman Date Secretary

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Eingegangen
- 3. Jun 1994
Erledigt:.....

MINUTES OF THE GSDP SENIOR STAFF MEETING WITH GSDP EVALUATORS HELD ON 15TH MARCH, 1994 IN THE MEETING ROOM

PRESENT

A. GSDP SENIOR STAFF

Mr. R.F. Bredt	-	Chairman - Chairman
Mr. S.D. Munsanda	-	Administrative Coordinator
Mr. J. Franke	-	Carpentry Advisor
Mr. B.M. Phiri	-	SSVI Programme Officer
Mr. W. Diete	-	SSVI Advisor
Mr. S. Siadibbi	-	Acting Bookkeeper
Ms L. Hamusiya	-	Female Extension Animator
Ms E. Maluma	-	Female Extension Advisor
Mr. V. Noite	-	Rural Works Officer
Mrs. M.S. Meja	-	Administrative Assist
Mr. P. Waldschitz	-	VSP Advisor
Mr. R. Makala	-	VSP Manager - Secretary

ABSENT

Mr. A. Kreiter	-	BMIS Advisor - not informed
Mr. K Mulemwe	-	BMIS Manager - not informed
Mr. A. Syabunkululu	-	Water Programme Officer - Police

B. EVALUATORS

Mr. P.L. Chibinga	-	Team Leader
Mr. Kanyungu		
Mr. Kunde		

GSDP/EVAL/1/1/3/94: OPENING

The meeting opened at 0910 hours. This meeting was called to outline the evaluators term of reference.

GSDP/EVAL/2/1/3/94: OPENING REMARKS

The chairman welcomed all to the meeting especially the evaluators whose visit he said was long overdue since it was taking place for the first time in 24 years. He thanked the Ministry for the effort it had made to have what would be a starting point for future close links between the Ministry and the project. Furthermore, he said that this move resulted from the discussions between the Director for Planning Unit and Rev. Damm during his recent visit to Zambia. He expressed concern for the duration of evaluation which was cut to two days.

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GSDP/EVAL/3/1/3/94: INTRODUCTION

The chairman introduced the team of evaluators comprising three people namely, Mr. Chibinga, the team leader who would concetrate on project implementation, Mr. Kunda, a socielogist who would handle policy and statistical use; and Mr. Kanyungu an Agronomist who would dwell on crop and project evaluation. Thereafter, the chairman called upon the project staff to introduce themselves by stating who they are and what they do in the project. He explained that the Buleya Malima staff would be met that afternoon since they were scheduled to visit the scheme. They might meet Mr. Syabunkululu sometime in their exercise.

GSDP/4/1/3/94: REMARKS BY TEAM LEADER

The team leader, Mr. Chibinga, thanked all for meeting them and explained that there were a few changes to the Terms of Reference due to the fact that of the four earlier planned evaluators only three came. On the other hand, he admitted that the period of evaluation was too short for a project with so many activities. However, he said this was a stepping stone to closer cooperation between the Ministry and the project. The evaluation would pin point certain things that need to be looked into.

The GSDP chairman asked the team to explain their terms of reference so that a short programme may be made for meeting different sections though it is known that on Friday, they have to be in Choma at the Provincial Agriculture Officer's office. The team leader said the changes to the terms of reference, circulated the day before, were as a result of having overlooked certain areas of interest and the need for special assignments for the team.

GSDP/EVAL/5/1/3/94: OUTLINE OF TERMS OF REFERENCE

The team leader said he would concetrate on the Administrative Unit, Income generating activities and their vaiability. Mr. Kanyungu was specifically for sustainable agriculture. Though a new component in the project it would be interesting to learn of what has taken place todate, whilst Mr. Kunda took over from Mrs. Jere who had not turned up would look into project inventory. Added to the terms of reference were Budget Analysis for Mr. Kanyungu, Project Organisation for Mr. Chibinga and Water Development and Self Help Promotion for Mr. Kunda.

GSDP/EVAL/6/1/3/94: BRIEF OUTLINES OF PROJECT COMPONENTS:

a) Valley Self-help Promotion Society (VSP):

It is an organization that (i) grants financial or material aid to communal groups for developmental projects, (ii) offers transport for hire to private and other business houses, (iii) supports oil mills in management and provision of the raw material, sunflower (iv) runs hammermills (v) runs a tailoring group and distributes the basic needs to twenty satelite depots. The main source of income has been transport though with the extinction of PPM, the hammermills were compensate for this.

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Furthermore, the present Advisor is scheduled to be the last one since Gossner Mission feels VSP has the potential to be on its own as it is self financed for all its activities except the training subsidy and the advisor's car and salary which do not appear in the society's books. To support the agricultural sector six hammermills are run and two trucks for purchase and distribution of farmers produce from the palteau are available. Also seeds are got from ZAMSEED since the society has a Seed Dealer's Licence. The society's books are audited by an independent extenal auditor who has given it all the support in financial administration prompting the need for training of staff. The society reinvests the money raised from income generating activities into other activities since it is a non-profit making organisation.

b) Female Extension Programme (FEP)

Previously the programme was on and off since there was nobody to implement the programme though there was an officer responsible for this at the PAO's office at one time. At district level there has been nobody since the death of the then Female Extension Officer. The programme had been evaluated by the Institute of African Studies in 1990 whose emphasis was on women's participation in national economy.

Currently, under the Female Extension Advisor, the dependence syndrom is being discouraged and the leadership scheme is being promoted. On the other hand, the involvement of women in income generating activities is being encouraged. Rum presses have been obtained and management is in conjunction with VSP. Gender awareness workshops have been conducted in schools and with other communal groupings. So far there are six women's clubs whose formation is closely associated with the project related activities namely Sinanjola, Kanchindu, Sinazeze, Siabaswi, Buleya Malima and Nanyangu. All in all what has been covered so far is relatively small since the programme has just been started.

c) Small Scale Village Industry (SSVI)

The programme works with the youths by identifying the appropriate skills for training. The extension and monitoring of these skills is scheduled to last for four to five years. There are carpentry projects at Sinazeze, Siabaswi and Sikankuli. Also there is leather and iron work at Sinazeze and Siatwiinda respectively.

The artisans are expected to be entrepreneurs who should organise their own business at a later stage so that they currently are being taught some book keeping and marketing through counselling. In addition, administration of a revolving fund through a credit union based on business regulations has been introduced. An in house evaluation was carried out to analyse the reasons for the drop out of artisans, and revealed the need for gradual withdraw of involvement of management. It was also realised that the qualities of artisans in terms of education had been overlooked presently. All the same the goal is that the artisans should be independent entrepreneurs as individuals or groups at a later stage.

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The carpenters in question are comparable to those in Lusaka except that they are lagging in making drawings and technical designs. They cannot give quotations except approximations of the cost of their work. At Siabaswi, products are tailored for the local market whilst at Sianzeze consumers may be the project, and Kapenta fish hence necessating a fair price calculation to make them affordable. Though Sikankuli products are desired by the families, there is a debt problem. They use Mukwa which they sometimes buy from local dealers. Plans are underway to substitute the Mukwa. However, it is known that the pine is costly.

d) Rural Works

There are three parts to this section namely GSDP houses maintenance, roads work and construction of small dams and weirs. For roads work, because of calvets needed, the council is involved as it is eventually supposed to take over the roads. The project was so far involved in working on three major roads. The first road was the Kafwambila road that was done on self help. Later the Sikaneka road was rehabilitated using funds donated by EEC and administered by VSP. Recently, during PPM Muziyo road was worked on although there is still a programme to complete it. The project played a leading role in those works and handed over the completed roads to the council but the council seems not to pay much attention possibly due to poor financial position. On house maintenance the section attended to toilets, water tanks and kitches. Previously the putting up of schools was carried o out but due to the unsustainable support for the builders and unclarified ownership of capital funds coupled with the liberation war the component charged with this responsibility was phased out. For dams and weirs, the villagers are educated on the need to be involved fully since they are responsible as benericiaries of the project. Committees are formed to organise the work and so far the Siazwela 'A' and 'B' committees have proved effective.

e) Water Programme:

As the programme officer was not present, the GSDP chairman gave a brief report. Concentration was on maintenance of boreholes and wells to omprove the domestic water requirements by the villagers especially that the effects of water shortages are highly felt during the dry season owing to the low water table in the area. Efforts are being made to get the council involved as much as possible since the project and the council are supposed to be partners in development especially this field. On the other hand, the Water Affairs department is consulted occassionally. Whist people are encouraged to fully participate through committees there were previously difficulties due to insufficient support from the council and interference by some please the people politicians through fereable unworkable promises.

The Water Aid Advisor is coming on 24th March, 1994 to give support to the programme. The sanitation aspect will be covered and he will come with equipment and will give the technical knowledge for which the project is suprosed to give in the support for activities involving the communities. Also the Methodist Church of England donated a 6.tonne truck to the programme. Finally, whenever resolutions are passed at the meetings with the council, they are minuted for reference.

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f) Administration:

The Administrative Coordinator said that the Project which is intergovernmental between Gossner Mission of Germany and the Republic of Zambia comprised six to seven managerial staff though one is currently attending a course in Lusaka. The sole duty is to administer and coordinate project activities with the components, council, and donor agents like PAM, Water Aid, and Sinazongwe NGOs development committee, etc so that the actual operations are through the supported project components. Before the project came under the Planning Unit it used to be working closely with the Provincial Agricultural Office. Under the present unit it has its own accounting unit free of the PAO's office. Furthermore, the division that had existed between Gossner Mission and GRZ especially on financial administration was ironed out with his arrival and his work with the current chairman. Last year only 11% of to GSDP budget was financed by GRZ but it should have been 53%. On the other hand, he explained that senior staff meetings are held monthly and the staff positions used are for project administration purposes.

g) Stores:

The Administrative Assistant reported that she is responsible for issuing lubricants and fuel to motorcycles and vehicles and keeps the stores inventory. Furthermore, she checks the log books monthly and coordinated transport. There are seven motorbikes, one poolcar, one tractor, one Water Aid truck and five bicycles in the project. The bicycles are meant for short trips to Sinazeze by administration.

h) Accounts:

The Acting Bookkeeper reported that his section is for administration of project funds which includes banking, salaries and monthly and Annual Financial Statements. There is an account which was recently opened for special donations. When the GRZ funds are not released early, the project uses money from Gossner Mission for its operations. Capital funds are sometimes used for salaries and wages to keep the project going. The chairman said he would be very happy if the contracts established can enhance the release of GRZ project funds.

GSDP/EVAL/7/1/3/94: CHAIRMAN'S REMARKS

The chairman explained that the present set up of the project is hoped to finish in the year 2000 as per Livingstone Planning Workshop deliberations whose report is with the Ministry. Though not reflected in the report, each project component set up plans for its path to independence of GSDP by the year 2000. Moves in this direction are already seen through the registration of VSP as a society; the preparation of artisans to be independent artisans by SSVI and the gradual transfer of Water Programme and Rural Works activities to the council. All in all, the present activities may be either disolved or intergrated by 2000. This move calls for accountability of different activities which is one reason for a transport account so that officers know how much they are spending per driven kilometre. On the other hand, training becomes an essential art. At the moment the Bookkeeper is on training while SSVI Programme officer is studying by correspondence. Furthermore, a scholarship is being

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sought for the BMIS Manager. Discussions on how independent each component must be of GSDP are going on. His contract expires in July 1994 necessating a move in lieu of concrete set out of partnership for proper continuity of overall coordination of the project. At the moment, the roles of the parners to the project are distorted. The Gossner Mission and GRZ desires are not spelt out or monitorred. Therefore, the senior staff becomes weak undemocratic policy making body. Previously there existed a steering committee whose chairman had no authority but this needs revision.

GSDP/EVAL/8/1/3/94: TIMETABLE

During the exercise the team would meet the components shown against their names:

1. Mr. Chibinga:
   a) Administration
   b) SSVI
   c) Female Extension/Income generating
   d) BMIS

2. Mr. Kunda:
   a) Administration
   b) Female Extension
   c) Water Programme
   d) VSP

3. Mr. Kanyungu:
   a) Administration
   b) Feamale Extension
   c) Rural Works
   d) Accounts

The Team Leader apologised for the changes but said that as people change there is nothing that can prevent situations from changing only that they must be harmoniously tackled for development.

The meeting ended at 1235 hours and the following components would immediately be met:

a) SSVI - Mr. Chibinga

b) VSP - Mr. Kunda

c) Female Extension - Mr. Kanyungu

and at 1500 hours all the three should be in Buleya Mulima Irrigation Scheme.

Chairman Date Secretary

mk

Gossner Mission

Eingegangen
- 3. Jun 1994
Erledigt:.....

MINUTES OF THE GSDP STAFF MEETING WITH THE EVALUATORS HELD ON 17TH MARCH, 1994 IN THE MEETING ROOM

PRESENT:

A. GSDP SENIOR STAFF

Mr. R.F. Brodt	- Chairman - Chairman
Mr. S.D. Munsanda	- Administrative Coordinator
Mr. B.M. Phiri	- SSVI Programme Officer
Mr. W. Diete	- SSVI Advisor
Ms E. Maluma	- Female Extension Advisor
Mr. W. Ncite	- Rural Works Officer
Mr. S. Siadibbi	- Assistant Bookkeeper
Mr. A. Kreiter	- BMIS Advisor
Mrs. M.S. Meja	- Administrative Assistant
Mr. J. Franke	- Carpentry Advisor
Mr. K. Waldschütz	- VSP Advisor
Mr. R. Makala	- VSP Manager - Secretary

ABSENT:

Mr. K. Mulemwa	- BMIS Manager
Mr. A. Syabunkululu	- Water Programme Officer
Ms L. Hamusiya	- Female Extension Animator

B. EVALUTORS

Mr. Chibinga	- Team Leader
Mr. Kanyungu	
Mr. Kunda	

GSDP/EVAL/1/2/3/94: OPENING RMARKS

The chairman welcomed all to the meeting at 1615 hours and explained that it was specifically for getting the evaluators' brief reports of their findings eithin the short period they had been with the project. He then called upon the Team Leader to lead the discussion.

GSDP/EVAL/2/2/3/94: TEAM LEADERS REMARKS

The Team Leader apologised for the short stay in the project with a lot of activities that needed a lot of time to evaluate. However, he said that they were going to individually give silent features of their findings before the detailed report is released. He then called upon Mr. Kanyungu to give his version.

GSDP/EVAL/3/2/3/94: MR KANYUNGU'S REPORT

Mr. Kanyungu said he had assessed the project impact on agriculature especially crop production to which the project had done very little. He said that enhancing the growing of cultural crops would have helped the nutritional status of the people especially the children. In other words the project should have assessment of Sustainable Agriculture, was in two areas namely soil conservation and dry land farming.

2/.....Cont'd

Gossner Mission

He said the project had made no headway. Although the move to get a Sustainable Agriculture Coordinator has been made, there is need to trim the job discription, which according to him, should be livestock centred considering that there are many goats and cattle in the area.

The project has not carried out any research work since 1980. He said extension services are confirmed to irrigation schemes. Even so, there is no technical information imparted on to the farmers. While the Female Extension exists there is very little farming components at the moment. Specification of priority areas to be tackled is essential for the women's programme. However, the current direction of Buleya Malima Irrigation Scheme may reduce this difference in farming involvement. There is no effort made by schemes to have a future direction except for Buleya Malima though there is still room for improvement. There is a high level of participation but it still remains whether this can be sustained within a short period of time.

He said that the infrastructural development work namely rural works and road work tries to address the needs that are not a priority. There is no distance documentation for roads worked on. Moreover, there are no ideas that are being purseud with little collaboration with the local council. On the other hand, the project has not done much on marketing of farmers's produce. Structures should have been put up to facilitate safe storage of crops for the area. Also, there is inadequete transprotation of the produce. Furthermore, there has been very little done to make available the farmers' requirements. This may affect the liberalised marketing of crops in Zambia today.

Worse still is the insufficient integration of Gossner Mission and GRZ funds into an account. There should be equitable use of funds for project activities. Therefore, as a regulation, the funds should be channelled through the government. The use of GRZ funds for non-civil servants should be checked. Above all the project has never been audited by a person from the Auditor General's office, an aspect that has grossly been overlooked.

GSDP/EVAL/4/2/3/94: MR. KUNDA'S REPORT

Mr. Kunda said that he had assessed the participation of the local community in agriculture and the activities geared to support the women. The project has not addressed itself in this field well especially the planning aspect whose literature requires initiation by the benefiting community. He said that the works of VSP and Water Programme reflected the project's thinking for the people. Whatever the situation, whilst the grounds for implementation have been set, there must be collaboratiion with the local community as should be for the water programme.

Gossner Mission

He forgave the Female Extension Programme involvement in that even in the Ministry there is no existing Home Economics section.

IMPACT ASSESSMENT

1. He said that, while he appreciated work on boreholes and wells, preference should be to wells since they are economical.

2. VSP does not promote self help but only offers service which may suffer at the time of project withdraw.

3. The Female Extension programme came upon the realization of negligence for women. The orientation was misdirected since instead of concentration on production to equip women with materials it concentrated on domestic relationship. As long as women are not geared for acquiring wealth the equality in question may be difficultto attain.

4. For special Activities a background is required otherwise it is difficult to assess the progress in churches and the transformation of people. It would have been hoped that an ambulance other than a poolcar was available.

5. Currently, the women activities mostly oil extraction are done in collaboration with VSP, though the machinery used is not achieving the purpose. The gender awareness is a new thing whose achievement or direction is difficult to assess.

Promotion of economy base for women should be achieved before transfering authority to them for as long as man controls the resources there can be no power for women.

GSDP/EVAL/5/2/3/94: MR. CHIBINGA'S REPORT

Mr. Chibinga reported that overall assessment cannot be done but something has been got from the various compnents. The impact is in terms of degree of effectiveness.

1. He said that when he heard of Gossner Mission he thought there was a church but to his surprise there was none.

2. There must be integration of development organization. In other words there cannot be development without support - from a local Board whose guidance would be most useful. There is need for cooperation with an existing board. He said he was not blaming anybody here for there might be no board.

Gossner Mission

3. By the project's falling under the Planning Unit collaboration with the government was secured. Even so it is imperative that there be collaboration with local institutions to strengthen institutional building. Equipment and and training guarantees sustainability of the project since some may not have the capacity on their own. Ultimately, the government would be mostly interested on checking what has been left when a project phases out.

4. For proper planning and monitoring or evaluating there is need for clear concepts and objectives of the project though this project has only a too general goal of improving the standard of living which must be narrowed to specific goals. Zeroling to certain areas gives a much clearer direction that can easily be captured.

5. Development planning without involvement of district level members of staff or local boards has a high profile that runs into the risk of having people feel they would be doomed without the existence of the project and therefore low participation.

6. Though monitoring is not a major aspect, it is important that the overall project performance is coordinated by someone. Needless to say, transport and allowances will be involved but still a strong monitoring system is desirable. There is need to find out the project's awareness of the need for monitoring. The government has not improved on this for various reasons.

7. Previously not much action had been given to evaluation except by donors. In future it is important that a joint evaluation is carried out so that both Gossner Mission and GRZ help plan for the future.

8. In the administration of the project it is difficult to draw a line as to who is responsible for what perhaps due to unclear terms of reference. The use of the term Administrative coordinator does not reflect correlation of another but project coordinator would. There is responsibility overlap especially on budgetory control though it is supposed to be GRZ component staff.

9. The present project staff do not reflect the government's potential to second trained personnel to the project. In future only appropriately useful people will be required.

10. There is need to improve the transport unit so that the administration is well catered for especially for the coordinator who is supposed to be going out monitoring. The coordinator seconded to the project is entitled to a vehicle, even a motorbike may do.

Gossner Mission

11. There is need for genuine integration of project funds other than applying artificial policy that requires separation of accounts for Gossner Mission and GRZ yet they are for the same project. This raised a question of who is supposed to draw from which account.

12. The sustainability of the project was looked into threehold:

    a) The economic support reflected a positive stand since the standard of living has been imporved through income generating activities.

    b) The resource base of the area which is livestock has not been exploited to maximise the economic benefits.

    c) There is urgent need for institutional building to strengthen partnership in development.

13. There is a coherent government programme which has not taken off. It has been observed that a lot of donor funded projects are without coordination. With the government reform programme on marketing the Ministry of Agriculture Food and Fisheries has worked out a set of investment programme. In other words there is need to know government priorities through coordination.

GSDP/EVAL/6/2/3/94: OPEN REMARKS

The chairman said that it was very important that the team had come to get into a better evaluation system in view of the goals set at the Livingstone Planning Workshop. He said that the period of evaluation had been too short so that the items reported on did not give a true picture of the project and therefore cannot go by without reactions and or clarification from the project staff.

1. The struggle into dry land farming is still on which is one reason for trying to engage a Sustainable Agriculture Coordinator.

2. The project did not indulge itself in livestock because of the traditional strings attached to ownership. Furthermore, in view of the estimated life span of the project it would not be viable to get into such a project even if the life span of the project is subject to discussion between Gossner Mission and GRZ.

3. True as it may be outsiders frel that there is potential for irrigation schemes which is lacking technical knowledge. However, from experience, the difficulty is not so much of technical but of people and management. The Buchi farm is a good example. Hopefully, the Buleya Malima Irrigation Scheme which used to get one third funding from the project will slowly achieve own funding for its operations in future.

Gossner Mission

4. The Water and Road programme have always been a priority. The evaluation of the district from Siavonga to Kafwambila in 1988 by GTZ reflected the same priority.

5. It is true that not much has been done on marketing and supply of farming inputs. However, VSP tries and the putting up of storage shelters sponsored by PAM will promote local buying and storing. However, previously marketing was limited to government agents.

6. VSP tries to solve the transportation problem by hiring out its trucks at cost saving rates. In addition local institutions are encouraged to take up similar responsibility.

7. Whilst it is true that the budget separates the Gossner Mission and GRZ funds, there is nothing wrong since what is important is the total budget and management is not rigid.

8. The evaluation, though long overdue, is a useful feedback as it looked at the continuity of activities when the project has phased out. Furthermore, it was nice that the evaluation did not leave without berief reports for it would have left the staff in suspense.

9. The ideologistic and empoerment aspects of Female Extension programme should be married so that it whould not be like ideological battle.

10. The involvement of people in activities slowly picked up during the PPM exercise and VSP is looking into the engagement of an Operations Officer who will be closely working with the people at the grassroot level. On the other hand some requests by the people are impossible and cannot be done evernight. Promises end up making the people dependent on the project.

11. The project has never involved itself in borehole drilling the last few years except maintenance.

12. The short view of the evaluators is an eye opener which brought to light critical parts to which the project might have been blind. These should be discussed in detail at the next staff meeting.

13. The points raised reflect the team's efforts and some of them dates as far back as 1980 when another evaluation of the project was carried out.

14. The government should take evaluation seriously by carrying it out from time to time especially when a new agreement is made.

15. There was no communication between the government and the project when the project was under PAO's office.

7/.....

Gossner Mission

16. There is need for clear Terms of Reference for the coordinator and the chairman of the project to avoid overlap of duties. The coordinator is answerable to the ministry.

17. The government should be visiting the project not only during evaluation but also through monitoring an area the PAO's office should carry out.

18. Due to lack of qualified personnel there is misplacement in the project.

19. The evaluation report is expected to be ready by mid next month. Normally a summary should have been prepared but for the short period of stay. They will start compiling it in Choma.

20. Apart from the fact that the Gossner Mission personnel are of different denominations, preaching was never part of the agreement even from the start.

21. The use of the poolcar was deliberate arrangement though this could be a project component. Previously, an ambulance had been doneted by Germany but because of mismanagement no replacement was made when it got involved in an accident.

22. So far no arrangement for when evaluation should be conducted since the meetings had been with bilatral donors to make follow ups when a phase is coming to an end. There is no government provision for meeting with NGOs. Even so, the project is supposed to have a document which is a guide as would have been worked out in Livingstone Planning Workshop. MAFF will be encouraged to make follow ups at the end of each phase and there is need to have a balanced composition of evaluators.

GSDP/EVAL/6/2/3/94: CLOSING REMARKS

The chairman said that the ministry should check the destructive correspondence about project staff. In other words there is need to verify the sources of such correspondence. When correspondence is from the project clarification should be sought.

Finally he thanked all especially the evaluators for their participation and extended a dinner invitation to the evaluators and the driver.

The meeting closed at 1745 hours.

Chairman Date Secretary

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Gossner Mission

Eingegangen
- 6. April 1994
Erledigt: 15.4.94 rh

Gossner Mission

Gwembe South Development Project
P.O. Box 3,
SINAZEZE

MINUTES OF SENIOR STAFF MEETING HELD IN THEMEETING ROOM ON 11 ~~JANUARY~~ February, 1994

Present:

Mr R F Bredt	- GSDP chairman	- Chairman
" S D Munsanda	- GSDP Admin. Coordinator	
" J Franke	- Carpentry Advisor	
" W Diete	- SSVI Advisor	
" B M Phiri	- Programme Officer	
" R Makala	- VSP Manager	
" A Kreiter	- BMIS Advisor	
" S Siadibbi	- Acting Book-keeper	
" K Mulemwa	- BMIS Manager	
" W Neite	- Rural Works Officer	
Mrs M S Meja	- Admin. Assistant	- Secretary

Absent with apology:

Mr K Waldschuetz	- VSP Advisor - attending to sick wife
Ms E Maluma	- Female Extension Advisor - attending a seminar in Livingstone (SEPO)
Mr A Syabunkululu	- Sick

GSDP/1/02/94: OPENING PRAYER

The meeting opened with a prayer by Mr S Siadibbi at 0930 hours.

GSDP/1/1/02/94: OPENING REMARKS

The chairman welcomed everybody to the meeting. He informed the house that Karl is in Harare because of the sick wife. Ms Maluma is in Livingstone facilitation a seminar for a church women organisation called SEPO. He was not sure of the Buleya Malima officers if they had received the notice for the meeting.

GSDP/2/02/94: CORRECTION AND CONFIRMATION OF PREVIOUS MINUTES

Page 2 - it should read ' The cooking oil could now be ~~rel~~ released to the nutrition programme of the Ministry of H Health.
Page 3 - second paragraph last sentence 'collecred' to read collected.

After corrections Mr Franke and Mr Munsanda confirmed and seconded the minutes as true records.

GSDP/3/02/94: MATTERS ARISING FROM THE PREVIOUS MINUTES

Page 2 - A question was asked if the cooking oil was collected? - The VSP Manager did not know anything. However, the cooking oil was delivered to Sr Mooya the District Public Health Nurse.

2/...

Gossner Mission

Mr Seulu: The chairman inquired for progress on the issue of repaying the stolen cooking oil. Mr Seulu brought the firewood worth K4,000.- to the camp and was sold to Mrs Siatwiko . Apart from the firewood which was brought to the camp no other progress was done with him.

Multi-media: The chairman informed the house that while in Lusaka he did not meet the Director at Multi-media as he was out of town,

Board meeting: Buleya Malima Irrigation Scheme meeting was not held due to heavy rains and it was post-poned to a later date which will be communicated to the GSDP management.

Page 4: Private business by GSDP staff members: There are no more rumours on trading and private business among project staff.

Transport situation: The WFP car is not yet repaired despite promises made by PAM nothing has been done. The lorry from Water Aid designated to the water programme has finally arrived and the driver is in Lusaka clearing the customs. He is likely to be in during the weekend as the lorry has to pass via Siavonga to collect the Female Extension Animator.

Items for sale: At the last meeting the house wanted to find out what items are for sale. The items are: 1 gas fridge, 1 baby coat, 4 old gas stoves and 1 paraffin fridge. After a long discussion it was decided that the prices be fixed and distributed to everybody in the project.

Meeting with residents regarding toilets, toilet pans to be removed and doors locked: The toilet pans were removed and doors closed. Nevertheless, the meeting still has to be called.

Adminstration request for a honda: It was discussed in the previous meeting. The house wanted to know who will be designated to use and how will it be used? Has in the past adminstration used a honda for its duties? After a long discussion it was found that there is no need for adminstration to have a honda. It was also stressed that the hondas are not personal to holder and where necessary everybody is free to use these hondas after an approval from the Transport officer. The other point was that the transport situation in the project will soon improve as the water programme has their own transport. The Female Extension Advisor will have her own transport by the middle of this year and the WFP car will also be available. That will mean the pool car will be more readily available.

GSDP/4/02/94: EVALUATION OF GSDP

The house was informed that the evaluators from the MAFF were coming the fourth week of February. Everybody was reminded to be around during that period. The house wanted to know the terms of reference for this evaluation. The chairman also did not have received the terms of reference but he was promised by the officers in the Ministry that they will be made available in time.

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Gossner Mission

GSDP/5/02/94: PROPOSED ALLOWANCE FOR GSDP

Two proposals written by the adminstration were read out. One was on fixed allowance for the adminstration staff and the second on the night allowance with 3 alternatives. After a long discussion fixed allowance for the adminstration staff was not accepted. Following votes by raising hands 7 were in favour of following the government regulation (1 alternative) of night allowance and 4 abstraction.

Lunch allowance was only agreed on special conditions that the supervising officer should authorise the claim before hand and claimant rises a receipt of not more than K3,000.- as stipulated by the white paper.

On reduction of night allowance if one spend a night at Gossner Mission guest house at Ibex Hill could not be solved. It was agreed that this regulation should be reviewed in the next meeting again.

GSDP/6/2/94: FINANCIAL SITUATION

The project has received and deposited 6000DM from Berlin. There is enough money on the GM account to run the activities of the project till end of March. It is not yet known when the GRZ funds will be released.

GSDP/7/2/94: ORDER OF MOTOR CYCLES

A quatation of 46,000 South African Rand to buy 5 motor cycles was made to a South African company. However, GM is requesting to know what GSDP needs the motor cycles for. Suggestion was made on the new order of motorcycles that they should have proper carriers and to order in bulk perishable spare parts like bulbs, driving chains, sprokets, brakes, cables spark-plugs, as such parts are difficult to obtain locally.

GSDP/8/2/94: ANNUAL REPORT

The chairman informed the house that only a few officers kept their promise to submit their report as agreed. He has not yet received the reports from VSP, BMIS, PPM and SSVI. However, VSP said their report was ready but it had a lot of typing mistakes and that they are still waiting for the auditor's report. BMIS and SSVI report are ready but for SSVI it needs only typing.

GSDP/9/2/94: REVISED PROPOSAL FOR SSVI REVOLVING FUND

A revised proposal was distributed as a base for discussion. The house made note that GSDP should be permanent member of both ~~both~~ the executive and loan committees. The senior staff meeting will decide about the representatives on the Nkabana Entrepreneur Credit Union later. Other ammendments here proposed and agreed upon. SSVI shall produce the newly revised proposal to the next staff meeting for final approval.

GSDP/10/2/94: MR FRANKE'S EXTENSION OF CONTRACT

The message from GM Zambia committee did not agree to the extension of Mr Franke till the end of 1994 but to end of September 1994. The final decision will come from the GM Executive Committee.

4/...

Gossner Mission

GSDP/11/2/94: EMPLOYMENT OF AGRICULTURE COORDINATOR

In the minutes of the GM Zambia Committee in Berlin took the second application of Mr Lungu not Mr Mulenga. The meeting expressed its disappointment why the committee in Berlin chose the second applicant.

GSDP/12/2/94: A O B

1. The SSVI carpenters are complaining of being charged the rates of the private as if they are not part of GSDP. The transport officer will look into this matter. She added to say that it could have just been a mistake on that particular day in question.
2. The Adminstrative Assistant informed the house that she has no funds on loans, that the programme officers should inform their collegues to wait until when funds are available.
3. A request was made for bulbs for torches for the watchmen. Ba Monica will look into this.
4. A question was asked if the items for sale could be collected after the meeting. The answer was not until prices were fixed by the committee concerned.
5. The accounts unit informed the house to advise their collegues that from now onwards salary advances will be paid after the 15th of every month. And imprest should be settled as soon as possible.
6. Mr Kreiter wanted to know why Mr Bredt wrote a letter to Germany on the extension of contract of Mr Waldschuetz. The chairman said he followed the letter which the VSP EXCO wrote to Berlin which basically talks about partnership between GM and VSP.
6. Mr Diete's contract was discussed in June 1993, he has never got a reply from the GDS. A follow up should be made.
7. A paper was distributed which covered the leave regulations. The house was advised to follow the regulations.
8. The SSVI management asked if Dayo could be considered for full time employment. He is helpful, punctual and reliable at his work. It was agreed.
9. From the 23rd to 24th the SSVI are expecting visitors from Lusaka.
10. The log-books for all motor cyclesholders are not in order, they only show official trips but not private trips. Efforts should be made to improve on the proper recording of both private and official trips.
11. The chairman informed the house of the transfer of Mr Joseph Muchimba from the PAO's office to the project. Mr Muchimba is competent mechanic. The staff members were happy to receive him in the project.
12. Mr Ncite asked to be assisted by anybody to Choma to pass by the Roads Department in Choma, for the old blade cutters for use in weir or dam construction.

GSDP/13/2/94: CLOSING REMARKS BY THE CHAIRMAN

The chairman thanked the house for the fruitful contribution during the meeting. He officially closed the meeting at 1535hours.

NB: As part of training in minute taking, Mrs Meja took the minutes and Mr Phiri assisted to rectify them.

Chairman Date . . Sec

/gmh

Gossner Mission

Eingegangen
21. Feb. 1994
Erledigt:.....

MINUTES OF THE SENIOR STAFF MEETING
HELD IN THE MEETING ROOM ON 10 JANUARY, 1994

Present

Mr R F Bredt	- GSDP Chairman	- Chairman
" S D Munsanda	- GSDP Adminstrative Coordinator	
" J Franke	- Carpentry Advisor	
" B M Phiri	- SSVI Programme Officer	
" W Diete	- SSVI Advisor	
" K S Mulemwa	- BMIS Manager	
" A Syabunkululu	- Water Programme Officer	
" K Waldschuetz	- VSP Advisor	
" W Ncite	- Rural Works Officer	
Mrs M C Meja	- Adminstrative Assistant	- Secretary
Ms E Maluma	- Female Extension Advisor	
Mr S Siadibbi	- Acting Book-keeper	

Absent with apology

Mr A Kreiter	- BMIS Advisor - on leave
" R Makala	- VSP Manager - attending to sick wife
" S Madyenkuku	- Book-keeper - on training

GSDP/1/01/94: OPENING PRAYER

The meeting opened with a prayer by Mr Phiri at 0917 hours.

GSDP/2/01/94: OPENING REMARKS

The chairman welcomed everybody to the first staff meeting of 1994, and hoped all went well during Christmas and New Year's celebrations. He hoped to receive annual reports from all the components during the month. He also hopes that the staff would tackle the working paper of the project in the early months of the year. A final decision was expected from Berlin regarding the employment of the Agriculture Coordinator, and to have the post of Female Extension Animator filled as promised by the Provincial Agriculture Officer. He further wished for more staff cooperation so that help gets to the needy people. Mr Makala had shortly come but returned to attend to his sick wife in Maamba.

CORRECTION AND CONFIRMATION OF PREVIOUS MINUTES

Page 1 - Nchite to read Ncite
- reflected to read reflection
- box keeper to read book-keeper

Page 2 - 13/11/93 - A meeting with GSDP Union Representatives was held. A personnel officer from the Ministry was consulted over the issues.

Page 3 - this to read his
6/12/93 - insert the word said: He said there was no secrecy in handling project issues in Berlin.

Page 4 - advertises to read advertised

Gossner Mission

Page 4 - Personality battles should not be condoned
- wished all the best ------
- Zambia staff should also feel protected.

" 5 - he to read need

" 6 - paragraph 1 - However, it was explained that the stability of maintenance to the house was more important than who does it in the project. Mr Syabunkululu has a different trade from Plumbing. Mr Diete offered to meet him three times a week before the Plumbing Training Programme is effected in Lusaka. This is in line.
- Point 7 - Rural Works - Delete which may cost K10.DM

" 7 - some eares to read some areas
- format ill to read format will

After corrections Mr Munsanda and Mr Ncite confirmed and seconded the minutes respectively as true record.
Two copies of minutes should be given to the chairman, for purposes of forwarding one to Berlin.

MATTERS ARISING FROM PREVIOUS MINUTES

Cooking oil: Mr Franke inquired for progress on the issue of stolen cooking oil. Two of the culprits had paid except one, who had only paid K20,000.- Mr Seulu had no other sources of raising money and asked the project for a job. He was told to cut firewood which would be sold to off set expenses. In addition he would also cut poles for fencing the camp. The cooking oil could now be released to interested parties as keeping it longer might cause further spoilege.

Sign Post: On the sign post, the road foreman said he had no paint. Mr Ncite to find out if he would put up the sign post should GSDP provide him with the paint.

Multi Media Zambia: Mr Bredt had further discussions with the Director about the video. The organisation is expecting payment for video production. A quotation is being awaited for. An article had appeared in the National Mirror Newspaper following multi media's staff visit to the project.

Rural Works: It was discussed in the last meeting that there were too many project activities in Muziyo and the concern that people are being spoon fed. On some activities ie stone crushing for construction of sheds, people were paid for work done. The money was budgeted for and instead of buying stones outside the community, it was thought that local people could do the same job. On other jobs, people are asked to do free labour. It was concluded that a small working group be set up to look into the sheds construction. A public meeting should be held with the community, in the presence of the chief and District Secretary to educate the people on payment versus self reliance. Education of people on self reliance is vital and if payment has to be done people need to be educated to think of such in terms of communities benefiting as opposed to individuals.

Interest rate for staff loans: It was reported that the 5% interest charged on staff loans are more favourable compared to Bank charges. The 5% interest remains in force.

Buleya Malima Irrigation Scheme: The Board has not met, but it will be doing so in the course of the week. Among the topics on the agenda are: plot reallocation to defaulters of water fees.

3/....cont'd

Gossner Mission

Water fees will also be reviewed and a suggestion of the raise has already been tabled. It was also noted that the board is gaining more confidence in handling the affairs of the scheme especially throwing out defaulters. Such decisions once a made should be followed.
The condition of toilets and showers in some junior staff houses left much to be desired. Some broken and none functioning toilet pans were still being used posing a health hazard to all residents. Some individual residents were planning to rehabilitate facilities for their own personal use as the project was not in a position to do so for various reasons. Toilet pans to be removed and doors locked. Construction of some kitchens was not moving as hoped. It was resolved that a meeting be held with all residents to discuss the above issues. VSP had collecred most of the old currency notes from the agents.

Employment of students during holidays: A total number of 17 children were engaged by the project during the last school holiday to supplement large first term expenses incured by parents. Work done included repacking seeds at VSP, faring sand, digging rubbish pits, planted live fence at SSVI, made concrete blocks and fincing the camp. It was observed though children were employed jobs were not properly planned especially so for girls. An issue concerned the employment of dependants who are not direct children of staff members. In future subcommittees should work as per directive from the main committee and not change the conditions.. Type of work to be done should be properly planned in future. A total of K421,998.- was incured on school holiday jobs. If repeated the exercise would only be done during December-January holidays.

GSDP Evaluation: The Ministry of Agriculture Food and Fisheries has decided to evaluate the project. Tentative dates and during the first or second week of February. Six staff are expected, two from Planning Division, one from agriculture, Finance, Irrigation and from Water Affairs. They may be with the project for 2 weeks and terms of reference are not known yet. The team is currently in Northern Province. The evaluation is partly a result of discussions held between Rev. Damm and the Ministry officials. It is also as a result of the letter Dieter Hecker, Director of Gossner Mission wrote to the Ministry in connection with leadership with the project.

Financial situation in GSDP: An amount of K1.5m was received from the government though more than that amount was hoped for. The same would cover staff salaries for two months. Final amount of money for 1993 has not yet been received from Gossner Mission. Meanwhile both GRZ and Gossner Mission accounts each have K4m respectively, bringing the total amount to K8m. GRZ staff could get newly introduced night allowances, but the matter will need discussions before implementation.

Annual reports: It was emphasised that annual reports should be submitted by the end of January. The same will be useful reference documents during the evaluation. Staff promised to submit reports as follows: accounts and transport and stores, rural works, adminstration and VSP - next week, water programme 18-01-94, BMIS, Female Extension, SSVI and Drought activities 31-01-94. The compiled project report would need to be ready by 30th March.

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PRIVATE BUSINESS BY GSDP STAFF MEMBERS: It has come to the notice of the adminstration that trading and private business is a feature being practiced by some staff. Along that project vehicles and time to serve customers by leaving offices is done. In some cases official and private business is being allowed to co-exist. In case of VSP, complaints are reaching management that the organisation is overcharging for rides on its vehicles. The money so charged does not even reach the office. To use project vehicles and time freely, can not be condemed and staff doing so should have a sense of guilty of what they are doing. Good will practice should be distinguished from profit making actions.

EXTENSION OF MR J FRANKE'S CONTRACT - DECEMBER, 1994: The matter initially came up at the last senior staff meeting at which SSVI were concerned about the inadequate amount of time Mr Franke is spending on carpenters. SSVI had asked for his services for nine months. Due to PPM activities not being concluded as planned, the time with carpenters is now reduced to only five months. In addition Mr Franke is also spending a day in a week assisting with construction of PAM sheds.

Due to the above reasons, extension of his contract was being requested for. If it is not, future requests by SSVI for a carpentry advisor will question why Mr Franke's services were not fully utilized. If contract is extended to December, he would have 3 months to each groupof stone house, Siabaswi and Sikankuli carpenters. Berlin would have no objection to the extension as long as justified reasons were given for the request. Other issues of concern brought up were unsatsfactory working relationship between Mr Phiri and Mr Franke as well as the carpenters. It was resolved that a proper separate syllabus for each of the three groups be made as experience and standard reached by carpenters differs. Management should make an effort to reconcile the existing poor relationship. A programme of work be drawn and followed up for maximum utilization of time. Mr Franke should though have the freedom and not feel too controlled in his work. A day in a week should be spent to follow up work on sheds construction.

It was also raised during the discussion, the importance of staff training and development. Advisors should let local staff be drilled in order to take over and do the work expatriates are doing. A vote was taken after discussion and results were 9 Yes, 2 No. and no abstention. Mr Franke was called in and a summary of above discussion was relayed to him. He in turn accepted and thanked the staff for a majority positive vote. He assured the meeting he would make a programme and syllabus.

A letter should be written to Berlin and sent by fax to be in time for January 14th Zambia Board meeting.

TRANSPORT SITUATION IN GSDP: The centre bearing and clutch plate of the poolcar were worn out and had to be replaced. New tyres were also bought and would be shortly fitted. The World Food Programme (WFP) is now being rapaired and will take betweeh 4 to 5 weeks before it is ready.

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ORDER OF HONDAS: The Liaison Officer was requested to make an order of hondas. The 125xl type are no longer available but 185xl are in stock. The current price per henda is now DM5000.

It had been observed that some programme officers are not following motor cycle regulations. When checked on monthly basis log books indicated only official trips and none for private. There were also reports of drunken driving especially over christmas period. The officer concerned admitted and a warning was given. Some hondas appear to use more fuel than others. This could be attributed to private trips. The presumed high fuel consumption could be due to the practice of fueling at the camp and taking some fuel in containers. It is important to note down the kilometres covered compared to litres of petrol.

Adminstration is requesting for a honda to enable officers reach Choma and other shorter distances while the poolcar is out of station. The request would need further discussions, on the need for a honda for adminstration.

If a honda is involved in an accident a report should be made to appropriate authorities.

ITEMS FOR SALE: At the last meeting a small group of staff was asked to check at the items for sale in the storeroom, and price them. It was learned that atleast one item was priced and sold. The meeting wanted to know the items, price of each, how advertised and how many people applied?

Items found were two gas fridges one functioning and the other none, one gas stove, one baby cot. Only the two fridges were priced at K75,000.- functioning and K45,000.- none working. It was resolved to keep other items for project component use ie tent, gas stove, etc. In future items should be priced and announced to the staff meeting for interested parties to decide.

QUARTERLY PROGRESS REPORT:

1. Small Scale Village Industries
Continued with counselling of artisans on business management. Worked on conditions for the extension of programme. Held meetings with Nkabana Entrepreneur Credit Union, and formulated a policy paper for the same on revolving fund. Improved filing system and planting of trees around the fence.

2. Water Programme
Routine work on camp maintenance and water system. Received new sets of moulding rings brought by Mr Bob Mann of Methodist church. Three new wells curved in due to rains, 3 wells and 3 boreholes were repaired.

3. Buleya Malima Irrigation Scheme

Two buildings at control structures at the reservoir have been completed resulting in more effective control of water in phases two and three. Farmers produce was marketed at the scheme and Choma as per plan. Held one general meeting and two board meetings, Discussed with farmers on growing of rain fed crops, but so far nothing much is being done. Not all farmers have met their obligation of paying water fees. Management of the orchard was carried out ie slushing

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spraying, sanitation and budding of fruit trees. The scheme experienced breakdown of pumps, but are being repaired. The scheme is planning to retrieve two engines taken to Macleans for repair two years ago.

4. Accounts

Daily accounting procedures, banking, paying salaries and allowances. Received and banked funds from GRZ and Gossner Mission. Deposited at the bank Kaunda portrait notes from staff and neighbouring farmers. Prepared statements of account and reconciled books. Preparation for annual report.

5. VSP

Buying and selling of maize, in one case in conjuction with CUSA. Purchased sunflower for oil pressing. Distributed seeds and plough parts to needed depots. Signature on the plot acquisition were finally obtained and arrangements are underway to engage a building supervisor. The two Ifas are in the process of being sold. One is already in Lusaka pending prospective buyers. One is still at the camp awaiting for mechanical attention. Trading in cement and roofing sheets did not go well as expected. Uniforms were being made after receiving a special order from Sinazeze Basic School. Some mattresses were made and sold. Siameja grinding mill was repaired and a new operator elected by the community was trained. The mill functioned for two weeks and was on breakdown again at time of reporting. Dengeza: A new grinding mill was bought, so was the incompleted structure which will need renovation. The structure costed K100,000.- Kafwambila had by¢ elections for a new area representative. The depot was opened. Sikaneka clinic was handed over. Books were audited and stock taking done in December as planned. Ram press domenstrations were done in conjuction with Female Extension Programme in Nanyangu, Buleya Malima and Sinakoba. Due to rains it was not possible to do the same in Muziyo. EXCO toured Magoye where ideas were shared on soil erosion control and tree planting. A small christmas party was held for EXCO members and their wives. There has been a change in management with the departure of Maggie Kanyama. The Society was robbed of K85.000.- from the Manager and K156,000.- from the depot agent in Maamba. Both cases were reported to Police. Daf is still on breakdown with a diff and propeller shaft problem. Ways are being sought to secure these spare parts. Tyres on the benz are worn out. A total of more than K1million is still outstanding unpaid on transportation charges. The society is planning to open a savers' account with National Commercial Bank in Maamba which has higher interest rates.

6. Rural Works

Supervising small scale dams and weirs constructions and digging of foundations at Siameja, Muuka, Nyanga and Siawaza. Weir construction were also supervised at Sinalubilo, Sikaneka, Siazwela A and B. Meetings were held at Siazwela A and B with the chief and ward chairman for purposes of encouraging people to work on dams. Muziyo road was resurveyed with Theo Collins, a technician from PAM. One kitchen was built at the camp and so was the new water tank opened.

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7. Transport and Stores

Compiled monthly financial statements, on both transport and loans. Paid salaries to the drivers and GRZ staff. Keeping of the stores records. Coordination of transport for project components and private customers. Ordering of stationery, motor cycle spares and building materials.

8. Female Extension Programme

Work with eight women's groups continued on various activities. Groups are at different stages. Facilitated three joint husbands and wives gender awareness workshops organised by Sinanjola women's group. Participated in the in-house evaluation of SSVI on the high drop out rate of artisans from practicing their trade. Accompanying VSP staff, visited Kafwambila, Siawaza and Siampondo for the first time. Accompaned a staff from Africare on Ram Press demonstration to Buleya Malima and Nanyangu women's groups. Through the office of Provincial Agriculture Office, the programme is likely to have the position of Female Extension Animator filled.
Constraints included transport problems, which made it difficult to organise planned gender awareness workshops with chiefs and some village headmen. Being the hotest quarter of the year, the heat would have made it more difficult to organise and implement. Due to communication breakdown it was not possible to hold the seminar with UCZ women's section in Maamba.

9. Adminstration

General adminstration meetings. Received staff from Berlin, Rev. Damm and Mrs Strittmatter. Camp maintenance ie fencing, renovations to staff houses and building of kitchens. Attended to visitors and collection of wages for GRZ staff.

10. Workshop

Worked on fencing, made burglar doors, attended to private customers' needs, servicing project vehicles, hondas and grinding mills.

Any Other Business

(a) Watchmen: regulations were written and distributed to staff members. The current watchmen were no longer on temparary basis, but are now permant staff.

(b) SSVI revolving fund: The proposal for SSVI revolving fund was discussed with the chairman. It was agreed that the proposal be rewritten and tabled to the next staff meeting. The statement of accounts for the revolving fund were also discussed with the chairman. The income side had to be clarified. The SSVI advisor will prepare the final statement and attach it to the annual report for 1993.
(c) The chairman pointed out that he was not sure when Mr Tonny Yates from Water Aid would arrive here for water programme. but the tentative date was beginning of March.

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(d) Miss G M Hatontola, the project typist had gone to Lusaka for purposes of making arrangements to resit the examinations she failed. Timing of her departure to Lusaka was also unsatisfactory as proper procedures were not properly followed.

(e) The meeting with local leaders and Rev. Damm was commended that it went well. Minutes from the meeting were circulated.

(f) The garage roof of the house in Kanchindu needed attention. Mr Ncite to follow.

(g) The project has received money from Christian Aid through the Christian Council of Zambia for dam construction. An agreement was signed on how the money should be handled.

(h) A workshop is scheduled to be held before the chairman leaves regarding sustainable agriculture. Bob Mann will be invited and promised to come if he can fit it into his time table. The date for the workshop will depend on the employment of the Agriculture Coordinator.

CLOSING REMARKS

At the end of any other business, the chairman thanked all staff for enduring the long day and declared the meeting closed, well after 1700 hours.

NB: As part of training in minute taking Mrs Meja took the minutes and Ms Maluma assisted to rectify them.

Chairman:.....Date:.....Sec:.....

/gmh...

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Eingegangen
11. Juli 1994
Erledigt:.....

GWEMBE SOUTH DEVELOPMENT PROJECT

SENIOR STAFF SHARED UNDERSTANDING OF DEVELOPMENT HELD ON 21ST JANUARY AND 27TH APRIL, 1994

Organised and Facilitated by:

Davison Munsanda
Frieder Bredt
Edna Maluma

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GWEMBE SOUTH DEVELOPMENT PROJECT

SENIOR STAFF SHARED UNDERSTANDING DEVELOPMENT

I N T R O D U C T I O N

Development has different meaning to different people. GSDP is a development project that has been operating in Gwembe now Sinazongwe district for over twenty (20) years. Have the people developed in this operational area? What is our yardstick to measure the development that has then taken place if then. The need to have a shared understanding of what development means to the senior staff came up during one of the senior staff meeting held on 4th November 1993. It was resolved at that meeting that a whole day's discussion be held to share our experiences on the topic.

Mr. Bredt, Mr. Munsanda and Ms Maluma were given the task of organising and facilitating the discussions, which took place on 17th January and 27th April, 1994. What follows is the outcome of our discussions.

The sharing was further necessitated because as a staff we need to have a similar vision and work towards the same. This is more so important now as GSDP looks forwards to the year 2000 as a targetted year for the independence of project components.

We hope you will find the workshop discussions useful as a starting point and guide to the work of GSDP in Sinazongwe District.

Compiled by: Davison Munsanda
Frieder Bredt
Edna Maluma

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ONE DAY SENIOR STAFF WORKSHOP - 21ST APRIL, 1994

Theme: WHAT IS OUR UNDERSTANDING OF DEVELOPMENT?

AGENDA:

Warm up

Introduction

What is our understanding of development?

Input: Theories of development -

GSDP history in relation to theories and its impact on work at community level.

Impact on: - Economic development

- Human development
- Christian understanding.
- Debt crisis and impact of SAPS on communities in the valley.

Input: Debt crisis and SAPS

Response of project to SAPS

- What does empowerment of people mean?
- Methodologies of empowerment
- Reflection

GROUP DISCUSSION

Group One: WHAT IS DEVELOPMENT?

1. People like to see physical or tangible results these are facilities, like road, school, water.
2. When people really see problems and how to solve problems (change)
3. Development should come from within people and not outside.
4. Improvement of living standards redressing people needs.
5. Divided into 3 blocks economic, with a task to circular retain, sustain money, human with a task of individual family and community - social.
6. Community identity, custom and culture.

- Local people when talk of development refer to seeing targeted things.
- Both tangible and changing people's mind towards, development like to see problems and be able to solve problems. Community should identity their needs and work towards their needs.

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Group Two:

- Growth
- Improvement standard of living
- Industrialisation
- Is something which starts from zero to something
- Development is changing from negative to positive
- Development sometimes means adapting
- Development is a participatory process of social change to bring social and material advancement
- Development changing, betterment of individual and the community in general
- The project is the medium or means in order to develop individuals.
- Not necessarily all development is automatically positive.
- Development is not copying outside influencies/activities uncritically
- Development is community realisation

Group Three

- A change in thinking, knowledge, behaviour, attitude and improvement of living condition of individual.
- Change from "Primitive life" to acceptable life.
- People deciding their own destiny without waiting for someone to decide for them
- A move from self centredness to community interaction.
- Certain traditional norms beliefs should not be discurded
- Own development should not be at the cost of others

THEORIES ABOUT DEVELOPMENT

1. Transfer if technology
2. Industrialisation
3. Expart orientation
4. Basic need strategy
5. Theory of backwardness
6. Theory of dependency
7. Theory of internal circulation of money

1. Poverty orientation
2. Target group orientation
3. Participation - accountability
4. Sustainability

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IMPACT OF GSDP AT COMMUNITY LEVEL

Economic Level:

- Additional Income through programme components like irrigation, VSP, SSVI etc...
- Living condition has improved through; clinics, roads, food supplies, transport.
- Life expectancy has improved
- Social life - trading
- Due to GSDP their is a social change

IMPACT ON HUMAN DEVELOPMENT LEVEL

- GSB lot of qualified builders in the villages, eg bricklayers and carpenters.
- Irrigation farmers training in crop production eg Nkandabbwe raising dam wall.
- VSP, women clubs, Sinanjola oil mill, Syabaswi oil mill seed programme
- PPM, roads especially Muziyo - self reliance and cooperation
- Awareness of problems - school buildings, Munyati, sinanjola and Chiyabi
- BMIS canal digging
- GSDP train staff who left the project
- GSDP train in leadership
- NEGATIVE
- Advisors doing things for groups but not with groups
- Dependence of people on medical emergency transport

IMPACT - CHRISTIAN UNDERSTANDING

Level:

- Service to the whole man/woman
- As developers we are supposed to develop our minds before getting to the community we are to serve
- Freeing people in a christian way so that they are able to express their own views, feelings and desires without fear. Only God must be feared.
- Christian service taking up the task with responsibility
- Support of church building and transport at district level and lay training at provincial

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(SAPs) WHAT IS THE STRUCTURAL ADJUSTMENT PROGRAMME?

- Retrenchment of personnel in government industries
- Privatization
- Subsidy reduction
- Cutbacks on social spending ie health and education
- Free trade/Liberation
- Currency devaluation
- Diversification of economy for world market
- Decontrol of prices
- Salaries control
- Control of money supply resulting in high interest rates

IMPACT OF SAPS ON COMMUNITIES IN THE VALLEY

- More trading for survival
- More production of food crops
- Closing of Buchi
- Less attendence at clinics and hospitals
- No market for mealie-meal
- Instability in families
- High transport cost
- Affect on e cation
- High school fees/no food - increase of illiteracy
- Stock rustlers
- Lower animal health
- Increase of crime
- Deforestation (charcoal burning)

DEBT CRISIS AND STRUCTURAL

Adjustment Programmes (SAPS):

Debt Crisis: People getting poorer, this is the result of strings attached to loans.

- Money borrowed, asking for more loans - conditions adjust economies to suit the people who have given us money
- Country is not able to pay back what they borrowed
- Fall in copper prices
- Mismanagement of economy and public spendings
- Prices of inputs are increasing
- Lack of exports - decisions or raw materials dictated by buyers
- Low production and poor quality
- Balance of payment leads to SAPS

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HOW IS GSDP RESPONDING TO SAPS?

- More production of food crops by building dams, sustainable agriciculture (BMIS)
- Deforestation - substitute for MUKWA
- Instability of families - Gender awareness
- Empowerment of communities
- High transport costs - bus service by VSP
- Effect of education - employment of school children
- More training for survival - SSVI activities
- Less attendance at clinics - Hygiene, family planning and AIDS

RESPONSE OF GSDP

1. VSP - more agriculture input supplies

   VSP increased processing of produce with grinding mills and oil mills/press

   More storage facilities
2. Introduction of sustainable agriculture programme
3. Decrease of GRZ involvement

   Increase of importance of NGOs
4. Assisting traders in marketing and price calculation especially women.

WHAT GSDP IS DOING IN RESPONSE TO SAP

- Burgler bars at the camp to reduce crime
- Training new artsans
- Expansion of women clubs to make them grow more food and I.G.A.
- Improving of Irrigation scheme:
  - i) Production
  - ii) Marketing
  - iii) Small Scale Irrigation (by handpump)
- To encourage fruit tree growing at individual house holds
- Create credit facilities eg agricultural, artisans, women clubs
- Extension of educational facilities on soil consevation and sustainable agriculture
- Opening school children programmes (rural works)
- Encouraging community responsibility
- a) gardening together
  b) Dam/Weir construction
  c) Road maintanance

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REFLECTION ON DAY'S DISCUSSION

- Interesting
- Good and refreshing
- Educative
- Meeting too long
- Educative but taken an aware
- Interesting to discuss in a group certain issues we hear from radio and TV's etc.
- Interesting for introduction of two people outside the project
- More a change especially the seven theories of development
- Enjoyed and very good
- Nice to sit together and discuss on what we are doing
- Nicely prepared and kept discussion alive
- Though came late, enjoyed last part
- Day was nice and set up was good that it was general involvement of Director of works.
- Needed preparation and agenda too long
- Sharing and participation good
- Discussion to be continued on a later day.

LIST OF PARTICIPANTS ON 21ST JANUARY

1. Davison Munsanda
2. Karl Waldschütz
3. Michael B. Phiri
4. Wilson Ncite
5. Solomon Siadibbi
6. Winnie Diete
7. Gray Madyenkuku
8. Mr. Chizebuka - (Director of Works)
9. Kingsley Mulemwa
10. Joachim Franke
11. Allan Syabunkululu
12. Patricia Siatwiko
13. Armin Kreiter
14. Monica Meja
15. Edna Maluma
16. Freider Bredt

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WHAT IS OUR UNDERSTANDING OF DEVELOPMENT?

Continued from 21.1.94 to 27.4.94.

AGENDA:

- Video: TO BE A WOMAN
- Recap/Review of last discussion
- Learnings from video
- How GSDP is responding to Saps - Empowerment
  - State Vs NGOs
  - Environment
- Empowerment - 2 groups discussion

1. What does empowerment of people mean?

Present to plenary

Short Input: Project Planning

Goal, objectives, and activities and indicators as well as problem areas.

GROUPS (CARS)

Visualised project in Sinazongwe District

- Plenary - Presentation of groups
- Return to same groups to discuss GSDP to the year 2000 using previous knowledge
- Report back to plenary
- Reflection - end of day

REVIEW/RECAP FROM LAST DISCUSSION - 27TH APRIL, 1994

- When people refer to development they mean schools, roads and clinics
- Development refers to freedom of expression to participate in developmental discussion and physical work. This is opposed to development which gives instructions. Without people's participation, such development efforts fail.
- If people do not participate in planning ie top down approach without involvement of people will not benefit intended beneficiaries
- Development is a slow process to meet the intended goal
- On going geared towards improved standard of living for indivuals or communities
- Sap and its effects

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ANALYSIS OF THE VIDEO TO BE A WOMAN

- Prons and cons of saps ie negative and positive effects of saps.
- International bodies and how they are imposing on people
- Women are the most sufferers as a result of saps.
- Women have to suffer more and in turn do not benefit much from their efforts
- Women are more responsible for their family's lives and well being
- IMF and WB have imposed saps on African countries. As a result redundancies are a common features. Women have borne the impact. Even breastfeeding children have suffered. Children lack care. Impact on the human being.
- Women do more labour in the fields and are not recognised
- Reduction on education and health has direct bearing on women.
- Debtor countries have ended up paying double payment to first world countries ie donors determine raw material prices from third world countries.
- Efforts at self reliance in order to earn an income
- IMF and WB saps programmes have no national interests of third world insistence on production of cash crops for purposes of reducing debt.
- Women trying to form groups in order to overcome problems ie putting up schools and paying teachers.
- Debt crisis saps appear to be more critical - poor communities suffer more.
- Issue of loans and high interest rates - have loans really brought about development
- Conditions of loans have also contributed to debt crisis.
- Can a woman get a loan without husband's consent?
- Gap between boys and girls education will widen now, resulting in higher illiteracy for girls

EMPOWERMENT OF PEOPLE MEAN

- Involving people in development discussions (policy)
- Enabling those who do not have the power to posses it.
- Transfering development responsibilities to the people concerned
- Awareness creation
- Organising civil society (people's organisation)
- Information sharing/distribution
- Decentralisation of activities at different levels

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- Accountability in all public activities
- Being in control of one's destiny
- Improved economic power
- Facilitating an enabling process

WHAT DOES EMPOWERMENT OF PEOPLE MEAN?

1. Liberation from dependency
   - Freedom of operation of Buleya Malima Irrigation Scheme (training)
   - Affording people with skills to be sustainable
2. Enabling people to decide on their own destiny.
   - Awareness (being knowledgable, maturity)
   - Participation in all sectors of life

PLANNING

- Analysis of participants
- Analysis of problems
- Problems, goal/objecties

Summary of Objectives/activities	Objectively verifiable indicators	Means/sources of verification	Important assamption
Overall Goal Improved development in Sinazongwe District			
Project Purpose Empowerment of People			
Results/Outputs 1.			
Activities 1.1 1.2 1.3			

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SUMMARY OF OBJECTIVES/ACTIVITIES	OBJECTIVELY VERIFIABLE INDICATORS	MEANS/SOURCES VERIFIABLE	IMPORTANT ASSAMPTION
Overall Goal: to which the project contributes 1) How do we word the overall goal, taking into account the requests of the analysis of objectives?	Quality, quantity, time, possible location target group	Data base documents to prove what has been achieved	External factors
Project Purpose: 2) With which project purpose (independent of factors managable by project management) will we make a considerable contribution to the achievement of the overall goal	Quality, quantity, time, possible location, target group	Data base, documents to prove that objecties have been achieved	External factors
Results/Outputs: 3) Which results/outputs (as a whole and in effective combination) will have to be obtained in order to achieve anticipatal impact (the project purpose)	Quality, quantity, time possible location, target group	Date base documents to prove that results/outputs have been achieved	External factors
Activities: 4) Which activities (also as complex packages of measures) will the project have to tackle and implement in order for like results/outputs	Specification of Input costs of each activity What does it cost and what inputs are needed? (including personnel)	Costs - expenditure records, use of material and equipment personnel	External factors

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SUMMARY OF OBJECTIVES/ACTIVITIES	OBJECTIVE VERIFIABLE INDICATORS	MEANS/SOURCES VERIFIABLE	IMPORTANT ASSUMPTION
Overall Goal: Improved development in Sinazongwe District	Economic Development Social amenities by the year 2000	District Council National central statistics offices verbal local	Electrification Employment of people
Project Purpose: Empowerment Outputs	Reduction in illiteracy	"	Kowledege for entertainment Employment
Results/Outputs: Establish a Library at Sinazeze	Utilisation of Library Acquisition of knowledge	"	Adult education Preschool Social Activities
Activities: 1.1 Write Proposal 1.2 Advert 1.3 Supporters 1.4 Implement Build books personnel	1.2 Two weeks 1.3 One month 1.4 Three months - 1year K7-8 million	Final report of building Inventory of assets Bill of quantity	Availability of funds for manpower for material

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SUMMARY OF OBJECTIVIES ACTIVITIES	OBJECTIVELY VERIFIABLE INDICATORS
1. To improve the economical aid Social Development of the rural people of Sinazongwe	Council revenue collection yearly
2. To empower the rural people of Sinazongwe district	New ideas from the community
3. a) Farmers' Association b) Gender awareness c) Viable economic activities i) Good processing ii) Trading iii) Artisans workshops d) Sustainable infrastructure i) Water supply e) Social Services i) Education ii) Health iii) Transport	Registration number of log to woman Number of women in committees
4. b) i) Workshops: organise and facilitate ii) Formation of a sounding Board iii) Support to women's clubs	Funding - Personal

MEANS OF VERIFICATION	ASSUMPTIONS
Council records yearly	Council effort to collect all the dues
Council, GSDP, VSP meetings	Agencies keeping records
Registration certificate Records from lending institutions GSDP, EXCO, COUNCIL	
Statememnts of expenditure (GSDP)	

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EMPOWERMENT OF GSDP BY THE YEAR 2000

1. ADMINISTRATION
   - (Coordinate and administer)
   - GSDP to conduct regional seminars
   - Support of GSDP components in writing project proposals

2. BULEYA MALIMA
   - Board administering the marketing truck
   - Control of farmers
   - Assisting in running the scheme
   - Auditing of books

3. SUSTAINABLE AGRICULTURE
   - Participatory research

4. VSP
   - Area representation
   - Regional area committees
   - Encouragement of individual viable economic activities

5. SSVI
   - Setting up of an advisory committee
   - Business management and book keeping
   - Formation of credit unions
   - Acquisition of plots and buildings
   - Formation fo enterpreneurs association

6. FEMALE EXTENSION
   - Formation of sounding board
   - Gender awareness
   - Leadership training
   - Income generating encouragement

7. WATER PROGRAMME
   - Formation of village water committees
   - Increase awareness of responsibilities of their own water supply
   - Participatory appraisal

8. Rural Works Programme
   - Formation of village committees
   - Participatory appraisal
   - Increased awareness on infrastructure

14/.....

Gossner Mission

REFLECTION ABOUT THE DAY

- Long day, discussions were good
- Interesting day, especially on project planning. It has been an eye opener.
- Learned something out of an interesting - empowerment
- Discussions were nice, beginning was not good, started late and some members missed out ie Gossner Mission members not taking such discussions more seriously as evidenced by being absent.
- Very reviving day, been able to match with old and new brains exercised my old English - Issues should not just be discussed but put in practice. Meal was delicious. Thanks too.
- Interesting day, learnt something from the video - three countries not much differences as seen in the video (Uganda, Zambia and Ghana)
- Day was good, short seminar has been good. Request for 3-4 people from the Boma to attend in future.
- Project planning was very interesting
- Participation in development activities is high when initiated by beneficiaries. Clear indication that development is self concerned and concern for others
- Liked the project planning part to foresee what you want to achieve
- It was nice to discuss with colleagues - on a non daily basis project planning was interesting
- Forward step in project staff and community workshop participation
- Video and project planning matching. For project staff it is one way of making them aware of prevailing situation, using it as a base for future programming.
- Relief to have reached the intended goal
- Thank the organisers
- Group photo
- Empowerment means giving away power - not just to talk about it but put it in practice, but at the same time could be a danger

Gossner Mission

LIST OF PARTICIPANTS

1. Richard Makala
2. Allan Syabunkululu
3. Winnie Diete
4. Frieder Bredt
5. Edna Maluma
6. Michael B. Phiri
7. Kingsley Mulemwa
8. Lillian Hamusiya
9. Mr. Matongo (Representative of Director of Works)
10. Wilson Ncite
11. Solomon Siadibbi
12. Gray Madyenkuku
13. Davison Munsanda

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Gossner Mission

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Executive Committee EXCO

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Umweltzeichen weil aus 100 % Altpapier

Trennblatt
hellchamois mit
Organisationsdruck

56/6194

Gossner Mission

Exco meeting held on 28/9/95

Present:
Kingsley Mulemwa
Karl Wolfschmeta
S. D. Mumsads.
Solomon Siachibizi

Absent with apology
Lillian Hamusiya
Winfred Bwalya.

AGENDA
- Letter written by Bmis Board for Kingsley
- Maxwell Mbale
- Transit allowance for Mr Mulemwa
- Collin Kingsley's matter
- Friends leaving leave - Guest house
- Monica accounts
- Post office GSDP involvement.
- Stephen Mayuni, use of Mr Phiri's motor Bike
- Carpenters tender excerses
- Transfer of DAO
- Allowances for Accounts staff

* The letter written by some of the board members to Kingsley required proper involvement. and Mr Mumsads was requested to follow it up with the PRO and report to the next Exco
x Maxwell Mbale's possibility to join Bmis Board was delayed because the Bmis Board was not sat to decide. Mr Mulemwa to follow it up and report to the next Exco

Drive

There were complaints from Stephen Kyapwaya that he was the project to pay him the money he had worked for during the Chawalo time and that the pool car was driven by other drivers when he was around.

It was resolved that the chawalo funds would be paid by the ministry of health and this issue would be followed by Solomon as he goes for income tax payment in Livingstone Stephen complaint that it was not a good practice to give the pool car he was driving to other drivers when he was around was justified and transport office would request to follow up and try to control this situation.

Mr Mwansa has been requested to sit with the chairperson and the transport officer to discuss with the drivers on the arrogance they had towards programme officers.

It has been noticed that Mr Phiri's motor bike has continued to be driven by his young brothers even around the offices after he had been talked to in the last staff meeting. It was resolved that if officers see any more of this happening, they should get the motor bike and hand it over to the transport officer.

Some unfairness has been seen on the the way the carpenters tender issue was been given to some one from Chawama to rehabilitate desks for school in the valley when the small scale village carpenters would have benefited from the money meant even for the valley improvement. CSSP should put this into writting to the SSVI Area Board as they were part of the tender Board.

The district aquaculture officer is on transfer to Livingstone and would be replaced by some one

Gossner Mission

- Transit allowance for Mr Mulemwa would be paid at the PAO's office and not GSDP. Mr Munsanda will talked to the PAO who agreed to meet the cost.
- An issue of who would meet the coffin expenses for Knights mother was raised and Mr Munsanda was requested to go to the PAO and discuss as the PAO received a new circular for funeral assistance.
- Grenda applied to go on leave of to have her lea days commuted. She had also an applicaten to g for training.
  It was resolved that she can only go for train after Monica or Solomon comes back from train and 17 of her 34 applied leave days will be commuted.
  Guest house allowances were also discussed a it was found that Grenda and Selina are getting an allowance while Monica was not given any allowance but involved in guest house work. This was resolved that they get an equal 20% of the monthly income.
- Monicas accusation that she was the one who told Richard that Solomon, Cliff and Bazak were mak efforts to have him removed from the project was discuss and resolved that Mr Munsanda would discuss to the three in presence of Monica.
  GSDP involvement to renovate Sinazeze Post offic would not be possible unless it be given to USP with assistance of Mr Nciti and Syazinkwa and USP would charge for the work done but give some allowance to the two staff who would do the actual work.

Staff Houses

Gossner Mission

from ADO Choma. When the new DAO comes, it should be spe that we still wanted to maintain our independence in polic making, but would slowly agree to hand over most of the agriculture related activities. The relationship between the Coordinator and the Chairperson should also remain reflect of what was discussed between Mr Hecker and Rev Baum. It has been thought that allowances given to people in accounts office are not enough as concerned to the amou of work they are doing. This factor has been seen to low the morale of the staff concerned.
The resolution was that this be discussed when the new Chairperson has come from Germany.

AOB

- As Mr Mulemwa might go for training, his replacement has been thought of in relation to Kimin Kreiters Contra coming to an end next year. As the project might be involved in ASIP programmes there is a possibility of having a replacement from the PAO, but this will be know after discussion with the Director of Agricultur
- Training for Mrs Siabunga and Mrs Meja will be discussed after Mr Mhala and Solomon have found a college they can go for training.
- Cooking allowance has been fixed at K 4000 even Cooks boiling tea by Shirmatta. This has been found to be too much especially for tea. The tea allowance should be reduced to K1000 and the cooking food to remain at K 4000.

Gossner Mission

EXCO MEETING HELD IN THE CHAIRMAN'S OFFICE ON 27.02.95

Present :

1. Mr K. Waldschuetz - Chairperson
2. Ms L. Hamusiya - Secretary
3. Mr K. Mulemwa
4. Mr S.D. Munsanda

Absent with apology :

1. Mr W.Diete - Sick

Agenda

1. Senior Staff Meeting agenda preparation
2. PAO's visit to GSDP - 8th to 9th March.
3. Minutes for staff meetings
4. Feed back to complaints
5. Allowances
6. Warning letters to staff

- The chairperson welcomed the members to the meeting after the roll call has been conducted.

Matters arising from the previous minutes

- Ms Maggie Kanyama's issue with Ms Kapongo - after some length discussion on this issue it was resolved that the EXCO chairperson and the secretary will meet the two ladies in order to resolve their differences.
- It was further agreed that issues of administrative nature should not be brought to EXCO but should be solved administratively.
- Ms Kanyama is employed as a Secretary for PAM. It is envisaged that when VSP secretary goes on leave Ms Kanyama will also help with secretarial work with VSP. This means that her salary will be met by the two components.
- On the long term employment, the Acting Chairperson will have to discuss a proper timetable with the Female Extension Advisor.

2/...con't

Gossner Mission

Kanchindu issue

It was resolved that the administration should meet the two senior staff to try and settle the pending issue.

The administration to meet the staff on 20.03.95

GSDP/1/3/95 : AGENDA : PREPARATION FOR SENIOR STAFF MEETING

- Matters arising from senior staff meeting minutes, it was resolved that : the Acting Chairperson to follow up Mr Mwami Madyenkuku's issue.
- Mr Cliff Hamwinde to persue Mr G. Hachingala issue possibly get him sign a stop order with the ZNCB in Maamba.

AGENDA POINTS

1. Second quartely workplan
2. PAO's visit
3. Camp maintenance
4. Financial report
5. Annual reports
6. A.O.B.

2. PAO'S VISIT TO GSDP - 8th - 9th March

A tentative time table was produced for the visit of the PAO to GSDP. Please see atteched copy of the timetable.

3. The remaining agenda points were refered to the next EXCO meeting.

The Chairperson declared the meeting closed after thanking the members for their active participation during the deliberation.

Gossner Mission

MINUTES OF THE EXCO MEETING HELD IN THE MEETING ROOM ON 7th FEBRUARY, 1995

Present :

1. Mr K. Waldschuetz
2. Mr S.D. Munsanda
3. Mr K.S. Mulemwa - Secretary
4. Mr W. Diete
5. Ms L. Hamusiya - Chairperson

Agenda

1. Opening remarks
2. Matters arising from previous minutes
3. a. staff displine
4. Feed back on officer blocking another
5. Allowances GM and GRZ
6. Entertainment allowance when officer takes command
7. Imprest, loans and interest on loans
8. Training allowance
9. Preparation of senior staff meeting (agenda)
10. Inclusion of 2 staff to senior staff meeting

GSDP/1/2/95 : Opening remarks

The Chairperson welcomed the members to the meeting.

gsdp/2/95 : Matters arising from previous minutes

A warning letter was written to the Officer for allowing the Driver to carry lifts.

Ms M. Kanyama's employment (temporal) VSP was considering giving employment to Ms Kanyama as a relief typist. They would take up this issue in the VSP EXCO. She was also considered for employment with PAM. However it further resolved that more information pertaining to permanent employment with GSDP should be collected before passing a decision.

Gossner Mission

GSDP/6/1/95 : Evaluation of Naluyanda Project :

The team to carry out an evaluation of Naluyanda project will be sent to the Project after the Project Coordinator of Naluyanda has visited GSDP.

GSDP/5/1/95 : EXCO will handle issues pertaining to contract matters.

GSDP/3/2/95 : Staff displine

a. Letter of complaint from Ms Kanyama over Ms Kapongo. After some length discussion on the same issue it was resolved that the Chairperson will approach the auther of the letter and discuss the issue with her then report to the next EXCO meeting.

b. Kanchindu issue (letter)

- The Coordinator reported that he discussed the issue with the watchmen first and not as yet with the two officers.
- Resolved that he should discuss this letter with the two officers and possibly a warning letter should be saved to the indisplined watch.

c. Staff blocking another to go for training :

- No feed back as yet but it was reported that the staff in question will meet the administration to discuss the same issue. Details to be reported to the next EXCO meeting.

GSDP/5/2/95 : GM allowances have been raised to K10,000.- from K5,000.- with effect from 01-02-95. See the allowance sheet, latest vision.

GSDP/6/2/1 : Entertainment allowance when an Officer takes command

Entertainment allowance component is included in the budget so if the officer is carrying out such duties liable for a refund on production of receipts.

Gossner Mission

GSDP/7/2/95 : Imprest, loans and interest on loans

The auditor released a list of people with outstanding loans dating back to 1993 last payment. After some discussions it was resolved that the people with the loans should pay back as quickly as possible so as to give chance to those who want loans. Recovery of the loans should be through the allowances paid to the officers.

- Personal imprest which are not retired by the end of the month should be transfered to the loan account.
- Component imprest : components failing to return their imprest within the required period, should seek permission from the administration for an extension of period for payment.
- The present interest rate fixed on loans will be maintained until there is some improvement in the repayment.

GSDP/8/2/95 : Training allowance

Training allowance for Ms G. Hatontola : After some discussion it was resolved that she did not qualify for any training allowance because her training was done before the introduction of the allowance.

GSDP/9/2/95 : Preparation of senior staff meeting agenda

It was unanimously agreed that the EXCO meeting should be held before the senior staff meeting so as to prepare the agenda. The last seating prepared the agenda.

GSDP/10/2/95 : Inclusion of Water and Sustainable Agriculture Programmes to senior staff meeting

It was resolved that participation in the senior staff meetings of the 2 staff should be in consultation with their advisors.

GSDP/11/2/95 : Closing remarks

The chairperson thanked everybody for their effective participation.

Gossner Mission

W. Damm

Minutes of Exco-meeting held in the meeting room on 16-1-95

Eingegangen
15. Mai 1995
Erledigt: 19.5.95 (WD)

Present

1. Mr S.D. Munsanda
2. " W. Diete
3. " K.S. Mukemwa — Secretary.
4. " K. Waldschütz
5. Ms L. Hamusiya — Chairperson

In attandance

1. ~~Mr~~ W. Damm.
2. RW D. Hecker.

Agenda

1. Terms of reference for the Exco
2. Terms of reference for the interim chairperson
3. Staff despläne
4. Allowances G.M.
5. Application for future extension of Contract.
6. A.O.B.

Opening remarks

The chairperson welcomed all to the meeting particularly the visitors from the ~~the~~ G.M. Head office.

Matters arising from previous minutes.

The issue for the water programme officer was postponed to the next meeting. It was reported that ~~he was shown~~ the letter was shown to him in the precence of his adviser. He promised to exculpate himself in writing.

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Allowances

It was reported that the engine operators could not be considered for the responsibility allowance as they already receive ~~overtime~~ weekend allowance.

Warning letter for the programme officer.

The issue was discussed between the transport officer and the co-ordinator, but a warning letter not yet done.

GSDP/1/1/95 Terms of reference for the Exco: mainly to discuss the following issues:

- Staff allowances.
- Contract matters
- Personnel matters
- Transfer and Accommodation.

If general administration was included in the terms of reference for the exco, this would help the 2 administrators alot in solving major issues instead of relying on the 2.

It was however resolved that this issue be taken up in the staff meeting for consideration.

It was also resolved that the exco should sit before the senior staff meeting in order to prepare well for it.

GSDP/2/1/95 Immediate tasks for the interim chairperson

The following tasks were agreed upon by the exco as the immediate tasks for the interim chairperson

- Practical financial management and monitoring.
- Personnel management both the chairperson and the co-ordinator to cooperate in dealing with that issue.

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- Supervision of transport ie trucks, motorbikes and poolcars.

G.S.D.P. 3/1/95 Staff discipline

(a) Mrss Maggie Kanyama's request to for training = this issue was rejected as she was only temporality employed.

(b) The issue of permanent employment for Ms Maggie Kanyam was refered to the senior staff meeting. However it was reported that she will be temporality employed by V.S.P. as a relief typist. The issue was also refered to next exco meeting for detailed discussion.

G.S.D.P/4/1/95 G.M. Allowances: This issue was refered to the next exco meeting.

G.S.D.P./5/1/95 Extension of Contracts: This issue was refered to the next exco meeting for detailed discussions.

- Ms E. Maluma's extension of contract was unanimously supported by Exco.

G.S.D.P./6/1/95 A.O.B.

1. Rev. Damm: request the project to sent some staff to go and evaluate Nalunyonda project.

- Terms of reference for the team:-

a, Personnel
b, Social
c. Financial management of the project.

2. Closing remarks

The chairperson thanked all for participating in the meeting.

Chairperson Secretary.

Gossner Mission

MINUTES OF THE EXCO MEETING HELD IN THE MEETING ROOM ON 14TH NOVEMBER, 1994

Present :

1. Mr S.D. Munsanda
2. Mr W. Diete - Acting Chairman
3. Mr K.S. Mulemwa - Secretary

Absent with excuse

Mr K. Waldschütz - Resigned as Acting chairman of GSDP Therefore could not participate in the exco meeting.

Ms L. Hamusiya - Sick

Agenda

1. Revision of allowances
   a. Water pump attendant
   b. Relief poor car driver
   c. SSVI Programme Officer complaint
   d. Uniformity of training allowance
2. Loans account
3. Personnel matters
   a. Richard's involvement in motorcycle sales
   b. Qualified officers for water programme, Rural works programme and accounts.
   c. Drivers - tractor, pool car and VSP
   d. Water programme officer

GSDP/1/11/94 : Revision of allowances

a. It was resolved that no responsibility allowance would be paid to the engine operator for doing extra stores work, the Transport Officer will take up her previous stores work from the operator, and him will concentrate on engines.

b. Relief Pool car driver

14 nights in a year have been budgeted for. Any exceeding days would have to come from the other driver's nights.

2/...con't

Gossner Mission

c. SSVI Officer's complaint : 2 nights from GRZ and 2 from GM were allocated to the officer.

d. Uniformity of training allowance : It was resolved that the staff on training will only receive K15,000.- per month each as training allowance.

e. GSDP Coordinator and BMIS Manager increase in the number of nights: this issue was refered to the next exco meeting.

GSDP/2/11/94 : Loans account

It was resolved that the account should be maintained. It was further stressed that the interest accrued should remain in the fund in order to sustain it. The administration was advised to quickly recover outstanding loans.

GSDP/3/11/94 : Personnel matters

a. VSP Manager's involvement on motorcycle sales.
The bikes should be taken to the GM store room and be locked up there, and this was agreed upon after some long discussions.
The following names were proposed to carry out the sale of the motorcycles:
- Mr M Meja
- Ms E Maluma
- Mr K Mulemwa

b. Qualified programme officers for
- Water Programme
- Rural Works
- Accounts

This issue was refered to the next meeting.

c. Drivers

- Pool car driver : A warning letter should be given to the driver for having found carrying lifts. This should be followed by a verbal warning by the Coordinator.

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- Tractor Driver :
  - A second warning letter should be given to him for having found making private booking and selling fuel, also failing to follow instructions given to him by his supervisors.
  - VSP Drivers :
    The administration would request VSP administration to farnish them on what displinary action was given to their 2 drivers for their misconduct.

d. Water Programme Officer :

In the first place the project applied for one person to attend a blasting course sponsored by Water Affairs. The donor through Mr Nyoni offered 1 more place. Upon receiving this information, the administration decided on the second person, who was Julius. A letter was written and submitted as per request to the donor, for 2 persons to participate in the course. The letter was given to Mrs Meja - the Administrative Assistant/Accounts Clerk, to submit it to Water Affairs but was finally delivered by the Water Programme Officer who had earlier insisted that the officer in question was not qualified enough or exposed to balsting work before, therefore should not attend the course. He further told Julius and the Coordinator that only one place was reserved.

Upon receiving this information, the administration went to Water Affairs to inquire why there was a change from 2 places earlier offered to one place. In reply Mr Nyoni (Water Affairs) said that 2 places were reserved and paid for in advance but also wondered as to why the Programme Officer only took one person.

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