

1. Introduction

This report describes the activities undertaken by the Southern PPMT during the period April to June 2006. It is worth mentioning that the activities did not start up until April because of the delayed donor commitments and also the appreciation of the kwacha that lead to the change in the costing of most planned for activities.

Activities that were undertaken are highlighted as follows:

- Setting up of the C SPR Provincial secretariat and the new position of the PAA
- Coming up with a work plan
- Capacity building activities with GOGO:
 - report writing – 1st –3rd March
 - planning – 18th / 19th April
 - communication – 18th - 21st June
- Communication Strategy
- Response to government FNDP
- Meetings and Trainings attend –Denmark, GTZ-SDRD Decentralisation Training, C SPR Decentralisation Training
- Bi- annual Meeting with Secretariat 23rd /24th March
- Executive Meeting 22nd May

2. Setting up of the Provincial Office

The Southern PPMT was formed in 2004. Since then, all the activities of the PPMT (program and administration) were being run by the PPMT members on voluntary basis. This was not easy for the PPMT as the members of the network also have different duties from their own organization which sent them on board. This had negative implication on the network as activities would either be implemented late or never at all and the financial reports were not in very good order and submitted late. Since then, the PPMT through their reports to Secretariat requested that a member of staff be employed by the national secretariat who would relieve the PPMT members from the workloads and assist them to function effectively.

Our cry was heard and this year, 2006, our request for an assistant was granted to us. Secretariat requested us to assess the possibility of finding an office for our assistant. Luckily, through the help of GTZ, an arrangement was already in the pipe line to acquire an office space from the Law and Development Association in Monze who had just completed building an office. A Six years agreement was signed by LADA, C SPR and GTZ to accommodate C SPR. With this in Place, interviews were held after a two weeks advert for the position of Provincial Administration Assistant (PAA) where Edna Kumwenda was employed. This was with the help of Secretariat, the Board and the Good governance program of GTZ. Since then, Edna has been operating in the new C SPR Provincial office under the daily supervision of the Provincial Chairperson.

From the time the PAA started working with the PPMT, a lot has already been achieved in the short while:

- Invitation letters for meetings and workshops are now being sent on time to all the PPMT members delegated to participate. This came out during one meeting where PPMT members were appreciating having received letters in good time. Attendance of PPMT executive members to meetings has also increased
- Daily workload on C SPR activities has been reduced on PPMT members

- Weekly reconciliation of financial statement is now being done, a thing which never happened before
- Record keeping of CSPR documents is now being done by one person a situation which makes it easy to access information

2.1. Office Furniture

Realizing that an office can never be an office without furniture, we requested secretariat to assist us with the purchase of office equipment and furniture. The office equipment has since been purchased and already delivered to our Provincial office. This includes a Computer, Printer and Fax machine.

Some funds were disbursed by secretariat to purchase the furniture which is almost being completed by the carpenters who we identified ourselves as PPMTs to do the work for us.

With this, the Southern PPMT is commending Secretariat for having looked into our request for an office and this has centralized our operations in the province and we have now been identified by many CSOs.

3. Coming up with a work plan

In order to implement CSPR activities in well organized manner, the PPMT met at Nzango garden in Monze on 18th and 19th of April 2006 with a view of completing the 2006 PPMT work plan which was started at the bi-annual meeting on 23rd of March with the help of Secretariat. A two days meeting which was supported financially by GOGO saw us to the completion of the 2006 work plan.

4. Capacity building activities with GOGO

Through the assistance rendered to the PPMT directly from the Governance Program of GTZ, we manage to hold three workshops on report writing, Planning and effective Communication.

Report writing - The objective was to train LADA staff on writing good and acceptable reports both to their Organization and donors. The module was for field workers, programme staff, managers, administrators, planners and volunteers responsible for programmes and people who are working to encourage and train low income communities to solve their own problems, to identify their own resources, and to plan their own development. It was in this that the PPMT chairperson, who also is the LADA Program Manager, felt it necessary that the PPMT should also benefit from the training. 10 PPMT members at least residing in Monze were invited and they participated in the training.

The tips and guidelines are assisting them in writing their own reports and in guiding and training community based organizations in writing project progress reports.

It asks the questions: "*Why?*" should reports be written, "*to Whom?*" do they go, and "*What?*" should be included, then goes on to discuss the "*How?*" they can be written well, so that they would be useful. This was held on 1st- 3rd March 2006

Planning - This was a one and half days planning meeting from 18th to 19th April 2006 which was aimed to assist PPMT members to come up with a SMART annual work plan 2006.

Effective Communication retreat – This took place in Siavonga and lasted for four days from 18th to 21st June 2006. This was aimed at assisting PPMT members to understand the CSPR communication strategy and also to draw up sub committees and concept papers for the funded CSPR activities on the PPMT work plan.

Out comes

- SPPMT work plan was drawn which included activities outside C SPR funding under the support of GOGO as shown above
- All PPMT members were involved in the planning process and understand what is contained in our 2006 work plan.
- PPMT members realized the importance of understanding planning before venturing into planning hence enabled them come with a clear mind to the planning process
- A task force was formed to look into who qualified to be in which sub committee as it was realized that most of the PPMT were only interested in being in the Research and Policy Analysis sub group a situation which was almost causing conflict
- PPMT members were given an understanding of the linkage between C SPR and GOGO an issue which was never understood
- The issue of delegation to PPMT meetings was discussed at length which lead to the coming up of the Internal PPMT/ member organization Communication strategy as below:

Internal communication strategy

The Southern Province PPMT realized the need to come up with an internal PPMT and member organization Communication Strategy to enable the smooth running of the C SPR activities in the Province. This idea was arrived after realizing that in many organizations the information flow from the work of C SPR in general and the issues of the PPMT in special should be improved. In many meetings it was mentioned that in case of delegations of the regularly representatives, these delegations do not know what is happening in C SPR. Even when it's appreciated that organizations sent delegations, it was realized that progress in meetings was derailed as a lot of time was spent explaining to the ever coming new comers what C SPR and activities are. The PPMT pointed out that the representatives who attend C SPR meetings regularly should push an improved feedback about C SPR within their colleagues in their various organizations on a regular and periodical basis.

The Strategy therefore arises out of the demand for improved communication and information flow within the PPMT and within the member organizations. It also emphasizes the bullets concerning the PPMT from the national network communication strategy and tries to overlap the gap between the PPMT and the relevant PMTs.

This process of preparing this strategy has been spearheaded by the SPPMT executive Committee with the technical and financial support from Good Governance (GOGO) Programme of GTZ.

Response to the government draft of the FNDP

In 2005, the SPPMT participated in the formulation of the draft Fifth National Development Plan (FNDP), a Civil Society contribution which was submitted to government to feed into the fourth coming NDP. This year in June, the government came up with it's draft NDP which Civil Society was to go through and see if the views of Civil Society were included. To prepare the Indaba organized by C SPR to prepare for a response to government, on 12th July 2006, five PPMT members who were chosen to go and represent the SPPMT on the 13th of July and present their observation from the Provincial perspective sat in the LADA conference room. Those that participated were:

No.	Name	Organization	Position on PPMT
1.	Robert Sibanda	People's Action Forum (PAF)	Deputy Chairperson
2.	Sibu Malambo	CTYA	Member

3.	Munachoongo Muleya	Micro Banker's Trust (MBT)	Treasurer
4.	Partner Siabutuba	Youth Development Organization	Executive member
5.	Brenda Siajunza	Law and Development (LADA)	Chairperson

Brief description of the Membership

The following is the list of members in southern province who have submitted MoUs

No.	Organization	Based	Representative
1.	CCJDP (Southern Province)	Choma	Innocent Milambo
2.	Jubilee Zambia (Southern Province)	Monze	Alpheus Chibbamu
3.	LADA	Monze	Brenda Siajunza
4.	Lushomo Comm. Based Org.	Monze	Lovemore Sakala
5.	NOCAD	Monze	Henry Musonda
6.	People's Action Forum	Monze	Robert Sibanda
7.	Monze District Women's Development Association	Monze	Nice Kabwata
8.	Youth Development Organization	Choma	Partner Siabutuba
9.	Zambia Red Cross Society (Choma)	Choma	Elizabeth Masiku
10.	Zambia Red Cross Society (Monze)	Monze	Cecilia Zyambu
11.	PAM (District Food Security Comm.)	Monze	Margaret Chisango
12.	DAPP (Southern Province)	Monze	Ahmad Upakila
13.	Family Health Trust	Monze	Boniface Mafwela
14.	Micro Banker's Trust (MBT)	Monze	Munachoongo Muleya
15.	Contact Trust Youth Association L/stone	Livingstone	
16.	Livingstone Youth Alliance	Livingstone	

Meetings, Trainings

Communication sharing in general is a very crucial issue for the more or less volunteer driven PPMTs in the provinces. The PPMT in Southern Province faces a lot of challenges because of their spread over the province. Its 16 member-organisations are coming from Monze, Choma and currently also from Livingstone, therefore it is a reasonable task to discuss issues like internal and external roles, communication streams, subcommittees, program-speaker and the role of the new Provincial Administration Assistant. This was in brief, the topics of the executive meeting held on 22nd May. The PPMT resolved to only hold executive meetings as funding would not suffice for full PPMT meetings. The full PPMT only meets during the GOGO Capacity Building workshops.

- **Decentralisation Trainings (GTZ) 3rd - 8th April 2006**

Early this year, GTZ organized a decentralization training workshop for Southern Africa where Countries like South Africa, Lesotho, Angola, Malawi and Zambia sent participants to. It was in this workshop where GTZ invited the Chairperson of the PPMT to participate and share on how Civil Society sees decentralization in government. Topics covered were:

- Decentralized planning
- Inter Government relations
- Public Participation, CBO, Ward level organization
- Traditional authorities

During this training 10 Civil Society FNDP, 100 Brochures, 30 letters of intent were distributed. Many participants were interested in the work of C SPR. The web sit address was also given to the participants as they showed interest in wanting to know more about the C SPR activities.

- ***Decentralisation (C SPR)_workshop held in Lusaka at Care International Zambia Offices from 23rd may 2006 to 24th may 2006***

In attendance were participants from all Care International Branches in Zambia. Civil society at provincial level was represented by Mary Mumba Chairperson Eastern Province and Robert Sibanda Vice Chairperson from Southern Province. There were also representatives from C SPR Secretariat, and the World Bank.

The purpose of the workshop was to stress and see how CSOS could fit in the government decentralisation system.