

Appendix 3

MINUTES OF THE PPMT MEETING HELD ON SATURDAY 11TH FEBRUARY 2006 AT THE CSPR OFFICE, NAPSA BUILDING, MONGU

AGENDA

1. Prayer
2. Opening remarks
3. Job Description for Administrative Assistant
4. Any other business
5. Closing remarks

1. Prayer

The meeting, attended by the members per the attached listing, started at 14: 30hrs with a prayer from Ms. Christine Mbinji

2. Opening Remarks

The chairperson, Mrs. Josephine Malumo welcomed all members and thanked them for attending the meeting. The Chairperson began by wishing the members a happy new year and thanked them for their commitment and hard work during the previous year which saw the PPMT-Western Province implement all the planned activities for the year 2005. She then explained the purpose of the meeting saying it was convened to specifically to review and comment on the draft job description for the part-time Administrative Assistant and to take note of role clarification road map. She then urged all the members to participate and contribute freely, and asked the Vice-Chairperson, Mr. Francis Lyempe to moderate the deliberations of the meeting.

3. Job description for Administrative Assistant

Mr. Lyempe, the PPMT-WP Vice Chairperson started by going through the key functions and tasks of the Admin. Assist. as prepared by secretariat and asked the members to input and comments where necessary. Members were generally satisfied with most of the tasks in the draft document apart from a few additions and comments. Under the key function one, which is administrative support, the members noted the non-availability of the office task saying the admin. Assist. should **also prepare the PPMT accounts, reports, minutes and other documents**. The other concern was on the key function named 'other' where the members felt the word **reasonably** should be removed to leave the sentence read as follows "*Undertake other CSPR duties that may be requested by the PPMT Executive and Secretariat*". On the column which outlines the qualifications and competences, it was suggested one of the requirements should be **that the person should have knowledge of the**

local language as an added advantage and that the person should be of **mature age between 25 and 40 years** old instead of between 22 and 35 years old.

The other item the meeting looked at was the role clarification road map and the following comments or observations were made:

- That the draft Office guidelines was not yet available for discussion in the meeting.
- On office accommodation, the PPMT- Western Province has had an office since first December 2005. Thus, the rentals have been accruing since then.
- Office equipment like PCs, printers, fax machines, photocopier and email have not yet been purchased or installed
- On advertising of the position, the first opportunity should be given to PPMT members.
- The road map does not give the date for elections but only the date for development of the guidelines for elections.

For the revised Job Description, refer to attachment, on pages 4 and 5.

4. Any Other Business

On any other business, the meeting noted that Jubilee Zambia would invite CSPR to participate in the planned radio programmes on the 2006 Budget.

Additionally, the Chairperson reminded all members to have the MOUs signed for submission to secretariat in the soonest possible time. Some members submitted theirs while others promised to submit the MOUs by next week.

5. Closing remarks

The Chairperson in her closing remarks once again thanked all the members for attending the meeting and also for their positive contributions. The meeting was then officially closed at about 17:00hrs.

Complied by:

Kebby Kalima
Secretary – WP PPMT

CIVIL SOCIETY FOR POVERTY REDUCTION

Rm 513, 5th floor, NAPSA Bld
C/O P.O. Box 910415
MONGU
Zambia

Telephone: 097-427576/461326
Facsimile: 07-221208 / 221099
Email: csprmongu@yahoo.com
Website: www.cspr.org.zm



MINUTES OF THE INTERVIEWS CONDUCTED FOR THE POST OF PART-TIME ADMINISTRATIVE ASSISTANT AT 09:00 HOURS ON 23RD MARCH, 2006, AT THE CSPR-MONGU OFFICES, ROOMS 512/3, 5TH FLOOR, NAPSA BUILDING, MONGU

INTERVIEWING PANEL

Present

Mr. Victor Kawanga	-	CSPR Board Member (Chairperson)
Ms. Ivy Mutwale	-	CSPR Programme Officer
Mr. Mwangelwa L. Mbikusita-Lewanika	-	Chairperson, PPMT-WP (Secretary)

Apology

Mr. Mwape	-	Good Governance Advisor, SNV
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In Attendance

Mr. Kebby Kalima	-	Secretary, CSPR PPMT-WP
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OPENING REMARKS AND SHORT-LISTING REPORT

The Chairperson, Mr. Victor Kawanga called the meeting to order and welcomed all. He asked the PPMT-WP Secretary to present his report on the short-listed candidates as per attached, soon after which the latter left meeting, leaving the application letters and the respective attachments for the interviewing panel.

INTERVIEWING GUIDELINES

The Chair then asked for any comments from the panel on the guidelines for conducting the interviews.

Some clarifications were sought by the PPMT-WP Chairperson, notably, about the scoring system. It was noted and agreed that the scoring system was a maximum of 10 points for each of the seven (7) sets / categories of questions, with the maximum points being 70 for any candidate.

After those clarifications, the interviewing of the four short-listed commenced following order, which was according to their arrival times.

1. M.M. Mulope



2. Ms. Naomi Mukelebai
3. Mr. Lubosi Mwanawina
4. Ms. Mutumba Sianyeuka

After the interviews, the scored results were compiled as follows:

CANDIDATES	Score by VK	Score by MLML	Score by IM	Total Points
Mr. M. Mulope	66	65	57	188
Ms. N. Mukelebai	38	45	41	124
Mr. L. Mwanawina	24	56	42	122
Ms. M. Sianyeuka	30	35	38	103

Taking into consideration the above scores as well as other characteristics and circumstances noted during the interviews, the panel selected Mr. M. Mulope for recommendation for appointment as Administrative Assistant by the Executive Director.

It was resolved that the PPMT-WP Chairperson should:

- 1) Write a letter to the CSPR Executive Director to recommend the appointment of Mr. M. Mulope as the Administrative Assistant.
- 2) Direct the PPMT-WP Secretary to write regret letters to the losing candidates.

ANY OTHER BUSINESS

1. Lease Agreement
The draft copy (electronic) of the lease agreement between Lyambai Institute of Development and CSPR for the lease of office, at K100,000.00 per month (inclusive of utility bills) with effect from 1st December 2005, was given to the programme officer for review, comments and approval by the CSPR Secretariat as soon as possible, noting that the rental arrears were at K400,000.00 as at end of March, 2006.
2. Inspection of Offices
The Board member and the Programme Officer were satisfied with the size of the office space as well as location. They asked for the PPMT-WP to later confirm if there would still be need for the Secretariat to acquire some other office furniture or just purchase what was already in use in the said office. That is, in addition to the office equipment already earmarked for the Mongu office.

CLOSING REMARKS

The Chair thanked all for the well conducted interviews, and expressed confidence that the operations of the PPMT-WP will significantly improve given the office, the forthcoming office equipment and the recruitment of the Administrative Assistant.

There being no other business, the meeting was closed at 12.30 hours.

**MINUTES OF THE PPMT MEETING HELD AT 18:00 HOURS ON THURSDAY
23RD MARCH 2006 AT SKYLINE RESTAURANT, MONGU**

ATTENDANCE

Mwangelwa M-Lewanika	-	Chairperson
Kebby Kalima	-	Secretary
Mulope Muyunda	-	Treasurer
Josephine Malumo	-	Committee Member
Nakweti Siyubo	-	Committee Member
Ireen Muzyamba	-	Committee Member
Sikufele Kabila	-	Committee Member

APOLOGIES

Francis Lyempe	-	Vice Chairperson (Preparing for Lusaka trip)
Christine Mbinji	-	Committee Member (Had to leave just before the meeting was called to order)

AGENDA

6. Opening remarks
7. Results of Interviews for position of Administrative Assistant
8. Potential Vacancies in the PPMT
9. Kuomboka IEC Material Distribution
10. Closing remarks

1. Opening Remarks

The meeting was called to order at 18:00 hrs. In his opening remarks, the newly elected PPMT Chairperson Mr. Mwangelwa Mbikusita-Lewanika welcomed the members present and explained that the Executive Committee meeting was called to discuss recent developments which needed to be acted upon before the next PPMT meeting scheduled for April 2006 as per the stated agenda.

2. Results of the Interviews Vacancy

Mr. Lewanika explained that following the interviews conducted earlier in the day to select an Administrative Assistant for WP PPMT, the current Treasurer, Mr. Muyunda

Mulope who was one of the four candidates interviewed for the position, got the highest marks and was thence selected for appointment as the part-time Administrative Assistant.

He stated that the minutes of the interviews would be presented to the next full PPMT-WP meeting for information.

3. Anticipated Vacancies in the PPMT Executive Committee

In view of the results of the interviews and selection process, and in accordance with the CSPR constitution, It was noted that Mr Mulope would cease to be the PPMT-WP Treasurer immediately he accepts the appointment planned to take effect on the 1st of April, 2006. Mr. Lewanika stated that it was for this reason that it was found necessary for the Executive Committee to meet and brainstorm on the way forward in terms of who would take up the position of Treasurer in place of Mr. Mulope, and any foreseeable vacancies once the position of Treasurer was filled.

At this point, members were asked to make comments and proposals on who would fill the vacancy. Mrs. Nakweti Siyubo suggested that a losing candidate for both positions of Treasurer and Committee Member, Mr. David Kachimwa, be co-opted as a replacement, Though Mr. Kebby Kalima concurred with Mrs. N. Siyubo's suggestion for co-optation of Mr David Kachimwa into the Executive, he further highlighted the need to have a treasurer with an accounts background and experience, giving an example of the current PPMT Vice Chairperson, Mr. Francis Lyempe, who was said to have expressed willingness to take up the position of Treasurer should need arise, leaving vacant the position of Vice Chairperson. On possibilities for filling up the position of Vice Chairperson, should Mr. Lyempe move to the treasury, it was suggested that Mrs. Christine Mbinji a current committee member, and also a losing candidate for the position of Chairperson, should be afforded the opportunity take up the position of Vice Chairperson, leaving a vacancy for a Committee Member to be taken up by Mr. David Kachimwa, recognizing that he had received the highest votes (7) among the losing candidates who stood as Committee Members.

After brief deliberations over the above proposals, **the meeting resolved that after and when Mr. Mulope takes up the position of part-time Administrative Assistant:**

- **the vacant position of Treasurer, should be taken up by Mr. F. Lyempe,** leaving vacant the position of Vice Chairperson:
- **the vacant position of Vice Chairperson, should then be taken up by Mrs. C. Mbinji,** leaving vacant a position for Committee Member;
- **the vacant position of Committee Member, should be taken up by Mr. D. Kachimwa.**

Mr. Lewanika then informed the meeting that **the above resolutions to fill in vacancies of Treasurer, Vice Chairperson and Committee would be subject to ratification by the full PPMT at following month's meeting.**

4. Kuomboka IEC Material Distribution

The other item the meeting looked at was the need for distribution of IEC materials and sensitization of the general public on activities of CSPR during the Kuomboka ceremony scheduled for 8th April 2006. It was suggested that CSPR should take advantage of the ceremony to reach out to the masses who will come to witness the ceremony by distributing different publications such as the NDP report, budget statement and many others and also to explain to the people the activities of CSPR. The meeting resolved that a budget should be sent to secretariat for funding to enable 12 members of CSPR who will be divided into 2 groups to carry out the activity. One group of 6 members would go to Lealui the Litunga's winter Capital while the other group would go to Limulunga, the Litunga's summer Capital. **The Treasurer and the Secretary were tasked to come up with a detailed budget for presentation to CSPR Secretariat for possible funding, estimated at about K4.0 million** per the preliminary request earlier emailed.

5. Closing remarks

The Chairperson in his closing remarks thanked the members for attending the meeting at short notice given, and not withstanding the fact that there were no funds for transport refunds. He further wished everyone well, noting also that there was to be held a Braii for the visitors soon after the meeting.

There being no other business to transact, the Chairperson declared the meeting closed at 18:35 hours, to let the Party begin, with Mrs J. Malumo, as the hostess for the braii.

Mwangelwa L. Mbikusita-Lewanika
CHAIRPERSON – WP PPMT

Kebby Kalima
SECRETARY – WP PPMT