

10.5.91

TM01030/032/5

PROJECT MANAGEMENT BOARD MEETING.

NO. 01/91

Date : 10.05.91.

Venue : Boardroom - Mazimbu.

Present : I. Makopo (Chairperson), M. Manzini, K. Kotelo, Z. Mankazana
D. Ngakane, J. Morake, B. Legobye, P. Tsatsi.

Additional invitees : Z. Mvusi, Charles, M. Tickly (TF)

Agenda :

1. Selection of recording secretary for meeting and convenor for P.M.B.
2. Terms of reference of P.M.B.
3. Key issues on individual projects.
 - 3.1 Mazimbu Farm
 - 3.2 Furniture Factory
 - 3.3 Computer and Electronics Dept. Block 5.
 - 3.4 Photolab.
 - 3.5 Tailoring / cobblery.
 - 3.6 Garage / Transport.
 - 3.7 VTC - Garment / Leather factory incorporation.
 - 3.8 Dakawa Farm - CRIAA project.
 - 3.9 Construction and Planning Dept. COSPE Project.
 - 3.10 Textile workshop.
4. A O B .

1. Selection of recording Secretary and convener of PMB Meetings.

- a). It was proposed that a full time recording secretary be identified a.s.a.p. Sonny Leshika proposed. Jackie / ZM identified to take minutes at present meeting.
- b). Convenor / Executive Secretary to be Regional Projects Officer.

2. Terms of Reference.

The Project Management Board (hereinafter referred to as PMB) shall :

1. provide project accountability to the ANC Management Committee;
2. direct project activity and development during phasing - out period;
3. ensure that all ANC needs are met through production and service activities;
4. ensure sound administrative and financial management of ANC projects;
5. provide guidance and supervision for commercialisation of projects with excess capacity;
6. will be required to convene at least on a monthly basis;
7. will convene meetings with individual projects to resolve serious matters as they arise;
8. shall receive monthly reports from all projects;
9. will recommend staffing and levels of remuneration to the Management

Committee;

10. shall provide quarterly reports to the Management Committee;

11. The convenor of the Board will be responsible for ensuring implementation decisions and for convening of meetings.

3. Key issues affecting individual projects.

3.1 Mazimbu Farm.

3.1.1 Agreement has been reached to finalise a long standing commitment to the ANC for the remuneration of the Farm Manager (Tom Zwane) at a rate of \$2000,00 p.a and two return air tickets to SA for him and his wife. The allocations come from SIDA allocation for farm but 2 year contract signed between OTG and T. Zwane. Job description was being worked out. C. Representative expressed concern about political and other implications of the offer for \$3000.00 and improper consultations over this issue. Members to be given copy of contract.

3.1.2 Question of commercialisation to be handled in next meeting of the Board on the basis of a written proposal by the farm.

3.1.3 The question of external SIDA experts to be looked into by the Projects Department with a view to replacing them with local experts.

3.2 Furniture Factory.

3.2.1 Concern raised by Director of Projects Department over apparent neglect of ANC needs by Furniture Factory at the expense of hasty moves to commercialise.

3.2.2 Role of expatriate worker needs to be examined. Records of financial arrangements between sponsor (ISF) and the Technical Advisor (Leo Soderqvist) are not available to the Management of the factory. A new bank account is being by-passed by this arrangement.

C.I.E.S

3.3 Computer and Electronics Department. - Block 5 Project.

3.3.1 A very expensive project including construction of a specialised classroom block, renovation of a building for the Photolab, supply of sophisticated computers, photography, art equipment and experts in computer technology etc was initiated in 1987.

Construction is now complete but because no new curriculum development is envisaged it has been proposed to transfer equipment and experts to CIES (the executing agency for the Italian Government) has informed that preparations for the forwarding of the last containers of equipment and experts are already underway and they would have difficulties terminating the project in SOMAFECO.

CIES feels that the equipment / experts be allowed to proceed and then relocate from here. We however do not have the personnel for the implementation of the project. There is still some money left with the Regional Treasurer which could be used for other purposes.

- 3.3.2 A delegation composing the School Principal and the Regional Project Officer was mandated to visit Italy and present the position of the ANC to the Chief Representative and the donor. The delegation would have to consult with the Internal Coordinating Committee for Education and the NCCR Education Task Force to get agreement in principle of the projected plans for setting up a project inside the country and on the mechanism for transfer.

Contacts with the donor over the practicalities of this decision to be handled by Projects Department.

3.4 Photolab.

- 3.4.1 Same position pertains as for Computer and Block 5.
3.4.2 Head of Photolab be mandated to go to SA to concretise the transfer arrangements of the Photolab to SA. Proposal be prepared by Head of Photolab for relocation.
3.4.3 This be presented to the donor (CIES) for approval by the delegation.

3.5 Tailoring and Cobblery workshops.

- 3.5.1 Discussion deferred to next meeting.

3.6 Garage / Transport Department.

- 3.6.1 Discussion deferred to next meeting.

3.7 VTC - Garment and Leather incorporation.

- 3.7.1 Department of Education, Projects Department and Taksvaarki Committee have all recommended that the two factories become part of the VTC and concentrate on training.
3.7.2 Programme should not affect deadline of June 1993 established for the VTC.
3.7.3 Investigations be made as to the prospects for certification and on a suitable academic year. Tanzanian option and Finnish arrangements for certification of Leather Workshop trainees to be finalised.

- 3.7.4 Decision on incorporation taken on principle and will be reviewed if affected by low levels of applicants.
- 3.7.5 Implications of decision for the removal of Cde Manzini who is threatening to kill Jackie, Zwelakhe, Tikly and anyone from Task Force who try to remove him discussed. He has shown a dagger to RPC chairman which he claims he will use for this purpose. He has a criminal record. He is also suspected of stripping vital parts from machines. Cde Pule, Kenneth and Chiliza to convey decision to him.

3.8 Dakawa Farm.

- 3.8.1 CRIAA poultry Project, could be operational by end of 1991. Funds and plans ready, project will supply all ANC needs in chicken and egg production.
- 3.8.2 Concern was raised about the contradiction of between phasing out and continuing with some projects and the availability of personnel.
- 3.8.3 The project envisages a contract for the current Farm Manager which will alleviate our problem of finding a donor for the Manager.
- 3.8.4 The opinion that the contract extension of the Farm Manager be used to justify the continuation of the project.
- 3.8.5 A suggestion was made that the funds be utilised to improve the chicken production at the Mazimbu Farm.
- 3.8.6 Since funds difficult to transfer and we need the products it was agreed to continue with project.

3.9 COSPE Multipurpose Centre Project.

- 3.9.1 to be transferred to SA.

- 3.10 All other issues related to projects were deferred to the next meeting.

4.0 A . O . B

- 4.0.1 Briefing by Cde Charles on collection of Data on ex - combatants etc. for Vocational Training and Adult Education Programmes. (He had to leave meeting for other pressing tasks).
- 4.0.2 Forms have been filled in by Cdes in Dakawa; 100 potential candidates.
- 4.0.3 23 -25, more from camps will be coming soon to Dakawa.
- 4.0.4 Chelston Data and data on other regions to be requested from Lusaka. Head of Task Force to be enlisted to assist with this task.
- 4.0.5 Charles to ensure that final lists are presented and that there should be no trickling of ex - combatants into these programmes. The onus is on MHQ to provide lists.