

Y0 4 Q ijj 9 33

... .Ao d

,.

5

UNITY IN ACTION

70

0))

1' ADJC /

WI! . WXZ

African N ational Congress

16th November 1983

The Director /

Comrade Mohammed Tickly

SOMAFCO

Mazimbu.

Dear Comrade Mohammed,

Re: Minutes of discussions between Headquarters Secretariat,

Tickly and Pfiarcus

In response to your letter dated 20/10/83, wherein you requested minutes as stated above, please find enclosed a copy of the said minutes.

We, however, wish to apologise for the delay in sending the minutes and the inconvenience arising therefrom.

Amandla !! Meatla !!

T T NKOBI

Treasurer-General

OFFICE OF THE TREASURER-GENERAL

PO. BOX 31791 LUSAKA ZAMBIA TELEPHONE: 211169 TELEX: 45390

smmmmmmmmmcvwmcmwmnmovinzmmwmnmncmmmm
 SEXEWMHUTJHLDCK HJ9AB -17/%83.
 .mw,_n.wmm n_.m"-w.....-m._MMW_-w
 yum
 1: (317.7
 QUuLT. Comrades: . T T Nkobi (in the chair)"
 Jacob .recording Se6rctary
 Teddy " "
 Eartha
 Pitso
 Tickly
 Naztie
 Kay 7 .,4 '
 Nakgothi
 Qhemba
 lo Ma.zimbu/Dakawa -dministrative Structures.
 a) "Some aspects of Mazjmbu Administrative Structures!"
 b) Revision of 1 \$a)
 0) Revision of structures for Regional Treasury Officeb'
 d) Role of Special Heprcsentative/Regional TTeasurer
 f) Composition of Treasury Secretariat
 g) Lines of Communication:
 1) whithin complex
 ii) w in Tanzania with external bodies
 iii) _ with HQ & Missions
 n Projects Sub-Committee
 i) Agricultural Deharument
 -j) Transport Mgnager
 e) Composition of Directorate Secretariat
 2. Method of dealing with assignwments and suspensions:
 a) The case of Fax and Nanamela
 b) Eew appointments
 J. Dakawa Seminar
 g. Vehicle for Tanzania
 5, General.

- 1.
- 2.
- 3.
- 4.

Structure: of the Office of the Treasurer General must be fully understood and coordination is vital in every structure Of the ARC. This applies also to Nazimbu. Coordination between the Eirecmtbrate and Regional Treasurer in East ef:ice is important for the smooth running of the region.

Resolved - that the Director of Mazimbu write a letter to the S"'Offioe concerning new hazimbu Adminiutnative Structures. Pelnts (b) and 60) were covered in this discussion.

- The term Special Representative of the Office of the Treasurer General has been-changed to the term Regional Treasurer.' Directorate must read and understand the document of new structures. Points(e, f, 3,Qwere covered in this discussion.

/

Agricultural Department , All projects fall under the Office of the Treasurer-General. Agricultural projects in the regions, she reSponsible to OTG - Head of Agricultural Department. Head of projects in Nazimbu should be represented in the Directorate.

Transport Manager - job description for the transport manager is to be drafted. Driving without a licence should be discouraged beam ee results in loss of compenSation from the insurance companies in cases of aesidents.

Method of dealing with assignments and suspeneions -

Resolved - that the TG go through the National Commissar's repent before &iscussing this point.

Dakawa Seminar _ preper accountability of already funded projects is required. Dakawa as a unique complex has to have its own Asministrative bOdyo

Vehicle for mahzania - a new vehicle would not be purchased until an aceieent reportkinvolving Chief Reps. Car is obtained.

The meeting was adjourned.

SPECIAL MEETING OF THE OFFICE OF THE TREASURER-GENERAL
HELD ON 16/09/83.

MW

AGEEDA

1. Mazimbu/Dakawa Administrative Structures

(a) "Home Aspects of Mazimbu Administrative Structures"

(b) Revision of 1(a)

(c) Revision of Structures for Regional Treasury
Offices

(d) Role of Special Representative/Regional Treasurer

(e) Composition of Directorate Secretariat

(f) Composition of Treasury Secretariat

(g) Lines of communication:

i) within Complex

ii) in Dar es Salaam with external bodies

iii) with Headquarters and Missions

(h) Projects Sub-Committee

(i) Agricultural Department

(j) Transport Manager

2. Method of Dealing with Assignments and Extensions

(a) The case of Fax and Manumela

(b) New Appointments

3. Dakawa Seminar

4. Vehicles for Tanzania

5. General

- Volunteer recruitment (Africa Groups)

- Health Courses

REPORT ON TRIP TO HEADQUARTERS

19th SEPTEMBER 1983

Comrades Tikly and Natie Marcus were instructed to proceed to HQ on September 14th 1983, primarily to have discussion about Administrative Structures at Mzimba/Dekawa in the light of the Directorate Secretariat Meeting with Cde T-G/Pitso/Pekane/Mekotho et Mzimba on August 26th 1983. (See page 3 of the Minutes)

The first formal session of discussions was held on 16/09/83 and the following are brief notes made by the Director (as far as I am aware either Cde Marthe or Cde Ted took minutes). The Agenda of our meeting is attached. Present were: Odes T-G (Chair), Kay, Pitso/Murtha, Tembr, Makotho, Tikly, Natie.

— The minutes of the above-mentioned Mzimba Meeting of August 26th 1983 were read. Cde Natie took exception to a number of matters. He rebutted certain statements as they appear in the minutes. I suggested that he should reiterate these rebuttals to Mzimba.

— The T-G explained the purpose of the meeting and emphasized the need for the "Mzimba Leadership" to work harmoniously.

— Regarding the NEC document "Some Aspects of the Mzimba Administrative Structure", the T-G reported that a revised version will be sent to Mzimba. We discussed the role and composition of the Directorate Secretariat and the T-G's feeling is that it should not comprise only Mzimba Leaders (e.g. Project Manager, Brimcipul, Regional Treasurer) but others who would receive experience by participating in the Directorate Secretariat. The Director explained the in-depth thought and analysis that has to go into matters the Secretariat deals with, requiring the presence of the experienced comrades who presently make up the Secretariat. It was also made clear that the Secretariat deals with matters referred to it by the Directorate to which it acts as an investigative, and recommending body. Whatever implementation work the Secretariat does has to be ratified by the Directorate. The T-G ruled that the number and composition of the Secretariat has to be approved by the NWC since the letter issued the initial directive. A formal proposal thus has to be sent to the NWC via Cde Henry.

As regards the Treasury document "Structures for Regional Treasury", the Director stated that amendments are required with regards to its establishment at Mzimba/Dakawa, where a Directorate exists as an intermediate administrative body. The T-G said that the National Treasury Secretariat will consider amendments and delegated the Director to enter discussions with Odes Temba, Kay, Ted, Martha and Pitso. In view of the

shortage of time, the Director left with Odes Kay and Temba a letter of explanation and a copy of the relevant document on which he inserted what he and Ode Maduha felt to be necessary additions.

- On the composition of the Treasury Secretariat, the TeG ruled that Cde Peter Mohlula cannot be considered. Cde Natie said that his letter to the T-u on the composition of the Treasury Secretariat was tentative and he was going to refer it to the Directorate on hearing from the T-G. The Director read out Cde Natie's letter to the T-G and said that the way it is expressed gave a misleading impression. The composition of the Treasury Secretariat will be resolved at HQ.

- The T-G reiterated that all correspondence from the Mazimbu Treasury must be copied to the Directorate; furthermore that correspondence to external bodies should go via the Director's Office, such as Volunteer Agencies.

- Cde Natie denied having sent a letter to the Dutch Volunteer Service (ONV) regarding the Dutch Volunteer Gees Vermaas. The Director will obtain a copy from ONV for HQ.

- The T-G stated that Cde Natie is designated as Regional Treasurer, not a special help of the T-G's Office. That he would operate according to the terms laid down by the November 16th 1982 Treasury directive and the Amplifying Statement from the National Treasury Secretariat of February 1983.

Furthermore Mazimbu will have an Area Treasurer, as will Dakawa, Dism and Mbeya. Terms of reference for the Area Treasurer will reach Mazimbu very shortly. Cde Kay explained that there would be a very clear demarcation of duties and responsibilities between the Regional and Area Treasurers.

- Method of Dealing with Assignments and Suspensions: it was reaffirmed that all new appointments, transfers and promotions at Mazimbu and Dakawa would have to receive approval of the Directorate, that Cde Enos Ngutshunu, as Personnel Officer, has to be consulted, together with the Director.

As regards Fax and Manamela, the T-G wished to study the Commission of Inquiry Report before having any further discussion on the matter.

- Vehicles for Tanzania: The Director put forward Cde Stanley's proposal that a new vehicle be bought for Cde Msimung's use, so that the latter's landrover could be assigned to the Secondary School. Furthermore, that the Peugeot Estate at the Docks be earmarked for the use of the leadership when in Tanzania, but to be kept by Cde Natie. The T-G said that the vehicle bought from Juyu should not have been given to the Deputy Chief Rep as it was earmarked for the Leadership.

Second Meeting: Present: Cdes Tembu, Pitso (Chair), Ted, Marcus, Tikly.

_J'-

Mazimbu to work out Cde Dikgahg's

job description and to try to implement a pool system as far as possible. A formal letter regarding Dikgahg's appointment has to be sent to HQ.

- Proposal re purchasing dept to be drawn up.

- Agriculture Department: Cde Temba stated that the Farm Manager has the right to decide day-to-day running of farm affairs, including what is to be grown, reared, etc. But that new ventures requiring new capital expenditure fall outside the management function. This has to be discussed by the Treasury Secretariat and Directorate before submission of proposals to Cde Pitso at HQ.

Cde Ntse felt that the various sectors falling under the Senerio term "Agriculture" must be independent from each other. Thus, the Poultry Section should be a separate entity, and so on. Cde Temba felt that separate entities were not feasible.

Cde Pitso felt that there is a need for an Extensionist who can do planning, coordination with the education sector and training. He stressed that the farm is a SOMAFCO Farm and it is necessary to have a Farm Planning Committee.

- Projects Sub-Committee: Cde Ted reiterated the need for this Sub-Committee to begin functioning as soon as possible and that a person will be sought to head it at Mazimbu. Meanwhile, we should use the personnel we have at Mozimbu.

- Transport Manager:

Third Meeting: Ereshe: 'Cde Key, Marcus, Likly.

- Cde Key stated that there should be separate accounting by Departments on the basis of prior budgeting. The Regional Treasurer should do overall coordination, monitor expenditure, audit and training. Cde Ntse said he wants a centralised accounting system. It

should not keep double-entry books but should concern themselves with receipts and payments primarily. Posting will be done centrally. Cde Kay felt that proper systems of control have to be established by the central finance office. These systems must endure and enable continuity when key personnel leave or have to be re-assigned.

- On the Farm, Cde Kay said that the Farm Manager is in charge of the department as a whole, not the regional treasurer, who naturally, like the Director, has overall oversight and the right to examine expenditures, etc. The proper channel for dealing with Farm matters should be the Manager, production units, the Directorate and only then Cde Pitso at HQ.