

PROGRAMME: Jubilee-Zambia Provincial Team

ACTIVITY: Livingstone Team – Capacity Building

DATE 20th March 2003

VENUE: White Waters Guest House

Main Facilitator: Jack Jones Zulu

Opening Prayer by Reverend Wellington Muluwe

Rev. Muluwe gave the opening prayer. He thanked God for bringing the group together to look at the poverty situation in our country. He asked God to guide the meeting and help the team to come up with ways in which we can work together to ensure that poverty is reduced in our country.

Introductions

The workshop participants were asked to introduce themselves

Purpose of the Workshop

Workshop activities

1. Administrative Issues: Naomi is responsible
2. Time keeping: Mr Maseka
3. Kitchen checking: George
4. Taking notes: Mr Maxwell Zulu

Rules of the Workshop

- Punctuality
- Participation by all
- Observe silence during procession
- No other meetings
- Avoid emotions
- Respect someone's view

Expectations

The following were the expectations of the participants of this workshop

1. Learn more about Jubilee-Zambia and how to share this knowledge with other people
2. Work with Jubilee-Zambia to tackle poverty
3. Learn skills that will help Jubilee-Livingstone to work more effective
4. Gain more knowledge on Jubilee-Zambia in order to sensitize people in communities
5. Come up with tangible answers to questions on the future of Jubilee in Zambia ab
6. Be able to utilize skills that will be acquired here
7. Know the latest developments in HIPC and PRSP
8. Know the impact of the Iraq – American war on us

Origin of Jubilee-Zambia by Jack Jones Zulu

- Is part of the global Jubilee movement that began in the mid 1990s
- In Zambia – the three mother church bodies (CCZ, ZEC and EFZ) issued a letter – on poverty and debt – main issue cancel debts so that Zambia can develop our country
- Started in England and spread elsewhere – with the main aim to achieve total debt cancellation by the end of the millennium 2000
- After 2000 – Groups have changed their focus –have turned to trade and investments. But we still have support from our partners in the North.. Zambia’s debt – has been fluctuating

The Jubilee-Zambia Movement

- Is a movement. Secretariat just co-ordinates
- Focus: need for total debt cancellation – as a stepping stone for rebuilding our nation

Objectives

- Educate public about the effects of debt on the development of this country
- Mobilize people need to know goals and objectives of the movement

Role as the Members of the Team

- Educate and mobilize the masses to participate in the debt cancellation project
- Debt cancellation proceeds are equitably shared

Questions and Answers

Is membership to the Jubilee Team limited?

No, but it is important for the Teams to ensure that the number is not too big because this can lead to ineffectiveness. The Team must also not be too small

Techniques to Sustain Membership

Clear principles of Operation: The group must discuss and agree upon the values and rules that must govern and guide the work and existence of the team. This makes it easy for members to know what is expected of them. These principles must be identified and set with the main aim to ensure that the team operates effectively in order to attain the goals.

Good sense of Purpose: The team must be seen to know exactly why it exists. We must always work in line to answering this question “Why have we set up this team?” This sense of purpose can be enhanced through continuously evaluating and reviewing ourselves. Look at organizational, programme and personal issues.

Known Benefits of Belonging: The team must be able to answer this question: “Why must people belong to this team?” We must refrain from emphasizing monetary gains because this has been one issue that has constrained good initiatives from growing. Instead, we must strive to promote qualitative gains. For instance, the major benefit of belonging to a Jubilee Team at provincial level is that it enables people to come together to question and seek answers as to how debt is impacting on their lives.

Shared Responsibilities: This is key in promoting a sense of ownership, interdependence and appreciation. Members of the team must all contribute to the team. The team must share out tasks (give each other responsibilities). For a team to work effectively, strive to assign tasks according to the members' talents and skills. For instance, assign community mobilization tasks to someone who is good at drawing the attention of people. Let one who is good in writing take up the preparation of press statement.

Communication: This is a very important factor in everything we will be doing as a team. Communication must be taken to mean openness, trust, flexibility and understanding of each other. We must all have access to information and should take part in making decisions that affect the team. Open minded and telling truth builds group performance. An effective communication strategy will always help the team avoid unnecessary conflict. It will also assist in creating good relationships among team members.

Motivation: This keeps everyone positive about belonging to the team. Motivation keeps members active and interested in the team. A lot of us think that motivation is money. Yes, but it is only one of the motivating factors. Members must answer this question "What motivated me to join this team?" For example some motivating factors in the Jubilee movement could be – participating in deciding our development destiny, engaging with our local and national leaders, partnering with our friends in other countries to demand debt cancellation and access to development opportunities.

Official Opening of the Workshop by District Administrator represented by the Programme Officer, Mrs Brenda Simwiinga

Vote of Thanks by Mr Muwina – Chairperson

Needs Identification and Assessment

Guiding Points

- What is a Need?
- Identification – What
- Assessment – What are the priority needs?

The participants were divided in 3 groups of 5 to identify the Teams' needs using this question as the guide – "*What do we need to operate as an effective team?*"

Group One

- commitment
- Mobility and logistics
- Keep focus on the objectives
- Flexibility
- Use of local language

Group Two

- Office Accommodation
- Communication Facilities
- Finances and Materials

- Training

Group Three

- Office Space and Communication
- Networking
- Innovative Incentives

Assessing the Identified Needs

Note: Both new and old members are key in this process. The experience and advice from all of us is important

Main Points Arising

Commitment

- The team needs to improve on time and appointment keeping. We must also learn to inform other members of the team when and why changes are made to an agreed issue
- Need for full and undivided commitment to Jubilee work. Some members seem to have numerous commitments and thus are always rushing things in order to attend to other issues. Please let us plan our time such that there is room for eventualities.
- Commitment must be seriously looked at as contributions from members of the team – “What am I bringing to this group?”
- Commitment will be enhanced in this group if there is proper delegation of work. We should not keep all tasks to ourselves because others feel left out while others are overburdened with work.

Main observation: *Need for training for better planning and communication – realistic and workable activity plans. This is important because since Jubilee work is on voluntary basis, members need to be given time to attend to their livelihood needs. Jubilee work must not be seen to stifle the members’ time to deal with other key personal issues. If not properly dealt with, this problem might affect the operation of the team and motivation of members.*

Office Accommodation

- The current place used by the Jubilee-Zambia group is very small, busy and noisy.
- The office (operating place) tells a lot about the people. Uncomfortable place will mean lack of seriousness and this might discourage people from joining the team, participating in the activities. The level of respect and recognition is also affected.

Main Observation: *This seemed to be the starting point to effectively organize the Livingstone Team. It is important that good space is provided to the Team, so that they have convenient places for discussing, communicating and reporting to. Right now, information sharing and communication is severely hindered because of lack of proper operating place. Secretariat must seriously look into this problem.*

Finances: Was taken to the second day of the workshop as a separate topic

Publications and Reading Materials

- It is important that the team is given more copies of reading materials to reduce on the costs of photocopying and also time taken in sharing copies.
- The language is too technical: Team members must be trained to know how some of these issues are analyzed so that our outreach activities are effective. Secretariat must also try to simplify some of this information before sending it out to us.
- Translation: All the information we receive is in English. We need to translate it into our local languages so that we encourage people to listen to us and read on their own. Language has been a big barrier to reaching people in our communities.
- Need to acquire Equipment to facilitate production of materials such as a photocopier.

Main Observation: *The group is capable of translating the information, especially if received in simplified manner. Secretariat can make arrangements with the Team to do this immediately. It might not be very necessary to buy equipment for material production. Some of the team members are running photocopying business, so the team can make arrangements to use these local resources. This is also one way to motivate members. We should encourage such members to also make sacrifices where necessary. For instance, allow the team to make copies while awaiting funding.*

Networking

- This cardinal for any social movement. We must use the support system within the membership. For instance, when CCJP is going out into the field, Jubilee-Livingstone can use that time to distribute materials to the CCJP audiences. They can make arrangements to use the transport facilities.
- But it is also important to be sensitive to these institutional network arrangements. We must make sure that our members are not in trouble as they try to do some of the Jubilee work using their organizational facilities and services.

Main Observation: *The team needs more training in strategic networking. This issue must be seen in two forms. The first is networking amongst team members themselves – internal networking. The second is network with other social movements – external networking. In both, it will be very beneficial to address the issue of strategic networking. A good networking system will enrich the team’s communication capacities, effective use of time, better member relations and good relations with the general public.*

Accountability

- In form of honesty, transparency, openness and honest.
- This is where most of the civil society organizations have failed lamentably. We must learn to be accountable – financially and in terms of delivering to the people.
- We must also be accountable to the tasks/responsibilities given to us

Major Observation: *The team needs to hold discussions on this issue. It would be important for them to set team standards on accountability. It is also important to agree on principles or values to ensure that accountability is upheld by all the team members*

Capacity Building

- We must learn to utilize the capacities existing within our team. We do need the Secretariat to always come to train us because most of us are coming from

organizations that have trained us in issues that can benefit this group. We also have individual talents and skills that we can share with our friends through training.

- One major way of building our capacity especially in knowledge is through reading and understanding the materials sent to us. As a team, we must find time to read on topical issues and share our understanding so that we are effective in transmitting this information to the people outside there.

Major Observation: *The team needs to have a locally based capacity building programme showing issues identified for which members, monitoring and evaluation and time-frame. The team needs to plan on how members can be motivated to read and follow up issues. It is important for the team to allocate more time to understanding the issue they are dealing in before going out to the public. This must be accompanied by confidence building and public relations training.*

LOBBYING AND ADVOCACY

Explaining Lobby and Advocacy: Is simply to get where you want to go and be --- how you get there is the lobby and advocacy.

Example from YWCA

- Where Are You Coming From? Women are marginalized
- Where Do You Want to Go? Women are free
- How Will You Get There? Tell people about the benefits of equality between men and women, encourage Government, police and the community at large to respect women

Example from Jubilee-Zambia

- Where We Coming From? Debt is hindering our development is our issue
- Where Do We Want to Go? To a debt free country
- How Will We Get There? Demand to get our debts cancelled!

We call the process of “Demand” for debt cancellation – lobby and advocacy

What We Need for Effective Lobby and Advocacy

- Coalition/networking - working together over one common issue. For example why is CCJP and the Royal Valley Business Centre part of the Jubilee-Livingstone – are all concerned about poverty in Livingstone – no peace where poverty exists and no commercial prosperity where people can not access income
- Numbers – putting our efforts together to create huge force. Debt cancellation is a “peoples’ call all across Livingstone, Zambia and the World. The Jubilee movement is a social forum.
- Solidarity - United we stand, Divided we fall – United we win, Divided we lose.
- Information – We need to arm ourselves with adequate information that clearly shows where we are coming from and where we want to go and why – Where, How and Why.

Articulation of General and Specific Issues

Debt in General

Guiding Points

- Why are we poor? - With all the natural and human resources available
- Zambia is not poor but Zambians are poor. Why? At one stage, Authur Wina made this statement in 1973 “I have a lot of money but do not know what to do with it.”
- What went wrong? In 1973 a double tragedy occurred - in Zambia’s copper price went down and fuel prices went up. Yet there were a lot of national and regional needs (liberation struggle) to be met

Key Topics in Debt (Jack)

1. Debts and Poverty

The government has been compromising its social obligations to its people by taking money from the national budget in order to service the debt. This is done at the expense of national development and thus debt service indirectly creates poverty

International borrowing conditions – scratch my back I will scratch yours eg there is a wage freeze by government on all its civil servants. This is meant to contain government fiscal deficits and expenditures that are generally perceived to be inflationary. This policy advice is coming from the International financial institutions but the question is: at what cost to the already underpaid government worker?

Privatization especially in the Zambian context has meant a significant reduction of the number of employees and those affected have a chain of dependants to look after. This situation is exacerbating poverty and directly leading to unconventional survival or coping strategies such as street begging and child prostitution.

There is an unlimited externalisation of export receipts (dollars) earned by foreign owned companies in Zambia and thus the export trade though highly promoted by the IMF and the World Bank neo-liberal policies is not working well for us

2. Debt and HIPC

One undeniable fact for Zambia is that its external debts are unsustainable and therefore there is need to deal with this problem pragmatically. The HIPC Initiative is a framework and attempt by the IMF to bring our unsustainable debts to manageable levels. But indications so far are that we are far from reaching sustainable debt levels. The reason for this is not hard to find, HIPC is premised on unrealistic assumptions of high export earnings in any given trading year. It does not look at the external shocks such as unfavourable terms of trade and perennial droughts that have been hitting our economies

3. Debt and PRSP

Adverse effects of the external debt are now threatening the noble intentions contained in the PRSP as part of the money meant for its implementation is diverted into debt service. Therefore a huge external debt undermines all development initiatives and thus must be removed

4. Debt and Trade

In the current open economic policies, promotion of external trade is seen as the only practical and viable option available to Zambia and other poor countries to service huge debts. It is assumed that trade will generate surplus money which can then be used to support the poverty reduction programmes. But the experience of Zambia in the last few years does not support this view. We thus conclude that trade is necessary but not sufficient in itself unless supported by continuous donor inflows in form of grants to deal with a myriad of social and economic problems

IDENTIFYING AN ADVOCACY ISSUE

The participants were divided in 3 groups and asked to identify issues of advocacy on the debt cancellation project in Livingstone. The following were the responses

Group One

- Absence or lack of political will

Group Two

- Unemployment

Group Three

- Lack of informative literature

How to use the Scoring Sheet

Participants were taken through the process of filling in the sheet (as attached) Score and add the total in each column (each column has 16 marks)

Lack of Political Will

SCORE	PERSON
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Unemployment

SCORE	PERSON
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Lack of Information Materials

SCORE	PERSON
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Use of the Ranking Method to the Team

- Making decisions in the team
- Tool for setting priorities in the team
- Deciding on programme activities
- Participatory means of planning

Caution: This tool can be modified to suit the concern of the team

AFTERNOON SESSION 14:20 hours

Exercise – Thinking frame: Participants divided in two equal groups

Group one – write a sentence beginning with “Why”

Group two – write a sentence beginning with “Because”

Exchange of notes, read and compared with the other note – some response seem to be answered – most questions and answers were about the focus issues of the workshop

ADVOCACY AND LOBBYING

Example: A Person on a Journey to Kitwe

Imagine You find Charity at the Livingstone Railway Station and she tells you that she is going to Kitwe. She drops off in Choma, heads towards Siavonga to Kariba Inns. There, she meets a friend and decides to cross the border and begins a journey to Harare. She still insists that she is going to Kitwe. What would you think about this person and the journey?

Responses from Participants

- Confused, hopelessness, mingled - too long
- Not serious - long time
- Extravagant – more resources spent
- Not sure - diversion - lost track
- No purpose/ or goal - no research
- Lack of sensitivity – in time management – costly
- Trickster – lot – cheating and not honest
- Risks – may end up in trouble
- Never reach – no mission wondering about

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What Good could be said about this person?

Responses from Participants

- She is good because she is a tourist
- She knows her way though despite the many stoppages
- She is avoiding bad routes
- She is adventurous

1. Factors Before Action

Our Lesson: Lobby and advocacy is a journey

- The main issues are: where are you coming from, where are you going and how will you get there? Plan – action, when, what, who, where, how. Charity did not show this in her journey. She could say what she wanted but did not pay attention to the other issues – directionless
- Planning – drawing how and what can be done to carry out your lobby and advocacy – most of our plans lack the following factors – time frame, monitoring and evaluation. In our example, Charity did not seem to have planned her way to Kitwe. She was moved by anything that interested her along the road.

- Time frame provides room for tracking progress and gauging results. We must have both long and short term targeted results. A journey that should have taken Charity 5 hours would take her one week because she is meandering around the route to Kitwe. She loses more time.
- Activities must also be designed in this way –free Zambia but the short term would be to win political support to the debt cancellation movement in Livingstone. Short term results would be stepping/climbing steps to the long term. Charity’s movements do not show how she will get to Kitwe. No one would believe her when she insists that she is going to Kitwe because her actions do not seem to be based on the aim of reaching Kitwe. Our activities must show that we are working towards a debt free Zambia.

1. Strategy – Is the total plan of from where, to where and how.

- Public Involvement: Campaigning on debt alone without linking it with issues on the ground will lead to desired results. People want to know why we should have debts cancelled, what will happen when debts are cancelled and how this will happen. They will be more interested if all these questions are answered by looking at their immediate environment. For instance, it will be difficult for a Livingstone resident to appreciate Jubilee-Livingstone mission if situations are drawn from Guinea Bissau.
- Support from local leadership and community opinion leaders is very critical. People pay attention to an issue when they see that their leaders and inspiring people are in support of the cause. For instance, the Mayor, MPs is crucial in Jubilee-Livingstone.
- Information: Is very vital. This is the best ammunition for the lobby and advocacy work. Public and leadership support will only be gained when you know what you talking about very well. People become disinterested in campaigners seem to be ignorant on what they are doing. So we must organize ourselves before we go out to the public. What will be discussing with people if we ourselves do not know much about the issue?
- Networking: Jubilee-Zambia is a social movement. We must be working with other organizations and people to develop an effective campaign locally. The Debt issue must be explained in relation to the issues that affect the lives of the people of Livingstone such as unemployment, wage freeze, poverty. This information can only be sourced if this team links up with other teams focusing on such issues.

3. Monitoring and Evaluation: We must check and keep track of what we are doing. In checking and tracking, we must answer these questions, Are we still doing what we said we would do? How have we performed - results? What are our major achievements and what factors have led to these results? Where have we failed and why – constraining factors? What must we do – next step/way forward? So this process must be timed, reflective and review with the aim to improve

Comments from the Participants

- We must always talk about debt, no matter where we are and what we are doing. Let us learn from what the President has done. He has instructed all his ministers to be talking about HIV/AIDS everywhere they go.

- We can spread the message on debt through good networking strategies. For instance we should be asking for space to make a presentation at for a where people are receiving tangible services such as food relief

Participants' Views on the Day

- Appreciated the richness of the values contained in the deliberations
- Need to look at issues affecting the debt situation of Zambia. For example Jubilee-Livingstone must show serious concern about the economic plunder and make sure that those who participated are punished
- Does Jubilee have a constitution?
- Response the answer is no Jubilee is by way of conventions and declarations.

RECAP POINTS FOR DAY 2

Each participant was given a topic to look at as a way of recapping the first day deliberations. The following were the issues:

(The set of questions)

DAY 2 FRIDAY MARCH 21,2003

The second day started with a prayer from George. A recap of the rules of the workshop opened the session with a prayer before facilitator made a formal greeting to the gathering.

Recap Points for day 2 Presentation

Participants presented questions given to them yesterday for recap as:

- 5 orientation points for new team members

Explain what Jubilee-Zambia is all about

Explain why Jubilee-Zambia was formed

Explain what Jubilee-Zambia has been doing so far – achievements and constraints

Explain why people must be part of Jubilee-Zambia in Livingstone

Explain the expected benefits

- 3 major roles of team members

To participate in the activities

To contribute to decision making

To represent the team

- 3 techniques of sustaining the team

Mobility of the team

Punctuality

Honest and transparency

And trust and openness

- Please, inform the team on the following:

Link between poverty and debt

Debt causes poverty in our communities when Government spends money to service debt than develop our country

Link between trade and debt

Trade agreements are determined by external powers and not us

Link between HIPC and debt

Zambia has been declared a “HIPC” because of being in huge debt and was failing to pay

- 3 key factors that must accompany any advocacy and lobby programme

Need to identify the issue

Why are you going to advocate and lobby on this issue?

How are you going to do it?

- 3 ways of measuring team commitment

Attendance by team members – must be good

Participation levels – high and active

Contribution levels - effective

- 3 major benefits of networking

Good plans

Good analysis and proposals

Good communication

- 3 ways of motivating each other in the team

Know the character, skills and potential of each member

Provide incentive or appreciation for members

Praise and thank members for their contribution and participation

- Why should we use the ranking method?

To identify major issues of concern to the team

To make decisions in a participatory manner

- Give 3 major risks and opportunities that must be looked out for in advocacy and lobby

Opportunities – interested people (allies), available information, Time available

Risks – resource misuse, lack of information, lack of support

- What is the starting point for an advocacy issue?

Good plan – issue focused, goal, target, time frame

Information

- Why must we plan for our advocacy?

To exactly know and understand the issue you are advocating

To have a good insight of your purpose

To identify your target

- What is the purpose of strategizing?

To ensure that you can achieve your goal

To work effectively

To be sure of what you want to do

- Why should we monitor and evaluate our advocacy work?

To have a destination/agenda – employing skills and making the message clearer

To ensure that Jubilee-Zambia is still on course

- How must we deal with the political affiliation problem in our team?

Prepare a guideline on how to respond to this issue

Some guides are: Jubilee-Zambia is not a political party and must not be used for political party activities.

Yet, we must accept that all human beings are politicians by nature

Observations

The team needs further training in the following issues:

- Networking
- Planning, monitoring and evaluation
- Substantial topics – Debt, PRSP, HIPC etc

KEY ISSUES

1. Focus Topics

- Target identification
- Guideline on how to operate
- Jubilee position

2. How do we relate to the political leaders?

PUBLIC SPEAKING

Prince volunteered to give a demo of public speaking to the participants as a prelude to the subject from which questions and discussion arose based on the speech. Prince's topic was on BUSH/HUSSEIN war in particular and IRAQ/USA in general.

Muwina volunteered and talked on debt cancellation followed by general discussion.

Public speaking entails the following:

- Approach/arrangement
 - fit the audience
- Subject/topic
 - clear and relevant
- Language
 - clear, simple, straight forward
- Impact

COMMUNICATION

- Communication in Jubilee-Zambia is very vital and pillar to the survival of the movement's activities.
- Communication constitutes a sender – message – receiver. What is sent must be received and understood by the receiver as sent by the sender. If this occurs then communication is said to have taken place.
- Encoding is in the mind of the individual

Techniques for improving communication

- i) Making follow ups

- ii) Regulate the flow of information to ensure optimal flow of information but without overload of the same
- i) Utilizing feedback – to ensure constant flow of information Communication – communicate in the manner that makes the receiver understand what is said by the communicator (sender)
- ii) Encoding – this is the translation of information in the mind of the individual
- iii) Message and medium
- iv) Decode – interpretation done by the receiver of the sent message
- v) Receiving
- vi) Noise

Barriers to Effective Communication

- i) Distortion – individuals perceive same issue differently
 - ii) Selective listening – people hear what they want to hear
 - iii) Value judgment – made before full communication is received
 - iv) Source capability – trust, confidence, and faith the receiver has in the words and actions of the communicator
 - v) Filtering
 - vi) Communication overload
 - iii) Confidence in oneself and subject matter to be tackled
 - iv) Dress code – should be appropriate
 - v) Do not become irritable when confronted with unpalatable questions
- Petty jealous should not be entertained when executing jubilee activities as this is voluntary work. Ishmael agreed that most failures occur even in churches due to jealous and ill talking of fellow members thus suggested there should be in-house cleansing of attitudes among members and impart knowledge. It has a negative effect.
 - Maseka said jealous was practiced among old members and not the current.
 - Charity contributed that jealous was not a unique problem to Livingstone and suggested that it must be avoided or prevented at all cost if possible.
 - Muwina said the cause of jealous was misunderstanding of opinion or being heard strong on advice. He suggested this could be resolved by bringing the affected parties to a round table.
 - Prince raised the concern that information sent to the provincial committee be adequate as is membership is large depriving other members as some do not return the borrowed papers to which Jack accented and promised rectification.
 - Rev. Mbulwe observed language in the articles sent was too technical for ordinary people. Jack assured it would be addressed.
 - On the question of brevity, Jack said one needed to be brief and to the point by not throwing away important salient points to the speech. Charity added that innovativeness on the part of the presenter is cardinal too.

LINK BETWEEN L/STONE ACTIVITY PLAN AND NATIONAL SECRETARIAT ACTIVITY PLAN

Vision, Goal and Objectives

- Prince said he was not comfortable with the ten years as infeasible.
- The logical framework was discussed.

Influencing Members of Parliament

- Prince complained that dignitaries despite getting a lot of correspondences and invitations from the Jubilee L/stone, they instead delegate their juniors to such functions.

Links with Media

- The media is frequently called upon but nothing occurs. Kelvin from Daily Mail responded that it was not their intention because there are cases when they want a clarification from the dignitary who refutes that he made any statement to that effect when in fact a speech was read on his/her behalf. The delegates equally are unable to make statements as they are too junior to do so.

Impact of Signatures

- Rev Mbulwe wondered what impact signatures taken by the L/stone team they have on the donor. Charity replied that they have and Jack wrapped up by observing what Jubilee Zambia national secretariat was doing. For example the privatization pressure on Zesco, ZANACO and Zamtel has slackened all because of their effort and other civil society organisations.

Information needed to monitor HIPC funds

Jack said to monitor the HIPC funds expenditure the L/stone team needed the following documents and should they fail, he should be communicated to.

- Economic Report 2000, ii) Yellow Book and iii) Budget Speech
- National Secretariat promised that it would obtain more from Kasama CCJP, Monze Jubilee and the CCJP of Livingstone on how they monitor HIPC funds.
- The participants from the group must come back with information on HIPC launch.
- Get the HIPC expenditure monitoring team

Research

- Livingstone will do the opinion poll because someone was trained in the same
- Does Livingstone do local research – such as where is Livingstone situation in the currently

Co-operation with other stake holders

- Jubilee so far has sent two members to one Denmark (MONZE) and Harare (KASAMA)

Improve electronic communication

- Use of Phones, e-mail, fax: Sometimes, Jubilee-Secretariat must phone the Provincial groups and get an update. Do not wait for meetings.

Strengthen Institutional Capacity

- Decentralising
- Consolidate (Provincial representatives learn a lot from the others and relate it to its situation)
- Funding: This is done by donors (donors to fund direct the provinces)
- Monitoring and Evaluation (basic methodology to conduct the same ie. A look at the past three performance)
- Location (NEEDS IDENTIFICATION) Only the provincial members know best about their area of execution
- Consistence: Do not rule out your concerns but work out within you focus despite no funding.

SECRETARIAT ISSUES

Funding to the Provinces

- correct the amount shown in the initial sent document
\$7000 for all the 5 teams - \$1400 K7m and not K7.5m
Money sent were above the half to be sent – All teams will be notified accordingly
- Local Travel Arrangements: Each travel one makes to Lusaka K150, 000.00 is given to the one attending the same with reimburse of transport and accommodation plus food, K50,000.00 for Steering Committee members.

Funders of Jubilee-Zambia

- Funders – Catholic Relief Services OXAM FAM(Z) and Kepa-Zambia and DIAKONIA

PLANNING ISSUES

Where we were to do 20, there will be need to reduce to valid programmes and effective too

- National level too is affected by this budgeting – some items were off loaded to other partners
- So far two have attended (Kasama and Monze) and three more to go thus L/stone, Ndola and Mongu.
- Local travel: Some idea such as when Kasama is meeting the MPs in Kasama it is then important to travel there and witness how other do things
- An issue of more than one to be attending such called for meetings in Lusaka – the budget is the major constraint.

Issues Raised by Participants

R MADZIBANYIKA asked why giving food instead of money at such workshops

- Answer – time consuming and wasting – policy by the centre thus when given money people tend not to concentrate.

- However this does not suggest that these views can not be taken to Lusaka.

MR MZENJE wanted to know how many persons constituted the staff.

MR MULALA: talked about food preparation

MR SIMACHEMBELE Wanted to know the demarcation between Monze and L/stone zones.

- It must be resolved by Monze and Livingstone teams.

MR MUWINA emphasized the need to consider the cry for cash giving than the practice is today. JACK responded as follows

- Allowances: if you travel out side Zambia you are entitled to \$20 per day but if fully sponsored the centre will not pay
- The limitation on allowances could be the major contributor to the need for what is in discussion.

MR SIMACHEMBELE wanted to know whether they was any anomaly in the food

The issue was cleared.

MR MWIYA wanted to know what has happened to allowances or token of appreciations as told at Chanters.

Finance Issues by George

- Closing business by October thus complete all buying before that date
- Send original receipts and keep duplicates or photocopies.

Immediate Follow-ups

- About K200,000.00 be considered for office space budgeting
- Delivery of documents be thought of as this involves labour and time
- It was proposed that the L/stone team come up with a conflict resolution committee and not involve the national secretariat in solving problems.
- National Secretariat will send documents to individual participants each time they are made available in one bulk to cut down on costs and distributed by the recipient.
- Funding
- Travel arrangements and allowances
- Programme: HIPC Monitoring
 1. Livingstone team will take HIPC monitoring up and will start researching on the local projects funded under HIPC within Livingstone
 2. Secretariate will assist in finding out how Monze and Kasama started theirs
 3. Do not blow the whistle irregularly – let the secretariat know

EVALUATION

Positives

- The workshop has been very good nay we need such workshop on the lower level
- This has opened us to a lot of other things which we did not know e.g ranking and communication
- The food was good and the place was good
- Right from the start the organization in general was quite motivating and very encouraging
- Participation by members was real and good

- Facilitators spoke quite well keep it up
- The workshop was very educative and the presentations were very good
- Facilitators are really qualified personnel who know how to present the materials
- Facilitators very co-operative and understanding
- The workshop was well organized
- The environment where the workshop was held has been very good
- No bad comments about everything
- Facilitators were detailed, excellent, professional and not boring
- We have shared good friendship with people from Lusaka
- Facilitators responded to issues in a positive manner and were concise
- The topics were adequately covered
- Proprietor and workers at the meeting place were very accommodating
- Workshop atmosphere was excellent and curbed down on wondering about as would have been the case if the workshop was held in the commercial centre.

Negatives

- But some members need to know the type of language to use and know that some issues are administrative they need not be mentioned openly
- Drinking water was bad
- Some few questions not fully answered
- The venue was not roomy and had poor lighting system
- Meals were not very good
- The behavior of some members was not good

Recommendations

- Time should be observed not overload so that the debate can flow
- Next time try to give the local team one or two to facilitate on certain issue as a way of training
- Format on how to report or financial matters should be said or shown
- Such meetings should be held more than once in a year to refresh memories of participants
- Send out more materials on the issues covered
- Be more factual when it comes to individual thoughts
- Encourage people to work harder
- Come with already labeled files and names tags next time
- Sitting arrangement must be improved
- There was need to reconcile the local programme to the Lusaka one
- It will be important to spend some time and iron out the big problems identified by the group

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