

LECOP PROJECT TEAM MEETING ONE REPORT

DATE: 17th July 2013
VENUE: CUTS International Lusaka Offices
TIME: 14:30-15:30

ATTENDANCE: Mr. Tommy Singongi - Programme Officer CUTS International Lusaka
Mr. Paul Omondi Ochola - Resource Mobilization Advisor, ACF
Mrs. Jessie N Yamanda – Officer, Zambian voice

AGENDA

- Revise work plan
- TORs
- Placement of advert in print media

1. The team made adjustments to the work plan as agreed in the inception meeting. Firstly the research was extended from month 1 and 2 to month 2 and 3. The discussion meeting and the press briefing were moved to month 1 and 2 so as to inform the media and the public that we are undertaking a research on the subject matter. This will increase the demand for the research findings.

2. The policy dialogue meeting with government officials and informal lobby with key policy champions/parliamentarians was moved from month 3 to month 4. Radio programmes and TV programmes were moved to month 4 and 6. The team wanted to know how far Zambian voice had gone with the blog, a staff from Zambian voice informed them that they had started working on the blog.

4. The TORs were reviewed by the team and agreed that they were good. It was agreed that the TORs be sent via email to people who will show interest in the request for consultant services through the website.

5. The team also agreed that the advert for the request of consultant services be placed in two different newspapers, The Post and Daily mail depending on the cost. There was concern raised that the budget for the advert was not enough, efforts to get a quotation through a phone call proved difficult but Mr. Paul Omondi suggested that he'll get the number for someone at the Post from his office and send it to CUTS.

6. Background information for the advert was revised so as to fit in the newspaper advert, the team also worked on the qualifications of the consultant. A master's degree was one of them and excellent report writing skills to mention a few.

Actions Points

- Mr. Tommy Singongi will send the URL for the website to project team members, so that people will be able to go to the website and view the information that is there on the LECOP project.
- Mr. Tommy Singongi will take up the placement of the advert in the paper since finance at CUTs will be doing the payments. The team put Wednesday 24 July as the deadline for receiving applications and the next project team meeting was proposed to be held on Thursday 25 July in the afternoon at 14:30 hours

Minutes prepared by Jessie Nachilima and reviewed by Tommy Singongi