LECOP PROJECT INCEPTION MEETING REPORT

DATE: 8th July 2013
TIME: 09:30 - 10:45 HRS
VENUE: CUTS INTERNATIONAL OFFICES

ATTENDANCE:
- Mary Nandazi – Interim Executive Director, EAZ
- Fredrick Chikambwe – In coming Executive Director, EAZ
- Chilufya Tayali – Executive Director, Zambian Voice
- Jessie Nachilima – Officer, Zambian Voice
- Paul Ochola – Resource Mobilization Advisor, ACF
- Tommy Singongi – Programme Officer CUTS International Lusaka

AGENDA
1. Identification of roles of organisations according to the workplan
2. Identification of key project structures and their function
3. AOB

1. Identification of roles of organisations according to the project work plan
The Project Advisory Committee agreed to extend the implementation of the research component which was expected to last 8 weeks and intended to commence at the beginning of month one and end in month two. It was agreed that the research would commence in month two and end in month three. The advocacy activities were therefore also adjusted in kind but still expected to fit within the project lifespan of 7 months. The work plan was further broken down to allocations of responsibilities per organization.

2. Mandate and Role of key Project Structures

2.1. Project Advisory Committee
The Project Advisory Committee will provide guidance and direction for the project team. The PAC will convene once a month to review the implementation of the LECOP initiative. The PAC will also receive and review the monthly project progress report from the project manager. PAC meetings will take place at CUTS International Lusaka offices. The PAC members were identified as follows:
Simon Ng’ona – CUTS Centre Coordinator, Joseph Mbinji – ACF Executive Director, Chilufya Tayali – Zambian Voice Executive Director and Mr Fredrick Chikambwe – In coming Executive Director, EAZ

2.2. Project Manager
The Project manager is expected to ensure the timely implementation of all LECOP activities. He is expected to guide the activities of the project staff and prepare monthly project progress reports to the PAC. Tommy Singongi – CUTS Programme Officer was identified as project Manager.
2.3. Project Team
The Project team consisting of three project staff will conduct the day to day implementation of the project activities with the direction of the Project Manager. The three project staff members were identified as follows: Paul Omondi Ochola – ACF Resource Mobilization Advisor, Mary Nandazi – EAZ Interim Executive Director and Jessie Nachilima – Officer, Zambian Voice

3. AOB
A matter of concern arose hinging on the governance of the LECOP initiative. It came to the project teams attention that the monthly staff costs under the project budget only catered for a project Manager (K3,800), Project finance officer (K3,300) and two project staff (K3,000 each) instead of three project staff which would be required to cater for the staff members from the project partners (ACF, ZV and EAZ). This lapse was resolved as the meeting agreed to deduct K600 from each project staff’s allocation in order to provide for the third project staff cost. The new staff costs arrived at were as follows: Project manager K3, 200, Project Finance officer K2,700 and three project staff K2,400 each.

4. Action Points
- Mr Singongi to write the project inception report and circulate it to all involved
- Mr Singongi to circulate draft research ToRs for comments
- Project Team to meet to further break down the workplan activities and prepare the advert for publication. Meeting has been set for Wednesday, 17th July, 2013 at 14:00hrs – CUTS offices.