



ENVIRONMENTAL COUNCIL OF ZAMBIA

**LAKE TANGANYIKA BIODIVERSITY PROJECT
TRAINING EDUCATION & COMMUNICATIONS
SPECIAL STUDIES**

**VILLAGE CONSERVATION AND DEVELOPMENT
COMMITTEE**

STRATUM 2 & 3 TRAINING REPORT

23rd May – 1st June 2000

BY KWALI MFUNI

TRAINING EDUCATION & COMMUNICATION
COORDINATOR

VILLAGE CONSERVATION DEVELOPMENT COMMITTEES TRAINING

STRATUM TWO AND THREE TRAINING

REPORT

Target Group:

In this instance the target group was the **Village Conservation Development Committees** (VCDCs) members of the 16 villages in stratum two and three. The Training Education and Communication Co-ordination (TECC) team trained 15 villages in eight days, from May 25th to 1st June 2000.

The sessions included all the villages in stratum two and three with the exception of one village, Muzabwela, in stratum three. Muzabwela village sent word that they had a funeral and consequently were unable to attend.

The stratum constitute villages as follows:

Stratum Two (6 Villages):

1. Kasenga Village
2. China Village
3. Chilila Village
4. Onzye Village
5. Tonga Village
6. Sondwa Village

Stratum Three (9 Villages)

1. Kabatwe
2. Niamukolo
3. Kasasa
4. Ngwenya
5. Chipuzi
6. Muzabwela
7. Musende
8. Kasakalawe
9. Kapoko

Stratum 4 (-----Villages)

(Please fill in where blank Mr. Chipulu and Mr. Mugala)

1. Mbete

2. -----
3. -----
4. -----
5. -----

Stratum 5 (-----Villages)

Most of the VCDCs have participated in the Leadership Training Sessions, with the exception of some villages in Stratum 4 (----*indicate No.*) and Stratum 5.

A follow up activity to monitor practical implementation of this training would be necessary at some point.

Background

This activity was a continuation of the Leadership VCDC training activity which commenced in February. The LTBP- TECC in collaboration with the Lake Shore Contact Person had identified this training need last year.

It had been observed that most VCDCs did not keep records of their meetings nor minutes. Most meetings were not written and decisions mainly made by the chairperson., or the most vocal VCDC members.

This background laid the foundation for the Leadership Skills Training. Under this background four training sessions were planned to cover Stratum Two and Three. Four villages were invited to each of the four training Sessions. Each Training Session covered a period of 2 days and in this instance had an expected number of 44 participants at each session.

Objectives

The main aim of this training activity was to outline and where necessary provide VCDC members with skills to conduct, record meetings, and encourage full participation of members at meetings. It also attempted to promote the concept of Action Planning to VCDC members.

This was in order to enable communities living along Lake Tanganyika better organise themselves and plan community activities, especially in managing their environment.

Specific Objectives were:

By the end of the training session, the VCDC committee members should be able to:

- Call and conduct ordered and organised meetings.
- Record meeting proceedings in a consistent and orderly manner
- Clear set up of where the VCDC fits in the Village structure.
- Report to the appropriate authorities e.g. traditional leaders and Government departments whenever they need assistance.
- Have clearly defined and recorded terms of Reference
- Know the basics of Action Planning

Preparation:

Planning for this training activity was spearheaded by the TECC in Lusaka in consultation with the lakeshore contact person, Mr. Frighton Ngandu. Implementation was conducted with a stand-in Lake Shore Contact Person, Mr. Elias Chipulu. Mr. Ngandu was taken ill and Mr. Chipulu, who had earlier worked on LTBP and helped establish the VCDCs, was assigned to stand in for this particular training activity.

Lusaka:

A request was sent to PCU for funds to continue with the training activity as planned. Response by PCU was delayed, as the TEC Consultant had not yet given her comments on Stratum One Training Report.

Stratum One Training Budget Report was prepared and handed over with receipts to PCU Co-ordinator Dr. A Menz.

With the balance of funds sent for the first training PCU authorised training of Stratum Two and Three.

PCU further instructed that the training sessions had to be concluded by 31st May 2000.

As the TECC was to travel to Kasama by Plane and then travel by car to Mpulungu, most supplies for the training sessions were bought in Kasama.

Mpulungu:

The stand – in lakeshore contact person, Mr. Chipulu, notified the target villages of the training sessions and asked them to make preparations for the same. A tentative work schedule was also worked out. (appendix)

Notices of the training sessions were sent out to the target villages

Lesson outline and content were prepared and shared. (Appendix 2).

Facilitators

Taking into account experiences in the last training session and recommendations, facilitators were reduced to three Appendix and given terms of reference Appendix. The team also required the services of a coxswain as none of the TEC team members were competent in handling a boat. Fisheries Department provided coxswain Mr. Justice Chansa.

Facilities:

LTBP Office:

Facilities required from LTBP – Mpulungu office were:

- Flip Chart stand
- Boat
- Engine
- Life Jackets
- Sleeping bags
- Oars

Villages:

Facilities required at the village were:

- Sheltered Room with tables and chairs
- Pots, plates, cups, cutlery

Rent House

Training Approach

The team tried as much as possible to use participatory methods and approaches for this training exercise. Mainly these were the following:

Group Discussions and Report back
Plenary Discussion
Brainstorming
Role Play

The Team

The TECC team for this phase of VCDC training was as follows:

1. **A Mugala Head Master** – Director of Education, Mpulungu and local school Headmaster. Mr. Mugala has been involved in a lot of community training activities in Mpulungu. He was part of the TEC team in the first VCDC training.
2. **Mr. E. Chipulu** – Field Co-ordinator Department of Fisheries – Mpulungu. Mr. Chipulu was the stand – in Lake Shore contact person for this training activity. He played a key role in the formulation of the VCDCs. He also has regular contacts with the VCDCs.
3. **Ms. K Mfuni** – TECC LTBP – Lusaka. Co-ordinator prepared logistics for the training session and co-ordinated activities to facilitate the training for the VCDC.

The Workshop Content

The training sessions were to be conducted in two days. (See Programme appendix 1) The lessons were divided into seven schedules. And were facilitated by the resource people as indicated on the lesson schedule (see programme appendix 2). The sessions started earlier than anticipated because the SE activity was postponed.

Training Sessions

The meetings for VCDCs were divided as follows:

- **First Training Session - Chilila Island Village**

(Thur 25th & Fri 26th May 2000.)

Held at **Chilila village** with, China, Kasenga and Onzye villages

This session was conducted for two days as indicated above. The session started mid morning after the other Villages had been picked from their villages. The village headman officially opened the training session. The sessions were conducted in a shelter in the centre of the village.

Success:

Successes at the Chilila session were:

- *VCDCs was well organised
- *The TECC team had good rapport with participants at this venue

Hurdles/Obstacles:

- *There was only one female participant.

• **Second Training Session – Sondwa Village Training**

(Sat 27th and Sun28th May 2000.)

Held at **Sondwa village** with Tonga, Kabatwe and Niamukolo Villages.

This session was held over the weekend. The acting lake shore contact proposed this village for the training as it had a reputation for being difficult. The VCDC chairperson from session 1 helped with the organising of logistics at this venue. Sessions were conducted in a church.

Successes

Good scores at the Sondwa Village Sessions were:

- *It had the largest turn out.
- *Participants actively participated in debates and discussions.
- *It had the largest number of women participants.
- *The women were active in the sessions

Obstacles/Hurdles

Problems encountered at Sondwa were:

- * There was complaint on the food, as most women did not eat goat meat.
- *There was discontent on the non-payment of a sitting allowance
- *The second day was rushed as the session was only conducted in the afternoon at the participants' request to attend church service in the morning

• **Third Training Session –Mpulungu**

(Mon. 29th and Tue 30th May 2000)

Held at **Mpulungu – Fisheries Dept Classroom**, for Kasasa, Ngwenya, Chipuzi and Ngwenya villages. These villages are within Mpulungu town.

This session was conducted at Mpulungu – Fisheries Department Classroom. These participants were all from Mpulungu town itself.

Successes

This group had a quick grasp of concepts.

Logistics for food was not a problem as Ready meals were bought at Restaurant.

Obstacles/Hurdles

- *As the meeting was held in town the participants did not attend on both days
- *Sessions started late as some participants were marketeers
- *The acting Lake Shore Contact Person was called on to attend to his office chores on several occasions.
- *Some participants asked for financial assistance

- **Fourth Training Session- Kasakalawe Village**

(Wed 31 May and 1st June 2000)

Held at **Kasakalawe Village** with Musende, Kapoko and Mbeta villages.

This session was held in the village headman's house.

Successes

- *There was high participation and interest
- *The Village headman was very supportive and has a good working relationship with the VCDC.

Obstacles/Hurdles

- *There was an accident in which a piece of cloth worn by one of the women caught fire. A new piece of cloth was bought for this woman, on request.

Sessions were conducted as per VCDC Training Program (see appendix 1).

Training Session Content Outline

The session outlines were conducted in the following manner.

A. OUTLINING AND HARMONISING ROLES OF THE VCDCS

Session 1: VCDC Terms of Reference

How

Group Discussion and Report Back

Discussion in Plenary to arrive at consensus

Consensus on TORs

Session 2: Village Structure – VCDC Position

How

Question and Answer

Discussion to arrive at consensus on structure and VCDC Position

Common understanding of structure

B CONDUCTING MEETINGS EFFECTIVELY

- Session 3: Roles/Characteristics of Committee Members
How
Group Discussions and Report Back
Plenary for consensus
Clear Outline of committee members' roles and qualities
Role Play
- Session 4: Order of Conducting Meetings
How
Question and Answer session
Arriving at order of calling and conducting Meetings
Consensus on order of Conducting Meetings
- Session 5: Individual VCDC Proposed Activities
How
VCDC Group Discussion
Report Back
Identifying priority Activity to be Actioned
- Session 6 Procedure of Meeting
How
Role Play focussing on:
Discussion on plan of action for an identified proposed Activity
Roles of all Committee Members in a meeting
Order and manner in which the meeting is conducted
Observations of good and bad practices emerging from the play.

C ACTION PLANNING

- Session 7 Action Planning
How
Question and Answer
General Outline of Basics of Action Plan

Conclusion

15 lakeshore villages benefited from this training. A total of -----VCDC members participated in this training. The sessions generally were good. There were many lessons drawn from the first Training Sessions conducted early this year 1. The TECC team worked more efficiently and a good team spirit was prominent.

Few problems were encountered regarding a sitting allowance. This was mainly due to the fact that this had been outlined in the letter of invitation to participants.

The VCDCs were eager to participate in the sessions and there must be effort made to train with the remaining Villages in Stratum 4 and 5, in the not too distant future.

A follow up activity to the proposed actions by the various VCDC is also necessary. .

Recommendations

It is important if there is another phase of the project that this activity be completed in the remaining villages of stratum 4 and 5.

There is also need for a follow up activity to be conducted to assess the impact of the training activity to ensure that was agreed on in the sessions is being practiced or implemented.

It is also worthwhile to compile a list of possible financial partners both local and international donors for the VCDCs to work with.

Appendix 1**ENVIRONMENTAL EDUCATION SPECIAL STUDY****VCDCS TRAINING PROGRAMME****Day 1**

Time	Activities
09:00hrs – 09:30hrs	Introduction Objectives and Aims Official Opening
09:30 – 09:40 hours	Talk on Participatory Teaching Mode to be Used in Sessions
09:40 – 11: 00 hours	Terms of Reference for VCDC
11:00 - 12:00	Village Structure – VCDC Position
12:00 – 13:30 hours	Roles/Qualities of Committee Members
13:30 – 14:30 hours	Lunch
14:30 – 15:30 hours	Order of Conducting meetings
15:30 – 16:00 hours	VCDC Proposed Activities /String Game

Day 2

Time	Activities
08:30 – 09: 30 hours	Breakfast
09:30 – 09:45 hours	Recap Day 1 activities
09:45 – 10:30 hours	VCDC Proposed Activities/ Report Back
10:30 – 11:45	Role Play
11:45 – 13:00 hours	Action Planning
13:00 – 14:00 hours	Lunch
14:00 – 15:00 hours	Evaluation and Close down

TEAM MEMBERS**K. Mfuni TEEC – LTBP/ECZ, Lusaka****A. Mugala, Head Master, Mpulungu Secondary School****E. Chipulu Field Co-ordinator, DoF, Mpulungu****J. Chansa Coxswain – DoF, Mpulungu.**

Appendix 2

SESSION OUTLINE & CONTENT

Session 1

Terms of reference for Village Conservation and Development Committees (VCDCs)

(Facilitated by E Chipulu)

Objective: TORs developed by committee conform to current and future situation.

1. Group Discussion & report back
2. Plenary Discussion?
3. Outline of consensus of TORs

Session 2

Village Structure – VCDC Position

(Facilitated by Mr. A. Mugala)

Objective: Clear views on where VCDC fits in the Village Structure

1. Question and Answer
2. Plenary Discussion to arrive at consensus on structure and VCDC Position
3. Clear the VCDC position in the Village Structure set up

Session 3

Roles/Qualities of committee members

(Facilitated by Mr. A. Mugala)

Objective: Define and write the roles of office bearers and relationship to ex-officials.

1. Group Discussion and Report Back
2. Plenary Discussion to arrive at consensus
3. Consensus of Roles/Qualities of committee members.

Session 4

Order of meetings

(Facilitated by Ms. K. Mfuni)

Objective: Common order or procedure in conducting meetings.

1. Question and answer session
2. Leading to development of:
 - Convening a meeting
 - Order of Procedures in a meeting
3. Consensus on order of calling, convening and Conducting Meetings

Session 5:

Individual VCDC Proposed Activities

(Facilitated by Ms K. Mfuni)

Objective: To identify community activities to be actioned by individual VCDCs

1. Individual VCDC Group Discussion
2. Report Back
3. Identifying priority Activity to be Actioned

Session 6

Role Play

(Facilitated by Ms. K. Mfuni)

Objective: Appreciate different roles of committee members in a meeting
Appreciate the order and manner in which a meeting is conducted
Initiate discussion on Action Plan

Session 7

Action Planning

(Conducted by Mr. A. Mugala)

Objective: VCDCs appreciate importance of action planning

1. What
2. Why
3. Where
4. Who
5. When
6. How

Appendix 3

Participants Lists.

Chilila Island, Kasenga, Onzye, China Villages

NAME	VILLAGE	VCDC POSITION
Rodwel Chifunda	Chilila	
Abraham Simbeya	Kasenga	
Peter Muziya (headman)	Kasenga	
Mwape Mumba (secretary)	Kasenga	
Patrick Sichone	Kasenga	
Syden Sinyangwe	Onzye	
Joseph Mazimba	Onzye	
Boyd Simpokolwe	Onzye	
Barason Mwambazi	Onzye	
Harward Sikazwe	Kasenga	
Hastings Simbeye	Kasenga	
Samson Simpokolwe	Onzye	
Isaac Sichilima	Onzye	
Justwell Sichilima	Onzye	
Wilbroad Sichula	Onzye	
Weston Siame	China	
Jailos Sinyangwe	China (Headman)	
Chileshe Nkonde	Chilila	
Drickim Mbao	Chilila	
Soft Sikasote	Chilila	
Febiano Mwimanzi	Chilila	
Davis Muziya	Chilila	
Danken Kalumba	Chilila	
Edina Nanyangwe	Chilila	
Eden Tompwe	Chilila	
Martin Kaongwe	Onzye	
Kaibele Mbita	Onzye	
Herod Simute	Kasenga	

SONDWA MEETING PARTICIPANTS

NAME	VILLAGE	VCDC POSITION
1. Gondi Sinzoka	Sondwa	
2. Clemen Mung'omba	Sondwa	
3. Chola Nakazwe	Sondwa	
4. Maria Mwimanzi	Sondwa	
5. Zini Nanzumwa	Sondwa	
6. Ephrame Mazimba	Sondwa	
7. Mwannavini Sindazi	Sondwa	
8. Rogger Sikazwe	Sondwa	
9. James Sikasokwe	Sondwa	
10. Joseph Mazimba	Kapo	
11. Phili Kasoma	Kapo	
12. Richard Sinyangwe	Tonga	
13. Christopher Nsimbi	Tonga	
14. Joyce Sindazi	Tonga	
15. Levy Muziya	Kabatwe	
16. Oden Sinyangwe	Kabatwe	
17. Webston Sikazwe	Kabatwe	
18. Charie Sinyangwe	Kabatwe	
19. Gallan Sichilima	Kabatwe	
20. Exson Sikazwe	Sondwa	
21. Victor Somfu	Sondwa	
22. Maggie Nakalumbi	N/A	
23. Peter Kayula	N/A	
24. Abelo Sikazwe	Kabatwe	
25. Theresa Sikazwe	Kabatwe	
26. Ronald Chifunda	kabatwe	
27. Duckson Siulapwa	Sondwa	
28. Godiver Chipeta	Sondwa	
29. William Lwimpa	Sondwa	
10. Kasitila	Sondwa	
31. Rogger Chipesha	Sondwa	
32. Chisha simuyemba	Sondwa	
33. Silumbwe	Sondwa	
34. John Kangwa	Kas	
35. Paul Kabwe	Niamukolo	
36. Nason Mazimba	Sondwa	
37. Mary Nkonde	Kabatwe	
38. Joseph Kafwanka	Niamukolo	
39. Gregory Bwalya	Tonga	
40. Alista Silawamba	sondwa	
41. Allan Wilombe	Sondwa	

**MPULUNGU PARTICIPANTS:
KASASA, NGWENYA, CHIPUZI, MUZAMBWELA**

NAME	VILLAGE	VCDC POSITION
1. ROAN SINKALA	KASASA	
2. EMMANUEL	KASASA	
3. PETER SIKAZWE	KASASA	
4. DICKSON SIKAZWE	NGWENYA	
5. CHANDA MUSONDA	NGWENYA	
6. JANUARY SINYANGWE	KASASA	
7. KENNEDY SILWAMBA	KASASA	
8. JACKSON MAZIMBA	NGWENYA	
9. RASFORD SIKAZWE	NGWENYA	
10. MULENGA CHOMBA	NGWENYA	
11. FRIDAH CHOMBA	NGWENYA	
12. FRDAH NGANGU	NGWENYA	
13. FREDRICK CHIPUZI	CHIPUZI	
14. SIMWAMEZI CHIPESHI	CHIPUZI	
15. MOSES MPEPO	CHIPUZI	
16. WINARD CHABALA	KASASA	
17. RABAN MPEPO	KASASA	
18. DERICK SINKALA	KASASA	
19. LAMECK MBITA	CHIPUZI	
20. EMELDAN NAYAME	NGWENYA	
21. MARY MPEPO	CHIPUZI	
22. GLORIA NAKASOTE	CHIPUZI	

Kasakalawe Meeting.

Mbete, Kapoko,

NAME	VILLAGE	VCDC Position
1. Clement Simwaya	Mbete	
2. Lloyd Chambala (Chairman)	Kapoko	
3. Bernard Simfukwe (Str. Sec)	Mbete	
4. Oswell Simunyola (Secretary)	Mbete	
5. Dukes Chifunda (Chairman)	Kapoko	
6. Mathew Sikasote (Member)	Kapoko	
7. Headman Siwalingozi	Mbete (A)	
8. Biton Sikatte	Kasakalawe	
9. S S Mpepo (Treasurer)	Kasakalawe	
10. G Sindazi (Chairman)	Kasakalawe	
11. Sellah Ndakasha (Member)	Kasalalawe	
12. Victor K Sikazwe (Member)	Kapoko	
13. T K Mwimanzi (Secretary)	Kapoko	
14. John Mazimba	Musumbe SV	
15. David Ng'andu (Headman)		
16. Alfred Sinkala	Kapoko	
17. Stanley Simuyemba	Mbete	
18. Humprey Sikazwe	Kapoko	
19. Kalonga J Chifunda	Kapoko	

20. Lighton K Kasikila (Headman)	Kapoko	
21. Given Sitima	Mbete	
22. Richard Sinkala	Kapoko	
23. Justin Muzagabale	Mbete	
24. Emmanuel S Mulwanda	Mbete	
25. Chrabus S Mulwanda	Mbete	
26. Willard K Sindazi	Kasakalawe	
27. Thomas Sichisambwe	Mbete	
28. Godman Silupya	Kasakalawe	
29. Wiford Simwinga	Kasakalawe	
30. Yora Saut	Kasakalawe	

Meeting Sessions

Venue: **CHILILA ISLAND**

VCDCs INVITED

1. CHILILA
2. KASENGA
3. ONZYE
4. CHINA

Session 1: TERMS OF REFERENCE

TWO GROUPS 1 AND 2

Each group to list terms of reference

GROUP 1

- Conservation of Biodiversity
- Sensitisation on better methods of fishing
- Arresting Village By law breakers
- Sensitising community on effect of cutting trees and cultivating along the lakeshore
- To ensure peace and security in the village.

GROUP 2

- Conservation of Biodiversity
- Sensitising community on conserving the biodiversity
- Protecting tree destruction by charcoal burners
- Meeting every months to plan how to conserve
- Fund raising
- Sensitising community on cleanliness.

CONSENSUS ON TERMS OF REFERENCE OF VCDC (PLENARY)

1. Conserving the biodiversity
2. Sensitising fishermen on better method of fishing
3. Protecting trees from destruction by charcoal burners
4. Sensitising community not to cut trees and cultivate along the lakeshore
5. Protect animals
6. Arresting people breaking VCDC laws
7. Working in collaboration with VPC
8. Meeting twice per month to discuss conservation
9. Raising funds
10. Sensitising community on water pollution
11. Promoting development
12. Assist solve village problems.

Session 2: VILLAGE STRUCTURE PLENARY

LISTED COMMITTEES IN THE VILLAGE AS FOLLOWS

1. Village conservation and development committee (VCDC)
2. Village productivity committee (VPC)
3. Village WASHE comm. (VWASHE)
4. Neighbourhood committee
5. Community health

Village Structure Consensus

Village Headperson

VPC

V-WASHE Neighbourhood VCDC Community Health

*In the Village Structure VCDC is at the Same Level as other committees except for the VPC, which is a council of Advisers for the Village head. However cases are reported to the Village head not the VPC.

Session 3: ROLES/CHARACTERISTICS OF COMMITTEES

GROUPS 1 AND 2

To discuss roles and characteristics of a good:

1. Chairman
2. Secretary
3. Treasurer
4. Trustee

A. CHARACTERISTICS

GROUP 1

CHAIRMAN

- Humble
- Can Write
- Understanding
- Able to call meetings

Secretary

- Able to write
- Good tempered
- Good communicator

Treasurer

- Able to count
- Honest
- Able to prepare financial report

Trustee

-

GROUP 2**Chairman**

- Honest
- Good tempered
- Able to visit others

Secretary

- Active
- Good tempered
- Not forgetful

Treasurer

- Honest
- Good tempered

Trustee

- Able to report for meetings
- Able to report to secretary

CHARACTERISTICS CONSENSUS - PLENARY**Chairman**

1. Humble
2. Able to visit others
3. Understanding
4. Honest

Secretary

1. Able to write
2. Active
3. Not forgetful
4. Good communicator
5. Good tempered

Treasurer

1. Able to write
2. Honest
3. Good tempered
4. Able to write financial report

Trustee

1. Able to attend meetings
2. Good advisor
3. Able to take reports to committee

B. Consensus on Roles

CHAIRMAN

1. To preside over meetings
2. Opening and closing meetings
3. Directing discussions
4. Has a casting vote
5. To call for meetings

Secretary

1. To record minutes
2. To send notices for meeting
3. To keep records of discussions
4. To read previous minutes

Treasurer

1. To look after finances
2. Incharge of income and expenditures
3. To give reports on finances
4. To lead in income ventures

Trustee

1. Attend all meetings
2. To report observations
3. To do any assignment given
4. To contribute in the meeting.

Session 4: Order of Conducting Meetings

CONSENSUS ON ORDER OF MEETINGS PLENARY

1. Chairman calls for meeting
2. Secretary sends notices
3. Chairman opens the meeting
4. Reading of previous minutes
5. Corrections of previous minutes
6. Matters arising from previous minutes
7. Roll call
8. Agenda announced
9. Discussions
10. Any other business
11. Date of next meeting
- 12.** Charman closes meeting.

Session 5: Individual VCDC Proposed Activities

Each village committee chose projects They would want to do as follows

Onzye:

- 1. Community school
- 2. Making a boat
- 3. Making a shop

Chilila:

- 1. A shop 2. A clinic
- 2. Buying nets

Kasenga :

- 1. Making a lake port
- 2. Shelter
- 3. A slab for drying kapenta

Session 6: ROLE PLAY

Topic: Constructing Comm. School

GOOD THINGS	BAD THINGS
<ul style="list-style-type: none"> • Notice Given • Previous Minutes read • Point of correction was raised 	<ul style="list-style-type: none"> • Chairman didn't greet • Chairman didn't close the meeting • There was confusion • Community was not involved • Chairman has no control of the meeting • AOB came in main agenda • Secretary was not writing

Session 7: ACTION PLAN

CHILILA

KASENGA

ONZYE

ACTION PLAN (PLENARY)

BEFORE ANYTHING BEGINS

THE FOLLOWING QUESTIONS NEED TO BE ANSWERED

WHAT

WHY

WHO

WHEN

WHERE

HOW

ACTION PLAN CONSTRUCTION OF A CLASSROOM BLOCK

Activity	Time	Manpower	Res person	Input	No	Cost	Total Cost	Sponsor
Stone Collection	June - Aug	Comm.	V. Head	-	-	150,000	150,000	Comm.
Making Bricks	June - Aug	Comm.	V. Head	Muld Hoes Bucke	10 10 10	3,000 20,000 6,000	30,000 200,000 60,000	Comm.

VCDC TRAINING

Venue: SONDWA MEETING

Session 1: TOR FOR VCDCS

Participants divided into two groups 1 and 2

GROUP 1

1. Conserving Biodiversity
2. Sensitisation on biodiversity
3. Stop use of wrong fishing gear
 - e.g. 1. Mosquitos net
 2. Akatuto
4. Conservation of the forest

GROUP 2

1. Conservation of biodiversity
2. Stop use of wrong fishing gear
3. Ensure that only licenced equipment is allowed on the lake
4. Ensure regulations are followed
5. To assist development of the village
6. Meet regularly

TORs CONSENSUS PLENARY

1. Conservation of biodiversity Sensitisation goodness of biodiversity conservation
2. Use of wrong gear
 - e. g. a. Akatuto
 - b. Less than 1 half net
 - c. Less than 2" net etc.
3. Recommend licensing of equipment to fisheries

4. Assist development of the village in bridges, roads, wells, toilets etc.
5. See to it that no condemned Kapenta is seen in the area
6. To see to it that fishing in an area gives chance to breeding by having times without fishing.

Session 2: Set up of Village structure

1. VPC
2. Neighbourhood
3. V. WASHE
4. Maintenance
5. VCDC
6. Home based care

VILLAGE STRUCTURE

The village structure is the same as Chilila Meeting.

Session 3: ROLES OF COMMITTEE MEMBERS

Participants' divided into groups 1 and 2

A. Characteristics of a good:

- Chairman
- Secretary
- Treasurer
- Trustee

B. Roles of:

- Chairman
- Secretary
- Treasurer
- Trustee

GROUP 2

CHARACTERISTICS OF A GOOD CHAIRMAN

- Good hearted
- Able to lead at meetings
- To work to the committee

CHARACTERISTICS OF A GOOD Secretary

- Able to write
- Able to write minutes in correct order
- Able to call for meetings
- Able to keep a register
- Good hearted

Group 1

CHARACTERISTICS OF:

CHAIRMAN - CHARACTERISTICS

- Not temperamental
- Not self centred
- friendly

SECRETARY - CHARACTERISTICS

- Educated
- Able to work with others
- Respectful to people

TREASURER - CHARACTERISTICS

- Educated
- Honest

TRUSTEE - CHARACTERISTICS

- Accommodating

CONSENSUS CHARACTERISTICS

Chairman

1. Good hearted
2. Not self centred
3. Ready to work for the committee
4. Friendly

Secretary

1. Able to write
2. Respectful to people
3. Good hearted

Treasurer

1. Educated
2. Honest
3. Not easy to sway on money matters

ROLES

Group I

CHAIRMAN - Roles

1. Prepare Agenda
2. Has the Committee at heart

Secretary - Roles

1. Writing of minutes
2. record keeping

3. Attendance meetings

Treasurer - Roles

1. Custodian of committee finances
2. Financial report to committee
3. Taking money to the bank

Trustee - Roles

1. Fact finder

Group 2

Chairman - Roles

- Calling for meeting
- Signing minutes
- Preside over meetings

Secretary - Roles

- Prepare venue for meeting
- To know how many will attend
- Good hearted

Treasurer - Roles

- Looking after committee money
- Financial report

Trustee - Roles

CONSENSUS ROLES

CHAIRMAN -- Roles

1. Calling for meeting
2. Preparing Agenda
3. Signing approved minutes
4. Presiding over meetings

Secretary - Roles

1. Writing minutes
2. Prepare venue for meeting
3. Keeping records
4. Taking roll call
5. Attend meetings

Treasurer - Roles

1. Custodian of committee finances
2. Financial report of the committee

Trustees - Roles

1. Fact finder
2. Attending meetings
3. Part and parcel of development by the committee/community
4. To know what is going on.

Session 4: ORDER OF CONDUCTING MEETINGS

CONSENSUS

1. Notice of meeting Chairman and Secretary
2. Prayer/Chairman Opening remarks
3. Chairman mentions the theme
4. Secretary reads previous minutes
5. Approving previous minutes
6. Matters arising
7. New Agenda
8. Any Other Business
9. Date of next meeting
10. Chairman Closing Remarks/prayer

Session 5: VCDCs Proposed Activities

Participants divided into village groups each village to identify two village projects they would wish to embark on.

Sondwa village:

1. Fishing
2. A well

Kabatwe village

1. Farming
2. Fishing

Niamukolo village

1. A well
2. Improving their lake port

Tonga village

1. A well
2. Making bricks

Session 6: Role Play

A committee elected to perform role play

Topic: Digging A Well

GOOD POINTS		BAD POINTS	
<ul style="list-style-type: none"> Chairman mentioned the theme of the meeting 		<ul style="list-style-type: none"> Chairman didn't welcome people There was no rol-call Chairman had no control Members were-not giving respect to the chairman There was no opening prayer 	
SECRETARY			
<ul style="list-style-type: none"> Secretary read the Agenda Attended 		<ul style="list-style-type: none"> Secretary was not writing minutes There was no AOB 	
TREASURER			
		<ul style="list-style-type: none"> Treasure was not known Treasure never said anything 	
TRUSTEE			
<ul style="list-style-type: none"> Attending the meeting 		<ul style="list-style-type: none"> Were not giving respect to the chairman 	

Session 7: ACTION PLAN

ACTION PLAN PLENARY

The participants discussed the questions as follows:

What do we need?

Answer: A well

Why do we need a well?

When do we need a well?

Where do we need a well?

Who will do it?

How?

ACTION PLAN ON CONSTRUCTION OF A WELL AT SONDWA

Activity	Time	Manpower	Resperson	Input	No	Cost	Total	Sponsor
clearing	June	Community	Headman	Hoe pick axe shavel	10	K25,000	K250,000	Comm.
digging	June to July	Community	Chairman VCDC	Hoe pick axe bucket rope				

lining				Sand Stones Bars Cement				
--------	--	--	--	----------------------------------	--	--	--	--

VCDC LEADERSHIP TRAINING

Mpulungu Meeting

KASASA, NGWENYA, CHIPUZI, MUZAMBWELA

VENUE: FISHERIES LECTURE ROOM

DATE: 28/05/2000

Session 1: TERMS OF REFERENCE

Participants divided into two groups 1 and 2 to for group discussions.

GROUP 1

1. Conservation of biodiversity
2. Environmental education
3. To ensure use of accepted gear
4. To work in collaboration with dept of fisheries

GROUP 2

1. Conservation of biodiversity
2. Environmental education
3. Education of fishermen on pollution
4. Education to fishermen not to catch immature fish
5. Education on use of acceptable fishing gear
6. Discourage farming along the rivers
7. To assist those with problems

CONSENSUS PLENARY

1. Conservation of biodiversity such a:
 - trees
 - fish
 - animals
 - birds
2. Education to law breakers
3. Education on conservation
4. Confiscation gear that is not allowed
5. Work in collaboration with govt. department
6. Educate people to avoid farming along the river
7. To assist in emergencies

8. Work in collaboration with washe education on environment sanitation education

GROUP 1 TOR

1. Protecting of Biodiversity
2. Teaching law breakers
3. To ensure that people are doing recommended methods of fishing
4. Arresting and confiscating illegal gears of fishing such as
 - utututo (knob kellies)
 - poison
 - others
5. working hand in hand to finish up problems.

GROUP 2

1. Protecting of Biodiversity examples
 - Trees
 - And fish
2. teach people on the importance of protecting the Biodiversity.
3. To teach fishermen/folk on the importance of good governous and hygiene
4. To ensure that people are using the recommended methods of fishing.
5. To check on the nets used whether they are the recommended ones.
6. To discourage people from cultivating near the shore of the lake.

CONSENSUS (TOR)

1. Protecting of Biodiversity e.g Trees, Fish, Rivers/Lakes, Soil and Birds/animals
2. Teaching Law Breakers.
3. Teaching of people on the importance of protecting the Biodiversity.
4. Arresting and confiscating illegal gears of fishing such as
 - utututo (knob kellies)
 - use of poison
 - others.
5. To work hand in hand with government department to solve problems.
6. To teach people not to cultivate on the lake shore.
7. Working together in sometimes of problems e.g funeral and sickness.

Session 2: VILLAGE STRUCTURE SET UP

It was discovered of people from the township e.g Ngwenya and people from the village.

TOWN SET UP
(PLENARY)

YUMBE (Head)

VCDC V. WASHE NEIGHBOURHOOD WOMEN COMMITTEE

VILLAGE SET UP

YUMBE

VCDC V. WASHE NEIGHBOURHOOD WOMEN COMMITTEE

Session 3: Roles/Characteristics of Committee Members

Characteristics and Roles of:

- CHAIRPERSON
- SECRETARY
- TREASURER
- COMMITTEE MEMBER

GROUP 1

CHAIRPERSON Roles:

1. Chairing the meeting
2. Leading the group
3. Fair judgement of cases

SECRETARY Roles:

1. Writing minutes
2. Keeping of records

TREASURER Roles

1. Keeping the Treasury of the group.
2. To give the financial report.

COMMITTEE MEMBERS Roles

1. To inform the Secretary about problems.
2. Reporter of the group.

GROUP 2

CHAIRPERSON Roles:

1. Chairing the meeting
2. To speak for the people
3. Settling disputes.

SECRETARY Roles:

1. Writing the minutes
2. Keeping records
3. To receive and take cases/problems.

TREASURER Roles:

1. Keeping the Treasury
2. Should know how the group is working
3. Give the financial report.

Committee members Roles:

1. Inform the Secretary about the problems
2. Committed to work.

QUALITIES OF A GOOD:

- CHAIRPERSON
- SECRETARY
- TREASURER
- COMMITTEE MEMBERS/TRUSTEE

GROUP 1

Chairperson - Qualities

1. Should have respect
2. Should not be selfish
3. Should be not gossip.

Secretary - Qualities

1. Should write the truth
2. Should be hospitable
3. Should be committed to his work.

Treasurer – Qualities:

1. Should be honest with money
2. Should not use money without permission.
3. Should be honest with his work.

Committee members - Qualities

1. Should give ideas
2. Should be respectful
3. Should not be a liar

GROUP 2

Chairman - Qualities

1. Should be good to others
2. Should be committed to work
3. Should listen to the members
4. Should not be doing things on his own.

Secretary - Qualities

1. Should be educated.
2. Should be cheerful to the group
3. Should be understanding.

Treasurer - Qualities

1. Who knows how to keep the Treasury
2. Should be honest.
3. Should not use money without permission.

Committee Member - Qualities

1. Should be honest
2. Without corruption
3. Trust worthy
4. Should be strong
5. Subordinate to leaders

Qualities Consensus

Chairperson should have the following Qualities:

1. Respectable
2. Understanding
3. Committed to work
4. No gossiping
5. Subordination
6. Not judge alone

Secretary should have the following Qualities

1. Educated
2. Who can write the truth
3. Hospitable
4. Understanding
5. Committed to work

Treasurer should have the following Qualities

1. Should be honest to money
2. Who knows to keep the treasury
3. Committed to work

Committee Members should have the following Qualities

1. Should be honest
2. Advisor

3. Should have respect
4. Should be strong
5. Subordinate to leaders

Session 4: Order of Conducting a meeting

CONSENSUS

Order:

1. Chairperson to inform the Secretary to make notice and agenda of the meeting.
2. Secretary should send the notice to the members which should include the venue and time.
3. Role call and the secretary should start writing minutes.
4. Prayer or anything which may suit.
5. Chairperson to open the meeting
6. Secretary to read the previous minutes.
7. Correcting of the minutes and signing.
8. Matters arising from the minutes
9. Chairperson announces the topics of the meeting
10. Resolutions
11. Any other business
12. Proposing of the date for the next meeting
13. Closing remarks by the chairperson.

Session 6: ROLE PLAY

A play was conducted by members who volunteered to act. The following things were observed. The meeting was on the building of the toilet by VCDC.

GOOD THINGS

1. Everybody came on time
2. Democratically conducted
3. There was co-ordination between chairperson and secretary

BAD THINGS

1. No signs of minutes
2. The Treasurer never answered questions on finance
3. No respect from committee members

Session 7: ACTION PLAN

The session started by group discussion. The participants were divided according to their respective VCDC to propose the activities mainly needed in their villages and easily done by the committee members with less assistance from the donors.

The proposals were as follows:

KASAKSA

1. Erecting a market
2. Bore hole

NGWENYA

1. Toilet construction
2. Building a restaurant.

CHIPUZI

1. Building a toilet
2. Sinking a bore hole

ACTION PLAN PLENERY:

Mr. Mugala, who introduced the subject by highlighting the five Ws and H, led the session.

For each activity or programme questions need to be answered as follows:

- what
- why
- when
- where
- who
- how

WHAT: The toilet project was proposed.

WHY: To prevent Cholera
For visitors at market place
The market accommodate more than 500 people.
All villagers meet at the market
Protecting people against diseases.

HOW

- Here the summary of the action plan was drawn.

CONSTRUCTION OF TOILET

ACTION PLAN

ACTIVITY	village	Headman	June	mauld	4	7000	22000
	Comm			Hoe	4	18000	60000
				Drum	2	28000	80000

DIGGING

Kasakalawe Meeting

Opened by the Village Headman (Please Type the English Version below this one Mr. Chipulu)

VCDCs Invited

Kasakalawe

Mbete

Kapoko

Musende

Session1: Terms of Reference

Group 1

(Inchito shama VCDC)

1. Ukuchingilila ifi lengwa naleasa
 - (i) Umushili
 - (ii) Imiti
 - (iii) Inama
 - (iv) Isabi
 - (v) Ifyani
 - (vi) Ifyuni
 - (vii) Amenshi
 - (viii) Abantu

Group 2

1. Ukusunga ifilengwa naleasa kunse na mu menshi
 - Imiti
 - Icani
 - Isabi
 - Amenshi
 - Inama
2. Ukusambilisha abantu ukukana onaula ifilengwa naleasa

Consesus/Kasakalawe

1. Ukuchingilila ifilengwa na lesa ifili
 - (a) Imiti ne cani
 - (b) Inama nefyuni
 - (c) Isabi
 - (d) Amenshi
 - (e) Abantu
 - (f) Umushili
2. Ukusambilisha abantu uku kana onaula ifilengwa na lesa
3. Ukutungilila ubuyantashi mumushi
4. Ukusambilisha abantu imilimene isuma, mukuchingilila umushili ne fyaku
5. Ukusambilisha abantu inshita yakocela po impanga
6. Ukufwa abantu abali namachushi ifili amalwele ne mfya

7. Ukubombela pamo nefipani fya beteko neshishili sha buteko (NGO) muku pwisha amafya yali mulwende ya kabungwe
8. Ukupokolola ifibombelo fibi ifyi ngo naulate filengwa na lesa eg akatuto (Bomb) nobuba (poison) infuti, amasaw

Session 2: Village Structure (set up)

Yumbe/Mwenemushi

1. Inkombe sha Yumbe (Judges)
2. Ifilolo (Advisors)
3. V. Washe
4. Neighbourhood (Police)
5. Neighbourhood (Health)
6. Football Club
7. TBA (Traditional) Birth Attendant (Bana chimbusa)
8. VCDC

Session 3: Roles/Characteristics of Committee Members

Group One

Chairman Musama (Characteristics of a Good chairman)

- Cifwile ukuba umuntu uwamano
- Uwaishiba ukulemba
- Usshakwata ichipya
- Uwatemwa abantu
- Afwile ukunfwa amafya abantu

Secretary Musuma

- Uwachincila
- Kafwilisha wa bantu
- Uwasambilila ukulemba

Treasurer

- Ushili umupapu
- Uwafulamuka

Committee

- Uwacinfwile kukabungwe
- Uwa muchisnshi ku ntungulushi naku bantu
-

Group 2

Chairman Musuma (Characteristics of a Good Chairman)

- Usha kwata icifukushi
- Ushitungwa akabi
- Ukuba uwacishinka
- Uwaipelesha kunchito
- Ukushiba abantu aletaka mu kabungwe
- Uwakampuka mukusambilisha

Secretary

- Uwasambilila
- Afwile ukuba no mucinshi kubantu
- Uwacincila mukulemba namu kunfwa
- Afwile ukuba no mutima uusuma
- Uwabusaka

Treasurer

- Uwasambili
- Tafwile ukuba umupupu
- Afwile akwata akaso kuku sunga indalama
- Afwile ukukwata ifipe efyo twingashitisha ngaibe

Committee

- Afwile ukutemwa akabungwe alimo
- Tafwile ukucelwa kuma meeting
- Uwacunfwila
- Afwile ukusunka amafunde
- Afwile ukusunka amafunde yamukabungwe

CONSENSUS

Chairman Musuma

- Afwile ukuba uushili wa cifukushi
- “ “ uwa mano
- “ “ ushitungwa akabi
- “ “ “ uwachishinka
- “ “ “ uwaipelesha kunchito
- “ “ “ uwatemwa abantu
- “ “ “ uwakampuka ku kusambilishi

Secretary Musuma:

- uwacincila
- uwasambilila
- uwa muchinchi kubantu
- ubusaka
- kafwilisha wa bantu

Treasurer Musuma:

- uwasambilila
- uushili mupupu
- uwakonka amafunde

Committee Member Musuma:

- uwacimfila kukabungwe
- uwamuchinshi
- uwaipelesha
- afwile ukusunga amafunde ya mu kabungwe

INCHITO (Roles)**Group 2****Inchito sha Kwa Chairman:**

- afwile ukwita a ma meeting
- afwile ukwisula no kwisala a ma meeting
- afwile alesumunisha fyonse ifilesoswa nangu uku kana ifishiweme
- afwile ukusafya uulelufyanya mu kabungwe
- afwile ukupanga Agenda

Inchito Secretary

- afwile ukulemba ama minutes mu meeting
- afwile ukubelenga ama minutes ya meeting afumine ko
- afwile ukusunga ama records bwino
- afwile baleikala pamo na Chairman pakupanga ama agenda no kulembela ama members amakalata

Inchito Sha Kwa Treasurer

- Ukutwala indalama ku Bank
- Afwile ukusunga ama records
- Afwile ukwishiba ifyo impiya shileingila nefyo shilefuma

Inchito sha kwa Committee Member

- Afwile ukupela no kubomba imilimo yonse mu kabungwe

Group One**Inchito Sha kwa Chairman**

- Afwile ukulatekesha ama meeting
- Afwile ukula angalila akabungwe ifyo kalebomba
- Afwile ukwishiba ify abantu balebomba ukullosha kumisungile yafile ngwa na lesa
- Afwile alelosha ukutila amafunde yale konkwa bwino

Inchito - Secretary

- Afwile alelemba ama minutes ayalesoswa pama meeting
- Alinokula ishibisha abantu ifyo akabungwe kalepokelela

Inchito sha kwa treasurer

- Ukusunga ichipao chamushi bwino

Inchito - Committee Member

- Afwile ukulabombela pamo na kabungwe
- Nokubombela abantu ukubafwilisha mufilefwaikwa
- Tafwile ukulacelwa kuma meeting

Consensus

Inchito sha kwa Chairman:

- Ukwita ama meeting
- Ukutekesha meeting
- Ukwisula no kwisala meeting
- Ukutungulula meeting
- Ukukonka ifya pingilwa na kabungwe kuti atamfya
- Uku panga agenda
- Ukulolekesha ifyo akabungwe kalebomba

Inchito sha kwa Secretary

- Ukulemba ama minutes
- Ukubelenga ama minutes ya meeting afumine ko
- Ukusunga ama records
- Ukupanga agenda na Chairman

Inchito sha kwa Treasurer

- Ukusanga icipao cha kabungwe
- Ukutwal impiya ku Bank
- Ukusunga ama records ya mpiya
- Ukwishiba ifyo impiya shileingila no kufuma no kwishibi sha akabungwe

Inchito sha kwa Committee Member

- Ukuipelesha kunchito sha kabungwe
- Ukusangwa kuma meeting

Session 4: Order of Conducting Meetings

UMUTANTIKO WA MEETING

Plenary Session

(Random Order)

- Ukupituluka muma minutes yakale (Matters arising)
- Chairman na Secretary ba panga agenda
- Chairman ukwisala meeting
- Chairman asala uwa kupepa nangu national anthem. (ulwimbo lwa chishipa)
- Secretary baita amashina ya ma members bali ku meeting naba lombele ulusa
- Abalenga umutankikobwa meeting
- Chairman afwile ukulanda umutwe wa lyashi
- Ukulanshya
- Ama lyashi yambi (AOB)
- Ipepo yakwisalila

- Chairman ukutasha a kabungwe (closing remarks)
- Ubushiku kukaba meeting ika konkapo
- Chairman aisala meeting
- Ukuwamya ama minutes nokusaina ba Chairman/Secretary
- Secretary alalemba ama notices (call out) no kupela ama members

Consensus

Umutantiko wa Meeting

1. Chairman/Secretary bapanga agenda (umutantiko wa meeting)
2. Secretary alemba ama call out noku pela ama members
3. Ba Secretary baita roll call (ukwita a mashina ya ma members abaliko) ukwishiba ipendwa nga naikumanina
4. Chairman asala uwaku pela ipepo nangu ulwimbo lwa chishipa (National Anthem)
5. Chairman ukusula meeting
6. Ukuwamya ama minutes yakale noku saina
7. Ukwishiba ifya mwa suminishene nga fyali bombwa
8. Chairman afwile ukulanda umutwe wa meeting yelelo
9. Secretary abelenga umutantiko wa meeting ya lelo
10. Ukulanshanya
11. Ama lyashi yambi (AOB)
12. Ukufwana ubushiku bwa meeting ika konkapo
13. Chairman ukutasha abakabungwe (Closing remarks)
14. Ipepo/Nationa Anthem
15. Chairman aisala meeting

Session 5: V C D C Proposed Activities

Kasakalawe

- Ukukula ichipatala
- Ukwimab ichishima

Mbete

- Uku wamya apakutapila amenshi
- Ukuwamya umusebo umupita abana ba sikulu

Musende

- Ukupanga ama bridge noku wamya inshila
- Ukuwamya ilambwa

Kapoko

- Ukuwamya umusebo
- Ukuwamya isikulu

Session 6: Role Play

Chairperson	-	B Sinfukwe
Secretary	-	R Sinkala
Treasurer	-	H Chomba
Committee Members:		J Mwimanzi
		D J Chifunda
		V Kapembwa
		L Kasikila

Play

- Chairperson meets the Secretary to make an agenda
- Secretary sends the notices to inform members
- Chairperson opens and tells Secretary to read the previous minutes
- Chairperson asks the members to correct the minutes
- Signing of the corrections Chairperson/Secretary
- Chairperson starts the discussion
- Members agree on the day of working and the time
- Chairperson asks if there is any other business

Here is a debate on the use of money from the treasurer

- Chairperson says the closing remarks
- Members agree on the day of the next meeting
- Vote for the time
- Chairperson thanks the members for attending the meeting
- Closing prayer
- Chairperson closes the meeting

Ifusuma Nangu Ifilubo (Observations)

Ba Secretary tabachi saina ama minutes

Session 7: Action Plan

(Rehabilitation of Kapoko School)

What: ukukula Isukulu
Why: Distance
Isukulu na lilepuka
Umwela walinsenda amalata

When : ukupela ishita

Where: ukusala place

Who Ukusala uwa kukula

Activity	Time	Man Power	Resp. Officer	Input	No	Cost	Total Cost	Donor Sponsor
Collecting Sand	Jun	V Com	P.T.A Chair	Wheelbar shovel	4 5	4000 5000	160 000 30 000	Comm Comm
Cement	July	V Com	P.T.A. Chair	-	20	27000	540 000	Donor

Appendix 5 EVALUATION

1. How was the teaching style?

	A GOOD	B BAD	C FAIR	D V.GOOD
CHILILA	1		2	20
SONDWA	3	6	2	18
MPULUNGU			5	15
KASAKALWE	1	1		28
TOTAL	5	7	9	71

2. How were the sessions generally?

	A GOOD	B BAD	C FAIR	D V. GOOD
CHILILA		2	8	16
SONDWA	1	2	2	23
MPULUNGU			7	13
KASAKALWE			12	20
TOTAL	1	4	29	72

3. How was the venue for the training sessions?

	A GOOD	B BAD	C FAIR	D V. GOOD
CHILILA	4	3	1	18
SONDWA	6	5	17	3
MPULUNGU			7	13
KASAKALWE			12	20
TOTAL	1	4	29	72

4. How was the starting time for the sessions?

	A GOOD	B BAD	C FAIR	D V. GOOD
CHILILA	2	2	10	12
SONDWA	1	8	12	7
MPULUNGU	1	14	4	1
KASAKALWE	1	10	10	10
TOTAL	5	34	36	30

5. How was the closing time for the sessions?

	A GOOD	B BAD	C FAIR	D V.GOOD
CHILILA	7	15	4	
SONDWA	2	7	10	9
MPULUNGU				
KASAKALWE	1	7	9	13
TOTAL	10	29	23	22

6. Did you learn anything new in the session?

	Yes	No
CHILILA	24	2
SONDWA	23	5
MPULUNGU	14	6
KASAKALWE	30	
TOTAL	91	13

7. How was the food?

	A GOOD	B BAD	C FAIR	D V.GOOD
CHILILA	15	4	3	4
SONDWA	5	6	8	6
MPULUNGU	12	1	7	
KASAKALWE	2	9	8	11
TOTAL	34	20	26	21