

# SWEZAM PROJECT



Youth Organizer and Some Senior Youth  
Members walking to Mindolo High School to address the pupils there.  
"One step at a time - One School at a time"

QUARTER THREE

(JULY- SEPTEMBER)

NARRATIVE REPORT

**The report covers the activities which the SWEZAM undertook from July to September**

## **YOUTH CLUB THREE RECRUITMENT**

### **Introduction**

SWEZAM Project had a series of interviews which brought together various pupils with a mission to establish and put in place a new youth club comprising of 14 pupils. Apart from the three schools (**Helen Kaunda, Ndeke High and Mindolo High**) that already have been allowing their pupils to become members of the clubs four more schools (**Chibote Girls, Mukuba High, Chamboli High, and Wusakile High**) had been targeted for the project.

The main objective was, expansion of the target group in the schools and also to widen the scope of SWEZAM operational mandate of questions regarding; **Human Rights, Gender and HIV/AIDS**

### **Current Schools Working with SWEZAM**

Two more schools (Chibote and Mukuba High) have been added to the already existing within the project. Since we not have been able to visit the other two schools (Chamboli and Wusakile) due the school calendar (pupils were writing their end of term exams) there are currently 5 schools involved in the project instead of the seven planned for in January this year. Therefore pupils from these schools have not been able to become members but the schools will still participate in the inter-school debate competitions.

### **Final Selection of Members for Youth Club Three**

Youth Club One (1) and Youth Club Two (2) were actively involved in the interviews and recruitment of the applicants from the five schools. Fourteen members (9 females and 5 males) were picked to form Youth Club Three (3). The following are the members in the new youth club;

<b>No.</b>	<b>Name of Member</b>	<b>Name of School</b>	<b>Gender</b>
1	Roda Tembo	Chibote Girls High School	Female
2	Prudence Mukandawire	Chibote Girls High School	Female
3	Lusinzo Tapa	Helen Kaunda High School	Female
4	Miriam Mulenga	Helen Kaunda High School	Female
5	Taona Phiri	Helen Kaunda High School	Female
6	Mbaita Nalishebo	Helen Kaunda High School	Female
7	Victor Mwape	Mukuba Boys High School	Male
8	Justine Kabwe	Mukuba Boys High School	Male
9	Cythia Bwalya	Ndeke High School	Female
10	Lubona Kafumbwe	Ndeke High School	Female
11	Namwinda Chipaila	Ndeke High School	Female
12	Innocent Chunda	Ndeke High School	Male
13	Musonda Kaunsha	Mindolo High School	Male
14	Mashake Andrew Phiri	Mindolo High School	Male

## **OFFICIAL WELCOMING DAY**

The official welcoming day of the new youth club was held on the 6<sup>th</sup> of August, which was a memorable day since the activity was attended by Rolf Svanström (SWEZAM board Chairperson). Members from Youth Club One (1), Youth Club Two (2) and the Youth Organizer were also present to officially welcome the members of the new club.



Rolf officially welcomed the new Youth Club Three (3) and gave a brief explanation of what role the SWEZAM board members play in Sweden in terms of sourcing for funding as well as administration functions to ensure that the project is supported. The meeting there for allowed the new youth club three members to learn more about SWEZAM.

Old members also discussed the following issues during the meeting;

- ✓ **Activities that they would be involved in**
- ✓ **Mode of weekly meetings**
- ✓ **Outreach activities**
- ✓ **Training and Workshops**
- ✓ **Theme Days and what they are all about**

Members from Youth Club 1 and 2 also stressed the fact that SWEZAM's not only a club but more a family, meaning that all the new Youth Club Three members are free to contribute in running the SWEZAM "family" in a sense of belonging.

One member from Youth Club 3 thanked the old members for giving them (new members) an opportunity to be part of the project. The new members promised, that with support and guidance by the old members, Youth Club 3 will work according to expectations.



## **COMPUTER TRAINING WORKSHOP FOR NEW SWEZAM YOUTH CLUB MEMBERS REPORT**

### **Introduction**

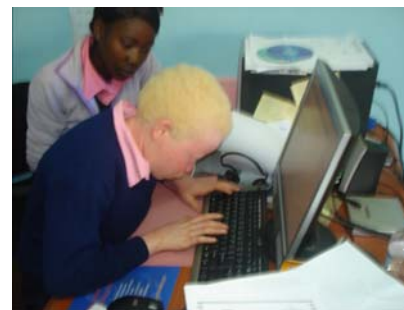
The SWEZAM Project held a computer training workshop for Youth Club 3 (YC3) between the 14<sup>th</sup> and 16<sup>th</sup> of August, 2008. The workshop was held at the YRIC office, and was facilitated by Mr. Bonaventure Mwaba a part time lecturer at the Zambia Institute of Business Studies and Industrial Practice (ZIBSIP) in Kitwe.

### **Discussions, Presentations and Practical Exercises (Test)**

During the training workshop various methods were used to equip the members of YC3



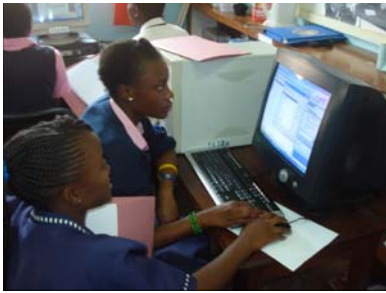
with relevant knowledge to help them work with and operate computers. Members of YC3 were asked about their knowledge of computers. Presentations that tackled the topics ranging from computers definitions to



operations were made where after the YC3 members were given chance to practice their new knowledge.

### **The following topics were covered during the workshop:**

- **Computer definition**
- **Computer operations**
- **Types of software**
- **Difference between Software & Hardware/ data & information**
- **Connecting & powering a computer**
- **Loading a program(Intro- Microsoft Word)**
- **Opening a file**
- **Creating folders**
- **Opening a new document**
- **Introduction to Internet Explorer**
- **Browsing the Internet and use of search engines**
- **Checking for and sending email**

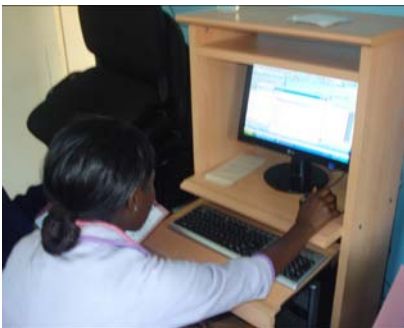


## Preparations

There were hand outs prepared by the facilitator given to the YC3 members. Since they were given in advance the members had time to read through most of the topics even before they were covered the following day.

## Number of pupils and schools represented

The workshop was designed for the YC3 members from Helen Kaunda, Ndeke, Chibote, Mukuba and Mindolo High Schools. Eleven pupils (6 females and 5 males) attended the computer workshop.



## Lessons learnt

After three days of training the pupils had acquired computer skills with an emphasis on how to use internet. It is important, as the club advances that the pupils are allowed more time on the computer. Research will be more and more cardinal for the group in order to obtain knowledge to make a positive change in the three key areas HIV/AIDS, Gender and Human Rights.

At the end of the workshop all the new youth Club members were handed certificates which were signed by MEF Principle Officers.

## Comments from the workshop participants (Club members)

*- “For the first time in my life I know how to use the computer and do things”*

Justine Kabwe - Mukuba High School

*- “This knowledge I have gained will help me even in the future”*

Miriam Mulenga - Helen Kaunda High School

*- “The facilitator was patient with us and because of that I am not a stranger to computer anymore thanks to SWEZAM”*

Lubona Kafumbwe - Ndeke High School



- *“I have been able use the internet and I have also been assisted to open an email address”*

Mashaka Andrew Phiri - Mindolo High School

## **Challenges**

Since SWEZAM has a limited number of computers (THREE) more computers had to be borrowed from other offices and departments within MEF. Even though enough computers were available, there were still challenges.

One of the other challenges was the internet connectivity since some of the computers did not connect properly which led to that pupils had to share the working ones.

## **THREE DAYS CAPACITY BUILDING WORKSHOP WITH FORUM SYD**

### **Introduction**

The workshop was held from 26<sup>th</sup> to 28<sup>th</sup> of August, 2008. The official opening was done by Human Resources Manager Mr. Nawa.

This workshop has been running annually since 2006 in partnership with Forum Syd. The workshop takes places after the creation of new youth clubs in order to train their members in various skills to enhance their efficiency in their individual roles in the SWEZAM project.



The workshop in 2008 was facilitated by Anu Ala-Rantala OD advisor Forum Syd Southern Africa. Helping her out were three resource persons from YC1 being;

- ✓ **Jeff Kashimu**
- ✓ **Annette Musonda**
- ✓ **Lumwanya Chitambala**



### **Attendance**

The workshop was designed for the YC3 members from Helen Kaunda, Ndeke, Chibote, Mukuba and Mindolo High Schools. Eleven (7 females and 4 males) pupils attended the three day workshop.

## Purpose

Purpose of the workshop was:

- To ensure that all the new Youth Club members possess leadership, facilitation and organisational skills which they can use in their school clubs.
- To create a platform where senior members get an opportunity to mentor and share their experience with new members. In the future the youths would possibly organise the workshop themselves.



## Discussions, Presentations, Individual Presentation and Group Presentations

### The participants Expectations were as follows;

Expectations were collected in writing from each participant and put on the wall. They included:

- ✓ To learn more about leadership, facilitation and organization skills and how to use these skills in the future
- ✓ To know do's and don'ts of public speaking
- ✓ To be able to stand in front of people and express myself or make a formal presentation
- ✓ To acquire more knowledge and be able to share the knowledge with other youths in the society
- ✓ All the members to participate fully
- ✓ To get a diploma in leadership, facilitation and organization skills
- ✓ To know how to plan and present activities
- ✓ Getting to know more about Forum Syd and how it operates
- ✓ To learn more about the operational guidelines of SWEZAM youth organization
- ✓ The facilitators to be helpful and friendly, as well as the participants
- ✓ The workshop to be interesting and sound, and not boring
- ✓ Punctuality not only when coming, but also when to start our programme, our sessions and when we should stop.
- ✓ Good food
- ✓ To know more about gender and HIV and AIDS
- ✓ To know more about human rights



During the three days, the workshop participants had a lot of topics given to them. These brought out a lot of participation, discussions, questions and answers which made the workshop interesting both to the facilitators and participants. The following are the topics and issues which are looked at during the three days workshop;

- ✓ **Getting to know SWEZAM Youth Organization**
- ✓ **Operational guidelines of SWEZAM Youth Organization**
- ✓ **Future visions for the Youth Club**
- ✓ **Leadership skills**
- ✓ **Sharing leadership experiences**
- ✓ **Creating guidelines for leaders in SWEZAM Youth Clubs**
- ✓ **Facilitation skills**
- ✓ **The role of a facilitator:**
- ✓ **Public speaking**
- ✓ **Introduction to planning activities**



### **Official Closing of the workshop**

Mr. Tyson Mumbi the Management Information Officer did the official closing of the workshop. Diplomas were unfortunately not ready due to missing signatures, but would be distributed to all participants later on. Word of thanks was given by one Youth Club 3 representative and the facilitator Anu Ala-Rantala, Forum Syd.



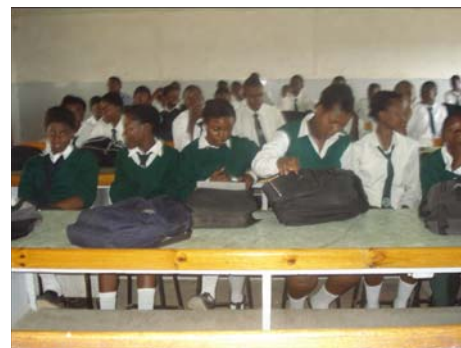
## **FORMATION OF THE SWEZAM CLUBS IN THE SCHOOLS**

### **Introduction**

This year SWEZAM project intends to form and establish clubs in five new schools in order to expand the Programme.

The goal is that the schools must have active running clubs with the following things in place;

- ✓ **Membership of pupils from different grades**



- ✓ **Executive in place (Club President, vice President, Secretary, vice Secretary, Treasurer and committee members)**
- ✓ **Come up with action plans in the respective schools to look at Human Rights, Gender and HIV/AIDS)**
- ✓ **Find a day of meeting**

### **Creation of the first SWEZAM Club at Mindolo High School**

On the 30<sup>th</sup> of September, 2008 a SWEZAM Youth Club was established at the Mindolo high school. This was followed on 10<sup>th</sup> of October, 2008 by the first official meeting of the YC at the school, which attracted about 30 pupils.

The meeting featured senior youth club members who served as facilitators; the youth club 2 and 3 members at Mindolo high school, and also the school club members.

The youths got a go ahead permit from the school's deputy manager.

At the meeting, the YC1 members centered on some issues among others were:



- **How the school club can make contributions on the printing of Club T-shirts.**
- **The old members' role in the school club.**
- **The school club access to the resource centre.**
- **How to record minutes and the importance of it.**

It was after the discussions of these issues that the members held an election practice where the YC2 club members contested for the post of the club president.

The YC2 members gave their manifestos telling the meeting attendants what they wished to do for the club and members in order to ensure progression in it. They raised different issues but the common among them was the promise to ensure a way for communication between the school club and MEF.

The elected President was Tendai Silwimba.

The president was elected by means of voting (thus promoting democratic principles amongst the members) by the school club members.

It was however discussed that other posts necessary for the running of the club shall be contested by the general membership in exception of the post of the vice presidency which shall also be contested by YC2 members as well. This will be done in the meetings to come.



## **PROGRESS IN SCHOOLS, RESOURCE CENTRE AND PROJECT MEETINGS NETWORK IN SCHOOLS,**

Two more school have started networking with SWEZAM project;

- ✓ **Mukuba High School**
- ✓ **Chibote Girls High School**

The above mentioned schools are represented in the YC3.

Meetings have been held with the school head teachers at the above mentioned schools, and the school authorities are in full support of SWEZAM project.

## **RESOURCE CENTRE DEVELOPMENT**

The Youth Rights Information Centre has now been restocked with new books. Even though more books still must be bought the YC members now have a wider selection to choose from.

All the books have been entered on the computer in a file that carries information like, **titles of books, name of authors, publishers and the year published.**

There are plans to have a SWEZAM date stamp in order to identify the books when they are borrowed.

## **VISITORS LOG BOOK**

A visitors log has been created at the Youth Rights Information Centre. All visitors are supposed to sign the log book. Below is the format of the log book;

<b>Date</b>	<b>Name of Visitor</b>	<b>Organization Coming from</b>	<b>Post</b>	<b>Purpose of Visit</b>	<b>Comments</b>	<b>Contact Details</b>
6/08/8	Rolf Svanström	SWEZAM-SWEDEN	Board Chairperson	Monitoring	-	-

## **PROJECT MEETINGS (Refer to the meeting minutes below)**

**Minutes of the SWEZAM Committee meeting held on 31<sup>st</sup> July, 2008 at the SWEZAM Office at 15:00hrs**

### **Present**

Mr. Cliven Katebe	-	Head of Conference, Research & Projects
Mr. Tyson Mumbi	-	Management Information Officer
Mr. Jonathan Mwape	-	Administrative
Mr. Bruce Mubanga	-	Youth Organizer, Recorder
Mrs. Linda Simbeye	-	Library assistant, Co- Recorder
Mr. Jeff Kashimu	-	Youth Club member
Ms. Lisa Kafwaka	-	Youth Club member

### **Apologies**

Ms. Tasila Mbewe	-	Programme coordinator, Committee Member
Mr. Michael Mwanachongo	-	Head of Programmes, Committee member

### **1.0 Opening prayer**

The meeting opened with a word of prayer from Mr. Bruce Mubanga at 15:10hrs

### **Chairperson's remarks**

The Chairperson welcomed the members present and called the meeting to order. The Chairperson informed the house that the chairperson from Sweden would be visiting the project on the 5<sup>th</sup> of August, 2008.

### **2.0 Correction and adoption of the minutes**

4.0: The penalty was to those who failed to return the books borrowed from special collection. The minutes were corrected and not adopted

### **3.0 Matters Arising**

Procurement of project equipment

**3.1 Digital Camera:** it was noted that the camera for the office was bought from Sweden. The chairperson wanted to know from which budget line it was and whether it was paid for. Mrs Linda Simbeye informed the house that the camera was bought from the 2006 budget line together with the DVD writer and the money was since paid to former Volunteer Ms Anna Tyllström. Other members of the house felt that it was important for the project to come up with an asset sheet where all assets of the project were recorded with their values.

**3.2 LDC Projector:** The Chairperson noted that there was a need to purchase an LCD projector for the project as it was involved in many workshops and seminars. The House agreed to include the order in the 2009 budget.

**3.3 Books:** The house observed that Life trail was supplying the project with books but its service was rather not impressive even after the payment for the order was done. So far it has supplied seventeen (17) titles out of the twenty-five (25) requested for. The Youth organizer was

advised to follow up on the matter. The house further resolved to book shop around with different suppliers in the future.

#### **4.0 YRIC Report & Way forward**

**4.1 Activities:** The youth organizer informed the house that the interviews and selection of the new members was done. He reported that this was not done as scheduled because of the delayed funds. This factor has caused many activities not to take off as planned, however since the money has been received the programs will run simultaneously. Attached is the copy of the planned activities.

The new Youth club members would be officially welcomed on the 6<sup>th</sup> of August, 2008 in the presence of the Swedish based Chairperson Mr. Rolf Svanström.

**4.2 Rolf's visit:** The house was informed of the coming of the board chairperson from Sweden Mr. Rolf Svanström. He would arrive on MEF campus on Tuesday 5<sup>th</sup> August, 2008 and the Youth Organizer would receive him at the airport. As he visits the foundation he was going to meet with various organizational parts such as;

- The Head of Programmes on issues of the foundation IT department
- The Youth Clubs
- The project committee

The chairperson advised the Youth Organizer to come up with a tentative program that would be circulated to all concerned.

#### **5.0 A.O.B**

**5.1** The Youth Club members observed that they didn't know the members of the committee. The Chairperson advised the Youth Organizer to arrange for a meeting where the committee could get to know the club members so as to inspire the young ones in so many areas like career /professionalism.

**5.2** The youth club members noted that the late remitting of the funds was disrupting the smooth flow of the project activities

**5.3** It was noted that the budget did not include items like implementation costs which would be used for other administrative issues such as travel expenses and per deim of workshop participation for the Youth Organizer. The Youth Organizer was advised to check it with the board chairperson. The house mentioned that the **10%** administrative costs was meant for issues like electricity etc

The chairperson thanked the members for their contributions to making the meeting a success.

#### **Date of next meeting**

The house agreed to tentatively meet on the 1<sup>st</sup> of September, 2008

#### **End of the Quarter Three Report**

**Cc: MEF Director  
HCRP  
HOP  
Project committee**