

Stage 1 - Report form: Briefing with Management

Country: Zambia

Facilitator: Faides Nsofu

Municipality: Mumbwa Town Council

Date of meeting: 18 July 2013

Attendance: 4

NAME	DESIGNATION	PHONE	SEX	EMAIL
Maybin Kalambwe	Council Chairman	260 2118000 74	M	
Freeman Cholwe	Vice Council chairman	260 2118000 74	M	
Christopher Sianga	Council Treasurer	260 2118000 74	M	
Eunice Mukubekube	Chief Admin Officer	260 2118000 74	F	

Buy-in to proceed with 'centre of excellence' process obtained?

Yes, buy in has been obtained for the COE process to proceed within the council

Access to conduct a situation analysis obtained?

Yes, access to conduct the situational analysis has been obtained

Contact person/s for the process identified? (Give name/s and position/s).

The council Secretary will be the contact focal point person Eunice Mukubekube with the Council Chairman as the Gender Champion