



# Zambia Dairy Transformation Programme

JANUARY 2020 NEWSLETTER



*Welcome to the latest edition of our monthly newsletter, which summarises activities carried out under the Zambia Dairy Transformation Programme (ZDTP) in December 2019 and January 2020.*

*Left: Fisenge dairy farmer Margaret Musonda Chikoti with her calves.*

## Welcome to Year 4 of the ZDTP

**By Tania Thomson**

Ever since the start of the Zambia Dairy Transformation Programme (ZDTP), our minds have been focused on what will happen following the term of the programme. So, as we enter the 4th year, we're concentrating on consolidating lessons learned and working with farmers to support them to apply these using their own funds. We're looking forward to sharing these as we go through the year, plus learning new things. The year 2020 has already got off to a busy start. We were delighted to host our Milk Quality Specialist, Greg Braggins, from January 20 to February 7 and look forward to sharing some of his findings and recommendations in the next edition of this newsletter. Preparations are underway for a study tour to New Zealand in March 2020, which will see 12 participants visit a range of organisations related to the country's dairy industry. The objective of the study tour is to provide current and future leaders in the Zambia dairy industry with an overview of the New Zealand dairy industry and associated value chain – from inception to present day. It will highlight challenges faced by the industry and how they have been overcome and consider similarities with the dairy industry in Zambia and opportunities for applying lessons learned from New Zealand in Zambia. It's fantastic that one of our cooperating partners, the Dairy Association of Zambia (DAZ), was able to co-fund two places. "There will be a focus on information sharing between programme participants and organisations visited in New Zealand and identifying how some of the concepts can be used back in Zambia," says ZDTP Country Manager Tania Thomson.

## Meet the team: Charles Zimba

Charles Zimba, pictured below right, is the ZDTP Business Support Officer responsible for the Copperbelt Province. Prior to this role, he was a consultant involved with the Zambia Agribusiness and Trade Project (ZATP), funded by World Bank, where he worked alongside various ministries to facilitate linkages and support cooperatives and SMEs (Small and Medium Sized Enterprises) to develop fundable project proposals and business plans and access matching grants. Mr Zimba holds a Master of Agribusiness from Massey University in New Zealand, a Bachelor of Business Administration Entrepreneurship and a Post Graduate Diploma in Business Administration. We are pleased to have him contributing his valuable skills and knowledge to the ZDTP and are happy that he is able to share some of the knowledge and skills gained in New Zealand with cooperatives in Zambia. Read more about Mr Zimba and his role on page 3.



## Farmer spotlight: Margaret Musonda Chikoti

Margaret Musonda Chikoti has a dairy farm in Fisenge, which is home to 21 dairy cows. Not all of her animals are producing milk; however, those that are produce an average of 11 litres per day. Ms Chikoti says her production has improved “a lot” in the past few years, as a result of improved nutrition for her animals from new fodder crops like velvet bean, lablab and maize. “Before, we never used to grow fodder [and] production of milk was really down. The nutrition of the animals [has] improved.” There are also pigs and layers on the farm and Ms Chikoti employs about seven workers to help run it. The business side of things has also improved, thanks to the introduction of record keeping practices. “We never used to keep the receipts [when we bought our feed]. We just used to throw [them away]. But [the ZDTP] taught us how to keep the records ... so ... we can know that this month we didn't make profit, where we went wrong [and] we correct the mistake. The next month, at least we make a little bit of profit,” Ms Chikoti says. “In the next three, four, five years, I want to increase production [and] employ more workers so that my business can grow ... and their families will be at least [able to have] something on the table.” Ms Chikoti says she has long-term plans to build a dip tank to control ticks and, eventually, a small on-farm milk chilling and collection centre. Check out the ZDTP's interview with Margaret Musonda Chikoti at <https://vimeo.com/393545626>.



*Margaret Musonda Chikoti*

## Putting the ‘Annual’ back in AGM - the importance of Annual General Meetings

AGMs are an opportunity for cooperative members to ensure their cooperatives are well run. They are an important governance mechanism which help ensure cooperatives are well performing, sustainable businesses. Along with other cooperating partners (the Ministry of Commerce Trade and Industry, DAZ, GIZ and Agriterria) we have been supporting the cooperatives we work with to put the ‘A’ (Annual) back in ‘AGM’ and to take them from being ‘A General Meeting’, which is carried out when funds allow, to an annual event which is well planned and resourced for. As a way of doing this, our Business Support Office for the Copperbelt, Charles Zimba, has put together a fact sheet containing the information below. All of our fact sheets are available online at [www.zambiadairy.com](http://www.zambiadairy.com). Here are some key points:

### What is an AGM?

It is a formal meeting held once a year, as provided by Cooperative Societies Act No. 20 of 1998 (Cooperative Act in Zambia). It is an important event for every organisation, giving members, the general public and the committee a broad overview of the organisation's current directions, financial health and confirms its purpose.

### What is the main purpose of an AGM?

To comply with legal requirements, such as the presentation and approval of the audited accounts, the election of directors, the appointment of auditors for the new accounting term and informing members of previous and future activities.

### How do you prepare for an AGM?

- Take the necessary time to prepare documents and reports (i.e. minutes, financial report, chairperson's report) and review the organisation's rules;
- Prepare a budget for the AGM and draft an agenda;
- Assign roles and responsibilities for the meeting;
- Agree on stakeholders to be invited and identify a preferred date;
- Notify the Cooperative Inspector and agree on the date of the meeting;
- Secure the venue;
- Send the notice;
- Verify if all the preparations are in place before the meeting; and
- Set up the space (seating arrangements) before the meeting.

## What is a quorum for an AGM?

A quorum is the minimum number of people who must be present at an annual general meeting before it can start. If the size is not specified, refer to the organisation's bylaws regarding the size of quorum. It is recommended to be about two thirds of the number of eligible members.

## What notice is required for an AGM?

The minimum full period of notice for all meetings is 7 to 14 days.

For information on what a typical AGM agenda will cover, see the fact sheet at [www.zambiadairy.com](http://www.zambiadairy.com).

## Meet the team: Charles Zimba, cont.

**Charles Zimba**  
ZDTP Business Support  
Officer  
Copperbelt Province



*"I like the demand driven approach [of the ZDTP]. Issues or practices are not imposed but are sorted out in a democratic manner."*

### How does this role compare with your previous work?

This is my first serious or strong interaction with dairy farmers; however, I have been working with cooperatives for the past 20 years. I now have a better understanding of small-scale farmers in Zambia with respect to their production levels, challenges faced and opportunities.

### What do you like about your role with the ZDTP?

I like the interaction and analysis with cooperative board members in finding solutions to business problems and exploitations of opportunities in a sustainable way.

### What do you like about the programme and its approach in general?

I like the demand driven approach; the felt need drives the support to offer the board and the cooperatives. Issues or practices are not imposed but are sorted out in a democratic manner. Working with international experts has been an excellent experience and well-coordinated.

### What are you focusing on in your role at the moment?

My focus is on ensuring cooperatives have proper filing systems in place and proper processes for recording business transactions, tracking income and expenditure, recording decisions made and keeping books for milk purchases, sales, accounts receivable, accounts payable, cash, asset registers, as well as and working on ways to maximise profits.

### What are your future career goals?

I'd like to one day be a member of the DAZ and contribute to the growth of the dairy industry in Zambia. I'd also like to work as a dairy business consultant and help small-scale farmers have more 'cash cows' in their backyard.

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The ZDTP is focused on supporting dairy farmers to improve their productivity, milk quality and linkages to urban markets. The views expressed in this publication are those of the implementers of the programme and do not necessarily reflect those of the New Zealand Government. For further information, please contact ZDTP Country Manager Tania Thomson on [tania@primeconsultants.net](mailto:tania@primeconsultants.net) or +260 96 456 4206.