



**MINUTES OF THE SARN TZMI PREPARATIONS MEETING HELD BY
TELECONFERENCE ON 23rd MAY, 2011 FROM 10:00 HOURS**

**SARN Secretariat
Gaborone, Botswana**



1.0 PRESENT

1. Dr Simon Chihanga (Chairperson)
2. Mr. Stark Katokele
3. Dr. Boniface Maket
4. Dr. James Banda
5. Dr. Kaka Mudambo
6. Mr. Daniso Mbewe

2.0 APOLOGIES

1. Dr. Petrina Uusiku
2. Dr. Joseph Mberikunashe
3. Ms. Tjantilili Mosweunyane
4. Dr. Nilton Saraiva
5. Dr. Mulakwa Kamuliwo
6. Dr. Berth Simwaka
7. Ms. Mshuka Kamwela
8. Mrs. Boitumelo Lesaso

3.0 AGENDA

The meeting was convened to review progress on preparations, objectives and outputs and agenda of the TZMI meeting which was scheduled to take place from 30th May to 1st June 2011 at Livingstone, Zambia.

4.0 OBJECTIVES AND OUTPUTS OF THE TZMI MEETING

- 4.1 The SARN Focal Point, Dr. Kaka Mudambo presented objectives and outputs of the TZMI meeting.
- 4.2 The meeting noted the objectives and outputs of the TZMI meeting and the meeting agreed that the SARN Secretariat would review and reduce them to remain only with two or three objectives and outputs.

5.0 DRAFT TZMI MEETING AGENDA

- 5.1 The meeting agreed to have few agenda items for the TZMI meeting which would be well managed.
- 5.2 The meeting also agreed that work groups would be formulated based on the issues to be discussed during the meeting which would be on the meeting agenda and need to have a clear description of what each work group would do.

6.0 PRESENTATIONS FOR THE TZMI MEETING

- 6.1 The meeting noted that the presentations were not circulated as agreed at the last meeting and the meeting agreed that Dr. Maket would ensure that presentations by MACEPA were circulated by Wednesday, 25th May 2011 and that Dr. Mudambo would also ensure that the presentation by Dr. Shiva was also circulated by the same date.
- 6.2 The meeting also agreed that members would go through the presentations once they were circulated and if there would be any comments; these would also be circulated to members before the meeting on Friday, 27th May 2011.
- 6.3 The meeting also agreed to meet on Sunday, 29th May 2011 in the evening to finalise presentations all members would have arrived.

7.0 UPDATE ON PREPARATIONS FOR THE TZMI MEETING

- 7.1 The SARN Secretariat informed the meeting that preparations for the meeting were going well as all names for the participants were received but was still waiting for names for the drivers from Angola, Botswana and Namibia.
- 7.2 All participants from Namibia would drive to the meeting using one mini bus while two participants from Botswana NMCP, Angola NMCP and Zimbabwe NMCP would fly while those from districts would drive. Arrangements for those Angola participants from districts were yet to be finalised.
- 7.3 The meeting agreed that Member States would submit names of the driver to Daniso by Friday, 27th May 2011.
- 7.4 Documents for the meeting would be finalised and printed by Wednesday, 25th May 2011.
- 7.5 The meeting was also informed that the Director of SHD&SP at SADC Secretariat authorised the meeting.
- 7.6 MACEPA informed the meeting that all preparations for the meeting were done and that the meeting would take place at Chrismar Hotel in Livingstone, Zambia.
- 7.7 The meeting agreed that Dr. Maket would send details of the hotel by email to participants of the meeting.
- 7.8 Botswana informed the meeting that the team from Botswana was ready and papers for the meeting were approved.
- 7.9 Namibia informed the meeting that all participants to the meeting would travel by road and that the driver was sponsored by Namibia Government.



8.0 A.O.B.

- 8.1 The meeting congratulated the chairperson of the meeting for chairing the deliberations of the meeting well and Namibia Government for sponsoring the driver which demonstrated commitment and strong partnership.

9.0 DATE OF THE NEXT TC MEETING

- 9.1 It was proposed that the next TC meeting would take place on Friday, 27th May 2011 from 10:00 hours CAT.

10.0 CLOSING REMARKS

- 10.1 Dr. Chihanga thanked all who were present at the meeting for their fruitful contributions and good progress made on preparations of the TZMI meeting by all partners (Member States, MACEPA and SARN Secretariat) and closed the meeting at 10:38 hours.