REPUBLIC OF ZAMBIA

MINISTRY OF LOCAL GOVERNMENT AND RURAL DEVELOPMENT

Women engagement Meeting Minutes Women engagement Meeting Minutes

ZAMBIA DEVOLUTION SUPPORT PROGRAM

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WOMEN ENGAGEMENT MEETING MINUTES

KATETE TOWN COUNCIL

Meeting Title: Women engagement meeting
Date: 07/06/2026
Time: 09:30hrs-13:00hrs
Location: Kasambadola ward- Chimbundire villages
Facilitator: David luswili

Attendees:

1. Mr. Royd Mwansa-Director finance
2. Ms. Natasha Ndumba-Acting Director Planning
3. Ms. Yvette Chala Sooka-Programmer
4. Mr. David Luswili -Environmental Planner
5. Mr. Timothy Phiri-Systems Analyst
6. Mr. Lameck Muwowo-Environmental Health Inspector

The list of stakeholders and community members who attended the meeting is attached as **Appendix I.**

Agenda:

1. **OPENING PRAYER**
2. **INTRODUCTION**
3. **WELCOMING REMARKS**
4. **PRESENTATION ON PLANNING AND BUDGET FRAMEWORK**
5. **PRESENTATION ON CDF**
6. **PROJECT PROPOSALS AND SUBMISSIONS**
7. **PLENARY**
8. **CLOSING REMARKS**
9. **CLOSING PRAYER**

1. Opening Prayer

The meeting commenced with an opening prayer led by Lameck Muwowo.

2.Introduction and Opening Remarks

The meeting was called to order by the Acting Director Planning, who welcomed all stakeholders and thanked them for attending. He emphasized the importance of stakeholder engagement in promoting transparency, accountability, and collaboration in local development initiatives. He encouraged participants to actively contribute to the discussions and provide feedback on the matters presented.

4. Presentation on Planning and Budget Framework

The presentation on the Planning and Budget Framework was delivered in two parts by Mr. David Luswili and the Director of Finance. Mr. Luswili introduced the session by covering the planning framework, while the Director of Finance further elaborated on the budgeting component and financial alignment. The presentation highlighted the linkage between planning and budgeting processes to enhance effective implementation of development priorities and service delivery.

4.1 Presentation on Budgeting and Planning Framework

Mr. David Luswili- Environmental Planner delivered a presentation on the Budgeting and Planning Framework. He provided an overview of the National Development Plan (NDP) and its role in guiding national and local development priorities. He further explained the budgeting process, highlighting both the national and local authority approaches to planning and budget formulation.

The presentation also outlined the importance of the Integrated Development Plan (IDP) in ensuring that development interventions are aligned with community needs and national priorities. Mr. Luswili emphasized stakeholder participation in the planning and budgeting process to promote inclusive and sustainable development.

Additionally, he provided a brief overview of the Decentralization Policy, stressing its objective of transferring functions, responsibilities, and resources to local authorities to enhance service delivery. He also highlighted key aspects of the Zambia Devolution Support Programme (ZDSP) and its role in strengthening local governance, planning, and development at the district level.

The presentation was well received, and participants were encouraged to actively engage in local planning and budgeting processes.

4.2 Presentation on Budget Performance

The Director of Finance, Mr. Royd Mwansa, presented the Budget Performance Report for Katete Town Council. He provided an overview of the Output-Based Annual Budget and the

Annual Development Plan Framework, highlighting how these instruments guide the implementation of development programmes and service delivery within the district.

Mr. Mwansa further elaborated on the Human and Social Development sector, outlining key interventions and priorities aimed at improving the welfare of the community. He also explained the various sources of revenue available to the Council, including locally generated revenue and grants from the Central Government, and provided guidance on the utilization of the different grants in accordance with their intended purposes.

In addition, he presented the budget allocation by economic classification, detailing the distribution of resources across recurrent and capital expenditures to support the effective implementation of planned activities and projects.

The presentation was followed by discussions and clarifications on budget implementation, resource allocation, and revenue mobilization.

5. Presentation on Budget Proposals and Submissions

The Director of Finance presented the Budget Proposals and Submissions for consideration. He outlined the proposed priorities for the upcoming planning period and provided an overview of the key areas of focus in the budget formulation process.

Stakeholders were given an opportunity to make submissions and provide input on the proposed budget. The discussions were interactive, with participants raising comments, suggestions, and concerns aimed at improving resource allocation and ensuring that the budget reflects community priorities and development needs.

6. Presentation on the Constituency Development Fund (CDF)

Ms. Natasha Ndumba- acting Director Planning made a presentation on the Constituency Development Fund (CDF). She elaborated on the objectives of the fund and its role in promoting community-driven development at local level.

She provided an overview of the key components of CDF, including community projects, bursaries, and empowerment programmes, highlighting how these interventions are intended to improve livelihoods and support socio-economic development within the district.

Ms. Ndumba also explained the processes involved in project identification, approval, and implementation, emphasizing the importance of community participation and adherence to established guidelines to ensure transparency, accountability, and effective utilization of resources.

The presentation was well received and contributed to a better understanding of the CDF framework among stakeholders.

7. During the plenary session, women participants were given an opportunity to openly discuss issues affecting women and girls within their communities and to seek clarification on programmes, services and opportunities available through the Local Authority, Government and other stakeholders.

The discussion provided an opportunity for participants to highlight challenges affecting women's participation in development, access to economic opportunities, social services, decision-making and community development.

The following issues were raised and responded to:

- **Access to economic empowerment and income-generating opportunities**

  Participants sought clarification on opportunities available to women for skills development, entrepreneurship and access to financial support. It was explained that women can access various empowerment opportunities through Government programmes, CDF, cooperatives, NGOs and other development partners, subject to the applicable guidelines and availability of resources. Women were encouraged to organise themselves into viable groups and participate in programmes aimed at improving household and community livelihoods.

- **Participation of women in local governance and decision-making**

  Participants raised concerns regarding the representation of women in community and development structures. It was emphasised that women should be encouraged to actively participate in ward development structures, community consultations and other local governance platforms so that issues affecting women are adequately reflected in development planning and budgeting.

- **Access to skills development and employment opportunities**

  The meeting discussed the need for increased access to vocational, entrepreneurship and other practical skills for women, particularly young women and those with limited employment opportunities. It was noted that partnerships with Government institutions, NGOs, private-sector organisations and other stakeholders could help expand opportunities for skills development and livelihoods.

- **Access to social and community services**

Participants highlighted the importance of accessible and responsive services, particularly in areas affecting women and families such as health services. The meeting noted that effective planning and budgeting should take into consideration the needs of women, including access to education, health, sanitation, water and other essential community services.

11.1 CONCERNS AND RECOMMENDATIONS

Women participants raised a number of concerns and made recommendations aimed at strengthening women's participation and improving service delivery within the district.

- It was emphasised that women should be adequately represented in community development and decision-making structures to ensure that their needs and priorities are considered during planning and budgeting processes.
- Participants recommended increased support for women's economic empowerment, particularly through CDF , entrepreneurship, vocational training, access to finance, market linkages and other sustainable livelihood opportunities.
- Participants called for improved access to information on Government programmes, CDF opportunities, empowerment programmes, training and other services available to women. It was recommended that information should be disseminated through community meetings, ward structures and other accessible platforms.
- Concerns were raised regarding the participation of women in community development processes. The meeting recommended that women should be deliberately encouraged and supported to participate in ward development committees, consultations, planning processes and monitoring of development projects.
- Participants also emphasised the importance of considering women's needs when planning for water, sanitation, waste management, roads, health facilities and other community infrastructure, as these services have a direct bearing on household and community well-being.
- The meeting further encouraged stronger collaboration between the Local Authority, Government departments, NGOs, private-sector organisations and women's groups to mobilise resources and implement programmes that respond to women's development priorities.
- The Council was encouraged to take the concerns raised by women into account in future planning, budgeting, project prioritisation and service delivery processes.
- The meeting further recommended that regular women-focused stakeholder engagements be conducted to provide a platform for women to give feedback, identify emerging challenges and contribute to local development planning.

Overall, the plenary emphasised that meaningful participation of women in governance and development requires inclusive planning, access to information, economic opportunities, skills

development, representation and continued engagement between women, the Local Authority and other stakeholders.

8. Closing Remarks

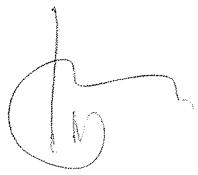
The meeting was officially closed by the Director Finance who thanked all stakeholders for their active participation and valuable contributions throughout the meeting.

7.Closing Prayer

The meeting was closed with a prayer led by Lameck Muwowo, who gave thanks for the successful deliberations and prayed for continued guidance, unity, and progress in the implementation of development programmes within the district.

Prepared by: Yvette Chala Sooka Programmer

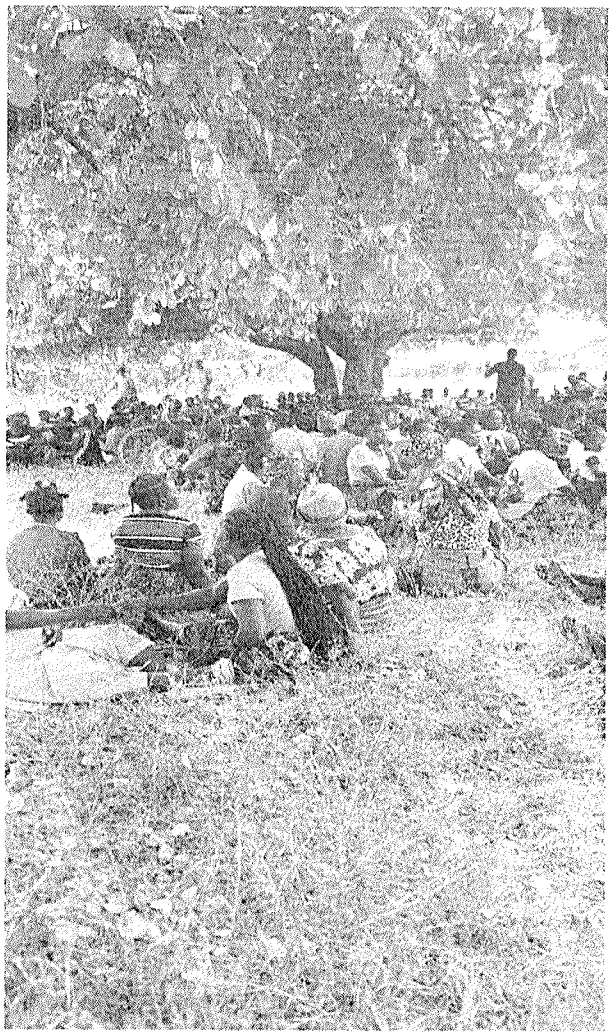
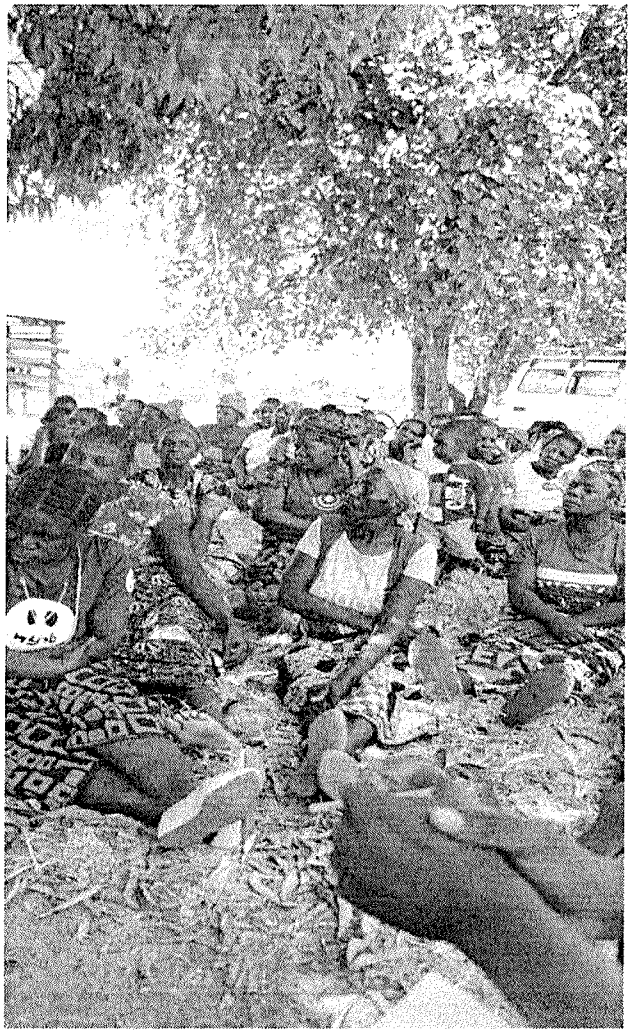
Official Signatures of Approval



LISA MPASELA

COUNCIL SECRETARY

ATTENDANCE LIST

SN	NAME	SEX	PHONE #	SIGN
1.	TAONGA BANDA	F	0763142776	
2	DAISY CHILABE	F		
3	Gloria Mbewe	F	0778418978	
4	CONSTANCE MOYO	F	0977658148 16	
5	Malise Chirwa	F	0976821301	
6	Alines S Banda	F	0977280267	
7.	memory mwanza	F		
8.	Bridget Phiri	F	0971162601	
9	Calhsine Chulu	F		
10	Loveness mwanza	F	0977413 6031	
11	IAPLWA KASAKA	F	0979114 4006	
12	Thelma Kabanguka	F	"	
13	LILIAN BANDA	F	0772744537	
14	mary Phiri	F		
15	Memory Phiri	F		
16	Charity Banda	F	0777 55044	
17	Alice Phiri	F	—	
18	Manda Banda	F	—	
19	ruth Banda	F	—	
20	Magret Kabaso	F	—	
21	NELLY BANDA	F	—	
22	FLORENCE SAKALA	F	0970258055	
23	Mwansa Phiri	F	0976091002	
24	Susan phiri	F	—	
25	Manda ZIMBA	M	0967082225	
	Mary SIYANGE	F	—	

APPENDIX II: PICTURES