

## **Minutes of Volens DW Harare Meeting Volens offices (CFU), Monday 23/02/2009 at 0800hours**

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**Present:**

Kristien Van Camp	Volens Regional Coordinator
Caroline Jacquet	Programme Facilitator (AFAU 1)
Luk Raeymaekers	Reg Volens Development Worker (Capacity Building Organisational Development)
Vital Muremanyundo	Reg Volens Dev Worker (Capacity Building Financial Management)
Thomas Poupez	Volens Development Worker (AFAU 1)
Memory Mlambo	Administrative Assistant

**1. Purpose of the meeting**

- 1.1 The purpose of the meeting was for the cooperants to receive feedback from Kristien's Evaluation of six AFAU 1 POs she had so far visited.

**2. General Views of POs**

- 2.1 POs are very satisfied with the network, their expectations are met to a greater extent and the trainings facilitated by Volens add value in their work, giving small POs an opportunity to relate with bigger NGOs which is good for marketing and fundraising.
- 2.2 Volens is the only NGO offering the POs technical support and it is reviving what they had already forgotten. They especially like the attachments.
- 2.3 Logistics are okay although in the beginning transport was not paid for participants who came from the field, it has really improved after the last ACM.
- 2.4 The programme came a bit late, the network did not have direction in the beginning but most POs see a future in the network now.

**3. Common issues between the POs and the GLM report**

- 3.1 ACMs must be held more than 2 times a year in order to sustain the network.
- 3.2 Implementation of activities in the field is missing due to lack of funds, POs suggest that trainings can be conducted in the field and Volens must do a follow up monitoring process.
- 3.3 Trainings are focusing more on individual needs but not on one crop.

3.4 One PO indicated that there are too many activities and they are a bit overloaded.

3.5 POs want more training of trainers and advanced resource mobilization.

#### **4. Differences between the Pos views and the GLM report**

4.1 The POs generally know what to expect from Volens.

4.2 The programme focuses more on food processing and on marketing.

4.3 POs in the beginning felt that they did not own the network although this view has now changed through a natural process according to one PO. However there are different views from the POs about the ownership of the network. Some feel that POs own the network, they state their needs and Volens runs the network. Other POs feel that ownership comes from having funds and resources and being involved in the decision making process of how the funds and resources are utilized.

#### **5. Suggestions from POs on how to improve the network**

5.1 Volens must explain each time there is an activity what to expect and what not to expect.

5.2 More training of trainers and advanced resources mobilization courses must be conducted.

5.3 There should be training in the field which focuses on specific needs.

5.4 POs must send more than one participant to trainings for support and the trickle down effect.

5.5 After scholarships participants need to meet again as a group for follow up and demonstrate to others what they learned during the scholarship period.

5.6 POs suggest that donor conferences where the network presents itself and fundraising activities can be organized in order to sustain and own the network.

5.7 POs want to be part of the brochure development process.

5.8 POs also want Caroline to visit them at least once or 2 times a year.

5.9 More information is needed on Institutional Capacity Building, POs want to learn how they can grow as organizations.

5.10 POs need to have a budget for networking in order to continue functioning after Volens. The budget can be presented at the ACM.

5.11 Questions were asked if it was possible to focus on fast money making projects.

- 5.12 Zimbabwe Women's Bureau and Kajiwa need more skills at organizational level on leadership, human resources, finance and administration, business skills and monitoring and evaluation.
- 5.13 There must a monitoring and evaluation process of activities.
- 5.14 Use local facilitators of POs to reduce costs during workshops.
- 5.15 POs want the network to develop a working committee responsible for fundraising, implementation and PR among other things.
- 5.16 POs want per diems and ingredients for demonstrations during training workshops.

## **6. Zimbabwe Women's Bureau**

- 6.1 They need training on financial management for non financial managers in order to have a basic financial system in place. Vital to contact them and make arrangements for training.

## **7. Kajiwa**

- 7.1 They are in need of organizational development training and they requested that Luk contact them. They have a new board and need direction. They also requested that Vital visit them at least twice a year.
- 7.2 Vital suggested that it is better to capacitate 2 people per organization in financial management systems in order to strike a balance and ensure continuity suppose one person who knows the system goes away for a long time.

## **8. POs views on Caroline**

- 8.1 The POs feel that Caroline is a good communicator, good organizer with the skills and understands the needs of the POs well . She never misses an email from the POs and she always sends them reminders and gives them feedback. Some POs think that she has improved a lot since the beginning of the programme by getting to know them better.

## **9. CTDT's view on Thomas**

- 9.1 CTDT indicated that they are very happy with Thomas, he is a hard worker, a super guy and want to employ him even after his three year contract expires.
- 9.2 Thomas himself has indicated that he wants to work more for the network, he feels that he is underutilized, there is no specific task and budget for him, no mentoring and evaluation and basically no guidelines to follow.
- 9.3 CTDT says that they have an open door policy and they will have a meeting with Thomas every week and discuss about anything which Thomas feels ought to be addressed. They will also formulate a working plan with him and review his terms

of reference. If Fred is not around, Thomas is free to see the Director. Caroline will do a follow up on the issue.

**10. Issues emanating from the POs views**

- 10.1 The cooperants agreed that they will discuss during the forthcoming ACM how Volens can go in the field to do training and monitoring. There is need to focus on more than one crop during training.
- 10.2 POs should come prepared for the ACMs, they must submit their specific needs in advance so that these can be consolidated in order to have common items on the agenda. Bruno will be made aware of this new arrangement so that it becomes common on all the programmes.
- 10.3 There is need to get a document from the GLM which highlights the positive aspects of their evaluation of the AFAU 1 programme so that their report becomes balanced. Their draft report only focuses on the negative aspects.

There being no other business the meeting ended at 0900 hours.

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