



MINUTES OF THE 13th INFORMATION AND COMMUNICATIONS TECHNOLOGY ASSOCIATION OF ZAMBIA ANNUAL GENERAL MEETING

29th OCTOBER 2021, CHRISMAR HOTEL, LIVINGSTONE

The 13th Information and Communications and Technology Association of Zambia (ICTAZ) Annual General Meeting, Conference and Mini-Exhibition was held at the Chrismar Hotel in Livingstone Zambia.

Prior to the elective Annual general meeting a conference and mini-exhibition was hosted at which several panel discussion and sponsorship talks were conducted.

The 13th ICTAZ AGM Agenda was conducted on Friday 29th October 2021.

AGENDA

1. National Anthem
2. Consideration of Minutes of the Previous AGM
3. Presidents Report on the Operations of the Secretariat
4. Presentation of Auditors Report on Financial Performance
5. Presentation of the Financial Report
6. Elections
7. Close of Business

ICTAZ President Karim Mutembo chaired the AGM. The National Anthem was sung and brief remarks made.

2. MINUTES FROM THE 12th ICTAZ AGM

No Matters arising from the minutes

3. PERFORMANCE OF THE ICTAZ SECRETARIAT

The Mandate to regulate ICT professionals is drawn from the ICTAZ Act and currently the record stands at 1,801 registered members (persons who have ever registered as a member). This marked a growth of 920 members from 2020 to 2021.

The adoption of the ICTAZ Constitution and Code of Ethics were shared by the council to the membership in 2020 but there was a request for further consultation. A Town Hall Meeting was held in Ndola and another in Lusaka. The Constitution was adopted on 4th May 2021

A BRAA was done on the business and legislative impact of the three Statutory Instruments (SIs) relating to the ICTAZ Act. The three SIs were drawn up in collaboration with the Ministry of Technology and Science, Ministry of Justice and the Business Regulatory Review Agency (BRRA) to facilitate stakeholder input.

A YouTube channel was created with several publicity videos produced and uploaded.

Invested ZMW300,000 into a two-year investment bond to generate revenue for either the purchase of property or towards construction of a resource centre

Stakeholder engagement was one of the key areas pledged in 2019 when taking up the executive council position. ICTAZ has been able to collaborate with firms that are not generally considered to be IT-related.

Several partnerships and MOUs have been established to promote a conducive ICT sector, PACRA, Bantoo (ERP software), Axis Solutions (Social Media support and public sensitisation), ZPPA (to compel ICTAZ compliance by bidding companies for Government tenders) and the Zambia ICT College (Research and Development).

ICTAZ recorded an increase in revenue from ZMW 1,123,950 to ZMW1,142,413,00 in 2020.

Visual content was created to help sensitise the public and the members to promote public awareness about ICTAZ

The ICTAZ Secretariat before 2019 was operating in a single room with no furniture and only one employee. And so strengthening Secretariat operations was high on the agenda. A Systems and Database Administrator Dalitso Botha, Administration and Accounts Relationship Officer Paidamoyo Zengeni and Finance and Accounts executive Mwasile Kowa were engaged. There are plans to engage three more staff - Sales & Marketing, Public Relations and another accountant once resources become available.

CHALLENGES

The President stated that as the association was about to vote in a new executive, there was need to highlight the challenges that need to be addressed.

1. Low Member participation in association activities. The role of the executive is to represent the expectations of the members but when there is low engagement in activities things cannot progress.

2. Increase in non-compliance where professionals are not paying for ICTAZ membership. The bridge between compliance and the operations of the Secretariat are tightly linked and so the ICT professionals must contribute to the advancement of the sector by supporting ICTAZ.

3. **RECOMMENDATIONS:** Recommended the strengthening of the Secretariat for the association to operate at optimal levels. There is need to have a marketing team that can promote the association and undertake continuous engagements. Members should also promote the various social media platforms.

ICTAZ requires increased partnerships especially in light of the political will to support the ICT sector.

OUT-GOING EXECUTIVE COUNCIL INTRODUCTIONS

The outgoing Executive Council members then introduced themselves but were cautioned not to campaign.

The meeting was advised that the Vice President Christopher Lalusha has taken up a job outside of Zambia and so was not able to attend the AGM.

President Karim Mutembo thanked the members for supporting him in his term of office since 2019. Requested that the membership continue to provide the necessary checks and balances to the incoming Executive Council.

A query on the participation of students was raised. Currently students have been able to participate in the exhibition and have actively developed innovations and in future.

4. REPORT ON THE AUDIT OF THE ICTAZ FINANCIAL STATEMENTS.

Presented by Hendrix Shaminda and Associates team leader of the ICTAZ Audit Mwila Mulenga.

The audit report covered financial records up to 31st December 2020, the profit and loss statement and cash flow in accordance with international standards.

The report covered the Statement of Financial Position as at December 31, 2020, and the Statement of profit or loss and other comprehensive income, Statement of changes in equity and Statement of Cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

OPINION RENDERED

- In our opinion, the Association's financial statements present fairly, in all material respects, the financial position of the Association as at 31 December 2020 and its financial performance and its cash flows for the year then ended are in accordance with International Financial Reporting Standards (IFRSs).

- **Basis for our Opinion**

- We conducted our audit in accordance with International Standards on Auditing (ISAs).

- Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report on pages 9 and 10 (which I will go through) We are independent of the Association in accordance with the International Ethics Standards Board for Accountants Code of Ethics for Professional Accountants (Part A and B) (IESBA code) and other independence requirements applicable to performing audits of financial statements in Zambia.

- We have fulfilled our other ethical responsibilities in accordance with the IESBA Code of ethics and in accordance with other ethical requirements applicable to performing audits in Zambia. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

- Without modifying our opinion, we draw attention to Note 5 of the financial statements pertaining to income which indicates that the association did not generate enough income to cover expenditure during the year ended 31 December 2020 and it therefore incurred a deficit.

- These conditions along with other matters set forth in note 5 and 6, indicate material uncertainty that may cast significant doubt about the association's ability to continue as a going concern.

- Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

- Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with International Standards on Auditing will always detect a material misstatement when it exists.

5. FINANCE REPORT

The National Treasurer Milimo Munyati advised the meeting that the bank balance as at 27 October 2021 stood at ZMW1,014,545.00 and is not yet reconciled but suggests that there are sufficient funds to cover the operations of the association.

ICTAZ was able to cover statutory obligations in terms of tax and pension and has no debt. The option of signing up to the Workers Compensation Fund has been considered.

Property and equipment worth ZMW93,800 was purchased.

The Total income of ZMW1,142,413.00 marked a 1.5% increment from the previous year. The Covid-19 pandemic affected income but the Secretariat continued to work even under the pandemic period and was able to generate a decent revenue.

The net profit, staff remuneration and were explained.

6. ELECTIONS

The Outgoing Executive Committee were dissolved as their mandate came to an end.

1. The President – Karim Mutembo
2. Vice President – Chris Lalusha
3. National Treasurer – Milimo Munyati
4. National Secretary – Mulenga Sichangwa
5. Chair Membership – Clement Sinyangwe
6. Chair Professional Development – Sera Mbewe
7. Chair Technical Affairs – Jason Mwanza
8. Chair Compliance and Ethics – Malala Simungala
9. Chair Midlands Region – Robert Musendo
10. Chair Northern Region – George Mwale
11. Committee Member – Bwalya Chisulo
12. Committee Member – Alinani Simuchimba

The immediate past President Mr Mutembo prior to the dissolution of the previous executive committee tabled a motion to address electronic voting in future elections, a motion which was adopted after debate from members saying a provision for electronic voting is provided for in the ICTAZ constitution but required a policy for implementation.

Voting for the new executive started in the afternoon and the new officer bearers were announced in the evening by the returning officer Alistair Kaleji.

ICTAZ 2021 elected executive members in the following positions:

Name	Position
1. Clement Sinyangwe	President
2. Zeko Mbumwae	Vice president
3. Bwalya Chisulo	National secretary
4. Albert Phiri	National treasurer
5. Mazuba Hankuku	Membership chairperson
6. Alinani Simuchimba	Technical affairs chairperson
7. Binimbi Chellah	Profession development chairperson
8. George Mwale	Northern region chairperson
9. Robert Musendo	Midlands chairperson
10. Samuel Muzata	Chair compliance & ethics chairperson
11. Jessie Chandalala	Committee member
12. Abel Kabwe	Committee member

Prior to the final results, the following stood for the position of:

1. President
 - i. Clement Sinyangwe –President 111 votes against:
 - ii. Mukelebai Garry- 58 votes
 - iii. Jilowa William- 54 votes

2. Vice president
 - i. Zeko Mbumwae-Vice President got 111 votes
 - ii. Serah B Mbewe - 92 votes
 - iii. Sokoni Chipili- 11 votes

3. National secretary
 - i. Bwalya Chisulo - 118 votes (Winner)
 - ii. Chungu Brian - 96 votes

4. Albert Phiri -National treasurer went unopposed

5. Membership chairperson
 - i. Mazuba Hankuku - 133 votes (Winner)
 - ii. Munyati Milimo - 63votes
 - iii. Siakacoma Titus - 17

6. Two Committee members:
 - i. Abel Kabwe - 160 votes (winner)
 - ii. Jessie Sazambile Chandalala - 156 votes (winner)
 - iii. Mpenkula Mutembo -46 votes
 - iv. Kasolo Kasonde - 12 votes

7. Robert Musendo -Midlands chairperson went unopposed
8. Alinani Simuchimba -Technical affairs chairperson went unopposed
9. Binimbi Chellah -Profession development chairperson went unopposed
10. George Mwale -Northern region chairperson went unopposed
11. Samuel Muzata -Chair compliance & ethics chairperson went unopposed

CLOSE OF BUSINESS

The Annual General Meeting then closed.