



THE ZAMBIA EITI ANNUAL ACTIVITY PROGRESS REPORT - 2016

ZAMBIA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE

1. GENERAL ASSESSEMENT OF ZEITI PERFORMANCE IN 2015

During the year under review, the ZEITI Secretariat undertook various activities that are aligned to the four (4) objectives in the 2014 to 2016 workplan. The key activities that were undertaken are listed below:

1. Developed the ZEITI Strategic Plan (2016 – 2020)
2. The ZEITI Secretariat produced the ZEITI 2015 report
3. Development of the Beneficial Ownership roadmap
4. Dissemination of the 2014 ZEITI report
5. Preparations for the ZEITI validation
6. Finalisation and approval of the ZEITI impact assessment study report
7. Capacity building for Journalist on EITI implementation

However, The ZEITI Secretariat has developed a strategic plan which will guide the implementation of the EITI from 2016 to 2020. The rationale behind the development of the strategic plan is to deepen the impact of the EITI process in Zambia by linking it to various policy priorities for the government and to create linkages between the ZEITI Secretariat, the chamber of Mines, and CSOs.

In view of the above, it is worth noting that the actual implementation of the Strategic Plan commenced in 2017 due to delayed finalisation of the plan. The objectives listed below relate to the 2014 to 2016 work plan.

2. ASSESSEMENT OF PERFORMANCE AGAINST TARGETS AND ACTIVITIES SET OUT IN THE WORK PLAN

a. To manage the effective implementation of EITI in Zambia

Under this objective, the MSG set out to develop a five (5) year Strategic plan that will guide the implementation of the EITI in Zambia from 2016 to 2020. The strategic plan was also part of the funding condition for the World Bank. The Strategic plan has since been finalised and is currently being implemented. The world also approved and partially funded the plan.

b. To promote full disclosure of information on the mineral value chain in order to enhance transparency and accountability

Under this objective, the ZEITI Secretariat planned to revise the ZEITI report format to make it user friendly, produce the 2015 ZEITI report, produce thematic reports on topical issues affecting the mining sector, develop a Beneficial Ownership disclosure roadmap, undertake the EITI validation, and commence steps towards mainstreaming EITI information on government portals.

The ZEITI Secretariat managed to revise the report format for the 2015 report but stakeholders are yet to give feedback on the new format. The 2015 ZEITI report was produced in time and it was launched online before 31 December 2015.

The Beneficial Ownership (BO) disclosure road map was also produced through a consultative process of stakeholders in the mining sector and government agencies working on BO matters. The process of developing the road map was supported by the NRGJ.

The ZEITI Secretariat underwent validation at the beginning of 2017. The process included all three stakeholders. The validation report is yet to be issued to ZEITI for comments before a final decision is made on the status of the EITI implementation in Zambia.

However, the publication of topical reports will be done in 2017 as funding from the World Bank was only disbursed in June 2017. The mainstreaming of the EITI on government portals will commence with a needs assessment study of the different portals available in the country. A tool for the needs assessment has since been provided by the EITI International Secretariat.

c. To create public awareness of EITI implementation of EITI in Zambia

This objective mainly focuses on the dissemination of the ZEITI report to various stakeholders. Dissemination workshops were conducted in all the 10 provinces in Zambia. The dissemination workshops were also done to key stakeholders such as Members of Parliament and university students. The dissemination activities were in some cases done in collaboration with Civil Society Organisations both on the MSG and outside the MSG.

The dissemination of the report was also done on various digital platforms such as the website, Facebook, and twitter.

The ZEITI also provided capacity building training for journalists interested in the work of the EITI in Zambia. The journalists were drawn from both the print and electronic media.

d. To monitor and evaluate the effectiveness of the implementation of EITI to assess its impact in the socio-economic development in the country

This objective focuses on the various reports that are produced at the end of each year. These reports include the Annual Activity progress report, ZEITI financial audit, ZEC annual implementation report, and the finalisation of the impact assessment study. All the reports were produced on time except the finalisation of the impact assessment study report. This was because some CSOs did not agree with the methodology and scope of the study. This delayed the final approval of the report by the ZEC.

3. ASSESSMENT OF PERFORMANCE AGAINST EITI REQUIREMENTS

The Requirement 7.2(a) (ii) provides for an assessment of progress with meeting and maintaining compliance with each EITI requirement, and any steps taken to exceed requirements.

Requirements:	Progress:
Requirement 1: Oversight by the Multi-Stakeholder Group (MSG)	Since Zambia joined EITI in 2009, the Government has been actively involved in the implementation of EITI. The Government is represented in the MSG, it discloses the revenue it receives from mining companies and provides funding to EITI under the national budget. The mining sector is fully engaged with the implementation of EITI through the disclosure of payments and through consultations with government on policy issues affecting the mining sector. The civil society is fully engaged in the implementation of EITI as it freely participates in the MSG debates and monitoring of EITI implementation. The EITI in Zambia is implemented through work plans.
Requirement 2: Legal and institutional framework	The mining sector in Zambia operates under the Mines and Minerals Development Act of 2008 and it was amended in 2015. The sector is regulated by the Ministry of Mines and Minerals Development. Now, there are no contracts between mining companies and the government. These contracts in the form of Development Agreements with individual companies were abolished in 2008 and were replaced with mining licenses. This was done to level the playing field in the in the sector. Mining licenses are issued by the Cadastre Department in the Ministry of Mines and Minerals Development. The Cadastre Department also registers mining licenses. Zambia was one of the EITI implementing countries which was identified by the EITI International Secretariat to be put on a pilot study to collect information on Beneficial Ownership (BO). Hence, Zambia has been collecting BO information in the past three EITI reports. In this regard, Zambia has already prepared a road map and a legal and institutional

	framework in readiness for mandatory disclosure of BO information in EITI reports by 2020.
<i>Requirement 3: Exploration and production</i>	Zambia being one of the major copper producing countries, information on exploration, production and export of minerals is always available and accordingly this information is included in our EITI reports. Information on mineral production and exploration is sourced from individual companies and from the Ministry of Minerals Development, while information is sourced from individual companies and from the Ministry of Finance through the Zambia Revenue Authority. The value of exports is based on prices obtaining on the London Metal Exchange. Most of the Exploration activities in Zambia in the extractive sector at the moment are in the area of oil and gas and some blocks have been allocated to companies.
<i>Requirement 4: Revenue collection</i>	EITI reports disclose nearly all the revenues received by the government from mining companies covered by EITI reports. This is underscored by low levels of discrepancies between company payments and government receipts. However, Zambia does not have barter arrangements with mining companies for infrastructure development and neither does she receive transportation revenue as the country is land-locked.
<i>Requirement 5: Revenue Allocation</i>	The information on the distribution of revenues from the extractive sector in the economy in Zambia is a challenge. The revenue from the mining sector is mixed together with revenues from other sectors. Consequently, the revenue from the mining sector loses its identity. Likewise, the allocation on sub-national payments does not indicate the source of the revenue. The allocation of the revenue to various sectors is indicated in the national budget. The expenditure of the budget is audited by the Office of the Auditor General.
<i>Requirement 6: Social and economic spending</i>	Social spending by mining companies is disclosed in the EITI reports company by company. The information on the contribution of the mining sector to the national economy is disclosed through tax and non-tax revenues paid by the mining sector to the government disclosed through EITI reports.
<i>Requirement 7: Outcomes and impact</i>	EITI reports in Zambia are having impact in the implementation of EITI as follows: <ul style="list-style-type: none"> - These reports are being used by stakeholders as reference documents on issues relating to the mining sector; - EITI reports have stimulated debate on whether the government is receiving the right revenue from the mining sector; - The EITI reports have facilitated the demand by the host communities in mining areas to have a share of non-tax revenue to fund community projects in their areas;

	<p>- The EITI reports have enabled the host communities in mining areas to request mining companies to consider their priority needs in their corporate social responsibility activities; and</p> <p>-EITI has contributed to the decision by the Government to establish a project to facilitate the production of reliable mineral production figures.</p> <p>The MSG has acted on discrepancies identified in the EITI reports by asking the Office of the Auditor General to follow up on these discrepancies. The MSG also intends to select some MSG members to follow up on the recommendation of the EITI and Validation reports.</p>
--	---

4. OVERVIEW OF THE MULTI STAKHOLDER GROUP RESPONSE TO RECOMMENDATIONS FROM THE RECONCILIATION

Zambia joined EITI in 2009 as a candidate country. By 2016, Zambia had produced 8 EITI reports and became compliant in 2012. Zambia has acted on nearly all the recommendations made by the Independent Administrator and by the Validator respectively and has already documented in previous Annual Progress Reports. The recent EITI reports have been prepared in accordance with EITI requirements. Zambia has been part of the pilot study to collect information on beneficial ownership. To date Zambia has prepared a roadmap for the disclosure of beneficial ownership information in EITI Reports by 2020. Furthermore, Zambia has prepared a Strategic Plan for EITI covering the period 2016-2020. The main objective of the plan is to enhance the effectiveness of the implementation of EITI. The effectiveness of the plan will be monitored through an implementation plan with timeframe and indicators.

Recommendation:	Status/progress:
Enact the ZEITI Act	The ZEITI Secretariat with the support from the European Union (EU) will hire a consultant to review the ZEITI Laymans draft to include new requirements such as the Beneficial Ownership disclosure requirement. The consultant will also develop the ZEITI policy in consultation with various stakeholders.
Follow up on the discrepancies	The ZEITI Secretariat has engaged the Office of the Auditor General to follow up on the discrepancies that were identified in the 2015 ZEITI report.
Updating of the Cadastre database	The ZEITI Secretariat has engaged the Cadastre on the issue. The cadastre has since started updating the database and scanning all hard copies to create digital copies that will be uploaded on the portal. Some of the data has since been uploaded on the portal.

5. STRENGTHS AND WEAKNESSES IDENTIFIED IN THE EITI PROCESS

During the year under review, the ZEITI started implementing its strategic plan covering the period 2016 to 2020. The objective of developing a strategic plan is to enhance the implementation of the ZEITI by considering policy priorities for the government and opportunities for collaboration with the Chamber of Mines. To strengthen the impact of the EITI implementation on natural resource governance, the ZEITI Secretariat has lined up activities to under each of the five objectives. Notably, the ZEITI will produce interim reports on topical issues in the mining sector to bridge the information gap that exists in the sector. The rationale for producing the topical reports is to continuously offer timely and relevant information to stakeholders before the EITI report is published at the end of the year.

During the year under review, the ZEITI Secretariat also implemented capacity building programmes for the Media and the Zambia EITI Council (ZEC). The media training comprised of media personnel from both print and electronic media. The training was in collaboration with other key agencies working in the extractive sector such as the Financial Intelligence Centre (FIC), Zambia Revenue Authority (ZRA), and Centre for Trade Policy and Development (CTPD). The training resulted in the creation of a **Whatsapp group** platform for all the participants together with the Permanent Secretary at the Ministry of Mines and Minerals Development. The platform has helped Journalists to ask the Permanent Secretary questions on government policy without needing to physically visit the office.

Finally, during the year under review, the weaknesses identified during implementation mainly focused on the weak feedback mechanism between Civil Society MSG members and those outside the MSG. It is hoped that the validation report will provide key insights on how this situation could be remedied.

EXAMPLES FROM SOME IMPLEMENTING CSOs

Key outcome areas of Oxfam's work on extractives in 2017 were as follows:

Oxfam has since 2014 supported Civil Society efforts to advocate for the operationalisation of the mineral revenue sharing mechanism as previously provided for in the 2008 Mines and Minerals Development Act. A key achievement during 2016 was the establishment of a multi-stakeholder technical working group (coordinated by the Centre for Trade Policy and Development) and formulation of the proposed revenue sharing mechanism. In addition, sub-national initiatives were promoted through advocacy work and technical support to local authorities in Solwezi, Sinazongwe and Mufilira. Local Community capacity building and mobilization resulted in a petition to the Mufilira local authority to establish a localized revenue sharing mechanism for distribution, transparency and accountability for revenue realized from mineral revenue.

Oxfam in 2016 continued to support civil Society efforts to support the Zambia Alternative Mining Indaba, a growing platform for communities, government, Civil Society organizations, and companies to deliberate mineral resource governance in Zambia, particularly from the perspective of ensuring natural resources benefit the citizens and contribute to sustainable

development. To this extent, there is growing debate and interest among citizens to engage with mineral resource extraction and how it ought to benefit them. Furthermore, the ZAMI is contributing to increased recognition of Civil society as key stakeholders in resource governance, demonstrated in their involvement in some processes for policy formulation, participation and to some extent shaping national initiative such as the EITI, the Mineral Value Chain Monitoring Projection Project and invitations to spaces such as the Zambia International Mining and Energy Conference and Exhibition.

Evidence generation through research and community and corporate engagement on large scale land – based investments and taxation in the mining sector have yielded heightened, constructive debate between the government and extractives and agri-business companies, parliamentarian and other stakeholders on aspects such as review of double taxation treaties, tax incentives, resettlement and compensation policy and practice and environmental impact assessment. A key contribution of this work has been the recognition and informed debate and policy discourse on how to address growing *inequality* amid positive economic growth in recent years.

Copperbelt Trade and Development Forum (CTDF)

The core mandate of the Copperbelt Trade and Development Forum (CTDF) is that of promoting sustainable livelihoods through trade advocacy and self-employment along the extractive resource value chain. During the year 2016, the key activities and outcomes around EITI were as follows;

- a) Engaging the Human Rights Commission of Zambia Copperbelt regional office in the sensitisation of both expanded Bill of Rights and the dissemination of the 2015 national baseline survey on Business and Human Rights were mining operations particularly on the Copperbelt province were identified as the main perpetrators of displacements, environmental pollution, tax evasion poor working conditions without any clear grievance mechanisms.

Next Steps: - In the context of EITI, such non-fiscal or social costs were not disclosed in the EITI reports, and CTDF embarked on advocacy work that is aimed at accounting for such costs

- b) Since the privatisation of ZCCM in 2000, the extractive industry has been characterized with boom and bust cycles that have in most cases been used as basis for non-payment of fair taxes, down-sizing mining jobs, suspending investments, CSR and shrinking local content such as the case study of 2008 and 2015 global economic recession.

During the year 2016, the Copperbelt Trade & Development Forum (CTDF) spear-headed a landmark research on the impacts of the global economic recessions on mining operations and community livelihoods.

Next Steps: - The research results will assist in informing public policy with regards to improved governance of the sector particularly on the importance of a self-adjusting mineral fiscal regime, increased state participation, pre-retrenchment support packages

and the establishment of the sovereign wealth fund. This research report will be due for printing by August 2017

- c) In view of EITI sensitisation and legislation, the organisation continued its engagement process with civic leaders and constituency parliamentary offices across the Copperbelt province as way of stimulating parliamentary oversight.

Next Steps:- In sustaining this engagement process, CTDF community focal persons from Mpatamatu Township and Kalulushi were incorporated in the newly introduced grassroots governance structures known as the; Ward Development Committees while CTDF is a member of the Luanshya District Development Committee (DDCC) and the Copperbelt Province Investment Promotions Sub-Committee under the PDCC which is mandate to oversee both public and private sector potential investments as a way of facilitating economic diversification of the provincial from a mono-copper dependent economy

- d) On media advocacy, the organisation continued to enhance sensitisation on the need for the domestication of the AMV and the need for fair taxes from extractive revenues by optimizing domestic resource mobilization and the need to seal tax loop holes through such mechanisms as the MVCMP and the Production Monitoring Support Project

Strengthen mining tax collection

By KENNEDY MUPESENI

A CONSORTIUM of Civil Society Organisations (CSOs) has urged Government to strengthen tax collection mechanisms to meet budget revenue expectations.

And Government says it is committed to align domestic mineral policy and legislation to be in line with continental and international standards.

Publish What You Pay (PWYP) Copperbelt chapter coordinator Vincent Lengwe said illicit financial flows figures in the country were alarming, hence the need to seal tax loopholes.

"Illicit flows such as tax evasion and avoidance are rampant. According to reports, the country has been losing approximately US\$3 billion annually from corporate tax avoidance," Mr Lengwe said.

He said this during Centre for Trade Policy and Development (CTPD) sponsored community engagement on tax and natural resource governance gaps in Kitwe at the weekend.

The meeting drew participation from the mining communities of Kitwe, Luanshya, Kalulushi and Chingola among others.

He said most mining conglomerates have allegedly been reporting losses for over 10 years as reason for not paying the

required taxes.

Mr Lengwe indicated that the Financial Intelligence Centre (FIC) in its trend report of 2015 reported that tax evasion accounted for 22 per cent of suspicious transactions mainly attributed to commercial mining.

He reiterated that Government should quickly domesticate mechanisms like the African Mining Vision (AMV) for the country to get more benefits from the natural resources.

The AMV recommends for a flexible self adjusting resource tax regime that responds to both commodity booms and recessions.

It also asks countries to develop systems to value components of tax regimes for leakages, losses and tax evasion among others.

Kitwe District Commissioner Chanda Kabwe reiterated Government's resolve to integrate regional and international tax standards into domestic policies to realise maximum benefits from natural resources.

"Government is aware of various efforts by CSOs and other stakeholders in ensuring that our domestic mineral policy and legislation is consistent with continental and international standards that is the reason efforts are being made to domesticate some of them," Mr Kabwe said.



Picture: Featuring on Radio Icengelo discussing the EITI implementation process, legislative process and civil society analytical perspectives of the reconciliation reports

Except from the 12th Dec. 2016 Times of Zambia Edition

- e) At national level, the organisation participated in various technical committees on extractives such as; the AMV Regional Inception Meeting for Zambia, Malawi and Zimbabwe on the domestication of the AMV, the CSO Extractives Working Group on the revision of the mining policy and legislation and the Ministry of Mines AMV & Development Minerals Project.

Furthermore, the organisation also participated at the first ever Southern Africa Permanent Peoples' Tribunal in Swaziland where the Mopani Copper Mines human rights violations and environmental degradation case studies were presented.

6.0 TOTAL COST OF IMPLEMENTATION

NO	ACTIVITY	WORKPLAN COST (BUDGET) US\$	OUT TURN COST (EXPENDITURE) US\$	VARIANCE US\$	BURN RATE %	CAUSES OF VARIANCE	SOURCES OF FINANCE
1	Training for MSG on post compliance issues and staff capacity building	15,000.00	14,903.06	96.94	99.35	Peer to Peer travel to other countries was undertaken	GRZ
2	Produce scoping and reconciliation reports for 2015	151,400.00	38,335.56	113,064.44	25.32	The World Bank grant agreement to fund the payment of 2015 report was only signed in December 2016 and disbursements commenced in 2017	GRZ/ World Bank
3	Dissemination of 2014 reports through printing of reports, publication in newspapers, television and radio presentations, various countrywide workshops and branding	107,700.00	68,673.15	39,326.85	63.76	The World Bank grant agreement to fund the payment of 2015 report was only signed in December 2016 and disbursements commenced in 2017	GRZ/ World Bank

	of various materials						
4	Impact assessment	5,605.00	5,605.00	0	100.00	The outstanding payment to the consultant was paid by the International Secretariat	GRZ/EITI
5	Strategic plan	15,500.00	27,427.53	-11,927.53	176.95	The budget deficit was caused by the prolonged period of the process for the implementation of the strategist plan	GRZ
6	Validation	10,000.00	18,086.00	-8,086.00	180.86	The activity was under budgeted as it was expected that the international Secretariat was going to cost share	GRZ
7	Beneficial Ownership	3,000.00	3,056.78	-56.78	101.89	Almost the entire budget was used	GRZ
8	Produce annual assessment reports that includes impact assessment, audit of financial statements	13,000.00	12,551.02	448.98	96.55	Almost the entire budget was used	GRZ

and annual reports							
--------------------	--	--	--	--	--	--	--

I. Funding

The Zambia Extractive Industries Transparency Initiative (ZEITI) Secretariat received funds for the financial year 2016 from the Government of the Republic of Zambia, as well as a balance the EITI International Secretariat for payment of the consultant. The funds from World Bank were not received as the grant was signed at the close of the year.

The total receipts during the year under review was US\$ 416,206.00 broken down as follows US\$ 410,601.00 annual grants from the government, US\$ 5,605.00 funding the International Secretariat for the impact assessment, the balance in the budget of US\$ 33,572 from government was received in January 2017 while US\$ 152,650.00 from the World Bank was not received as the grant was not signed on time.

II. Expenditure

The Secretariat had total expenditure of US\$ 384,566.83 during the year 2016 against the annual budget of US\$ 568,856.00. This represented a total burn rate of 67.6%. The expenditure is broken down as follows.

- **Training of MSG and Staff Capacity Building**
 - This relates to costs for the training of MSG members and as well as staff continuous Professional developments and peer to peer learning. The total cost was US\$ 14,903.06 against a budget of US\$ 15,000.00 with 99.35% burn rate for the year under review.
- **Production of scoping and final EITI reports**
 - The costs were for the preparation of the EITI report for the year 2015. The payment to the Independent was not effected as the World Bank grant agreement was only signed in December 2016. Furthermore, the production of topical reports was not undertaken in the year under review. This cost includes the pre-production expenditure such as data collection, training of mining and government agencies as well as advertisements. The total expenditure is US\$ US\$ 38,335.56 against a budget of US\$ 151,400.00 representing a burn rate of 25.32%.
- **Dissemination of reports**
 - The costs were incurred for the Country wide dissemination of the 2014 report through various stakeholder meetings such as workshops as well as television, radio and newspaper production. The total expenditure is US\$ US\$ 68,673.15 against a budget of

US\$ 107,700.00 representing an expenditure of 63.76% burn rate. The 2015 dissemination costs such as printing was not undertaken due to the delay in the signing of the grant agreement.

▪ **Impact Assessment**

- This relates to costs for the payment of the consultant who prepared the impact assessment report. The funds were a balance from the 2015 funding from the EITI International Secretariat with the total cost was US\$ 5,605.00 against a budget of US\$ 5,605.00 representing a burn rate of 100.00% for the year under review as the expenditure was specifically for the payment of the balance.

▪ **Strategic Plan**

- This relates to costs for the workshops and logistics for the drafting of the EITI strategic plan. The total cost was US\$ 27,427.23 against a budget of US\$ 15,500.00 representing an expenditure of 176.95% or over expenditure of 76.95%. The over expenditure was caused by the delayed process of finalising the strategic plan as more consultative meetings had to take place.

▪ **Validation Process-Review**

- This relates to costs for the workshops and meetings during the preparation and exercise of the validation reporting process with the International Secretariat. The total cost was US\$ 18,086.00 against budget of US\$ 10,000.00 representing an expenditure of 180.86% or over expenditure of 80.86%.

▪ **Beneficial Ownership**

- The costs relate to the workshop on the roadmap for the beneficial ownership process. The total expenditure was US\$ 3,056.78 against a budget of US\$ 3,000.00 representing a burn rate of 101.89%.

▪ **Produce annual assessment reports**

- This relates to costs to produce annual assessment reports. The main costs relate to audit of financial statements and the total expenditure was US\$ 12,551.02 against a budget of US\$ 13,000.00 representing an expenditure of 96.55%. During the year under review, the country experienced a stable exchange rate against the local currency in average ZMW 9.8 to US\$ 1 at the beginning of the year to an average of ZMW 9.6 to US\$1 during the year and ZMW 9.4 to US\$1 at the close of the financial year. The Secretariat has five full time staff, two seconded from the Government and two interns.

➤ **Challenges and Success**

The Secretariat has some challenges and recorded some success as highlighted below.

➤ **Gap Analysis-Challenges**

- The project budget for 2016 is US\$ 602,428.00 to be financed by US\$ 444,173.00 GRZ grant approximately 73.7% at the rate of ZMW 9.8 to US\$1, US\$ 5,605 representing 0.93% from international secretariat while the balance of US\$ 152,650 representing 25.37% will be financed from the World Bank funding.
- The main challenges for the project in the year under review was the delay in the signing of the World Bank grant agreement which led to the delay in the payment of the Independent Administrator as well as implementing other project activities. Also, the December 2016 government funding was only received in January 2017 and this meant that the payment of staff gratuities on completion of initial contracts was delayed.

➤ **Positive outcomes 2016**

- The project financial management had positives in the period under review.

The project received eleven of the twelve grant funding from the Government on time.

All the major activities have been financed

The financial statements for all the previous years have been audited upto date.

7. HAS THIS ACTIVITY REPORT BEEN DISCUSSED BEYOND THE MSG?

The process of developing this report has been consultative especially among Civil Society organisations that work in the extractive sector. The ZEC had issued a directive to the CSOs to lead the dissemination process as they have large coverage and active networks in the communities. The extracts of activities from two CSOs, i.e., one national CSO and another regional have been included in this report above.

8. DETAILS OF MEMBERSHIP OF THE MSG DURING THE PERIOD (including details of the number of meetings held and attendance record)

S/NO	DATE OF MEETING HELD	TOTAL MEMBERSHIP	PRESENT	ABSENT WITH APOLOGY	ABSENT WITHOUT APOLOGY
		18			
1.	4 th February 2016		13	3	2
2.	4 th March 2016		12	5	1

3.	16 th June 2016		12	4	2
4.	27 th September 2016		9	4	4
5.	21 st December 2016		10	3	5

During the year under review, the ZEC convened five (5) meetings to deliberate on various implementation issues as follows:

1. On 4 February 2016, the ZEC meeting looked at the Annual activity report, approval of the interim work plan which was presented to the ZEC by the Secretariat, as well as the review and approval of the Interim workplan. They also looked at the ZEITI proposed staff salaries for 2016.
2. On 4 March 2016, the ZEC meeting convened an extraordinary meeting to look at the Overview of the Strategic Planning process, status of the 2014 and 2016 reports. The meeting was also attended by the World Bank Task Team leader who was invited by the ZEC to comment on the Strategic Plan
3. On 16 June 2016, the ZEC meeting focused on reviewing and approving of the Inception report for the 2015 ZEITI report, the funding modalities for the Strategic plan under the new World Bank funding framework and update on the validation preparations.
4. On 27 September 2016, the ZEC meeting approved the Strategic plan for the period 2016 to 2020 and approved the scoping study report for the 2015 ZEITI report. -

5. On 21 December 2016, the ZEC meeting approved the 2015 ZEITI report and approved its launch to the public via various platforms.

Approved by MSG:

Date: 30/06/2017