

SASOL

Management meeting held as fro 5th - 7th Jan 2009 At Kitui Tourist hotel

Present were

- J Mutinda Munguti (Chairman)
- Onesmus Mwangangi
- Mathew Kitema
- Elijah Kamama
- Benard Muendo
- Fredrick Kimwilu
- Kennedy Mutati
- Ann Mutuku (Secretary)
- Peris Munyaka

Agenda

- 1) Welcome note from the manager
- 2) Positions and responsibilities
- 3) Proposed New changes
- 4) Planning
 - A) Project planning
 - MCC – 4
 - Exchange
 - Meppel
 - Learn for Work / Schokland
 - Capacity building for sustainable development (CBSD)
 - B) Strategic planning

The meeting started with a word of prayer.

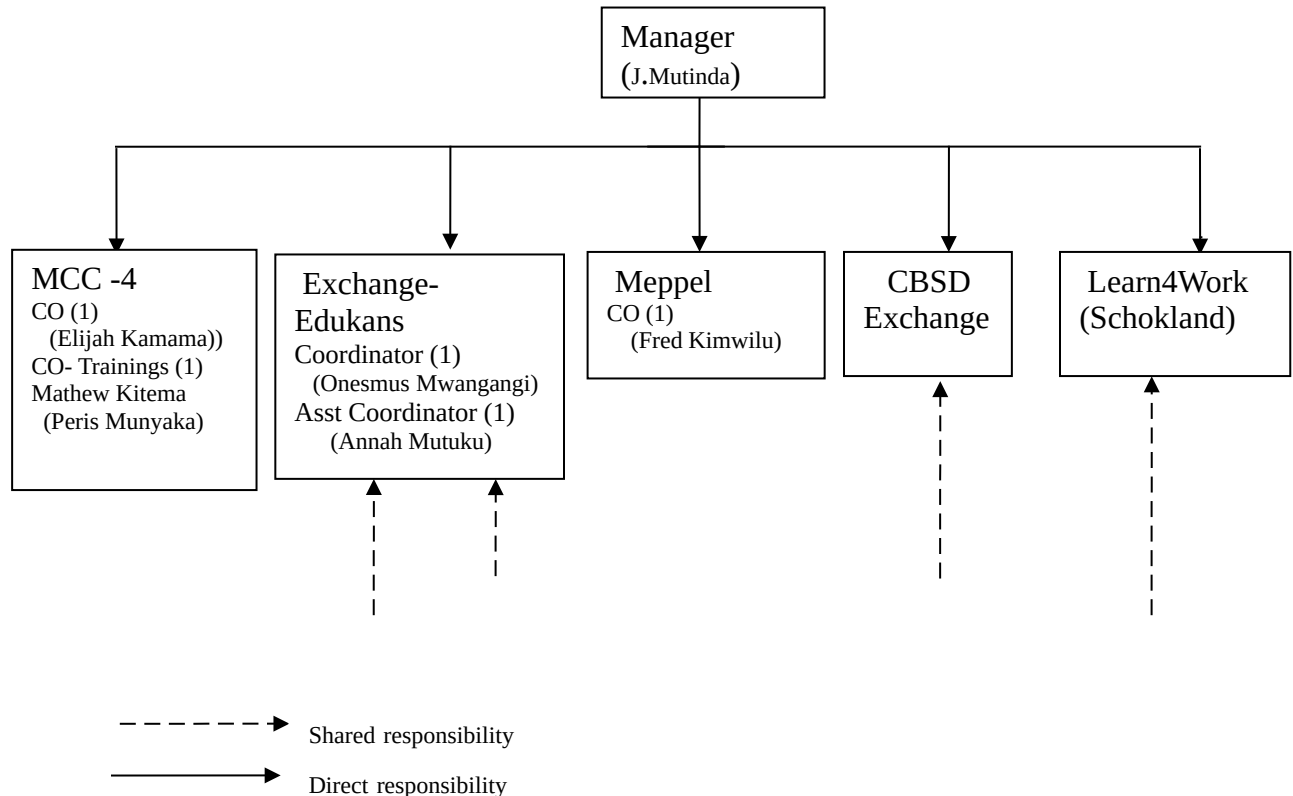
1.0 Welcome note

The manager welcomed all the members to the meeting wishing them a prosperous new year 2009. It was his feeling that everyone was ready and prepared to work. He also explained that his major role as a manager is to develop every member of the management team to become good managers which is an important role for a manager.

2.0 Positions and responsibilities

To start the year with a focus, the manager saw it good to review positions and responsibilities. After a brief presentation from members about the above, the manager then took the group through a clear presentation of the projects to have a clear picture of what happens with regard to expected activities, roles and responsibilities.

Project Responsibility Matrix



MCC 4

MCC 4 is the largest project with a vast area and sometimes it is not clear who should do what. Options were then given on how the project should be run.

- The project area can be divided into two; organizers which at long last will make the community organization more difficult for they will be working with the same community
- It can also be divided responsibility-wise implying having a MCC coordinator and a community organizer. The implication will be that the coordinator will then be answerable to the donors and coordinate everything concerning the project.
- After a thorough debate it was agreed that the it was not necessary to have a coordinator since (s)he will not be operational for most of the duties are executed by the community organizer.

MCC activities include

- Sand dam construction
- Terracing
- Tree planting
- Trainings

The first three activities go hand in hand thus separating them is not possible. The project can thus be only divided into two

- (1) Community organizer to mobilize and organize for sand dam implementation which includes terracing and tree planting as core activities and
- (2) Community organizer-Training who will coordinate and implement trainings.

NB:

There should be flat management and titles are made to avoid duplication of duties and do not carry any hierarchical weight with them. Otherwise the two should work hand in hand and liaise to produce one report to the manager.

Exchange

Activities within exchange

- Exchange of students-Twinning
- TVET
- Scholarships- related to TVET
- School improvement
- MPCs related to TVET
- ICC related to TVET
- Sand dams and trainings

Exchange has many activities which by the end of the day lack a clear focus. Each activity has its own direction and its own focus. This makes the expected outcomes not to be consistent and may not sometimes be realized. However exchange is now moving towards education under Edukans mostly focusing on vocational education. Students exchange project under SASOL Exchange should now be viewed as an activity within TVET thus SASOL needs to streamline its activities towards vocational education as the main goal in relation to the Exchange programme
The main goal of the project is Education for All

Viable approaches;

1. Formal education
2. Non formal education
3. Exchange of students

Objectives

- Access to education
- Improved quality of education
- Relevance to market

1) Formal education

Activities within formal education

- ICT
- Classrooms
- Sanitation
- Energy
- Water tanks
- Other supporting infrastructure and materials

2) Non formal education

These can be done through institution based programs or apprenticeship. SASOL will need to decide if to use either institution approach or apprenticeships or both. A decision was arrived that it will create more synergies if both approaches are employed co-currently.

a) **Institution based**

- Water
- I C T
- Classrooms
- Sanitation

- Energy
- Capacity building
- Advocacy
- Curriculum development

b) **Apprenticeship**

Fields needed are

- Mechanics and energy
- Dressmaking and designing
- Beauty and hair dressing
- ICT and Electronics repair – mobile phones, computers

Scholarships

The apprenticeship activities will be done through the scholarships as non formal education programs. The scholarships can't go to formal education due to relevancy and short time needed to achieve outcomes

NB:

All these activities seem to be over ambitious for an organization thus they have to be narrowed down to see what can be done and what can't be done.

With all these in mind, the exchange program needs an exchange coordinator who will coordinate all the activities within the project and an assistant exchange coordinator who will coordinate education programs within the project.

Onesmus and Ann were charged with the responsibility of drafting a strategic and definitive clear project proposal.

Meppel

The project is time specific and not always assured of continuity after the given time. The project donor has however increased fund raising and the project for now has a target of at least 18 sand dams to be done within one and half years (1 ½).

Other key activity to be undertaken is community training

The project thus needs a community organizer to coordinate and implement sand dam construction.

Capacity Building for Sustainable Development (CBSD)- ATO

This is a new program within SASOL with partnership with ATO which will involve taking Kenyan students to Netherlands for an internship of 3 – 6 months either in an institution or company. The internship period is meant to sharpen the students so as to upgrade their skills for better service deliver and employment. It focuses on students undertaking any program promoting sustainable development. The first two students will start September. The project will be coordinated by the manager.

Learn4Work (Schokland) project

The project is still under its initial preparation in Holland and if it succeeds then it will be implemented probably through the exchange programme. However the manager is a member of the Evaluation Committee

Duty allocations

NB. All duties and responsibilities are as per appointment letters

MCC 4

Mathew Ikuthu Kitema

Position; Community Organizer-Training

Elijah Kenyatta Kamama

Position; Community Organizer

Bernard Muendo Ndunda

Position; Technical supervisor

Kennedy Mutati

Position; Assistant technical supervisor

Peris Mumbi Munyaka

Position; Community trainer

Exchange

Onesmus Kimanzi

Position; Exchange coordinator

Eunice Ann Mutuku

Position; Assistant exchange coordinator

Meppel

Fredrick Peter Kimwilu

Position – Community organizer

3.0 Proposed New Changes

The manager thanked the former manager, Sam in absentia for the far he has taken SASOL for all those years. He explained that any new changes in the organization will be geared to making SASOL a strong organization. An organization that resists change (STAGNATES). Every SASOL STAFF PERSON should embrace change so AS TO MIOVETHE ORGANISATION forward .. Everyone in the organization should be innovative and creative so as to become competitive in theIR areas of operation. The competitive and innovative nature of the STAFF WILL NOT ONLY satisfy donors WHILST STABILISING FUNDING AND AT THE SAME TIME SHIFTING STAFF ORIENTATION FROM service delivery to entrepreneurship.

Major issues

- Skills development – develop each other in the skills we have
- Sasol approaches should be ICT based
- Should focus on research and development. Any data collected should be analyzed and synthesized.

Ways of achieving the above

- Human resource management
- Material management for efficiency and effectiveness
 - Procurement and distribution of materials
 - Storage
- ICT – internet, hub, web and data bases.
- For INDIVIDUAL skills development, we need to IDENTIFY each persons' strengths and weaknesses TO FACILITATE SKILL IMPROVEMENT INTERVENTIONS.
- For research and development we need to do mapping (WHAT KIND SOCIOECONOMIC/LAND USE , GEOLOGICAL ETC SPECIFY)and evaluations (DITTO). THIS SHOULD LEAD TO DATA AND ACTIVITY GAP IDENTIFICATION WHICH IN TURN SHOULD LEAD TO BETTER PROJECT DESIGN INTERVENTIONS..
- TO MONITOR THE EFFICIENCY OF THE VEHICLES.
- TO NETWORKING WITH OTHER ORGANIZATIONS FOR PURPOSES OF IMPROVING SASOL STAFF AND ACTIVITIES..

On human resource, we need:

- Position and roles definition
- Multitasking
- Performance MONITORING.
- Clear terms (OF WHAT?).
- Staff motivation.
- Reporting and feedback
- Decentralization – sharing of activities.

NB

Implementation of the changes will be a gradual process. However some changes will be implemented immediately e.g. preparation of work plans, regular management meetings, having updated logbooks. (WORK TICKETS?)

Work plan template

January

Name

Week

Date	time	place	activity	comments

Motor cycles

All spares of motor cycles will be bought from original companies of the motors. The person who buys spares should not be the same to replace them and should be checked and verified. Repairs should be done by a different person for control. The motors will be repaired out from the student's house next to SASOL office. The officer should then make sure that the original spare is the one which is used, worn out parts should be left at SASOL office.

N.B:

Any mechanic who will be uncooperative will be terminated immediately

Motor cycles disposal

Calculation of depreciation rates will be done to determine how long a motor should serve the organization to reduce high cost of maintenance.

Time management

Personal commitment is one of the most important things to any worker. Any lateness in case of emergency should be reported to fellow colleague, however any worker who needs a sick off should report directly to the office i.e. to the administrator (Mary). If Mary can't handle the case then she should refer it to the manager.

4.0 Project Planning

MCC 4 – creating food security with trees and water.

The project is working in 3 locations

Kanyongonyo location

- Kanyongonyo sub location 8 dams
- Nzambia sub location 10 dams

Kiseuni location

- Kiseuni sub location 5 dams
- Kathiani sub location 5 dams

Kanyangi location	
• Mandongoi sub location	8 dams
• Syomunyu sub location	14 dams

Total 50 dams

Off take wells 30

Carryovers

(These need a maximum of 1 month to complete)

Sand dams	7
Wells	13

Already 30 sites for dams are identified and pegging is on progress, the other 20 sites will be identified and confirmed. All the well sites will also be identified and confirmed.

Trainings

10 participants from each site should participate in NRM and PJM and 5 participants from each site should participate in PHAST.

NRM – 5 trainings
 PJM - 5 trainings
 PHAST - 5 trainings

Other activities

1. Participatory post project appraisal.
2. Baseline data and Environmental assessment of the new site.
3. Layout of retention ditches and terraces.
4. Water harvesting activities around the dam i.e. tree, grass planting, promotion of vetifer and bamboo in the area as new innovation.

Terraces targets

50 sites x 20 people x 16 metres x 6 months = 96,000 metres

Trees targets

50 sites x 20 people x 5 trees = 5,000 trees.

Nurseries established should always be reported, sold trees should also be captured for they lead to increased incomes. Due to the fact that the world is becoming more concerned about climate change and the concern is moving towards trees, we as an organization should prepare ourselves to meet the change and encourage tree planting mostly at individual farm levels.

Vetifer grass

Literature about the grass will be prepared by Kennedy.

Inputs

- Artisans 16 needed (13 are available, 3 to be recruited)
- Trainers – 3 – 4 trainers
- 6 -7 baseline data experts

In response to the 3 missing artisans, the following, **who have been under our service before were considered for the posts.(?)WHAT DOES THIS MEAN?**

1. Mwasaka Kilundo - Kisuna
2. Francis Mailu - Syomunyu
3. Richard Mutwii – Ekani
4. Mwanzau Mwakavi – Kakithya
5. Nguthu Malonza – Kyangunga
6. Kimondi Titus – Muluu
7. Musyoka Kisomo – Kanziku

After an evaluative discussion based on reliable information from the staff who have had previous working contact with the above, the following 3 were selected for an interview on 26 January 2009 at 10.30 am. They should also write an application letter to Sasol to reach the office before 23 January 2009 to show their commitments.

Names	Origin
1. Francis Mailu	Syomunyu
2. Mwanzau Mwakavi	Kakithya
3. Mwasaka Kilundu	Kisuna

Interview panel

- Onesmus Mwangangi
- Mathew Kitema
- Benard Muendo
- Ann Mutuku

Musyoka Kisomo is supposed to be dismissed from job on 12 Jan 2009.

NB

To avoid concentration of our artisans from south, Exchange attachments should be given to other polytechnics and not only Kyatune polytechnic. We should consider Mulango and Sombe polytechnics for the period of February – April and September – November leaving April – August period for **Kyatune SINCE ATTACHMENTS SERVE AS A POOL FOR HIHERING ARTISANS.**

MONTH	J	F	M	A	M	J	J	A	S	O	N	TOTAL
Carry over dams	-----7-----											57
New dams	-----15-----			-----15-----			-----15-----			-----5-----		
Carry over wells	-----13-----											43
New wells			-----20-----				-----10-----			Pumps		
Trainings												
NRM		1	1		1	1	1					5
PJM		1		1	1		1	1				5
PHAST									1	2	2	5
terraces		16,000m					-----80,000m-----					96,000m
trees	---5,000 seedlings--									---5,000 trees---		5,000trees
Baseline data	-----											
PPPA	-----Participatory post project appraisal 2008-----											
CBSD										-----2 students-----		

NB

- CBSD –Capacity building for sustainable development
- NRM – Natural resource management
- PJM – Project management
- PHAST – Participatory hygiene and sanitation transformation

Baseline date: Collection, Analysis and Reporting

Baseline data will be divided into 3 categories and several parameters

1) Demographic data

- Population (human and livestock)
- Households
- Social amenities
- Geographical locations

2) Economic data

- Economic base
- Income sources
- Average incomes
- Marketing

3) Environmental data

- a) Biological component
 - Tree species (flora)
 - Animal species (fauna)

- b) Human environment
 - Settlements
 - Occupation
 - Waste management

- c) Physical environment
 - Hydrology
 - Geology – rocks
 - Pedology – soils
 - Existing water shade management
 - Forests
 - Land forms
 - Wetlands

Meppel and exchange dams

Meppel

The project is working in 2 locations,

Mathima location

- Kivyuni sub location 3 dams
- Kiati sub location 3 dams
- Kiimani sub location 3 dams
- Kengo sub location 2 dams
- Ndilili sub location 3 dams
- Mivuuni sub location 2 dams

Kanziko location

- Mwanianga sub location 2 dams

Total dams 18 dams

Off take wells 18

Exchange

Kanziko location

- **Kivandeni** sub location 3 dams

Trainings

PLACE	NRM	PJM	PHAST
Kivyuni		1	1
Kiati	1	1	
Kengo		1	
Ndilili	1	1	
Total	2	4	1

NB

The remaining Meppel dams i.e. 5, will be constructed next year (2010) because the 18 dams have a time frame of 1 ½ years.

Inputs

- Artisans - 5
- 3-4 trainers

Exchange programs

MONTHLY	J	F	M	A	M	J	J	A	S	O	N	TOTAL
Carry over infrastructure	-----Maito,Kyondoni-----				-----Sombe-----				----Sasol south-----			4 MPCs
Dutch students teams	-----7 teams, 20 students-----				-----9 teams,22 students-----				8 teams,23 students			24teams,65students
Kenya students attaches	-----14 students-----				-----18 students-----				-----18 students-----			50 students

Duty allocations

All artisans are under contract and their movement from one project/program to the other should be minimal unless with a genuine reason. Any artisan who does not perform should be dismissed immediately.

Exchange and Meppel

Infrastructure (Buildings)

- Boniface Kimanzi – Kyondoni (Jan - Feb.)
- Alex Kula - Maito (Jan - April)
- Musembi Mulu – Sombe (May - August)
- Alex Kula / Musembi Mulu – SASOL south (Sept-Nov)

Exchange dams

- Musembi Mulu (Jan-April)
- Kyalo Kimuli (May- --)

Meppel

- Isaiah Mwendwa
- Mutinda Musango
- Peter Kimanzi
- Nicodemus Mulatya

MCC 4

- Muthami Mwanzaku
- Mutinda Komu
- Joseph Kivusyu
- Mutua Tulo
- Kyalo Kimuli
- Martin Ngui
- Matheka Mbithi
- Mutinda Mwololo
- Mwambu Muema
- Meshak Mulumba
- Kaseve Mwanza
- Makau Syengo
- Simon Muthui

Scholarships

The scholarships are meant to assist the poor who could not continue with education due to lack of funds. They will also focus on vocational training because those are the needed skills relevant to the market for income generation (self employment)

The trainees are supposed to graduate and be self employed to earn income. After completion of the training, the trainees will be provided with capital if the scholarship

budget will allow. If it does not allow, then he or she can be connected to microfinance institutions for loans.

Selected fields were

1. Welding
2. Electronics – mobile repair
3. Hair dressing/ beauty
4. Bakery/confectionary/cookery

NB

For the interest of Sasol, one student will be sponsored to do water engineering.

Training institutions

Information about the training institutions will be confirmed later.

Students Selection criteria

- From Kitui and Mutomo districts
- Consider background both education and family background
- **Form 4 leavers with minimum D+ and above(SURELY THERE ARE HIGHER GRADES NOTAVAILABLE)**
- Age of 18 – 25 years but not a fresh form 4 leaver but with at least one year out of formal education.
- Gender – 60% female
- Willing and committed person.
- Entrepreneurial person

NB

In determining who goes to do what, we should encourage girls to engage in male related/dominated fields and vice versa.

For CBSD students, the person should be able to fluently speak English.

Logistics

New motorbikes (3) have been bought, the old ones will be disposed i.e. KAK 704 H , KAM 778 N, KAY 460 C, KAY 485 C

Food for work

The year has no allocation for food for work. The remaining food for last year will be distributed to the sites. There are 220 bags of maize, 30 bags of beans. Requests will also be sent to MCC to see whether they can provide more food for work.

NB

The food should be issued as lunch for sites but before implementation, the MCC office should be made aware of the changes for their approval.

Strategic Planning

To be discussed in a workshop to be announced later.

Prepared by:
Ann Mutuku