

REPORT

STEERING GROUP

MUNICIPAL PARTNERSHIP

The following requirements for the reporting of funds granted within the scope of a Municipal Partnership are applicable pursuant to agreement between Sida and the International Center for Local Democracy (ICLD).

General Information

Steering groups within the Municipal Partnerships which are financed with funds from Sida and arranged by ICLD must be reported on before a subsidy is paid out to the Swedish partner which has reached agreement with ICLD.

The report must follow the instructions below and the budget which has been granted and which was included in the decision.

The ICLD's overall objective is to promote the development of sustainable democracy at local and regional levels. A municipal partnership shall contribute to increased citizen influence. This can be by strengthening local governments within one or more of the following core areas:

- Equity/inclusion
- Participation
- Transparency
- Possibility to demand accountability

Read more here: <https://icld.se/static/files/new-results-framework-1-january-2016.pdf>

The ICLD Municipal Partnership Programme also contributes to the 2030 Agenda for Sustainable Development and its Global Goals, that aim to end all forms of poverty.

The Agenda 2030 Global Goals are universal, inclusive and indivisible. Furthermore, they recognize that ending poverty must go hand-in-hand with strategies that, amongst other things, achieve gender equality and empower all women and girls and promote human rights.

Report content

Write your answer beneath each question. If you refer to and include appendices, you must still provide your answer beneath each question.

1. Reference number and participating parties. Always refer in all correspondence to the reference number the Steering Group received from ICLD.

2015 – 0016

This is a partnership project between Chinsali municipality, Zambia and Piteå municipality, Sweden

2. Coordinator - State name, address, telephone number, and e-mail address of those responsible in both countries.

Vera Renberg Piteå kommun 941 85 Piteå tel 0911-696971 Fax 0911 19928

Mary Sinkala Chinsali Municipal Council, PO Box 480099, telefon; 260 966 922223, Fax: +260 214 56 50 27

3. Summary in English and Swedish – About 15 lines on the Steering Group -- activities, results and conclusions.

The steering group has been active throughout the project. There has been changes of persons in both groups of both elected officials and officials, due to different reasons. In Chinsali, there has been a change of politicians as there has been an election. Also officials has changed as they have been transferd to other cities. In Piteå, there has been changes due to retiemnts and people changing jobs.

Two steering group meetings has been held each year, one/year in each country. The hosting municipality has chaird the meetings. On the agenda has been information of progress in the project or issues connected to the aim of the project, dialogs on current questions, budget issues and decitions for coming activities.

4. Background – Briefly describe the background of the partnership (must relate to the background text in the application).

Chinsali is part of SymbioCities and was invited to Sweden for a one-month study tour. During the tour, ICLD arranged a mini-matching activity in Kiruna in September 2013 where Piteå participated. We met and during the “speed-dating”, we became interested of working together with a focus on development of local democracy. An inception phase was approved and in March and May 2014, delegations with both politicians and officials visited each other. During these visits, we were convinced that we wanted to be in a partnership program together and that we both would benefit from cooperation. The formal decision in Sweden was taken by the Chief executive committee and in Chinsali within the body of the municipal counsellors. In September 2014 one representative from Piteå (project leader) and two from Chinsali (town clerk and head of environment and social services) met for 4 days in Lusaka writing the proposal together and submitted to the politicians for approval.

5. Results

a) Describe the extent to which the Steering Group was able to support the Project(s) in one or more of the four ICLD core areas. For example, support refers to new or developed policies/expression of will/decisions/steering documents in the international partner municipality:

- Equity/inclusion
- Participation
- Transparency

The whole group of councillors in Chinsali has taken part of workshops in the field of equality, citizens dialog and locac democracy

The discussions were intense and the conclusions taken there was a will to keep on working with values was:

Decentralization - politicians are here for the citizens. Connected to this we have an aim to put an work to enlarge the number of WDC:s Ward Development Committees in Chinsali as there are only four today.

Frequent meetings with citycenz – to listen to needs and ideas.

Consultation. Take decitions in the City Council based on comments from the citizens.

- Possibility to demand accountability

b) If possible, provide concrete examples of what took place on an organisatory level.

c) Estimate the extent to which you believe the partnership has contributed to increased awareness of one or more of the ICLD core areas within the international partner organisation. 0 corresponds to unchanged awareness and 5 to high awareness.

- Equity/inclusion 5
- Participation 4, 5
- Transparency 3, 5
- Possibility to demand accountability 2, 5

Where possible, provide examples that can describe the above, for example the development of values, newly established codes, policies etc.

d) Were there any unexpected results that arose from the Steering Group's work? If so, which?

No.

e) Describe how the Steering Group has worked to guarantee the integration of gender equality, environmental and human rights into each project.

Gender equality has been an issue in dialogs, information and workshops.

Environmental issues has mostly been connected to the work to establish the Waste management group. The steering group has made study visits in both countries to learn about this metter.

6. Support, quality assurance and management of the partnership

a) Describe the internal anchoring process. Who in the municipalities has been involved, how has knowledge of the partnership been spread, who has made decisions in regards to the partnership, what parts of the municipality are involved in the partnership?

In both municipalities the politicians have been important for the internal process. Both politicians and officials have had an understanding of the partnership and of the project objectives. In the Municipality of Chinsali all the departments were involved such as engineering, finances, planning, administration and environment. Knowledge of the partnership has

been spread through brochures, meetings, and workshops. Also radioedmission by local radio is used. So also by meetings with chiefs and willage men and willage woman. Also churches has been involved such as UCZ Mission at Lubwa.

b) Describe how the Steering Group has worked to monitor the Project(s)' quality and progression.

Every steering group meeting there has been information given on how the work in the project has progressed. And decitions on continuing work are taken.

In the end of year three evaluations were made in both countries. They are appendix here.

c) Describe how the Steering Group has worked to ensure the partnership has been mutual and based on equal participation. Remember that it is possible that the partners have gained from the partnership in different ways.

In the he visits in each others countries we have seen to that all participants have taken part, not all have been able to participate every time, but in the long run. It has been important to see and experience how we live to understand the life conditions and to learn how to act.

7. The Steering Group – Describe the Steering Group's work - how many meetings, who participated, what has been discussed, and so forth. Please attach notes from these meetings.

There has been two meetings/year. Most of the times all persons is the groups have attended but at times one person has been missing in one group due to illness or circumstances at work. Notes from all meetings are attached.

8. Risk analysis

a) Did any of the stated risks arise? How were they managed?

Risks that were stated and that arose:

- High officials in the Municipality of Chinsali are employed by the government, which meant that they can be transferred to any other place with a short notice. The two "drivers" in Chinsali belongs to that category.
- People involved in the project will be transferred or quit.
- Change of councillors.

All this happened, and were managed by the local project leader by giving information to the new persons and encouraging them to involve in the project. The core groups has been in place and kept the project going.

9. Economic report - In relation to the budget as granted and the activities as carried out - report both the budget as granted and the actual outcome of the various items, respectively. Use the budget you have been granted, and fill in the outcome in the allotted template.

Verifications are not to be sent to ICLD, but are to be available in the Swedish organisation's accounts for any later audit. **Costs are to be reported using the ICLD template provided and signed by the head of finance or equivalent.**

- The costs must be reported exclusive of VAT.
- Costs of salaries and wages must be reported in the following way: Hourly rate=monthly salary/165+ PO-supplement (national insurance contributions). Use the designated ICLD form template for reporting of costs of salaries and wages.

This is done.

10. Payment - State into which bank account the funds are to be deposited.

Piteå kommun plusgiro 12 72 30-1 Nordea

11. International partner financial/resource contribution - State what resources - personnel, collateral costs such as offices, interpreters, transportation, room and board, etc. the international partner has contributed during the project.

Mostly personnel resources from different offices in the municipality. Persons with different verified professions as the environment area, physics planners and social workers.

12. The international partner's approval of the final narrative report and the economic report – The international partner's project manager, **by signing this report**, approve of both the final **narrative** and **economic** report, submitted to the ICLD by the Swedish partner.

This is done on a separate document.

13. Contact with ICLD – How have you experienced contact with ICLD? Is there anything that you think could be improved or perhaps something that was especially valuable?

We have had positive contacts and the officials have been easy to reach.

14. Other

Is there anything else you would like to submit, such as information about additional funders or if you have plans for continued/extended cooperation?

If so, do you have any idea on potential areas of cooperation (other projects) or a time perspective? Do you plan to submit any new application during the coming year?

We have made an application to ICLD of a project of three years to continue this cooperation as it has been successful and have had good results as is described in the report of the project.

The full report is to be submitted by post to ICLD, Box 1125, 621 22 Visby.

01/01/2018

In addition, the summary and the budget should be sent digitally to partnership@icld.se. Please note that the summary should be written in both English and Swedish and submitted in a format that text can be copied from, such as .doc.