



**MINUTES OF THE 2022 ANNUAL GENERAL MEETING OF THE ENGINEERING  
INSTITUTION OF ZAMBIA HELD ON SATURDAY 23<sup>rd</sup> APRIL 2022 AT AVANI RESORT  
LIVINGSTONE**

<b>DATE OF MEETING:</b>	23 APRIL 2022
<b>MINUTE No.</b>	AGM 60-1/23-04-2022
<b>VENUE</b>	AVANI HOTEL

## AGENDA OF THE 65<sup>TH</sup> ANNUAL GENERAL MEETING OF THE ENGINEERING INSTITUTION OF ZAMBIA

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1. National Anthem
2. Quorum confirmation
3. Call to order
4. Reading of the Annual General Meeting Notice
5. Receipt of Apologies
6. Adoption of the Agenda
7. Welcome and Opening Remarks
8. Read 2021 member obituaries and observe minute of silence.
9. Receive and adopt minutes of the Annual General Meeting held at AVANI Victoria Falls Resort in Livingstone, 17<sup>th</sup> April 2021.
  - 9.1 Corrections and Adoption
  - 9.2 Matters Arising and Action Taken Report
10. Receive and adopt Minutes of the Extraordinary General Meeting held virtually on 24<sup>th</sup> July, 2021.
  - 10.1 Corrections and Adoption
  - 10.2 Matters Arising and Action Taken Report
11. Receive and adopt Minutes of the Extraordinary General Meeting held virtually on 27<sup>th</sup> November, 2021.
  - 11.1 Corrections and Adoption
  - 11.2 Matters Arising and Action Taken Report
12. Receive and adopt the 60<sup>th</sup> Engineering Council Report for the year ended 1<sup>st</sup> December, 2020.
13. Receive and Adopt the Audited Financial Statements of the institution for the year ended 31<sup>st</sup> December 2021.
14. Appointment of Auditors for the financial year ending 31<sup>st</sup> December, 2022
15. Consideration of motions tabled before the AGM.
16. Dissolution of the Disciplinary Committee (DC)
17. Dissolution of the Craftsperson's and Technicians Section (CTS)
18. Dissolution of the 60<sup>th</sup> Engineering Council of the Engineering Institution of Zambia
19. Elections
  - 19.1 Confirmation of Approved nominations
  - 19.2 Elections
  - 19.3 Election Results
  - 19.4 Introduction of the Elected Candidates
20. Close of Meeting by the EIZ President

**1. National Anthem**

The National Anthem was sung, and prayer offered.

**2. Quorum confirmation**

The Quorum was confirmed by Secretariat as having 50 voters out of which 10 were Fellows of EIZ.

**3. Call to order**

The meeting was called to order at 09:29hrs.

**4. Reading of the Annual General Meeting Notice**

The EIZ Acting Registrar read the EIZ Legal Notice as per the agenda.

**5. Receipt of Apologies**

Apologies were recorded from the following.

- 1) Eng. Himba Cheelo
- 2) Eng. Danny Mfunne
- 3) Eng. Evans Mauta
- 4) Eng. Newton Zulu
- 5) Eng. Sydney Matamwandi
- 6) Eng. Paul Chisale
- 7) Eng. Mulenga Mwendapole
- 8) Teg. Nason Mulenga
- 9) Tec. Brian Chingobe
- 10) Cra. Joseph Mulenga
- 11) Cra. Cosmas Chula

**6. Adoption of the Agenda**

There was a proposal to include to the agenda as follows.

16. Clarification of voting mechanism and virtual attendance of the Annual General Meeting

The motion to adopt the agenda was moved after a proposal by Eng. London Mwafulirwa and seconded by Eng. Bernard Chiwala.

**7. Welcome and Opening Remarks**

7.1 The Chairperson welcomed members and other delegates to the meeting.

7.2 He thanked everyone for attending and ensuring that the Institution remained viable.

7.3 He encouraged all the members to deliberate freely as the Institution belonged to all the members. He further stated that every member had a voice on matters of EIZ.

7.4 He acknowledged the presence of the Permanent Secretary Ministry of Water Teg. Joel Kalusa.

**8 Read 2021 member obituaries and observe minute of silence.**

A list of the departed members as of 31<sup>st</sup> December 2021 was read to the AGM. A moment of silence was observed in remembrance of the departed members.

**9 Receive and adopt minutes of the Annual General Meeting held at AVANI Victoria Falls Resort in Livingstone, 17<sup>th</sup> April 2021.**

**9.1 Corrections and Adoption**

9.1.1 Item 11.3 should be read 2020.

The minutes were proposed for adoption by Eng. Yoram Sinyangwe and seconded by Eng. Derrick Musonda.

**9.2 Matters Arising and Action Taken Report**

ITEM	Discussion/Resolution
9.2.1	The meeting was informed that significant progress had been made towards the signing of the International Engineering Alliance by EIZ.
9.2.2	On the Engineering General's Office, the meeting resolved that EIZ should write to government and state the need for the office.
9.2.3	The meeting was informed that the Committee on the Charge out rates was going to complete its work before June 2022 & submission for drafting would be made before the end of the second quarter of 2022.
9.2.4	The meeting urged secretariat to take the lead in lobbying for job opportunities for engineering professionals and to ensure that only deserving SMEs are awarded contracts under the CDF Funds.
9.2.6	On CDF, the meeting resolved that the Institution needed to develop guidelines to ensure that only competent engineering professionals were carrying out the works.

**10 Receive and adopt Minutes of the Extraordinary General Meeting held virtually on 24<sup>th</sup> July, 2021.**

**10.1 Corrections and Adoption**

There were no corrections.

The minutes were proposed for adoption by Eng. Cliff Bwalya and seconded by Eng. Vernon Ngulube.

**10.2 Matters Arising and Action Taken Report**

There were no matters arising.

**11 Receive and adopt Minutes of the Extraordinary General Meeting held virtually on 27<sup>th</sup> November, 2021.**

**11.1 Corrections and Adoption**

There were no corrections.

The minutes were proposed for adoption by Eng. Hastings Likonge and seconded by Cra. Field Simwanda.

**11.2 Matters Arising and Action Taken Report**

There were no matters arising.

**12 Receive and adopt the 60<sup>th</sup> Engineering Council Report for the year ended 1<sup>st</sup> December,2021.**

ITEM	Discussion/Resolution
12.1	The meeting requested a full update on the completion of the works on the Engineering House in Lusaka. The meeting further requested an update on the way forward regarding financial mobilization to complete the building.
12.2	The meeting requested Council to lobby for government grants to the Institution to fund technical investigations.

The report was proposed for adoption, after being seconded by Eng. Kennedy Musonda.

**13 Receive and Adopt the Audited Financial Statements of the institution for the year ended 31<sup>st</sup> December 2021.**

ITEM	Discussion/Resolution
13.1	The meeting noted the decrease in surplus and requested Management to find means of raising income in 2022 from the 7% decrease noted.
13.2	Members encouraged Management to put in place measures of raising income other than traditional income. Further Management was requested to find alternative means of raising income because covid was not over.
13.3	The meeting heard that the Institution was financially stable in 2021. Further the meeting recommended that Management needed to find means of increasing the inspectorate to improve compliance.
13.4	The External Auditor MPH Chartered Accountants presented the Auditor’s report on the Audited Financial Statements and informed the meeting that in their opinion, the Financial Statements showed a true and fair view of the financial position of the Institution as of 31st December 2021.
13.5	The meeting requested Management to clarify the Corporate Governance expenses presented in the report. It was clarified that the Constitutional Review Committee (CRC) was going round the whole country earlier in the year to receive submissions from members. It was also stated that the institution held two extraordinary general meetings during the period.
13.6	The meeting questioned what constituted “other income”. It was clarified that, as stated in the first strategic objective of the institution, this was income generated from non-traditional sources such as revenue from the new EIZ building. The meeting advised that EIZ create a store for all branded memorabilia.

<b>13.7</b>	The AGM commended Council and Management for managing the finances well in a difficult financial period.

Eng. Mufalo Nanyama moved the motion to adopt the financial report. Eng. Elson Banda seconded.

#### **14 Appointment of Auditors for the financial year ending 31<sup>st</sup> December, 2022**

The Vice President, Finance and Administration on behalf of the EIZ 60<sup>th</sup> Engineering Council proposed the motion to reappoint Messers MPH Chartered Accountants as Auditors for the Financial year ending 31<sup>st</sup> December 2022 and that Council be authorized to determine their remuneration.

Eng. Godfrey Kumwenda seconded the motion to reappoint MPH Chartered Accountants.

#### **15 Consideration of motions tabled before the AGM.**

There were no motions tabled before the AGM.

#### **16 Clarification of voting mechanism and virtual attendance of the Annual General Meeting.**

The meeting was informed that NEC had the mandate to manage elections as provided for in the EIZ Constitution.

<b>ITEM</b>	<b>Discussion/Resolution</b>
<b>16.1</b>	The meeting sought clarification on the admission of members to the AGM. The Chairperson informed the meeting that admission to the AGM was as per the Legal Notice of the AGM.
<b>16.2</b>	The members deliberated on the matter of admission to the AGM and mechanism of voting (i.e., virtual/hybrid or physical)
<b>16.3</b>	The members resolved to vote on whether to have the elections physical or have them hybrid/virtually. Members for were 273 whereas members against were 53.  The resolution was to have the elections via hybrid so that members not in physical attendance should be able to vote.
<b>16.4</b>	The AGM resolved that all elections going forward should be held in this manner. Further, the AGM resolved that everyone online following proceedings & eligible to vote should participate.

#### **17 Dissolution of the Disciplinary Committee (DC)**

The Chairperson dissolved the Disciplinary Committee. He thanked them for serving the Institution well during the period in office.

## 18 Dissolution of the Craftsperson's and Technicians Section (CTS)

The Chairperson dissolved the Disciplinary Committee. He thanked them for serving the Institution well during the period in office. He noted with gratitude that the CTS had improved in visibility.

## 19 Dissolution of the 60th Engineering Council of the Engineering Institution of Zambia.

The Chairperson dissolved the 60<sup>th</sup> Engineering Council and thanked all members for their contribution to the running of EIZ.

## 20 Elections

All elections were held in accordance with the second annexure of the 2021 EIZ Constitution. Except for the unopposed candidates in respective categories of elections, there were Six (6) positions on Council available to be filled through elections.

### 20.1 Confirmation of Approved nominations

The meeting was informed that all nominees appearing on the ballot had met the requirements that were prescribed in the legal notice.

The returning Officer, Mr. Maurice Nyambe confirmed the valid nominations as follows.

S/N	Position	Candidate
1	President	Eng. Charity Kapatamoyo
		Eng. Wyman Kaluba
		Eng. Abel Ngandu
2	Vice President Membership and CPD	Eng. Monica Milupi
		Eng. Sharon Musonda
3	Vice President Policy and Public Relations	Eng. Charles Shindaile
		Eng. Kennedy Musonda
4	Vice President Finance and Administration	Eng. Diana Kangwa
		Eng. Happy Musumali
5	Engineers Representative	Eng. Chiza Nyirenda
		Eng. Waddy Sakeni
		Eng. Nathan Kazembe
7	Technician Representative	Tec. Jane Manaseh
		Tec Peter Nalwendo

### Disciplinary Committee

S/N	Position	Candidate
1	Committee Member	Eng. Elson Banda
2	Committee Member	Musompa Masanza

### Craftsperson's and Technicians Section

S/N	Position	Candidate
1	Chairperson	MCra. Field Simwanda
2	Vice Chairperson	Tec. Kennedy Chipoma
3	Female Technicians Rep	Fridah Like Malama
4	Male Technicians Rep	Chilufya Reagan

All the candidates were given an opportunity to present their manifestos in 5 minutes as provided for in the 2021 EIZ Constitution.

### 20.2 Elections

ITEM	Discussion/Resolution
20.2.1	The elections vendor demonstrated by presentation how the members were going to vote using the provided online system. They presented step by step instructions that had previously been shared to the AGM by notice.
20.2.2	The AGM resolved that voting time be reduced from five hours to two hours at the request of NEC.
20.2.3	The Chairperson opened the elections at 16:55hrs.
20.2.4	The Chairperson informed the meeting that voting was going to be for two hours.
20.2.5	Due to technical challenges and congestion of the network, the voting onsite was delayed by 15 minutes.
20.2.6	The voting period was later extended for another thirty minutes by NEC to allow everyone to vote.
20.2.7	Voting closed at 19:07hrs. The NEC Vice Chairperson announced and informed members accordingly.
20.2.8	The meeting was informed that observers had been invited to observe the EIZ Elections.

### 20.3 Election Results



Election results were announced in accordance with the EIZ Constitution by the Vice Chairperson of NEC. She informed the meeting that voter turnout was 10.4%.

### 20.3.1 Council

	Position	Candidate	Number of Votes
1	President	Eng. Abel Ngandu	247
		Eng. Wyman Kaluba	238
		Eng. Charity Kapatamoyo	215
2	Vice President Membership and CPD	Eng. Sharon Musonda	381
		Eng. Monica Milupi	319
3	Vice President Policy and Public Relations	Eng. Kennedy Musonda	380
		Eng. Charles Shindaile	320
4	Vice President Finance and Administration	Eng. Diana Kangwa	415
		Eng. Happy Musumali	285
5	Engineers Representative	Eng. Chiza Nyirenda	192
		Eng. Waddy Sakeni	111
		Eng. Nathan Kazembe	110
7	Technician Representative	Tec. Jane Manaseh	39
		Tec Peter Nalwendo	24

### 20.3.2 CTS

S/N	Position	Candidate
1	Chairperson	MCra. Field Simwanda
2	Vice Chairperson	Tec. Kennedy Chipoma
3	Female Technicians Rep	Fridah Like Malama
4	Male Technicians Rep	Chilufya Reagan

### 20.3.3 DC

S/N	Position	Candidate
1	Committee Member	Eng. Elson Banda
2	Committee Member	Musompa Masanza

## 20.4 Introduction of the Elected Candidates

The Vice Chairperson of NEC introduced all the various elected leadership on the Disciplinary Committee, Craftspersons and Technicians Sections

and Engineering Council respectively. She further informed the meeting that the remaining vacancies would be filled by the Council.

## 21 Close of Meeting by the EIZ President

There being no further business to discuss, the Chairperson closed the meeting at 19:29hrs.

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**Eng. Abel Ngáandu**  
 Chairperson

23<sup>rd</sup> April 2022

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**Eng. David Kamungu**  
 Secretary

23<sup>rd</sup> April 2022

### Agenda item 10.2 Matters Arising

ITEM	Action	Responsibility	Update	Timeline
9.4.1	Regarding progress made on the IEA	Management	Benchmarking and environmental scanning reports were produced. Three Universities (UNZA, CBU and MU) were engaged.  The Ministry of Science and Technology was also engaged	31 <sup>st</sup> December 2023 as recommended by ECSA.
9.4.2	On the establishment of the Engineer General's Office	Management	A proposal was drafted and submitted accordingly to the Line Ministry	30 <sup>th</sup> June 2023.
9.3.3	On the Charge out rates SI	Management	The draft SI was submitted to the Ministry of Housing & Infrastructure and BRAA. Management will endeavor to follow up on progress made.	
9.3.4	On lobbying for jobs for engineering professionals & student placements/	Management	This is ongoing. A total of 72 student members were attached at the recommendation of EIZ. Further the EIZ has submitted a written proposal on how to effectively implement	22 April 2023

			CDF from an engineering perspective.	
12.1	On progress made on the completion of the EIZ HQ in Lusaka.		The building is earmarked for completion on 30 <sup>th</sup> April 2023. All materials and services have since been procured.	22 <sup>nd</sup> April 2023.
12.2	on government grants for the Institution	Management	The Institution remains self-funded and has been the case for over 10 years.	
		Management		
		Management		