

REPORT

2015 FORUM FOR CO-OPERATIVE REGISTRARS, COMMISSIONERS, DIRECTORS AND MANAGERS/LEADERS

*“Information, A source of Influence and Power: Strengthening National
Co-operative movement through Timely, Accurate and Reliable Information”*



Harare, Zimbabwe,
08 –09th June, 2015

TABLE OF CONTENTS

TABLE OF CONTENTS.....	ii
LIST OF ABBREVIATIONS.....	iii
Executive Summary	1
SECTION ONE: BACKGROUND AND INTRODUCTION	3
1.0 Background.	3
1.1 Rationale.....	3
1.2 The Alliance Africa Conceptual Framework	4
1.3 Workshop Themes.....	6
SECTION TWO: MESSAGES FROM THE CONFERENCE	7
2.0 Opening Ceremony	7
2.1 Participants	7
2.2 Presentations.....	8
2.2.1 Sub-Theme 1: Securing Timely, Accurate and Reliable Information	8
2.2.2 Sub-Theme 2: Fostering Sustainable Development through Proper Data Management	8
2.2.3 Sub-Themes 3: Roles and Responsibilities of Government Officials and Co-operative Managers / Leaders in Securing Co-operative Data	9
2.2.4 The Role of Policy and Legal Framework in Securing Data.....	10
2.2.5 Sub-Themes 4: Co-operatives Data Management methods and Techniques/ CODAS Application	12
3.0 Recommendation.....	12
4.0 Closing Remarks	14
5.0 Conclusions	14
APPENDIX ONE: PROGRAM.....	15
APPENDIX TWO: RESOURCE PERSONS	17
APPENDIX THREE: LIST OF PARTICIPANTS	19

LIST OF ABBREVIATIONS

CODAS	Co-operative Data Analysis System
CUCK	Co-operative University College of Kenya
GDP	Gross Domestic Product
ICA	International Co-operative Alliance
ICT	Information Communication Technologies
ILO	International Labor Organization
MCTC	Ministerial Co-operative Technical Committee
MOCU	Moshi Co-operative University
SACCOs	Savings and Credit Co-operative Societies
UN	United Nations
ZINAHCO	Zimbabwe National Housing Co-operative Union

Executive Summary

The forum for co-operative registrars, commissioners, and directors was organized by the Alliance Africa and hosted by the Government of Zimbabwe and Zimbabwe National Housing Co-operative Union (ZINAHCO), an apex body for housing co-operatives in Zimbabwe. The forum saw participants from Zimbabwe, Lesotho, Namibia, South Africa, Rwanda, Uganda, Tanzania, Kenya, Nigeria, and Botswana who assembled to deliberate on pertinent issues affecting cooperative development in Africa.

This unique meeting was an attempt by The Alliance Africa to highlight the need for a data bank, where co-operative information will be archived to help the users make informed decisions about the co-operative movement in Africa.

The Theme for the conference '**Information, A Source of influence and Power: Strengthening National Co-operative Movements through Timely, Accurate and Reliable Information.**' evidently stressed on the need for timely, accurate and reliable information on Co-operatives across the continent. The objectives of the meeting were: (a) To Create a platform for constructive dialogue tapping into the rich experiences of the participants, (b) To come up with recommendations to generate timely, accurate and reliable data to build better co-operative systems in the region, (c) To provide a roadmap for engagement and enhance the Alliance Africa network, and (d) To Inform the agenda for co-operative ministers in the African countries.

The discussions were aimed at establishing a roadmap to assist co-operatives position themselves as builders of sustainable development on the continent and foster cooperation among co-operators in the region thus accelerating socio-economic development of the continent.

The conference made the following recommendations:

1. Funding for data collection and processes in each country should be planned and budgeted for.
2. Data collection capacities should be built within each country to empower the cooperatives to complete the CODAS monitoring tools without assistance of the cooperative officers. This will tremendously reduce the cost of the survey.
3. In enhancing storage, dissemination and sharing of information, co-operators must agree on a tool (criteria for data collection) that each country may use to collect the information. To improve on this; we expect that countries to provide this information -

Regional report to be drawn from data collected from regional data information systems; The participants proposed to use codas questionnaires as start and to improve on them. The participants proposed one month for members to send their inputs concerning the tool.

4. 1 to 2 pages tool be developed on the issues that the regional office needs to report on. A committee be constituted to help develop indicators on the issues that the regional office needs to report on once information has been sent from different cooperative organizations in the continent.

At the close of the conference the participants committed to the full implementation of the recommendations given.

SECTION ONE: BACKGROUND AND INTRODUCTION

1.0 Background.

The 2015 Forum for Co-operative Registrars, Commissioners, Directors And Managers / Leaders was convened at Cresta Lodge in Harare, Zimbabwe on 8 & 9 June 2015. The Forum was convened in response to the recommendations of the May 2014 Forum for Government Officials and Co-operative Leaders (Nairobi, 2014), the 11th Regional Assembly for the Alliance Africa (Nairobi, 17-19 November 2014) and previous meetings that recognized that “lack of data makes co-operative development difficult. The Alliance Africa organized the forum to facilitate documentation of best practices on the co-operatives contribution to development across the continent and to devise strategies on how to overcome the challenges”.

The meeting saw participants from different countries in Africa; assemble to deliberate on the issue. The countries represented include: Zimbabwe, Lesotho, Namibia, South Africa, Rwanda, Uganda, Tanzania, Kenya, Nigeria, and Botswana.

The main focus for this forum shows the urgency required in order to fast-track and monitor our progress as a continent. Therefore, in order to get the full picture in the region, it is necessary to systematically collect data at different levels to assist the national co-operative movements and national governments in the region and the world, have a reliable source of reference for prudential decision making at Co-operative level and for policy formulation at national level.

The strategy of the co-operative movement in Africa aims to address the development goals of the African co-operative movement which is to improve members’ socio-economic situations by leveraging on the benefits of a cooperative enterprise, while providing dynamic consistency in policy, and robust institutions that provide the springboard for actions by co-operatives and their membership.

It was noted that timely, accurate and reliable data is missing in our cooperative movement. Information sharing brings tangible benefits including self-sufficiency leading to the progressive and integrated development of our continent. The reality is that the problems of poor data collection need a coordinated approach and that government support in this is paramount.

1.1 Rationale

This unique meeting was an attempt by The Alliance Africa to highlight the need for a data bank where co-operative information will be archived to help the users make informed decisions about the co-operative movement in Africa. This will assist co-operatives position themselves as builders of sustainable development on the continent and foster cooperation among co-operators in the region thus accelerating socio-economic development.

In the absence of timely, accurate, and reliable information, people and organizations will make bad decisions; they will be unable to help or persuade others to make better decisions; and it will be difficult to ascertain whether the decisions made by particular individuals or organizations were the best options that could have been made at a given time.

The World Bank Policy Research: A measured approach to ending poverty and boosting shared prosperity: Concepts, Data, and the twin goals (2014), affirm that statistics are crucial in the fight against poverty. They are the essential starting point, telling us how many people live below the poverty line in developing countries, how social, economic and environmental conditions differ throughout regions, what infrastructure, health and education services are lacking across the world and what is the contribution of each player to the general development and growth of countries.

Information sharing brings about many tangible benefits including self-sufficiency and enhanced integrated ways leading to increased production and thus economic growth. Proper documentation of information, processing, analyzing provides deeper insights to discovering new ideas on developing the economy and hence reducing the level of poverty.

The Alliance Africa Co-operative Development Strategy 2013-2016 prioritizes, activities tailored to building the co-operative image and identity across the continent. Co-operatives are recognized through the tangible benefits that they provide to the members and extended to the society. Information emanating from these activities need to be archived well for future reference and aid in decision making.

It was envisaged that the outcome of the workshop will form a roadmap for engagement and enhance the Alliance Africa network. Active participation in the discussions and sharing of views will build better understanding about the issues under discussion.

The documentation will largely focus on the importance of timely, accurate and reliable co-operative data in co-operative development strategies and management, job creation, co-operative contribution to national GDP, poverty alleviation, economic sectors development, policy and governance, co-operative accounting and auditing techniques, gender issues and policies, social injustices, human resource development in co-operatives and economic development.

1.2 The Alliance Africa Conceptual Framework

The Alliance Africa co-operative development strategy 2013-2016 is anchored on the global Alliance blueprint which envisions the state of the co-operative movement in the decade ending 2020. The blueprint has five major pillars for the formation and fast growth of co-operatives over the world. These pillars are: participation, sustainability, identity, supportive legal frameworks, and co-operative capital.

The 2013-2016 development strategic objective focuses and tries to assess the regional situation and needs of co-operatives using the five pillars.

- **Participation**

The aim pursued by Alliance Africa is to improve Co-operative participation by members. To spur growth people must be encouraged to network, form alliances and unite to be able to achieve their goals.

Proper documentation of these engagements will provide basis for integrating and design platforms to influence more people.

- **Sustainability**

Due to high competition brought about by globalization, co-operative enterprises face challenges of survival in the industry. To be more relevant the movement must learn to take the lead in all the sectors of the economy. Having necessary information guarantees and equips the movement to gain competitive advantage in the respective sectors; in the adoption of the postmodern ways of business operation, adoption of innovative technologies, strategic planning, and contemporary ways of resolving issues.

- **Identity**

Co-operative marketing is vital to positioning, awareness, targeting and retention. Eye catching co-operative activities in the region must be regularly pursued by members and governments.

Marketing is all about publicity, for the co-operative movement to remain relevant proper information must be felled to the respective users in the right way possible.

- **Legal frameworks**

Engagement with policy makers demands that, valuable co-operative resources by sector are well synchronized with national developments.

The Alliance Africa has restricted itself to include a regional Law committee to cater for co-operative policy and development in Africa. The office will champion by archiving modeled global policies and rules assisting in the development of the co-operative movement. The ultimate focus will be to generate tangible reference points in terms of publications and imparting the knowledge through co-operative institutions of higher learning.

- **Co-operative capital**

Co-operative capital is crucial to the success of the planned co-operative activities in the region. Securing a reliable social capital helps in the process of executing co-operative benefits to members.

The sizes of co-operatives in the region are small and their engagement is not felt due to limited capital. To make the process necessary, mergers and amalgamations through both the co-operative movement and the national government is necessary.

Problems realized

Data collection and statistical analysis in the co-operative movement is challenging for a number of reasons:

- ❖ There is often lack of timely, accurate and reliable data on co-operatives across the continent.
- ❖ The relationships between various co-operative enterprises leads to potential double counting.
- ❖ The statistical data available is at different levels of co-operative structures. Statistics come in at different levels but one often only has a part of the story from each level: Country-wide, federations, apexes, unions, primary co-operatives, government, etc. There is inadequate statistical data at all levels including that availed to the ICA.

Therefore, in order to get the full picture in the region, it is necessary to develop a systematic collection of data at many different levels to assist the national co-operative movements and national governments in the region and the world have a reliable source of reference for prudential decision making at Co-operative level and policy formulation at national level.

1.3 Workshop Themes

The workshop for this year focused mainly on the theme, **‘Information, A Source of influence and Power: *Strengthening National Co-operative Movements through Timely, Accurate and Reliable Information.***’

The discussions were to provide insights to the following subthemes:

1. Securing timely, accurate and reliable information
2. Fostering sustainable development through proper data management
3. Roles and responsibilities of government officials and co-operative managers/leaders in securing co-operative data
4. Co-operatives Data Management Methods and Techniques

SECTION TWO: MESSAGES FROM THE CONFERENCE

2.0 Opening Ceremony

In her address, The Alliance Africa Director Dr. Chiyoge B Sifa, welcomed the delegates into the meeting and thanked the government of Zimbabwe and The Alliance Africa Member for hosting the meeting. She emphasized the importance of documentation of cooperative activities in the region as it brings tangible benefits including self sufficiency, leading to progressive and integrated development.

The ICA President called on the support from all our stakeholders to embrace the plan and start documenting any viable information that co-operatives need in their decision-making process. He also stated that the Alliance Africa Regional Board has continued to work towards making the Regional Office an institution to be relied upon for guidance and resource mobilizations for development of the movement in the continent and the realization of the sustainable development goals.

The keynote address was delivered by the Honorable Mr. N. Muponora, the Deputy Minister of Small and Medium Enterprises and Co-operative Development in Zimbabwe. The Department was also represented by Director Co-operatives Mr. Chirume

In his keynote address, Mr. Muponora commented that the cooperative model is the most viable and sustainable alternative economic model to the capitalist model. The model has in-built principles which ensure economic empowerment and emancipation of all members of the cooperative. He stated that it is important that information is timely, accurate and reliable. He went on to say that the supply of and access to timely, accurate and reliable information is relevant to the development of the International Cooperative movement and this necessitates the development of ICT in all structures of the movement. However, he recognized that primary societies cannot afford ICT – therefore it is incumbent on secondary and apex bodies to provide centralized and accessible ICT infrastructure for their sectors.

2.1 Participants

The forum of the Alliance Africa was attended by a total of 52 delegates. The Alliance Africa was represented at the meeting by its President, Mr. Stanley Muchiri, board members, Mr. Japheth Magomere, Mr. Mike Duru, Mr. Augustine Katabara, Fr Rev George Angala and its Regional Director Dr. Chiyoge B. Sifa and staff members Ms Salome Kimeu and Mr. Erick Obongo. Apologies were received from Eng. Jibrin Bala and Hasan Wakasuvi who serve in the Alliance Africa Board as members.

The meeting was well attended by representatives from Kenya, Lesotho, Botswana, Zimbabwe, Tanzania, Uganda, Namibia, Rwanda, South Africa, and Nigeria.

The workshop was well-represented by officials responsible for co-operative regulation and development in the respective countries, academia and the leaders/ managers of the cooperative movement in Africa.

2.2 Presentations

The conference program was under the directorship of Prof. Douglas Shitanda, from the Co-operative University College of Kenya and Ms. Titus Ursula, Chair Legal Committee for the Alliance Africa.

2.2.1 Sub-Theme 1: Securing Timely, Accurate and Reliable Information

Presentations under this Sub-theme were made by Dr. Chiyoge B. Sifa, the Alliance Africa Director and Mr. Joseph Mutisya a lead expert in system development.

Dr. Chiyoge connoted that, securing timely, accurate and reliable information is critical to the development of cooperatives. She emphasized that registration of cooperatives is paramount and that cooperatives are formal and well known by governments and other stakeholders as they contribute immensely to the economic development of countries.

The role of cooperative registrars/commissioners/directors cannot be over emphasized as they play significant roles and their work should be taken seriously. Information must emanate from the cooperative movement and cooperative institutions of higher learning must give guidance on learning and training leading to breaching the gap in the research needs in the region and publication.

Thus, the importance of this meeting is to acquire skills on information technology to assist us in proper documentation of cooperative activities. She concluded her presentation by alluding to the country which has gone a mile a head to document their activities, and the steps they have made in terms of development.

The case from Namibia, that focused on the importance of provisions in legislation for and the deregistration of cooperatives was one of its kind. The process aids in ensuring that cooperative registers are kept up to date by the removal of co-operatives that are no longer operational from the database. The presenter, Ms. Loide Jason, stated clearly that it is important that the de-registration process is an active hands-on process; in their case the dormancy and non-compliance of cooperatives are monitored for a number of years before steps are taken for their de-registration; during this time some manage to come off the deregistration list because efforts are made to revive them (and members are also encouraged to elect new management).

2.2.2 Sub-Theme 2: Fostering Sustainable Development through Proper Data Management

The presentation on Cooperative Data Management Methods and Techniques was made by Mr. Mutisya who provided an explanation on some relevant definitions in ICT, an overview of computerized management information systems structures, approaches to management of software projects, depiction of software development cycle, data management processes and systems acquisition procedures at cooperative society level, ways of boosting data

aggregation at country, regional and continental level. He also presented a CODAS case study.

In his presentation, he noted that many organizations in African have been defrauded by system implementers and that cooperators need to be conversant with standard system implementation methodologies and strategies. Whatever we do we must be guided by figure so as to make informed decisions and maximize utilization of resources. Information is a critical resource for planning and operation of modern business enterprises. Integration of ICT into the co-operative movement enhances productivity, efficiency of resource utilization and improves information flow and use for timely, accurate and complete decision making at planning and policy making levels. ICT integration in data management also ensures quality assurance and best practices in industrial production and management.

Joseph noted that the raw facts that are gathered and stored are given the general term data. When the raw data is analyzed, synthesized, etc to provide a needed outcome, the result is called information. Data therefore is the raw material from which information is made. Data is a mass of information meaningless on its own and of no value unless it is assembled and categorized for any useful knowledge to be gleamed from it.

Data itself is the raw material from which information can be created by a process of human cognition resulting in knowledge creation. High quality data is what can be termed as information since it is of value to decision making. High quality data has got some characteristics and properties which include: Reliability, Timeliness, and Relevance i.e. selectivity not completeness etc.

In conclusion, he emphasized that system development assignment must be treated as a project by constituting a project team, providing a project budget, adhering to software development cycle processes and for the project to succeed, the project deliverables must be Specific, Measurable, Achievable, Realistic and Time Bound.

At the conclusion of the first day, delegates were given an assignment to evaluate and make some recommendations on the CODAS tool. The delegates were divided into two groups. Group one: comprising of Botswana, Lesotho, and Kenya. Group two comprised of Zimbabwe, Namibia, Tanzania, and Rwanda.

2.2.3 Sub-Themes 3: Roles and Responsibilities of Government Officials and Co-operative Managers / Leaders in Securing Co-operative Data

Dr. Jeremiah Nyatichi the Deputy Commissioner of Cooperatives in Kenya, clarified the role governments play in securing cooperative data. Co-operative data and information can be defined as historical recording on how co-operatives started, have grown, their spread, impact and the message they pass to the world.

Co-operatives data can be generated at three main levels, co-operative leaders, the government, and co-operative society management. It is important to ensure that correct data

is generated and properly secured and that co-operative data needs to be real, authentic and relevant to end-users.

Elected committees must keep accurate data and information of employees. These employees become the custodians of society data (transactions, assets, accountable documents, members' records and dealers of the society) they are also responsible to maintain proper records in an easily accessible manner where authorized persons may access it.

Cooperative leaders ensure the submission of all records of charges over its property to Registrars or Commissioners.

Cooperative managers are responsible for keeping society records; they ensure that members get correct information at the end of each operating period and also ensure that everything at the co-operative society is properly documented.

Government officials enforce the co-operative laws that relate to organization registration, management and dissolution of co-operative societies. They have to ensure that data is available on the number of co-operative societies registered at any given time. The government must ensure that data provided is real and can be relied upon. They are also the source of accurate, secure and reliable data in any country. They employ officers whose daily role is to collect, collate and store data. Data must be stored in a retrievable format at the relevant registries of different government departments.

Credible data will enhance the quality of members' participation in decision-making processes, help them voice their concerns and interests, ensure proper management and security of society assets.

Information systems management supports the collection, manipulation, storage, distribution and utilization of information sources. The development of a IS should consider amongst others the information needs, stakeholders, tools and indicators, distribution channels

The Public international law instruments that guide cooperatives are the 1995 ICA Statement on the Identity of Cooperatives, the 2001 UN Guidelines and more importantly the 2002 ILO Recommendation 193. These contain various provisions that highlight the need for data and information from co-operatives. It is important that legal tools should be assessed to see to what extent data and information requirements or provisions are included to ensure that this information is included that can be used for lobbying and advocacy purposes are included in laws.

2.2.4 The Role of Policy and Legal Framework in Securing Data

In her presentation Ms. Ursula Titus noted that the value of information and its importance as a development tool is still being undermined. However, information by itself is worthless and cannot solve problems, it only has power when used and applied effectively. I.e. the data only becomes useful when it is collected for an intended purpose by the end user.

Information systems (IS) management supports the collection, manipulation, storage, distribution and utilization of information sources. The development of IS should consider amongst others the information needs, tools, indicators and distribution channels. This should also ideally be a two-way process (top down / bottom up) and to be effective requires awareness creation and training.

The 2020 Vision contained in the Alliance's Blueprint is for the co-operative business form to become "the acknowledged leader in economic, social and environmental sustainability; the model preferred by people and the fastest growing form of enterprise". However, for co-operatives to be recognized as such the importance of data collection and information on co-operatives is important because currently there is a lack of information on co-operatives. There is little doubt that co-operatives are important economic vehicles in many national economies but the extent of their participation is often underestimated due in part to the lack of information. It therefore is imperative on co-operative movements to make every effort to ensure that reliable, timely and accurate data is available for analysis.

The importance and relevance of information on co-operatives is also informed by the three guiding pieces of documents that form the public international law framework for co-operatives. These are the 1995 International Co-operative Alliance (ICA) Statement on the Co-operative Identity, the 2001 United Nations (UN) Guidelines aimed at creating a supportive environment for the development of co-operatives and the 2002 International Labor Organization's (ILO) Recommendation 193 on the Promotion of Co-operatives¹. These documents contain amongst others provisions that recognizes the importance of information for awareness purposes; the necessity of research on co-operatives; the necessity of improving statistical data on co-operatives; that the access to information and communication technologies needs to improve; the need to promote the dissemination of information and seek to improve national statistics on co-operatives; encourages the compilation and utilization of research material and other data on co-operatives and their development; that access of co-operatives to national and international data such as market information, legislation, training methods and techniques, technology and product standards needs to be facilitated.

From a public international legal framework provisions serving to guide the inclusion of provisions on co-operative information in national laws is available. More emphasis is now needed to advocate for the inclusion and implementation of these provisions nationally that will go beyond simply requiring information on the financial development and status of co-operatives because at national levels data collection is mainly guided by the audit / financial reporting provisions. The wish was to see existing auditing needs go beyond financial auditing to include management and social audits.

In articulating any policies or laws it is important to consider that these are realized in practice through implementing tools, available resources and the possibility of enforcement. Laws are therefore only effective when there are necessary institutional support mechanisms

and resources in place. The UN guidelines also provide that any legal instruments should impact positively on co-operatives, so that the legal framework won't be too onerous for them. It is also important to recognize that drafting/revision of laws is long, costly and cumbersome processes and frequent changes of a law consume resources and also affect public opinion about the value of a law.

In looking at national legal frameworks and how they can support the data collection process the process could be started by identifying existing legal provisions relating to co-operative information and identify how these can be articulated in secondary legislation (regulations, by-laws) and the co-operative constitutions to ensure data collection at co-operative level. In addition existing provisions relating to data collection should be assessed to identify any challenges and bottlenecks to their implementation. A long term strategy may include the finalization of a standardized indicator, the development of guidelines for an information management system for co-operatives that will consider the realities on the ground as many co-operatives do not have access to computers and the internet. The reality is that data collection is a cumbersome process and all parties should be able to benefit from the data collected to ensure that data collected is timely, accurate and reliable.

2.2.5 Sub-Themes 4: Co-operatives Data Management methods and Techniques/ CODAS Application

Most countries appreciate the benefits of CODAS, as it assists them in analyzing and managing of their data, enhances their reporting processes, facilitate in establishment of actual contribution of co-operatives in their respective economies, enhance efficiency in planning, guarantees prudent allocation/utilization of resources, facilitate co-operative policy formulation and monitor their respective co-operatives. However there is the fear that the efficiency, performance and workload of the cooperative officers and staff is exposed by CODAS analysis and this in some cases causes resistance to CODAS implementation in some countries.

3.0 Recommendation

5. Funding for data collection and processes in each country should be planned and budgeted for.
6. Data collection capacities should be built within each country to empower the cooperatives to complete the CODAS monitoring tools without assistance of the cooperative officers. This will tremendously reduce the cost of the survey.
7. In enhancing storage, dissemination and sharing of information, co-operators must agree on a tool (criteria for data collection) that each country may use to collect the information. To improve on this; we expect that countries to provide this information - Regional report to be drawn from data collected from regional data information systems; The participants proposed to use codas questionnaires as start and to improve on them. The participants proposed one month for members to send their inputs concerning the tool.

8. 1 to 2 pages tool be developed on the issues that the regional office needs to report on and tool should be drawn from the identified committee (representatives to work on this - University / Alliance / country members - 1 person per country - registrars / commissioners); These are:
 1. Botswana - Department Director Mr. Boniface Tsheko
 2. Zimbabwe - Registrar for Cooperatives - Evelyn Ndlovu
 3. Lesotho - Registrar Cooperatives Elizabeth Lekoetje
 4. Namibia -Commissioner Cooperatives Loide Jason
 5. Nigeria - Dr. Dickson A Okolo
 6. MOCU. Prof. Faustine Bee
 7. CUCK. Prof. -Esther Gicheru
 8. The Alliance Africa. Dr. Chiyoge Sifa
 9. Kenya: Dr. Jeremiah Nyatichi
- To reduce data collection costs, cooperatives should be empowered to fill the questionnaires and forward them to CODAS data posting centers Automation of cooperatives should be encouraged to enable them export their data online to CODAS.
- Need to update cooperative registers after surveys by deregistration.
- Data collection exercise should be continuously monitored by the steering committee members.
- CODAS data collection exercise should be calenderlized.
- Registration of cooperatives processes should be streamlined.
9. If acceptable, registration numbers of cooperatives must be agreed upon between ICA and respective member countries.
10. Countries should partner with development partners on data collection to share costs.
11. To appreciate the importance of cooperative management information system in Africa. To appreciate, encourage, implement sharing of co-operative management information systems in Africa; and the reasons why this should be included; information fragmentation of cooperative information systems should be discouraged.
12. Frequency of skill based workshops: annual - sharing of experiences and information through these types of forums
13. Monitoring mechanism on what we have agreed on data collection - are countries abiding / what are the challenges; Alliance Africa to have a small team that will contact persons in countries and ascertain the progress made - more cost effective
14. Meet to discuss how to keep Alliance Africa sustainable

4.0 Closing Remarks

At the closing of the conference the director for Research and Policy from the ministry of small and medium Enterprises and Cooperative Development graced the closing ceremony.

In his Speech the President Cooperative Development in Zimbabwe, Mr. Mike Duru, thanked the organizers and participants for finding time to assemble in their country. For us, it is an experience of its kind as documentation of cooperative activities is a grey area which needs to be looked at with urgency.

Both the president for the Alliance Africa and the Regional Director, thanked all present and promised to put their effort in ensuring whatever discussed is implemented.

5.0 Conclusions

We as members present declare that these deliberations have been fruitful and very effective and commit ourselves to the implementation of these recommendations.

APPENDIX ONE: PROGRAM

MCTC AND CO-OPERATIVE REGISTRARS', COMMISSIONERS' AND DIRECTORS' FORUM

Theme:

"Strengthening National Co-operative movements through Timely, Accurate and Reliable Information"

PART ONE

Day 1: Monday 08 June, 2015

08:00-09:00

Registration of participants

09:00-09:30

Welcoming remarks:

*Host ZINAHCO President: Mr. Mike Duru

*The Alliance Africa Regional Director – **Dr. Chiyoge B. Sifa**

*The Alliance Africa Board – **Mr. Stanley Muchiri**

09:30-10:00

Keynote Speech:

Guest speaker Ministry of Small and Medium Enterprises, Zimbabwe: *Strengthening National Co-operative Movements through Timely, Accurate and Reliable Information*

10:00-10:30



Group photo / Tea / Coffee break / Networking

10:30-12:00

Sub-Theme One: Securing timely, accurate and reliable information- **Dr. Chiyoge B. Sifa**, Alliance Africa Regional Director & **Mr Joseph Mutisya** - Consultant

Questions and Answer session

12:30- 14:00



Luncheon

14:00-15:30

Sub-Theme Two: Fostering sustainable development through proper data management - **Mr. Joseph Mutisya**, Consultant

15:30-16:00

Case study – Strengthening the Aggregating Regional Co-operative Data- **Mr. Joseph Mutisya**, Consultant

16:00-16:45

Regional Group Tables / Country Strategies and Project Ideas- **Secretariat**

Day 2: Tuesday 09 June, 2015

08.30 Recap

09:00-10:30

Sub-Theme Three: Roles and responsibilities of government officials and co-operative managers/ leaders in securing co-operative data – **Dr. Jeremiah Nyatichi**, MOIED

10:30-11:00

Question and Answer session

11:00-11:30



Tea / Coffee break / networking

11:30-12:15

Role of Policy and Legal Framework in Securing Co-operative Data – **Ursula Titus**, Alliance Africa Co-operative Legal Committee

12:15-12:30

Question and Answer Session

12:30-14:00



Luncheon

14:00-15:30

Sub-Theme Four: Co-operatives data Management Methods and Techniques - **Mr. Joseph Mutisya**, Consultant

15:30-16:00

Questions and Answers

16:00-16:45

Regional Group Tables/ Country Strategies and Project Ideas

16:45-17:15

Summary/recommendations and Conclusions

17:15-17:30

Closing Remarks:

*Host ZINAHCO President: **Mike Duru**

*The Alliance Africa secretariat- **Dr. Chiyoge B. Sifa**

*The Alliance Africa Board- **Mr. Stanley Muchiri**

*The Government of Zimbabwe

*Workshop adjourns

PART TWO

MCTC, 10TH-11TH JUNE, 2015

Day 3: Wednesday 10 June, 2015

08:00-09:00

Registrations

09:00-09:30

Welcoming remarks:

*Introduction of delegations – **Directors of Programme**

*The Registrar of Co-operative Development; Zimbabwe

*Regional Director the Alliance Africa – **Dr. Sifa Chiyoge**

*President the Alliance Africa – **Mr. Stanley Muchiri**

*The Chief Guest- **Ministry of Small and Medium Enterprises and Co-operative Development.**

09:30-10:00

Highlights of the MCTC meeting Nairobi, Kenya and Proposed Project-**Dr. Chiyoge B. Sifa**

10:00-10:30



Tea / Coffee break / Networking

10:30-13:00

Presentation of Country Progress Reports

13:00-14:00



Lunch Break

14:00-16:00

Presentation of Country Progress Reports

16:00-17:00

Plenary and Discussions

Day 4: Thursday 11 June, 2015

08:30-10:30

Presentation of Country Progress Reports

BOARD MEETING

**10.00 Regional Board Meeting
(Closed Session)**

10:30-11:30



Coffee/ Tea Break

11:00-13:00

Presentation of Country Progress Reports

13:00-14:00



Lunch Break

14:00-15:00

Agreement on the MCTC report highlights secretariat

15:00-17:00

Draft Agenda for Co-operative Ministerial

Closing Remarks:

*Host ZINAHCO President: **Mike Duru**

*The Alliance Africa secretariat- **Dr. Chiyoge B. Sifa**

*The Alliance Africa Board- **Mr. Stanley Muchiri**

* The Chief Guest- **Ministry of Small and Medium Enterprises and Co-operative Development**
Conference and meeting Adjourns

PART THREE

Day 5: Friday 12 June, 2015

08:30-17:00

*Field Trip (Additional Pay Needed)

APPENDIX TWO: RESOURCE PERSONS



Dr. Chiyoge Buchekabiri Sifa is from the Democratic Republic of Congo. Her experience with co-operative movement dates back to the 1990s when she was working as management trainee with the Central Co-operative for Savings and Credits (COCCEC-KIVU) in Bukavu, Zaire. More recently, she was engaged with the movement in developing strategic plan for co-operatives in Kenya, as deputy director in charge of co-operative capacity building and training with the Department of Economic Development and Tourism (DEDT) in KwaZulu-Natal, South Africa. Most recently, she was director, Cooperatives Program at the Ethiopian Agricultural Transformation agency (ATA) in Addis Ababa, Ethiopia. In that capacity, she spearheaded the development of a five-year sector development strategy for agricultural cooperatives in Ethiopia that entailed consultations with diverse range of stakeholders.

She hold PhD in Strategic Management from University of Nairobi and has taught for more than five years at various universities within Africa where she was involved in both administrative and academic duties as member of the senate, chair of the MBA program and external examiner for MBA projects. Before joining academia, she worked with both private and public organizations at various levels from both for profit making and non-profit making enterprises across industries and countries.



Ursula Titus. I am development practitioner and have been working in the field of cooperative development for more than 10 years. I have supported cooperative development in South Africa from a policy perspective, whilst employed by the Department of Trade and Industry's Cooperatives Development Unit and from an implementation perspective while managing various cooperative development programmes for organizations that included amongst others the International Labour Organization and the United Nations Office for Project Services.

I am a lawyer by profession and hold degrees in Science, Law and a Masters in Development Studies. I am currently working as an independent development consultant.



Mr. Joseph Mutisya is an ICT consultant specializing in systems development, policy formulation and ICT project management. He is a Director with Information Explosion Systems (INES) Ltd, a Kenyan based ICT firm. Joseph holds a Post graduate Diploma in Computers Studies and a Bachelor of Science degree in Information Sciences majoring in Information Technology (IT). Previously, Joseph has acquired varied work experience during the last 21 years as a lecturer at Kenya Technical Teachers College (KTTC) in the field of Computerized Information Systems and at Jomo Kenyatta University of Agriculture and Technology. A specialist in implementing cost effective ICT solutions, Joseph has deployed computerized systems in several African countries in collaboration with other development partners such as

FAO, IFAD, ILO, DANIDA, GTZ, SIDA etc. He has also provided Consultancy services to reputable Cooperative based organizations such Swedish Cooperative Centre (We Effect), Githunguri Dairy Farmers Cooperative Society Ltd in Kenya, Boliba Savings and Credit in Lesotho, Uganda Cooperative Alliance in Uganda, Harambee SACCO in Kenya, Cooperative University College of Kenya etc.

On behalf ICA, Joseph has been the lead consultant in implementation of Cooperative Data Analysis System (CODAS) in ICA-African member countries. In the year 2001, in conjunction with the cooperative movement in Africa, Joseph was involved in conceptualization, designing and operationalization of CODAS by ICA in Africa.



Dr. Jeremiah Nyatichi was born in 1957 in South Western Kenya in a village called Nyachenge within the then Gusii District of Nyanza Province. He started his schooling in 1964 and completed his Bachelor's degree in 1981. He joined the Civil Service in 1981 and was posted to the then Ministry of Co-operative Development as a Statistician. He rose through the ranks and became a Deputy Commissioner for Co-operative Development in 2005, a position he still holds.

During his working live, he studied and obtained a Master's degree from Leicester University in 2003 and a Doctorate Degree from Washington University in 2006 specializing in Co-operative Management and Organizational Development. He is currently pursuing a Doctorate University on Entrepreneurship from Kenya Methodist University.

Dr. Nyatichi has worked within the Kenyan Civil Service since graduation in 1981 and has held several responsible positions in both the Field and ministry headquarters. He understands the co-operative system thorough well and is a strong defender of the co-operative cause. He is the foreign relations officer on co-operatives and has seen the signing of several collaboration Agreements on Co-operatives with several countries like Rwanda, South Sudan, Federal Republic of German, the Food and Agricultural Organization, among others.

Dr. Nyatichi is married and has four mature children; two sons and two daughters. He likes travelling, reading and writing books to which he is a proud author of the book: A Trail of Light. He used to play football in school and enjoys watching soccer, both local and international. He is an ardent Seventh-day Adventist follower where he holds leadership positions in the church.

APPENDIX THREE: LIST OF PARTICIPANTS

NO	COUNTRY	NAME	POSITION	CONTACTS EMAIL/TELEPHONE
1.	LESOTHO	MAMATHALA MANTSOE	COOPERATIVE OFFICER	mantsoemamathala@yahoo.co.in
2.	S. AFRICA	URSULA TITUS	COOP LAW ICA- COMMITTEE	Ursula.c.titus@gmail.com
3.	LESOTHO	MAPHAMOLI LEKOETJE	COMMISSIONER FOR COOPERATIVES	elizalekoetje@yahoo.com
4.	ZIMBABWE	EZEKIEL KARIMANZIRA	VICE PRESIDENT OF ZNFC	ZNFC@gmail.com Tel:+2637743378079
5.	RWANDA	KATABARWA AUGUSTIN	NCCR- PRESIDENT	katarbarwaaugustine@yahoo.com +250788777609
6.	ZIMBABWE	ROBSON GOVERA	HARARE SOUTH APEXY SECRETARY	robsongovera@gmail.com +2630712546479
7.	BOTSWANA	TINNY BANDA	COOPERATIVE	gtaziba@yahoo.co.uk , tbanda@gov.bw +2673994600
8.	LESOTHO	THABO SHALE	CEO. COOPERATIVES	cooperativelesothoi@gov.na +264612087561
9.	NAMIBIA	LOIDE JASON	REGISTRAR OF COOPS	Jason@mansf.gov.na
10.	TANZANIA	PROF. FAUSTINE K. BEE	AG.VC. MOCU	vc@mocu.ac.tz ; fkbee2001@yahoo.com
11.	BOTSWANA	KATLHOLO M.KADINWA	VICE CHAIRPERSON BOCA	Courrierelectronique_katlolokadinwa@yahoo.com
12.	KENYA	PROF. ESTER GISHERU	DIRECTOR ICD	esthergicheru@gmail.com +254729484815
13.	BOTSWANA	MS. KOPANO C. MUKONO	CHIEF COOPERATIVE AUDITOR	kmukono@gov.bw +2673994633
14.	BOTSWANA	MR. BONIFACE OJANG TSHEKO	DEPUTY AUDITOR DEPT OF COOP.	tbanda@gov.bw
15.	KENYA	STANLEY MUCHIRI	CHAIRMAN PRESIDENT OF ICA	chairman@co-opbank.co.ke
16.	KENYA	JAPHETH MAGOMERE	BOARD MEMBER	Janice.Nyokabi@ke.cicinsurancegroup.com

17.	BOTSWANA	GOBE TAZIBA	BOTSWANA COOPERATIVE ASSOCIATION	
18.	KENYA	MUTISYA JOSEPH	ICA CONSULTANT	
19.	BOTSWANA	MOSES M. MORERI	MINISTER IT MANAGER	mosemore@gmail.com , Donsiballer@yahoo.com mmoreri@gov.bw 002674681015
20.	ZIMBABWE	EPHRAIM GWANONGODZA	TREASURER	0773247015
21.	ZIMBABWE	JUMA MARUVA	CHAIRMAN	0775140237
22.	ZIMBABWE	DUNIRA GODHATI	CHAIRMAN	0773904098
23.	KENYA	DR. JEREMIAH NYATICHI	DEPUTY COMMISSIONER	nyatichi2003@yahoo.com
24.	KENYA	PROF. DOUGLAS SHITANDA	PRINCIPAL CUCK	shitandad@yahoo.co.uk
25.	ZIMBABWE	NEVER KARORO	TRANSPORT	0772685285
26.	KENYA	EZEKIEL MOYWAYWA	COUNTY COOPERATIVE COMMISSIONER NAROK	
27.	ZIMBABWE	MARTHA BERTHA MAZIVA	CEO	0773867993 marthabmaziva@gmail.com
28.	ZIMBABWE	SHOKO LOVEMORES	SECURITY	Shokol1963@gmail.com +263712505580
29.	ZIMBABWE	SAMUEL RWODZI	REGISTRAR	srwodzizr@gmail.com
30.	ZIMBABWE	CHARSES MATAPO	TRANSPORT DEPT.	charlesmatapo@gmail.com
31.	ZIMBABWE	ANDREW MARAUKA	SECRETARY NEHANDA HSING CO-OP.	Andrewmukanya14@gmail.com 0773554251/0712754842
32.	ZIMBABWE	PARDON MURIRE	TRANSPORT DEPT. ZINAHCO	pardonmurire@gmail.com 0773032378
33.	ZIMBABWE	KERI MHUTE	TREASURER OF NEHANDA HSE. CO-OP.	0772904397
34.	ZIMBABWE	TAWANDA MASIKU	COMMITTEE MEMBER	0774188047

35.	ZIMBABWE	PRECAUTIOUS DAMBUZA	MEMBER	0263777897665
36.	ZIMBABWE	RICHARD CHIRUME	DIRECTOR OF CO-OPERATIVES	077348246
37.	ZIMBABWE	JOTHAM NKALA	COMMITTEE	0778310798
38.	ZIMBABWE	FIDELIS GWESHE	ZNCF BOAD MEMBER	fidelisgweshe@yahoo.com
39.	ZIMBABWE	NJIKIZANA TICHAONA	FINANCE INTERN ZINAHCO	njikizanat@zinahco.co.zw / njilizanat@gmail.com +263773447110
40.	ZIMBABWE	WITNESS MATAPO	USHER	witnessmatapo@yahoo.com +263773925601
41.	ZIMBABWE	ANNA SIBANDA	USHER	+26377329694
42.	ZIMBABWE	TAMBUDZAI KOWO	USHER	Kowotambu05@gmail.com +263773214779
43.	ZIMBABWE	TARIRO NHONGO	COMMUNITY DEVELOPMENT MANAGER	tarnhonga@gmail.com
44.	NIGERIA	DICKSON OKOKO	DIRECTOR OF COOPERATIVES	+2348033490507 Dicksonokolo2013@gmail.com
45.	ZIMBABWE	MIKE DURU	PRESIDENT OF HOUSING APEX	+263774733631/ +263773710186 Duru.mike@gmail.com
46.	ZIMBABWE	BARNABAS EMMANUEL MANGOSHO	ACTING SECRETARY MINOFSME AND CD	demangosho@smed.gov.zw 0775747114
47.	KENYA	ERICK OBONGO	FINANCE OFFICER	erickobongo@icaafrica.coop
48.	KENYA	DR. CHIYOGI SIFA	REGIONAL DIRECTOR OF ICA	
49.	KENYA	MRS. SALOME KIMEU	ICA OFFICE MANAGER	
50.	ZIMBABWE	CONSTANCE MUCHIRAHANDO	ZNCF	+2637733027774
51.	ZIMBABWE	PHABIAN J.	CHAIRPORSON	+263772389632
52.	ZIMBABWE	AYNIRA G.	CHAIRMAN	+263772685285

53.	ZIMBABWE	MUKURA TAWANDA		+263734297082
54.	ZIMBABWE	NYAKOTYO MAKOMBORERO	MARKETING	+263734297082 mako@escrogroup.com
55.	ZIMBABWE	ISAAC	CO-OP CHAIRMAN	+263773000907
56.	UGANDA	FR. GEORGE ANGALA	CHAIRMAN UCA LTD	angalageorge@yahoo.com
57.	ZIMBABWE	M. MAVENYENGWA	ZNCF LTD	0772384462