

## CONSTRUCTION NEWS

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- **NCC: Aims and Objectives**

- To unify the construction Industry, to promote its well being, to strive to create a profitable environment for its constituents, and to establish a united national platform encompassing formal and informal sectors of the industry and its professions
- To contribute to the reconstruction, rehabilitation and development of Zambia and the uplifting of all its people
- To promote and advance the status and public recognition of NCC, its members and the construction industry
- To promote encourage, support or oppose any legislation or other measures affecting the industry
- To address macro issues affecting the industry
- To co-ordinate, improve and facilitate the accessibility of training
- To strive, achieve, monitor and maintain the highest possible standards in the construction industry
- To add and amend these objects from time to time as decided upon by the National Council

## CONSTRUCTION FORUM FINALLY KICKS OFF AT THE PAMODZI HOTEL



Ms. Francesca Imutowana– NCC Conference Co-ordinator busy registering Workshop participants

The long awaited Construction Forum organised by the National Council for Construction (NCC) in conjunction with the Zambia Institute of Architects (ZIA) finally got underway on Friday 23rd June 2000 at the Pamodzi Hotel, starting at about 18:00hrs. The topic for discussion at the inaugural Forum was ***The Lusaka City Council's vision with respect to the quality of structures in the city: The way forward.*** The Guest of honour at this function was the Deputy Mayor of Lusaka, Councillor Patrick Kangwa.

The two Assistant Directors of Planning at the Lusaka

City Council namely Mr. Hakuyu and Mr. Chama co-presented the discussion paper. The two aforementioned officers were later joined by his Worship the Deputy Mayor of Lusaka (and at the time Acting Lusaka Mayor) Councillor Patrick Kangwa when the time came for the question and answer session.

In his introductory speech The Deputy Mayor of Lusaka called upon the citizens of Lusaka and indeed the people of Zambia to take an active role in the affairs and running of the Lusaka City Council, being the Capital City of Zambia. Whilst admitting that the

Lusaka City Council was not delivering the goods and services to the expectation of its residents, Councillor Kangwa cited a number of problems that the Lusaka City Council was facing, among which the issue of funding or revenue collection was the most prominent.

The Deputy Mayor thus called upon the residents of Lusaka to realise that quality services have to be paid for and that as long as most residents of Lusaka resisted paying for council services, the City *continued on page 2.*

## CONSTRUCTION FORUM FINALLY KICKS OFF AT THE PAMODZI HOTEL

*From page 1*

Council would continue to experience serious financial problems. The deputy Mayor went further to challenge the citizens of Lusaka and the workshop participants in particular, to focus their contributions to the future and to finding solutions to the ills of the Council rather than concentrate their efforts on the past and fault finding.

However, speaking earlier, before introducing the deputy Mayor, The NCC President, Dr. F.M. Ndilila called upon the Lusaka City Council

to redouble its efforts and stop the continued building of "ruins" in Lusaka. Dr. Ndilila said that it was sad to note that over 80% of buildings that were built in Lusaka and other major towns and Cities in Zambia were designed by unqualified personnel. Dr. Ndilila went on to say that what was really saddening was the fact that some of these illegal and dangerous buildings were actually approved by the Council's own Building Inspectorate Department. In reply the Deputy Mayor said that

whereas that could have been the case in the past, it was no longer the case now, since the granting of full Councillorship to the Zambia Institute of Architects (ZIA), which also meant that they (ZIA) sat on the Committee that approved these same building plans prior to the actual construction. As is to be expected, this topic and side issues generated a lot of debate among the various participants. The Secretariat is now finalising the proceedings of the same workshop.

*"Our mission is to provide high quality services and an enabling environment with the stakeholders participation in order to improve the quality of life for all those who live, work visit or conduct business in Lusaka"- Lusaka City Council's vision statement*

*"If you can stay calm, while all around you is chaos...then you probably haven't completely understood the seriousness of the situation"-Author unknown*

## NOW PHI STARTS UPGRADING SQUATTER SETTLEMENTS

The Presidential Housing Initiative (PHI) is reported to be planning to up-grade our many Shanty compounds in our towns and cities, reports *The Zambia Daily Mail* of 5th July 2000. The paper quoting the PHI Chairman, Mr. Richard Sakala, says that "everything

was in place for the squatter upgrading project and contractors would soon move on site".

Whereas, we at the NCC very much welcome the initiative to upgrade our shanty compounds, we are saddened at the fact that PHI has chosen not to con-

sult or co-operate with us on this national project, considering the wealth of expertise and experience among our various members. PHI and the squatter upgrading project could also benefit from the expertise of the nearly formed Housing Advisory sub-

## CONSTRUCTION TO COST MORE, AS FUEL PRICES ARE INCREASED ONCE AGAIN!!

The price of fuel has again been hiked, barely months after the last price increased. The price of petrol has been increased from the previous K2,232 to K2,900 per litre. Like we have said before, we are left wondering why it is that in Zambia we are always seen to be hiking the price of fuel, when World fuel prices are going down.

Is it the falling Kwacha? If it is the Kwacha, we must be told by how much the Kwacha has fallen, to compensate for the increase in local fuel prices.

Which leads us to ask, when is the Indeni Oil Refinery finally going to be rehabilitated? If there is any lesson to be learnt from this current fuel crisis, it is that Zambia

can not afford to have only one oil refinery plant. The Government should give tax incentives to the private sector, including multinational if necessary, to facilitate the setting up of other refinery plants. The current set up is not healthy, for both economic and security reasons. By the way, what has become of the ERB?

## NCC FORMS MORE SUB-COMMITTEES

Further to the Education and training sub-committee that we covered in last issue, the NCC has formed three more new sub-committees. These are:

### 1. Legal and Constitution sub-Committee

This sub-committee is headed by Mr. R. Jhala who is also the Chairman of the National Roads Board and a member of the (NCC) National Council. The mandate of this sub-committee is to review the current NCC constitution and also to take

charge of the drafting of the NCC proposed Act. Mr. Jhala is yet to pick the members of his committee.

### 2. Administration and Finance Sub-Committee

The L. Smart will head the Administration and Finance sub-committee of the NCC. This Committee will assist and monitor the operations the NCC secretariat. The Secretariat will also be charged with the responsibility of drawing up future NCC budgets for approval by

the full NCC National Council through the AGM and sourcing of funds, either through income generating activities or from donors.

### 3. Associated Housing Advisory Services (AHAS)

The above committee was initiated with core objective of providing advisory services to our Local authorities, including the National Housing Authority (NHA) and the Presidential Housing Initiative (PHI). It will be headed by Dr. Ndilila.

*“The problem with Academics is that they put too much faith in their so-called Research, even when things on the ground are too obvious for everybody to see, I mean why bore us with research findings on poverty in Zambia, when it is all there for everyone to see?-Participant at the Poverty Alleviation Workshop, held on the 29th and 30th June at the Mulungushi International Conference Hall*

## EXECUTIVE SECRETARY (NCC) OVERTURNS AFTER TYRE BURST, ROBBED, BUT LIVES TO TELL THE TALE!!

The Executive Secretary, Dr. Mashamba was on Friday night of 23-06-00 involved in a serious car accident. This was when he traveled to Kitwe to hand-over the club Presidency of his former Lions Club-Kitwe Lions. The Accident happened at

21:33hrs just as he entered Kitwe, on the Ndola-Kitwe Dual carriage way. The rear tyre burst, after which he overturned and rolled about four times. As if that was not enough, the so called Kuwait boys (illegal petrol dealers), thus took advantage of the

situation and robbed him of all this belongings including stripping the car of [spare] parts as he lay in agony (Upside down). Fortunately, he only sustained minor injuries on the head, hands and legs. The car was however, badly damaged and is thus a total

## INCREASED LABOUR BASED CONSTRUCTION ACTIVITIES CAN HELP ALLEVIATE POVERTY

Poverty levels in Zambia are reported to be running at about 75%, meaning that about 75% of Zambians are living in poverty (with about 56% living in Extreme [abject] poverty. The above revelations were presented at a recent workshop held at the Mulungushi International Conference Centre on the workshop theme entitled

“Stakeholder Conference on Poverty Reduction Strategy Paper”. The workshop was held at the Mulungushi Conference Hall in Lusaka on Thursday 29th and Friday 30th June 2000. The aim of the workshop was to strategize ways and means of reducing poverty levels in Zambia. It was therefore in this respect that the NCC ex-

ecutive Secretary made the representation that the promotion of labour based construction activities, especially in road construction could help alleviate poverty levels in this country, especially in rural areas, where most Zambians are facing poverty for lack of gainful employment. Unfortunately, the final Workshop resolutions are still to be made.

**WOMEN IN CONSTRUCTION-**  
**MS. KALONGO CHITENGI IS THE PROPRIETOR OF SYBYL**  
**LINE LIMITED, A FIRM DEALING IN LANDSCAPING**



**MS. KALONGO CHITENGI**

**Q. What is the best aspect of your job?**

**A.** At the moment, it is the freedom to set my own pace and also determine the direction of my personal profession, growth and that of my Company.

**Q. Can you please describe to us, your typical working day.**

**A.** One of the things I hated about working in large institutions was the routine. So everyday is different. I normally wake up early and ease into the new day, listen to music or watch early morning TV and have

coffee. I will leave home by 07:30 hours. If it is a site day, I will go straight to site to either supervise work or if I am doing a garden, I go to plant. I reserve two days in a week for corporate activities. I work throughout lunch most of the time. I am back in the office at the end of the day to catch up on my paper work and also check my e-mail.

**Q. Do you regret becoming a Quantity Surveyor or entering this male dominated industry?**

**A.** No I do not, I am glad I took a course that is so broadly based. Even though I am currently

not practicing main stream Quantity Surveying, all my business activities are related to the built environment.

**Q. Who has been your greatest inspiration in your life, especially in taking up Quantity Surveying as a Career?**

**A.** Actually no one inspired me as such, I went into University to study architecture. After two years I could not imagine myself tied to the drawing board all the time save for the time one does site inspections and site meetings.

While at University, I discovered (like most other people do) there was a Building Science Course and I went for it. I am such an extrovert and the outdoor activities involved suited me perfectly.

**Q. What has been your favourite project to-date?**

**A.** When I was in mainstream, Quantity Surveying with Minestone (Z) Ltd., my favorite project was the British High Commission Staff complex in Leopards Hill Road. That project had standards to be adhered to. Material quality control was in place, everything was so professional.

**Q. If you could swap jobs, what would you choose to do?**

*Subscribe to your Quarterly Magazine "Construction News"- yearly subscription (I.e. 4 issues K20, 000 to include postage or delivery.*

*Please place your order with the Secretariat.*

*Support your Magazine by advertising in the "Construction News" for rates please contact the secretariat*

A. I would still do what I do today!

**Q. Which schools, colleges and Universities did you attend?**

A. I started my primary education in Sesheke. My family moved to Lusaka when I was in my second grade. I spent a term at Chakunkula Primary School in Chelston then moved to Chelston Primary School

from my third grade to grade 7. I attended Roma Girls Secondary School for my secondary education and later went to University of Zambia, Ndola Campus now Copperbelt University for my Bachelor of Science degree in Building.

**Q. What are your hobbies?**

A. Reading and Music

**Q. What piece of advice do**

**you have for the young girls or women intending to take up Quantity Surveying or any other construction related job?**

A. My advice is that people should look at their abilities first and then their sex. Hard work and sacrifice is all one requires whether you are male or female.

*Government will not revert to exchange controls although some unscrupulous people have abused the liberalised system to externalise foreign exchange”-President Chiluba (Quoted in the Times Business No. 000001 of Thursday June 29, 2000*

## THE NCC EXECUTIVE AND NATIONAL COUNCILS JUNE-2000 TO JUNE 2002

### **Executive Council**

President-Dr. F. M. Ndilila  
Vice President- Mr. A. Luring  
Vice President- Mr. M. Mungandi  
Executive Secretary- Dr. M. S. Mashamba Ex-Officio

### **National Council**

President-Dr. F. M. Ndilila  
Vice President- Mr. A. Luring  
Vice President- Mr. M. Mungandi

### **Association of Building and Civil Engineering Contractors**

Mr. B. Lumbwe  
Mr. L. Smart  
Mr. P. Turner

### **Association of Consulting Engineers of Zambia**

Mr. J. Kaluwa  
Mr. I. Miller

### **Copperbelt University**

School of the Built Environment-Mr. Kambole

### **Ministry of Works and Supply**

Buildings Department-Mr. Jere  
Headquarters-Ms. B. Kaonga  
Roads Department- Mr. Chilundika

### **National Roads Board**

MR. Kaunda-Representing Mr. R. Jhala

### **Surveyors Institute of Zambia**

Mr. A. Kasito  
Mr. R. Mwanza

### **University of Zambia**

School of Engineering-Dr. Muya

### **Zambia Institute of Architects**

Mr. D. Savic

One nomination to be made by ZIA following the election of Mr. Mungandi to the post of Vice President

### **Secretary**

Executive Secretary-Dr. M. S. Mashamba

### **Observer status**

PHI Mr. T. Mbao

# SPECIAL FEATURES-CONSTRUCTION INSURANCE



INTRODUCING



## INVESTRUST MERCHANT BANK ZAMBIA LTD AN EMERGING FORCE IN THE BANKING & FINANCIAL INDUSTRY

*"The problem with most  
Insurance companies is  
that there are very quick  
at collecting insurance  
premiums, but very slow  
or never pay out claims"*  
*A general complaint  
with most clients*

INVESTRUST MERCHANT BANK ZAMBIA LTD is a registered Commercial Bank as well as a registered Merchant bank. The Bank has been in operations for over four years now. Apart from the Head office at Afe House situated in Freedomway Lusaka, the Bank has a branch in Kitwe and an Agency at Mulungushi House complex in Lusaka which mainly provides banking services to GRZ Ministries and Institutions. The Bank offers a wide range of Commercial Banking Services which includes:-

- Current Accounts in Kwacha and Foreign Currency
- Deposit Accounts in Kwacha and Foreign Currency
- Interest bearing Cheque Book Savers Accounts
- Advances - Loans and overdrafts
- Drafts and Letters of Credit- Buying and Selling of Foreign Currency
- Guarantees and Bid Bonds

The Merchant Banking Services includes:-

- Portfolio Management
- Tax & Corporate Advisory
- Feasibility Studies
- Project proposals & Business Plans
- Project Financing
- Financial Leases
- Stock Market Activities

With the desire to extend our services in more meaningful terms to small, medium and big contractors, Investrust Merchant Bank apart from offering Guarantees and Bid Bonds has developed a product called TRUST LEASING. The product is a source of finance and the advantages are;

- Off balance sheet financing
- Lease rentals can be paid from income generated from the lease asset itself
- Ease your cash flows
- Lease rentals are Tax deductible
- Hedge against inflation

Assets leased include;

- Agriculture Equipment
- Computer Equipment
- Earth Moving Equipment
- Haulage Equipment
- Mining Equipment
- Production Machinery and Equipment
- Vehicles

Leases can be structured in Kwacha or Foreign Currency up to 48 months.

**COME - WE GIVE YOU AN OPEN INVITATION TO VISIT OUR BANK AND DISCUSS FURTHER. WE MEAN TO CONTRIBUTE THROUGH YOU THE CONTRACTOR TO OUR ROADS INFRASTRUCTURE BEING ONE OF THE APPOINTED NATIONAL ROADS BOARD BANKERS.**

## CONSTRUCTION INDUSTRY AND IT'S RELATED INSURANCES-

Insurance in general is not a universally "popular" buy. The customer can not see, touch or taste it. He buys it because he is convinced or more often persuaded that he needs protection, but often even then only reluctantly.

At Alexander Forbes Wright Zambia Limited, we take cognizance of the huge capital investments made by Contractors in Construction machinery, plant and equipment thereby prompting us to arrange "tailor-made" insurance policies to meet the individual requirements of our contractors.

### MEETING THE DEMANDS OF THE CONSTRUCTION INDUSTRY

Machinery and equipment today represent considerable capital investment. Repair costs and losses in production as a result of breakdown can hit a contractor real hard, especially at a time when his reserves are low after investing in new plant.

We must hasten to mention that all types of civil engineering works ranging from small buildings to massive structures are susceptible to damage from a wide range of causes such as fire, water, impact and internal defects. Even where insurance is not compulsory by virtue of the contract, it is imperative that the contractor has adequate insurance cover for his heavy financial responsibilities. Where does the contractor get this cover? Listen to this!

As a positive response to the clients needs, Alexander Forbes Wright Zambia Limited as renowned professional Insurance Brokers and Risk Management Consultants, continue to structure insurance policies on behalf of our clients which offer maximum cover against **Loss** or **Damage** not only to the "CONTRACT WORKS" but also to machinery, Plant and auxiliary equipment.

Alexander Forbes Wright provides a comprehensive cover

called "Contractors All Risks" insurance which is basically designed to meet the needs of a contractor. The basic concept of CAR Insurance is to offer comprehensive and adequate protection against loss or damage in respect of the contract works, construction plant and equipment and/ or construction machinery, as well as for third party claims in respect of property damage or bodily injury arising in connection with the execution of a construction project. The rapid development of technology, which has also occurred in the civil engineering field, the enhancing demand for construction work of any kind, the growth of the technical and economic risks during construction, have resulted in an ever-increasing demand for CAR insurance protection all over the world.

We therefore are able to insure all types of work including:-

Housing developments, industrial buildings, blocks of offices or flats, land pipelines, water treatment plants, roads, railways, bridges, tunnels, storage tanks, cooling towers and even chemical plants to mention a few.

It is also important to know that all plant and machinery is susceptible to breakdown or damage regardless of its quality or the loving care lavished upon it. It therefore goes without saying that Machinery Breakdown insurance is important for everyone who operates machinery, i.e. not only for large industrial enterprises using large units for fully automated production plants but above all for medium -sized and small enterprises where a machinery failure may have serious financial and economic consequences.

By its very mature Machinery Breakdown insurance is an "accident insurance" on machinery. Thus it covers unforeseen and sudden physical loss of or damage to the machinery, necessitating their repair or replacement.

The machinery breakdown cover gives protection against unfore-

seen and sudden damage to the machinery such as for example: Power generating units (Boilers, turbines, generators) power distribution plant (transformers, high and low tension equipment) and production machinery and auxiliary equipment (Pumps, motors, compressors, tanks, pipes, cranes, machine tools, tubes, etc.)

A modern factory may contain machinery valued at many millions of Kwacha situated in a relatively small area; a disaster such as a disrupting machine or flywheel, or impact from a falling load or extraneous cause could result in a expensive loss involving several machines.

We therefore cover damage to the machinery while at work or at rest and during cleaning, inspection, overhauling or removal to another position in the premises.

It is now entirely up to those concerned to take maximum advantage of this broad cover offered which is at their disposal.

We do offer contract Bonds. Many people are under the impression that bonds are simply another form of insurance but is important to realise that surety business differs from insurance in many ways. A Bond is a contract of guarantee and there are three parties to this contract:-

(i) the person to whom the guarantee is given (Employer)

(i~ the person who is to perform the subject matter of the guarantee (Contractor)

(iii) the guarantor (Surety)

A contract Bond can be best described as an undertaking whereby a Surety (Financial Institution or an Insurance Company) guarantees the employer, up to a designated amount against loss or damage sustained through the failure of the contractor to fulfill a Contractual obligation. So why not come and see us for all these covers.

*“Many people are under the impression that bonds are simply another form of insurance but is important to realise that surety business differs from insurance in many ways”*

## INVITATION FOR EXPRESSION OF INTEREST (MALAWI)

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Expression of interest are invited from qualified companies to carry out consultancies for approximately two years with the National Construction Industry Council (NCIC) in Lilongwe area. The consultancies will be financed by the World Bank and will cover three broad areas namely:-

1. A consultancy for setting up a plant and equipment pool for contractors.
2. A consultancy for accounting services for the National Construction Industry Council and
3. A consultancy for procurement of a management agent for the training programme.

A shortlist of a maximum of 6 companies will be formulated from those who have expressed interest and will be invited to submit proposals on the basis of detailed terms of reference. Interested companies should submit their company profile and relevant experience record to the address below. Two or more companies may combine to present one document of interest.

Address: **The Secretariat  
National Construction Industry Council  
P/Bag A-146  
Lilongwe  
Malawi**

The final submission date is 31st July 200. Only shortlisted applicants will receive Terms of Reference (TOR) for Consultancy Services.

*“TEAMWORK...  
means never having to  
take all the blame  
yourself*

# QUANTITY SURVEYORS REGISTRATION BOARD CONSTITUTED

## QUANTITY SURVEYORS REGISTRATION BOARD

Since the separation of Architects and Quantity Surveyors from one Statutory Act, Cap 825 which was repealed and separate respective Acts enacted in 1995, Quantity Surveyors have had no Registration Board or board members appointed by the Minister of Works and Supply since that time.

Fortunately, the current Council of Surveyors Institute of Zambia led by its President Alfred Kasito, took up the matter with the present Minister of Works and Supply Hon. Godden Mandandi, and had the long wait put to an end.

On 5 May, 2000, Honourable Minister (Mr. G. Mandandi ) finally appointed Members to the Quantity Surveyors Registration Board and these are;

		<u>Representing</u>
Mr. H.B. Chalwa	(Chairman)	Private Practice
Mr. F.S. Mtamira		Private Practice
Mr. G.K. Ndungu		Private Practice
Mr. H. Ngulube		Contractors
Mr. C. Sitali		Contractors
Mrs. E.K.L. Mtonga		Works and Supply
Mr. Z. Mulenga		Works and Supply
Mr. S.T. Kabanga		Works and Supply
Ms. M. Siwale		Legal Affairs

The Council for Surveyors Institute of Zambia would therefore like to thank Honourable Mandandi for making the appointments and Honourable S.P. Mulenga for assisting in representations to Government to have had the matter acted upon.

As S.I.Z., we applaud the appointments and look forward to successful deliberation of the Board. Unfortunately, it has come to the attention of the Council that since the appointments were made in May 2000, the Board has not todate met to commence its operations. Subsequently, Quantity Surveyors are beginning to get concerned at this apparent laxity to duty by the 'newly'appointed Board Members.

The Surveyors Institute of Zambia therefore would like to urge the Chairman of the Board, Mr. H.B. Chalwa to urgently put his team in place and commence operations. Eligible candidates are eagerly waiting to be registered as Practising Quantity Surveyors, and a lot of Quantity Surveying practice matters (e.g. fees) need to be attended to.

A.Y. Kasito  
**President-S.I.Z.**

*It has come to the attention of the Council that since the appointments were made in May 2000, the Board has not todate met to commence its operations-Mr. A.Y. Kasito-SIZ President*

**National Council for Construction**

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P. O. Box 3954, Bau House  
Lusaka, Zambia

Phone: 260-01-235856  
Fax: 260-01-235856  
Email: ncc1@zamnet.zm

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*Helping to  
develop Zambia*



## Forthcoming events and tenders

### **A. Construction tenders**

*Although we have not officially been given copies of the various construction tender notices, by the Zambia National Tender Board as promised, we note from our daily papers the last one month has been full of activity in terms of the number of tender notices that have gone out. Unfortunately, however, most if not all have once again been on roads (mainly Off-Carriage way maintenance and vegetation control) or Civil Engineering nature. We hope, however, that the recent announcement by PHI to the effect that they will soon be upgrading our shanty compounds will only help at giving building contractors the much needed building contracts.*

### **B. Construction Forum**

*The National Council for Construction wishes to invite all stakeholders and other interested parties/individuals to its second Construction Forum.*

**VENUE:** The Pamodzi Hotel

**DATE:** 28TH JULY, 2000

**TIME:** 17:30 hours

**TOPIC:** **LAND SCARCITY AND INVASION IN ZAMBIA: A REAL PROBLEM OR A PROBLEM OF LAND ADMINISTRATION?**

**SPEAKER:** Hon. S. P. Mulenga M.P.- Deputy Minister for Lusaka Province

**Admission:** *K10,000 per person*

**Cash Bar Available**

### **C. Zambia Institute of Architects (ZIA) Professional Competence Examinations (PCE)**

**Date and Venue:** *27th July 2000-Building Department-Lusaka*

*The Zambia Institute of Architects (ZIA) will hold their 2000 Professional Competence Examinations on the 27th July 2000, at the Government Building Department in Lusaka. All those candidates wishing to sit for these exams should contact the Chairman, Registration Committee.*

*Zambia Institute of Architects*

*C/O Professional Centre of Zambia*

*P.O. Box 34730*

*Lusaka*

*Please note that, the closing date for applications is Friday 23rd July 2000, at 17:00 hrs.*

## THINKING OF ORGANISING A WORKSHOP/ CONFERENCE/SEMINAR? THEN CONTACT NCC SECRETARIAT

The NCC, as part of its activities either on behalf of its members or for independent clients. Organises conferences, workshops and seminars on a variety of topics related to the Construction industry. Resource persons can be drawn if required from its membership of consultants, contractors and Government.

The NCC operates a full time secretariat which is

currently situated at Bau House, Plot 1125, Parirenyatwa road, Fairview. The NCC also provides the following services; Photocopying, fax, e-mail, typing and internet facilities.

To organise a workshop/conference/seminar the independent client or member organization will have to:

Make a request in writing

stipulating the type of service required

Pay a non-refundable commitment fee of US\$250

### **Contact persons:**

Dr. M.S. Mashamba -  
Executive Secretary :  
235856/763669

Francesca Imutowana,  
Conference Co-ordinator:  
235856/761678