**ELECTIVE 15TH ANNUAL GENERAL MEETING**

***Theme: Innovate, Connect, Transform: Establishing the tech industry as a Key economic Pillar***

1. Minutes of the Annual General Meeting of the Information and Communications Technology Association of Zambia held at Avani Resort in Livingstone on 5th April 2024

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#### Official Opening

* 1. The Annual General Meeting of the Information and Communications Technology Association of Zambia (ICTAZ) was convened by National Secretary, Chisulo Bwalya.
  2. Singing of the National Anthem and prayer.
  3. A moment of silence was observed for Information Technology professional who died in the past year.

#### Introduction of Chairperson

* 1. Chisulo Bwalya formally introduced himself as meeting convenor and called for a proposer for the commencement of deliberations.
  2. ICTAZ member Mulenga Sichangwa made the proposal to commence deliberations and Kapaya Musonda seconded.
  3. The was meeting was called to order at 10:10 am.

#### Acknowledgment of Attendees

4.1 Attendance list

#### Confirmation of Quorum

5.1 The Chairperson confirmed the formation of a quorum.

#### Approval of Agenda

* 1. The Chairperson presented the following Agenda to the AGM;
  2. Agenda
  3. National Anthem
  4. Prayer
  5. Moment of silence in memory of members who passed on
  6. Confirmation of quorum the meeting to order
  7. Receive Apologies
  8. Adoption of the Agenda
  9. Receive and adopt Minutes of the 14th AGM held at Radisson Blu Hotel, Livingstone on 5th May 2023
  10. Correction and adoption
  11. Receive and adopt the ICTAZ President’s report
  12. Receive and adopt the Audited Financial Statements for the year ended 2023
  13. Consideration of motions tabled before the AGM
  14. Consideration of ICTAZ Constitutional Amendments
  15. Dissolution of the ICTAZ Executive Council
  16. Election of the ICTAZ Executive Council
  17. Announcement of nominated candidates
  18. Elections
  19. Announcement of Election Results
  20. Introduction of the elected ICTAZ Executive Council
  21. Closure of the 15th AGM

#### Motion to Approve the Agenda

* 1. The Chairperson called for a proposer for the adoption of the agenda
  2. Owen Kunda moved a motion to adopt the agenda
  3. The motion was seconded by Mutale Moyo
  4. The chairperson asked the AGM to allow external staff who were not members of ICTAZ to be allowed to attend the meeting as resource persons. These included journalists, Rapporteurs and cameramen.
  5. The meeting unanimously agreed to the proposal.
  6. At this point, a member, rose on a point of clarification. He wanted to know if the external resource persons had signed a Non-Disclosure Agreement. He was worried that information discussed at the AGM could be used on social media to embarrass the Association.
  7. The Chairperson assured the members of the resource persons’ professionalism and confirmed that a Non-Disclosure Agreement was signed prior to the AGM.
  8. The Chairperson confirmed the adoption of the agenda.

#### Approval of Minutes from Previous AGM

* 1. The Chairperson called for the review and adoption of minutes of the 14th AGM held at Radisson Blu Hotel, Livingstone on 5th May 2023.
  2. The Chairperson handed over to the Registrar, who presided over the review, correction and adoption on minutes.

#### Review of Minutes (2023 AGM)

* 1. The Registrar led the reading through of the minutes of the 14th AGM page by page.
  2. Page 1, 2, 3 and 4 had no matters arising.
  3. Page 5 had a correction of the name Serah that replaced the recorded Sarah.
  4. A member wanted his name inserted in the previous minutes.
  5. The member was guided by the Chairperson that AGM minutes do not refer to individual names but instead recorded them simply as “a member.”
  6. On page 6, a correction was made on the date of the previous AGM. The minute read “November 29th, 2021, instead of 2023.
  7. The review of minutes ended.

#### Motion to Approve Minutes

* 1. Dr. Serah Mbeza Mbewe proposed to adopt the minutes having confirmed that they were a true reflection of what transpired at the 2023 AGM.
  2. The proposal was seconded by Kampamba Nkole.

#### President’s Report

* 1. ICTAZ president Dr. Clement Mulenga Sinyangwe, presented his report to the 15th AGM.
  2. He started his address with a word of gratitude to those who were preset. He said “your presence here today is not only appreciated but essential as we reflect on the strides and accomplishments of the Information Communication Technologies Association of Zambia (ICTAZ) over the past year.”
  3. He then presented an overview of achievements recorded during the past year. The were as follows;
  4. **Constitutional Revisions:** The President informed the AGM that in line with ICTAZ’s commitment to transparency and clarity, his Executive Committee addressed “critical areas within our constitution, ensuring alignment with our organizational principles.”
  5. **Implementation of eVoting:** The president announced that ICTAZ has introduced an eVoting as a “solution to streamline our electoral processes, enhancing efficiency and transparency.”
  6. **Financial Prosperity:** Dr. Sinyangwe reported a “remarkable” profit of K1.4 million, which he said reflected the Association’s prudent financial management and strategic planning, positioning which will result in ICTAZ’s sustainable growth.
  7. **Operational Stability:** The President reported that the Association had maintaining a balance of over K1 million in 2023.
  8. **Structural Development:** He also announced the establishment structure for the Secretariat, which he said signified his EXCO’s commitment to professional governance and organizational development.
  9. **Enhanced Staff Welfare:** Dr. Sinyangwe announced that ICTAZ improved conditions of service for it’s staff in 2023.
  10. **Media Visibility:** The president reported improved media visibility in 2023.
  11. **Legal Issue:** The president reported a legal issue in which a member took the Association to court for constitutional review. He stated, “as you may all aware, we had a disciplinary issue concerning one of our executive member, the issue which was in public domain. This issue ended up in the courts of law after efforts to settle it outside courts proved futile. Fortunately enough, the courts ruled in our favor. A total cost of K160,000 was incurred in the process. Our victory in a legal case demonstrates our commitment to upholding the integrity and principles of the association.”
  12. **National and International Recognition:** The president reported that during the period under review, ICTAZ had active participation in national and international forums, as well as collaborations with key stakeholders,that has earned the Association widespread recognition and respect.
  13. **Government Collaboration:** Strengthening partnerships with governmental bodies has facilitated our advocacy efforts and ensured alignment with national ICT priorities.
  14. **Strategic Investments:** Dr. Sinyangwe reported that ICTAZ was in the process of acquiring the house in which it rents as offices. He also announced the purchase of a vehicle, which he said had enhanced ICTAZ’s operational efficiency and mobility in serving members.
  15. **Innovative Initiatives:** He talked of the introduction of initiatives such as CPD policies, presidential quarterly webinars, and master classes.
  16. **Membership Growth and Engagement:** The president talked of efforts to engage civil service members, local government staff, and professionals in the mining sector, which he said had resulted in increased membership and enhanced engagement.
  17. **Educational Programs:** Dr. Sinyangwe informed the AGM that the Association hosted successful conferences, symposiums, and training sessions that had enriched the experiences of members and contributed to their professional growth.
  18. **Secretariat Enhancements:** The president reported that that development of an ERP system and improvements in staff welfare underscored his EXCO’s commitment to enhancing organizational efficiency and effectiveness.
  19. **Advocacy Efforts:** The president mentioned advocacy initiatives have focused on promoting the interests of ICTAZ and its members, resulting in increased visibility and influence within the sector.
  20. **Partnerships and Collaborations:** The president mentioned strategic partnerships with local and international organizations that had enabled ICTAZ to leverage resources and expertise “for mutual benefit.”
  21. **Member Engagement and Communication:** Dr. Sinyangwe reported that his EXCO’s efforts to engage members through various channels had fostered “a sense of belonging and facilitated continuous feedback for improvement.”
  22. **Governance and Leadership:** The president reported to the AGM that enhancements in ICTAZ’s corporate governance and leadership structures had reinforced the Association’s commitment to transparency, accountability, and good governance.
  23. **Recognition and Appreciation:** The president acknowledged and appreciated ICTAZ volunteers, sponsors, staff, and individuals who had contributed to ICTAZ's success. “Your dedication and support are invaluable to our mission, and we are deeply grateful for your contributions,” he said.

#### Overview of ICTAZ Achievements and Milestones

* 1. ICTAZ president Dr. Clement Mulenga Sinyangwe gave an overview of ICTAZ’s achievements recorded since the beginning of his president two and half years ago.
  2. He said during his EXCO’s tenure, the Association had surpassed the promises made in their 2021 campaign, “transforming ICTAZ into one of the most prominent professional bodies in Zambia. Our achievements speak volumes about the dedication and resilience of our leadership team, as well as the collective effort of our members.”
  3. He highlighted some of the significant accomplishments as follows;
  4. **Constitutional Revisions:** The president reported that during his tenure critical gray areas within the ICTAZ constitution were resolved, “ensuring clarity and adherence to our organizational principles.”
  5. **Implementation of eVoting:** In embracing technological advancements, the president said ICTAZ had introduced an eVoting solution to enhance the efficiency and transparency of its electoral processes.
  6. **Financial Prosperity:** Dr. Sinyangwe reported that during his tenure, a profit of K1.4 million Kwacha was recorded, which he said “signifies prudent financial management and strategic planning, positioning ICTAZ for sustainable growth.”
  7. **ICTZA Members in civil Service:** The president told the AGM that ICTAZ was supporting members who work in the civil service in an endeavor to support them to enhance compliance levels. He also announced that the Association successfully obtained authorization to facilitate the phased deduction of membership fees from members in the civil service.
  8. **Council Workers**: The president reported that ICTAZ leveraged the cooperation of Local Government authorities to orchestrated the distribution of a directive to all local councils nationwide. This directive, with a deadline of March 1st mandated the payment of membership fees for ICT professionals employed within the councils.
  9. **Engagements with the Mines:** Dr. Sinyangwe reported a landmark event in ICTAZ's history were the Association orchestrated a breakfast engagement meeting in Solwezi, attracting ICT professionals from major mining operations including Barrick, Mopani, Lumwana, Kansanshi, and Konkola Copper Mines. The gathering was attended by the Permanent Secretaries of the Ministry of Technology and Science, alongside their counterparts from the North Western province.
  10. **Women in ICT:** The president announced that he personally spearheaded initiatives, alongside the secretariat, to engage women in the tech industry. These efforts aimed at fostering collaboration with ICTAZ, facilitated the establishment of a Women in ICT chapter “to encourage greater female participation in the field.”
  11. **2024 Budget Analysis:** The president reported that ICTAZ, under his leadership, organized a comprehensive post-2024 Budget analysis event graced by the Minister of Technology and Science, Honorable Felix Mutati.
  12. **International Expos:** Dr. Sinyangwe told the AGM trhat ICTAZ “triumphantly” hosted the annual international Exhibition for the second time. The event attracted participation from over 50 corporate entities, showcasing the vibrant ecosystem of the ICT sector.
  13. **Students Hackathons:** The pfresident reported that during the period under review and in a bid to bridge the gap between academia and industry, and to foster skill development, ICTAZ executed three successful hackathons. “All winners were duly rewarded, and for the first time, students were afforded the opportunity to attend the conference.”
  14. **Master Classes:** He also announced that the Association introduced masterclasses preceding the conferences through international collaborations. He said that the sessions served as a platform for knowledge exchange and skill enhancement, enriching the experiences of the participants.
  15. **Refinement of SIs:** The president told the AGM that under his guidance, a dedicated team comprising members from the Judiciary, Ministry of Justice, Ministry of Technology and Science, and ICTAZ meticulously reviewed and refined the Statutory Instruments (SIs) and their corresponding forms. He announced that currently, the process was in its final stages awaiting official endorsement.
  16. **Quarterly External Audit:** Dr Sinyangwe revealed that ICTAZ has introduced quatertly audits, to ensure optimal resource utilization and enhance its operational efficiency.. He said the move will ensure fiscal responsibility and also facilitates rapid identification and rectification of areas requiring improvement.
  17. **AGM Documentation:** Departing from previous practices, the president announced that the Association achieved a significant milestone under his leadership by diligently uploading all requisite Annual General Meeting (AGM) documentation onto online platforms, aligning with regulatory requirements.
  18. Accountability: In strict adherence to the ICTAZ Act No. 7 of 2018, the president reported that ICTAZ submitted, for the first time, comprehensive activity reports and AGM documentation to the Ministry of Technology and Science, exemplifying its commitment to transparency and accountability.
  19. Operation Improvements: A testament to our commitment to advancement, we successfully procured Enterprise Resource Planning (ERP) and New Membership systems, currently undergoing meticulous unit testing to ensure seamless integration and functionality.
  20. **Member Participation:** The president put it on recorded that under his leadership, ICTAZ witnessed its highest-ever attendance at the AGM, with over 500 delegates actively engaging in the association's proceedings.
  21. ICTAZ Visibility: To bolster its presence and influence within the sector, the president reported that ICTAZ had proactive engagement initiatives undertaken, ensuring continuous dialogue with corporate leaders and stakeholders.
  22. **Purchase of the House**: Dr Sinyangwe told the AGM that, in line with article 13.6.1 that gives the council powers to borrow in consultation with the finance committee, his ESCO managed to source funding from both internal and external source to purchase the property that the Association currently occupied.
  23. Online Voting: As a listening council we heard the members call to allow a blended way of voting despite article 10.2 (b) which give an option to either hold the elections virtually OR Physically.
  24. **Conclusion and Call to Action:** The president concluded by urging ICTAZ members to continue supporting the Association and its initiatives. “Together, we can build upon our achievements and shape a brighter future for the ICT profession in Zambia,” he said.

#### Challenges Faced and Strategies Implemented

#### Future Plans and Objectives

**Future Plans and Priorities:** In his address, ICTAZ president Dr. Clement Sinyangwe presented the Association’s strategic priorities that included property acquisition, staff expansion, and continued investment in tools and infrastructure that support future growth.

#### Treasurer's Report

#### Presentation of Financial Statements for the Previous Fiscal Year

#### Overview of Budget and Financial Health

#### Questions and Discussion

#### Committee Reports (if applicable)

#### Report from any Standing Committees or Special Task Forces

#### Election of Board Members (if applicable)

#### Presentation of Nominations

#### Voting Procedure

#### Announcement of Elected Board Members

#### Any Other Business

#### Open Floor for Additional Discussions or Concerns

#### Closing Remarks

#### Thanking Participants and Contributors

#### Adjournment of the Meeting