

COMACO Food Security Program

IMPLEMENTATION MANUAL

WFP maize food distribution.

A. Program overview.

The food security implementation manual outlines the program components and gives a general overview of the food security program in regard to maize distribution. Maize distribution under the food security program is divided into three categories:

1. Food for conservation farming (Food for food security)
2. Food for work
3. Food for wildlife/nature conservation commitment.

1. Maize for conservation farming

This is maize food distributed to recipients in exchange for skills training in food production for increased household food security. In this category of maize distribution, selected food insecure households from targeted communities receive maize after complying with certain conditions and are mobilized into farmer groups where they are trained in conservation farming (CF), compost making and/or other food security livelihood skills.

- **Mobilization of community recipients for maize distribution**

In the 2003/2004 season, the process of mobilizing the community for maize distribution under the food security program started by the selection of food insecure households from target communities where the program was implemented. This started after confirmation of the numbers of recipients required for assistance from each of the operational areas. The selection of households was done by the local leaders (Ndunas and village headmen) through the community resource boards (CRBs) in game management areas (GMAs) or satellite committees in areas without CRBs. The CRB in each target GMA forms a **Food Distribution Committee** which oversees the whole maize distribution exercise, from the selection of households, compliance to conditions in maize distribution, food distribution monitoring until the close of the season. The food insecure households lists compiled by the local leaders was handed over to **WCS extension officers**, who, together with the **CRB food distribution committee, depot managers and trainers**, did a food security assessment for all selected households to prioritize and streamline the recipients to only the required number. The depot manager and his trainers then compiled a final list of recipients with assistance from WCS extension staff. The compiled list was then given to the local leaders for approval (indunas and chief). The approved list of recipients, considered as **final recipients list** was submitted to the WCS extension officer who verified it and a copy was submitted to the data analyst for entry into the database, while a copy was given back to the depot manager to be used for formation of farmer groups and training.

Guidelines for selecting maize recipients:

Because household selection for receiving maize is done by local leaders, guidelines should be used to ensure fairness in the selection of these households. The following are the guidelines:

1. In selecting households, the headman should **consult with senior members of his village** as to who in his village requires food assistance. This is to ensure transparency in the selection and avoid certain quarters of people complaining that the selection process was biased.
2. During selection, priority should be given to **households who have never received maize assistance before**. This will give chance to many households to join in the food security program, learn new farming skills and also increase number of households participating in the CTC as farmer groups. Only households who suffered a disaster in the last season (food insecurity as a result of extensive animal crop damage, floods and/or severe drought) and were previous recipients and have shown commitment to the food security program in past seasons can be assisted with maize food.
3. **Only able bodied household** representatives should be considered in this category of maize distribution because they will be expected to do some work in exchange for the food. This includes any household representative who is able to perform food security tasks such as compost making, conservation farming etc. This is not intended to discriminate any persons but since this involve physical work, it is necessary to consider whether the selected household representative is capable of complying with the conditions in the program. Other members of the community who are not able to comply with the food for conservation farming category (such as the sick, the aged and children) may receive maize from other categories.
4. Households who have received maize in the past but **have left their farmer groups and abandoned the food security program**, though food insecure cannot be selected for maize recipients.
5. No person in formal employments, e.g. **scouts, teachers, depot managers, trainers etc.** may be selected as a maize recipient for this category of maize distribution.
6. Households who concentrates on growing none food crops such as **cotton, tobacco** etc at the expense of producing food for food security, though food insecure, may only be selected as recipients upon an agreement that they concentrate of producing food in accordance with the food security program and abide by the by-laws of the farmer groups which promotes growing of food and cash crops that are environmentally friendly. In some areas however, **cotton and tobacco growers may not be considered for selection** depending on the area's situation on cotton and tobacco growing. It must be noted that the reason for this condition is that cotton and tobacco growing have two negative impact on food security:
 - a) They take away farmers' time to produce food as they demand more time for attending to them.
 - b) The have negative impacts on the environment related to WCS's conservation program, e.g. tree cutting, which leads to deforestation, cotton chemicals are used for fish poisoning and when sprayed, a lot of bees dies, which affects honey production and both crops affect soils over time.

These guidelines will help set standard procedures in considering maize recipients for the food for conservation farming. The extension officers should ensure that depot managers, community coordinators, trainers and community leaders understand the guidelines. The guidelines should be published months before the households' selections starts and sent to all target communities.

Formation of farmer groups:

To effectively train and monitor participating households in the food security program, the households are mobilized into **farmer groups**. A farmer group is a group of people who come together for the purpose of learning improved farming and livelihood skills to enhance their food security and income generation through increased food production. A farmer group comprises of not more than twenty (20) members for effective group management.

Group Membership

Any person, from the community where farmer groups have been formed, is free to join a farmer group formed by maize receiving household even though he/she is not a selected maize recipient and will undergo the same training and monitoring of compliance as the maize receiving farmer group members. Also, any group of farmers may agree to form a farmer group under the food security program as long as they agree to abide by the regulations governing the food security program farmer groups. Those who join farmer groups must be aware that there are individual commitments to being a group member.

Farmer group structure:

Each farmer group has the following structure:

- Chairperson
- Secretary
- Treasure
- Members

Farmer groups hold elections, shortly after formation, to elect their leaders. The CRB, Trainers and Depot Managers, to ensure transparency during election, monitor these elections. Once the group leadership is in place, the groups develop by-laws.

Group by-laws:

The most important commitment a group must show to comply with conditions in the food security program is to develop by-laws. By-laws helps regulate how groups operator and how members should behave. There are two primary reasons why producers groups are formed in the food security program:

1. To improve their food security and income levels and
2. To transform the households involved in this program into wildlife producers by participating actively in wildlife and nature conservation. This means that households in farmer groups stop relying of illegal wildlife and natural resources exploitation to meet their food and income shortfall, but instead, improve food security through utilizing new farming skills that are in line with good land use practices aimed and increasing food production and earn income through legal markets through the CTC.

In order for group members to meet these commitments, both as individual members and as a group, the by-laws they form should meet the following minimum requirements such as:

1. Each member of the farmer group will put into practice the newly acquired farming skills in totality and attend any further training required of for food production.
2. No farmer group member should be found to:
 - a) Practice snaring,
 - b) Poaching of any kind (using guns, spears etc.)
 - c) Light late bush fires,
 - d) Encroach in any area that the CRB/Community land use plan has zones for other uses (by settling or cultivating in such an area, e.g. near or in a national park, near a tourism facility, safari hunting areas etc.),
 - e) Cut down trees indiscriminately (for fire wood or honey gathering),
 - f) Use illegal fish net sizes for fishing,
3. The groups members shall continue to surrender all tools (snares and guns) used in illegal wildlife harvesting, through their leaders, to WCS (either those in their possession or those found in the wild), and encourage others, even those who do not belong to farmer groups, to surrender such items.
4. Group members shall participate in CTC and COMACO programs and contribute by maximizing use of the CTC (that is to say, members should agree to sell their products to the CTC in order that the CTC, which is a community company, may grow into a self sustaining entity).
5. Group members shall only grow cash crops that contribute positively to the environment and nature conservation. Crops like cotton and tobacco should be discourages among group members.

Though group by-laws may vary from group to group, these mentioned above should be considered as the **minimum conservation requirements** for groups in the food security program. It should be noted, by all involved in the food security program, that as WCS, the primary goal for this program is to conserve and increase wildlife and natural resources through community participation. Therefore, the most important commitment those involve in this program should show is to abide by the by-laws aimed at achieving the goals.

Maize recipients wait-listing

This is a concept where food insecure farmers in farmer groups, those who are not on the original recipients' list but willingly joined farmer groups, are put on standby to replace recipients who fail to comply with conditions for receiving maize. The listed farmers should however meet the following conditions:

1. They must be food insecure. An assessment of these farmers in food security should be done prior to listing them to determine whether they really are food insecure and requires food assistance. Beneficiaries' data should also be collected during this assessment.
2. They must be first time recipients. This means that they should not have received maize in the past from the food security program.
3. They must be farmer group members who have complied with every other condition required for that phase distribution. Therefore, every phase will have a **wait list** of farmers who have complied with the distribution conditions.

- **Conditions for receiving maize for selected recipients**

Since the maize distributed to recipients in this category is food for conservation farming, recipients are required to meet certain conservation farming conditions before receiving maize. Since conservation conditions are spread over the farming season, the maize distribution for food for conservation farming is divided into phases with different compliance conditions, which are verified by the trainers before a recipient receives maize.

Phase I:

1. Recipient must **form farmer groups** and each recipient must **belong to a registered conservation-farming group** and must have **attended training in conservation farming and compost making**. Further the recipient should have **made a compost heap**. The deadline for verification of this compliance is by the 2nd week of August. Each trainer is expected to visit each recipient and check for compliance. The trainer uses a data form for maize distribution phase I to sign for the compliance for all recipients who comply. The community coordinator and the depot manager must confirm that each trainer has actually visited farmers and checked compliance by randomly selecting a number of farmers for compliance verification and visit them to verify the compost. Also, the trainer fills in a **Farmer group's membership data form**, which is submitted to the depot manager. The depot manager fills in two more copies and submits one to WCS extension officer and one to the community coordinator for record keeping. This helps verify that all recipients are farmer group members.
2. Farmer groups for maize recipients should **elect leaders** and **formulate by-laws** showing commitment to improved food security and wildlife/natural resource conservation. The by-laws should show group commitment to implementing community approved good land use practices according to the land use plan. Newly formed farmer groups should have elected leaders and set by-laws by the 1st week of September. The trainer should attend each of his farmer group meetings where election of leaders takes place and confirm compliance for each group. The trainer then fills in the group registration form, which shows the members' positions. A copy of the by-laws formulated by each group is attached to this data form. The depot manager and community coordinator uses this data form and the by-laws copy to verify that group has complied with this condition.
3. Each recipients farmer group should show commitment to nature/wildlife conservation by agreeing to do one of the following:
 - Surrender 15 wire snares used in illegal wildlife killing or surrender, as a group, one fire arm (MLG, Rifle, Shotgun etc.) or
 - Build a water retention dam (may involve more than one group) or
 - Make three beehive (tradition bark or bar) or
 - Construct a fish pond
 - Or any other agreed upon commitment to COMACO conservation strategies.

Farmer groups should decide what condition they want to meet as a group and this condition should be met by the 1st week of October. Again, the trainers, who are the group supervisors, should verify compliance to this condition by all farmer groups.

4. The final and most important condition for individual recipients as farmer group members to comply is **land preparation**. Each recipient is expected to dig conservation basin holes in at least a one Lima plot and apply compost manure into the basin holes in the one Lima CF plot. Because this is a very critical condition, selected recipients who do not comply to this condition will be removed from the recipients' list and replaced by none selected farmers who have complied to the condition. Trainers are required to ensure that each farmer **has completed the minimum 1 lima** required before qualifying a farmer to receive maize. If a farmer has done only part of a Lima by the verification date, they are encouraged to complete the 1 Lima before collecting the maize. A farmer who completely fails to show commitment to CF by complying with this condition should then be removed from the list. The deadline for verification of compliance to this condition is 30th October. However, because this is a very important activity in CF practice, trainers should use the whole month of October, from the beginning to the end, to ensure that they visit each farmer to check on compliance. The **depot manager** and the **community coordinator** should again randomly select recipients who have been confirmed as complied by trainers and visit the farmers to verify whether the trainers reported correctly. **One other most important condition for this verification is the complying farmer's field is not in a conflict area (thus, should be in a farming designated area according to the community land use plan). Only farmers who have complied with this important condition will be considered for receiving maize.**

- i. Prepare a CF field of minimum 1 lima by digging basin holes.
- ii. Apply compost manure in the prepared plot in readiness for planting.
- iii. The CF plot's location should comply with the community land use plan.

Phase II

1. **Planting.** Each recipient is required to plant maize (or other prescribed crop seed for the area) in at least a 1 lima CF plot. Planting period may vary from area to area depending on weather conditions and trainers are required to teach the farmers exactly when they should plant for each crop variety. Verification should be done one week after the first date of planting for that area to give farmers enough time to complete the minimum 1 lima required for receiving maize. However, in general, farmers should have planted by the 2nd week of December. Trainers should do verification in the third week of December.
2. **First weeding.** First weeding should be done by the first week of January. Each farmer must weed a minimum 1 lima for them to qualify as maize recipients. Because it take about two weeks to weed a minimum 1 lima, all recipient farmers should ensure that they have completed weeding by the first week of January, unless of course weather conditions alter the period. Verification should be done in the first week of January by trainers, confirmed by the community coordinator. **(for the valley area, it has been noted that 4 weeding are necessary during the season and that the first two weeding will take place by the end of December. Therefore, Phase II will have first and second weeding as conditions)**

Maize distribution should take place within the first two weeks of January, by the 14th.

Phase III

Last weeding. This is the only compliance condition for farmer groups members to receive maize in the last phase. Last weeding takes place by the last week of February. This means that for our farmers, they should have completed the last weeding by the last week of February and verification should take place in the first week of March. However, since this is the last weeding, trainers should note that each farmer must have been assessed for second weeding, which takes place about the 1st week of February. Therefore, each farmer must have:

1. **Completed 2nd (3rd for the valley) weeding by the 1st week of February.** Verification of compliance by the trainers should be done by the second week of February. Each farmer must have completed a minimum 1 lima of CF.
2. **Completed last weeding.** As above. Only farmers who did the second and last weeding properly on at least a 1 lima plot should be considered for maize distribution.

Condition compliance verification.

In order to ensure compliance by recipients to conditions in the phase distribution to farmer group members, the **trainers** will require visiting each farmer to confirm verification of a condition. For example:

1. Trainers should visit each recipient's household to check on whether the household has made a compost heap and verify that the compost is being tended to properly.
2. Trainers should visit each household's field and check whether the farmer has actually dug basin holes on a one lima plot.
3. Trainers should visit individual farmer's fields during weeding to check that farmers have done weeding at the right time and in a proper manner. Trainers should emphasize to farmers that it is not only for the sake of receiving maize why they should perform the CF practices at the mentioned time but for the good yields and food security.

Therefore, trainers should continuously monitor the activities of their groups and emphasize to the farmers on knowing why they are involved in this program. Only recipients who comply with the set conditions for each phase should receive food.

Consequences of failure of compliance by selected households

Failure to comply with the food security program conditions by a targeted recipient will result in:

- a) Person being removed from the recipient's list and not receiving maize.
- b) Person being deregistered from a farmer group and no further benefits from COMACO for such a person.

Consequences of failure by trainers to monitor compliance:

During the Lusaka planning meeting, it was noted that in some cases in the last season (2003/2004), trainers were not reporting truthfully according to the actual situation on the ground. Monitoring visits by our partners revealed that what was being reported by us in our reports was not exactly what was on the ground as far as recipients' compliance to condition of our activities was concerned.

It was agreed that in order to ensure that trainers and depot manager are serious with their work in monitoring farmer group's activities, there should be consequences for failure to monitor and report truthfully and in time. These consequences includes:

- a) If a trainer/depot manager is found to have lied in reporting (thus, giving false information/data), they shall be suspended pending investigations and their salary for that month shall be withheld (will not be paid). The regions coordinator and his extension staff, with the help of the community coordinator, shall carry out investigations and the trainer will be dismissed if investigations prove truth.
- b) If a trainer/depot manager fails to meet deadlines in reporting, first time warning, second time and final warning with salary withheld for that month and finally dismissed

2. Food For Work (FFW)

Food for work is food distributed in exchange for work done. In our food security program, we use this food to pay recipients in exchange for work such as **road repair, construction of depot/structure or/and any other community work on projects that WCS sees beneficial to the community**. The conditions for receiving the maize food for work largely depends on the work itself, e.g., for road works, payments may be on hourly basis, while for construction of a depot, it maybe on number of bricks ferried to building site, amount of water ferried, extent of area cleared for depot construction etc. In food for work, the supervising officer is either the **depot manager** or a **WCS extension officer**, who verifies compliance to the condition applied by recipients. Food for work is a minor component of the food security program intended to improve structures that contributes to the food security program, such as roads for easy access to depots and depot structures to ensure security and safety of the commodities stored there. Food for work distribution may combine with any of the phase distribution or can be done separately but should be within the allowed period of distribution of the month, according to the distribution timetable.

3. Food for conservation.

Food for conservation is also a major component of our food security program. In this component, the food is distributed in exchange for conservation commitment shown by community members, such as surrendering of illegal firearms or wire snares. These conditions may vary from area to area depending on the primary threat to wildlife or nature conservation exhibited in an area. For example, if in an area it has been noted that **snaring** is a big problem, the number of snares required in exchange for food may rise in order to reduce the threat, whereas if it is noted that in an area, guns pose a greater threat, it may be required that more maize is set aside for collection of firearms and a larger quantity of food set in exchange for guns to encourage people to surrender firearms. Here are some standard rates used in exchange for conservation:

- a) 10 used wire snares = 1x50 Kg bag of maize (20 unused snares) . Used here refers to wires that are verified as having been removed from the bush where they were set. Participants in this component of the food security are encouraged to move about in the bush where they suspect snares are set, remove them and surrender them to the depot in exchange for food. There is no need for concern from participants of being arrested by law enforcing officers (ZAWA) since ZAWA wildlife police officers are informed about the snares surrendering exercise.
- b) 1 functional Muzzle Loading Gun (MLG) = 1x 50 Kg bag of maize. The MGL should be functional with firing trigger. Old, used up and none functional guns will not be accepted for exchange with food.
- c) 1 functional commercial Rifle or Shotgun = 3x 50 Kg bags of maize.

- d) 1 functional locally made Rifle or Shotgun = 2x 50 Kg bags of maize.

In this category, maize distribution may be spread over the whole distribution period. There is no specific phase when this maize is to be distributed but can be distributed in every phase from the beginning of the program up to the end. Since recipients of this maize are those who bring items to surrender, for each month, distribution of this maize should be between the 1st and 14th of the month, as is in the timetable, to enable timely reporting. In summaries, the data for this maize is reported monthly with other monthly maize distribution data. However, to enable people to bring items for surrendering in time for maize distribution, compliance to this condition will be from 20th to 30th of the previous month. During this time period, people with items to surrender, such as guns, wire snares etc, can bring them, have themselves registered for maize distribution and beneficiaries data for recipients' families collected before the date of distribution.

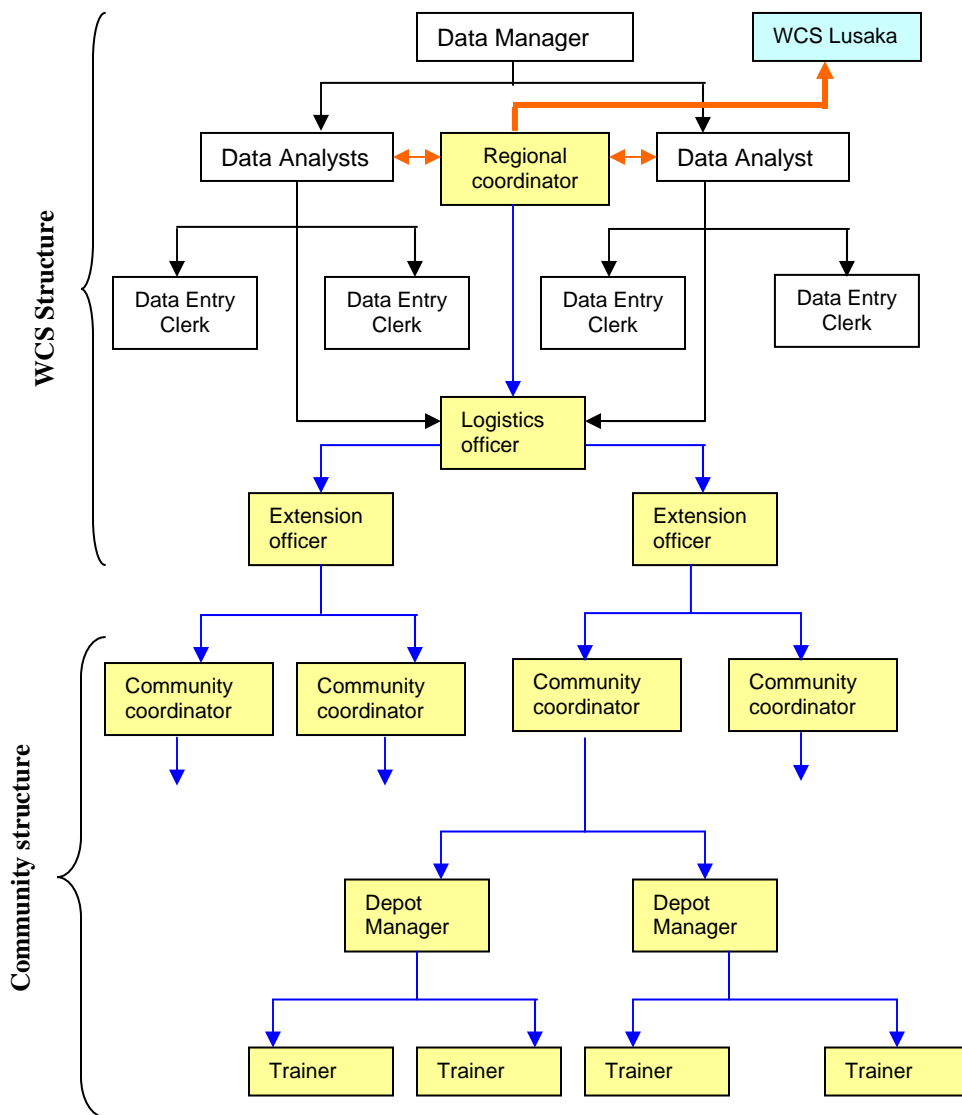
The depot manager is the key person in the verification of conditions for this category of maize distribution and should ensure that conditions are complied to in full. Thus, the items surrendered should meet the above-mentioned standards, e.g., a MLG should be functional and wire snares should be proved to have been removed from the wild. The **Community coordinator** will work with the community coordinator to ensure transparency in the compliance of these conditions by recipients.

It was noted that in the 2003/2004, problems occurred with regard to monitoring. The food security coordinator admitted that the extension officers, who supervise monitoring of compliance and maize distribution to the recipients, did not do very well and hence the need to strengthen monitoring in the coming seasons.

The data manager contributed by suggesting that there be a stronger link between the extension office and data section in order to improve monitoring. He suggested that the extension officers be part of the monitoring team to increase their interest in the results of their activities. Also, if extension staff were keen in the results of their activities, it would reduce errors in the data being collected by them and consequently, this will improve reporting.

B. Monitoring and Evaluation (Data collection and reporting)

In order to ensure that the activities in the food distribution exercise and other extension activities are closely monitored, data collected and verified in time, the following structure, upon which improvements can be made, was suggested by the data manager as a working model for data flow in order to increase extension's participation in data collection and monitoring:



Although this structure has been in existence with an exception of a few inclusions, such as **community coordinators** and a **logistics officer**, it was noted by the data manager that data collection and verification was poor in the last season due to lack of individual commitment and interest in the processes by some staff in this structure. For example, some extension officers did not even have the right data for the activities they were involved in in their areas. This led them to giving false data, which led to misinformation in our reports. These officers were identified and have been cautioned and some will not be used in this season's distribution.

Further, a two-day workshop for extension staff was planned for Lundazi to highlight these changes to the extension officers for both Lundazi and Chama districts falling under one field coordinator. Also, a Mfuwe meeting was planned but date not set.

C. WCS Staffing and staff responsibilities

The meeting noted that staffing was one key fact to improving our operations. WCS has four notable districts in which it is operating for the COMACO program. These are **Chama, Lundazi, Chipata, Mambwe, Petauke** and **Luangwa**, covering a total area of over 29,000 sq KM (with 19 chiefdoms in 2003/2004 season, which will increase to 22 chiefdoms in the 2004/2005 season). However, these districts are divided into four regions in regard to coordination of operations and these are:

1. **Chama:** Chama region has only **two** chiefdoms, Tembwe and Kambombo. Coordination of these activities is from the Chama office. This area has one extension officer.

Staffing at the Chama region.

The region will be managed by Mr. George Nyirenda, extension Officer, Chama area and will be assisted by one stores person (who will also work as an accounts clerk), a shed guard and an office orderly, making it a total of four staff. The extension officer will report to the regional coordinator based in Lundazi (Mr. Nemiah Tembo)

2. **Lundazi:** Lundazi region is the largest area of operation with **nine** chiefdoms, Chikwa, Chifunda, Kazembe, Chitungulu, Nabwalya (these five together with Mwanya, which has been moved to Mambwe this season, are called the **core area**), Zumwanda, Chikomeni, Mwasemphangwe and Chinunda (the last four known as the **Lukusuzi area**). Lundazi region covers areas in two districts, i.e. Lundazi and Chipata (Chinunda is in Chipata district), and although Nabwalya is in Mpika district, we consider it as part of Lundazi region. This area will have two extension officers, one for the core area and the other for Lukusuzi area. Beginning this season however, one more chiefdom has been added to this area, Magodi, which gives the Lundazi office a total of **ten** chiefdoms.

The above two regions are coordinated by one regional coordinator who is based in Lundazi at the CTC.

Staffing at the Lundazi region.

Lundazi region will be managed by the CTC based regional coordinator (Mr. Tembo Nemiah), who will have two extension officers (Mr. Moses Kasoka for Lukusuzi and Mr. for the core area). Other staff will include a **data analyst, data entry clerks (two), logistics officer, store man, shed guards, accounts clerk** etc.

3. **Mambwe:** Mambwe region had five chiefdoms (Nsefu, Kakumbi, Malama, Sandwe, Mnkhanya) but will have **seven** starting this season with the inclusion of Msoro and Mwanya, which has been moved from the Lundazi region to Mambwe region. The Mambwe region include two districts, i.e. Mambwe and Petauke (Sandwe is in Petauke district).

Staffing at the Mambwe region.

The Mambwe region is managed by a regional coordinator (Mr. Patrick Nyirenda), who will be assisted by two extension officers, one based at Nyamaluma (to cover Malama and Sandwe), the other based in Mfuwe (to cover Nsefu, Kakumbi, Mnkhanya and Msoro and Mwanya). Other staff will include a data analyst and two data entry clerks (one based at the Mfuwe office, the other at Nyamaluma). The data analyst will also work as a logistics officer to ensure data is collected in time and reports made in time.

4. **Luangwa region:** Luangwa region was the smallest area of operation in the last season with only one chiefdom, (Mphuka), with slightly over 1000 households. However, in the 2004/2005 season, chiefs Mpanshya and Mburuma will be added to the operational area, giving it a total of three chiefdoms.

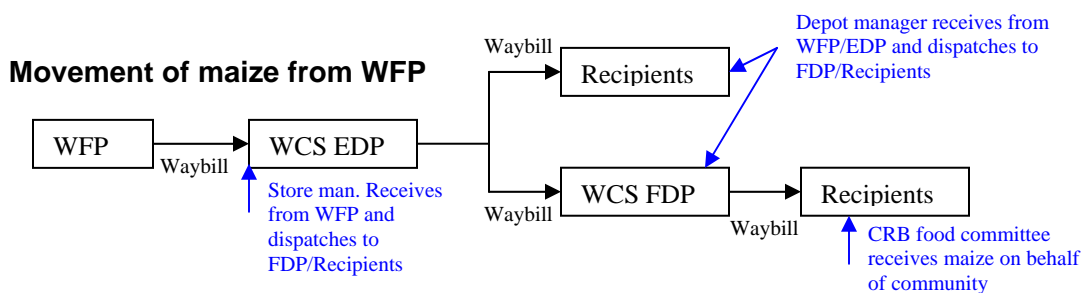
Staffing at the Luangwa region.

With the regional office located in Luangwa boma, Luangwa region is managed by a regional coordinator (Mr. Hansen Mseteka), who is also an extension officer and is assisted by a store man who is also an accounts clerk, shed guards and an office orderly.

D. Maize Distribution Logistics

The planning also looked at the movement of maize from WFP to the recipients in order to come up with a strategy that will ensure efficiency in this season. Certain problems arising from past experiences were highlighted and included:

- The pre-positioning of maize at the FDP's in most cases, led to many costs being incurred at the FDP's such as rentals and payment of salaries for guards. It was decided that with regard to this, in order to reduce costs, maize delivery to FDPs should be time, where possible, to reduce the time the maize stays in the shade
- There was no one at the regional offices responsible for logistics to ensure that all logistics who is responsible for indicating what inputs have been received and dispatched and also ensure that logistical documentations, such waybill, stack cards etc. are in place in time, as this reduces and eliminates problems of wrong records. There is need for each regional office to have a logistic officer.
- Raising of waybills for maize distributed to recipients, even before they actually receive it, led to the number of errors recorded, and figures not balancing. It was decided that waybills to the recipients (CRBs), would only be raised after the recipients have received the maize, so that the number of recipients tally with the amount of maize dispatched to the recipients for that reporting.



The following were decided as measure to prevent further mishandling of logistics documentation for maize distribution:

1. Only the store man at EDP, depot managers and FDP and a CRB member of the food committee at the CRB, will sign for the receipts of maize at the respectable destinations.
2. Only the dispatching officer shall raise a waybill with all details filled in correctly. Thus, at the EDP, the stores officer shall raise the waybill while at the FDP, the depot manager shall raise the waybills from FDP to CRB (recipients).
3. Each regional office shall have a logistics officer, through all logistics documentation shall come, and the logistics officer will ensure that logistics documents are collected at the right time in readiness for reporting. The logistics officer at the regional office shall rehearse with extension staff during the collection of logistics documentations (waybills, monthly distribution summaries from depots etc.), and will work with the data analyst and the regional coordinator to compile complete and correct reports for WFP. The regional coordinator is the final person to approve the final report before it is taken to WFP and will be responsible for any errors on the report should our partners notices them. The regional logistics officer will then rehearse with WFP's regional sub-office over the final reports to ensure that the reports are endorsed by WFP sub office as correct before they are sent to the logistics coordinator in Lusaka's WCS offices.
4. The regional coordinator, working with his extension staff, must liase with the logistics officer, as to how much stock is needed at the FDP at a particular time. Only then will maize be delivered. The extension officers must ensure that the Depot Manager at the FDP have correctly filled in the logistical documents before collecting them and handing them over to the logistics officer.
5. The logistic officer, working together with stores men at EDP and depot managers at FDP must ensure that each storage shade has stock cards and that maize is bulked according to SI numbers. Each depot/shed shall have an information bulleting board where such information as receipts, dispatches and current stocks shall be displayed for public information. The logistics officer shall make sure that extension officers and depot managers are on schedule in bringing data for reporting, following the drawn timetable.

Distribution timetable

During the planning meeting, a distribution timetable was agreed upon to ensure timely reporting. The following is the agreed timetable:

Dates	Activity	Responsible persons	Deadline
20 th – 30 th	Verification of compliance to conditions. Compilation of recipients' master register Distribution from EDP to FDP	Trainers and depot managers. Supervision by community coordinator and extension officer	1 st of following month
1 st – 14 th	Distribution of maize to recipients who have complied Distribution from EDP to FDP	Depot manager.	14 th of Month
15 th – 16 th	Compilation of distribution summaries and other logistics documents (waybills)	Depot manager	16 th of month
17 th – 20 th	Collection of waybills and distribution summaries from FDPs	Extension officers assisted by the logistics officer	20 th of Month
21 st – 24 th	Compilation and verification of WFP report formats A and C	Logistics officer assisted by the data analyst and regional coordinator	24 th of month
25 th – 27 th	Submission of reports to WFP sub office for approval and sending of approved reports to WCS Lusaka	Logistics officer	27 th of month
28 th – 30 th	Submission of approved reports to WFP Lusaka. Copies should be made at the WCS office before submission	Program Logistics officer	1 st of next month

In order to meet these obligations, thus, collect correct data, compile reports and submit to WFP in time, it was agreed during the meeting to set up penalties for staff that do not meet the obligation requirements.

Penalties:

- **Late reporting – 1st warning then dismissal**
- **Being drunk during work hours-First warning then dismissal**
- **Dishonest reporting – Instant Dismissal**
- **Not reporting at all – Instant dismissal**
- **Absenteeism from work – 1st warning then dismissal**
- **Theft – Instant Dismissal**

Linkage to CTC

In order to encourage farmers' compliance to good farming practices that are in line with community land use planning, it has been agreed that farmers who fully comply to application of farming skills such as **conservation farming, composting, participation in group meeting and also continue to show conservation compliance such as surrendering of snares etc.** shall benefit from the CTC through better prices compared to those who do not comply. At the end of an assessment in food production skills, a list of farmer groups who have performed more than others (say with a compliance rate of more than 50%) shall sell their products to CTC at better prices than other (or will be offered better prices for rice, honey, g/nuts, chickens, fish ect.). These groups will also have an advantage over others in accessing inputs such as beehives, chicken vaccines, fishing nets etc. The regional coordinator, working with the CTC manager, shall ensure that at the end of every season, after assessment of farmer groups, the data on group compliance to the food security and COMACO programs is available to the depot managers so that groups who perform well enjoy CTC benefits.

BENEFITS OF FARMERS IN COMACO PROGRAM

In order to encourage people to fully participate in the COMACO food security programs, farmer group members have several privileges:

1. Only group member will be considered for inputs distribution from the COMACO program. This is to say that when COMACO receives inputs for distributing to farmers, privilege will be given to farmer group members.
2. Farmer group members will be considered for newly introduced programs, such as cassava growing, Soya beans cultivation etc, especially those who continuously comply with conditions under the food security program.