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**COMMON MARKET FOR EASTERN**

**AND SOUTHERN AFRICA**

Meeting of the Sub-Committee on

Audit and Budgetary Matters

Lusaka, Zambia

30th September-4th October, 2019

 **JANUARY- JULY 2019 BUDGET PERFOMANCE REPORT OF THE**

**THE FEDERATION OF NATIONAL ASSOCIATIONS**

**OF WOMEN IN BUSINESS INEASTERN AND SOUTHERN AFRICA (FEMCOM)**

***Theme: “Inclusive and Sustainable Industrialization***

**INTRODUCTION**

The Federation of National Associations of Women in Business in Eastern and Southern Africa (FEMCOM) was established in July 1993, in Zimbabwe, in line with the decision of the COMESA Authority and Heads of States and Government made in January 1992 and the COMESA treaty.

FEMCOM promotes programmes that integrate women into trade and development activities in Eastern and Southern Africa.

**FEMCOM`s OBJECTIVES**

FEMCOM’s distinct niche is to play a facilitative, coordinative, and catalytic role thus creating an enabling environment for women’s enterprises to thrive within COMESA and beyond.

**MISSION**

To develop women entrepreneurship in COMESA through programmes that promote, encourage and serve the needs of women in business and their businesses, working in smart collaboration with relevant partners.

**VISION**

To be the leading Agency that promotes economic prosperity of Women Entrepreneurs in Africa.

1. **KEY ACCOMPLISHMENTS IN 2019**
	1. **Strengthening of FEMCOM Institutional and Financial Capacity**
		1. FEMCOM working with COMESA Secretariat managed to recruit the new FEMCOM Chief Executive officer and driver.
		2. FEMCOM convened the extra ordinary board meeting on 6th February 2019 in Nairobi, Kenya which approved the convening of the 5th Annual General Meeting (AGM).
		3. Further, FEMCOM convened the Board and AGM meeting from 17th to 18th June 2019 in Mauritius which made a number of resolutions.
		4. Ms. Chileshe Mpundu Kapwepwe, Secretary General undertook a mission to the Republic of Malawi from 30-31 January 2019. During her mission, the SG had a meeting with His Excellency. Prof. Peter Arthur Mutharika, President of the Republic of Malawi. His Excellency. Prof. Peter Arthur Mutharika, President of the Republic of Malawiinformed the Secretary General that Malawi as host country undertakes to work with the Secretariat and FEMCOM to mobilize financial resources for the construction of the FEMCOM complex. He called on the Secretariat and FEMCOM to provide the Minister of Foreign Affairs with the necessary information in terms of the estimated cost of construction and also the specifications of the Complex so that the Minister can start engaging cooperating partners.
		5. The Secretariat has engaged the Government of Malawi to nominate their representatives who will be sitting on the committee aimed to steer the development of the FEMCOM Complex.
		6. FEMCOM has sought approval from the government of Malawi to commence the construction works of the brick wall fence at the FEMCOM plot.
	2. **Trade and Investment Facilitation**
		1. The Zambia FEMCOM Chapter is being supported to upscale the value addition of cassava. FEMCOM is supporting the renovation of the cassava processing plant.
		2. FEMCOM has supported the development of the Medium Term Strategic plans for the FEMCOM chapters in Malawi and Zambia.
		3. FEMCOM working with NEPAD has commenced the installation of the equipment at the four business centres that will offer business incubation to entrepreneurs in Burundi, Kenya, Sudan and Swaziland. Four incubation centres which are being supported are the Burundi Business Incubator (BBIN), Kenya Industrial Research, Development Institute (KIRDI) , Sudanese Women General Union (SWGU) and Small Enterprise Development Company (SEDCO.
		4. FEMCOM is supporting the Cassava project in Zambia and is in the process of supporting the renovation of the plant which will be adding value to cassava.
		5. FEMCOM carried out a documentary of the textiles cluster project in Nairobi. The documentary was undertaken to document the best practices and success stories of the project.
	3. **Access to Credit and Capital**
		1. Trade and Development Bank for Eastern and Southern Africa has agreed to host the credit guarantee scheme and the MoU is under discussions for setting up of the scheme. The BIAWE will provide US$100,000 for setting up of the credit guarantee scheme.
	4. **advocacy, Public Awareness and Branding**
		1. **Provision of Technical Advisory Services to FEMCOM Chapters**

 FEMCOM has continued to provide Technical advisory services to various FEMCOM National Chapters in the COMESA region upon request.

* + 1. **Branding of FEMCOM National Chapters**

FEMCOM has developed a comprehensive branding guideline for supporting the branding process of the Chapters.

1. **CHALLENGES/CONSTRAINTS IN 2019**

FEMCOM has been facing challenges in financing the implementation of a number of activities contained in the 2019 work plan due to lack of financial resources. In this regard, resource mobilisation has been prioritised.

FEMCOM Secretariat is pleased to inform the Members of the Subcommittee on Audit and Budgetary Matters that the thirty-ninth Meeting of Council held in Lusaka, Zambia in November 2018 approved a total budget of COM791,100.00 for Staff Emoluments, Recruitment, Program Implementation and Operations of FEMCOM.

The table below details the expenditure from January to July 2019 for consideration by the Subcommittee on Audit and Budgetary Matters.



**NOTES TO THE BUDGET PERFOMANCE REPORT**

1. These budget lines include budgets for Communications Officer at P 1, Senior Logistics Assistant at GS 9 and Driver at GS 3. Recruitment process is under way and we expect them to be on board before the end of the year.
2. 12% and 24% has been spent on Education Allowance and Dependency Allowance at 31st July, 2019. More funds will be spend before the end of the year.
3. 1% and 0% has been spent on Medical Allowance and Group Medical Scheme as at 30th June 2019 respectively. FEMCOM Secretariat expect to utilise these budget lines for any unforeseen circumstances.
4. 37% has been spend on Recruitment budget line as at 31st July 2019. The funds were spent towards the recruitment of the Chief Executive Officer. FEMCOM is yet to pay the Consultant who was engaged in the recruitment process and the balance will be utilised towards the recruitment of the Communication Officer.
5. 7% has been spent on Appointment/Installation Support as at 31st July 2019. The funds will be utilised before the end of the year in payment of installation support for Chief Executive Officer and Communication Officer.
6. 17% has been spent on Repatriation Costs as at 31st July 2019. FEMCOM is yet to pay the Company which shipped personal effects of the former CEO. FEMCOM Secretariat is also expected to pay for shipping costs for the Communication Officer once the recruitment process is finalised.
7. 18 % has been spent on Cassava Cluster Implementation at 31st July 2019. The balance will be utilised before the end of the year.
8. 0% has been spend on Construction of Perimeter Fence on FEMCOM Plot as at 31st July 2019. Construction of the fence is expected to commence in September 2019.
9. 16% has been spent on Development of Strategic Plan for FEMCOM Chapters at 31st July 2019. FEMCOM has engaged Consultants who are developing Strategic Plans for Malawi and Zambia Chapters and work is in progress. The balance will be utilised before the end of the year.
10. 70% has been spent on Consultancy budget line as at 31st July 2019. FEMCOM engaged Consultants who provided legal services and short term assistant. The balance will be utilised before the end of the year.
11. 74% has been spent on Motor Fuel. The balance will be utilised before the end of the year.
12. 95% has been spend on Motor vehicle Repairs and Maintenance as at 31st July, 2019. COMESA Secretariat donated a vehicle to FEMCOM whose year of make is 2005 and FEMCOM`s Motor vehicle was procured in 2011. Since the Motor Vehicles are over five years the cost of maintenance is getting high. FEMCOM Secretariat will request for budget re-allocation to avoid over expenditure on this budget line.
13. 42% has been spent on Insurance of FEMCOM Secretariat Motor Vehicle as at 31st July, 2019. The balance will be utilized towards payment of insurance for the motor vehicle donated by COMESA and other assets such as office furniture and equipment in the month of October 2019.
14. 73% has been spent on Travel Expenses-Official. FEMCOM Secretariat undertook missions to Member States to provide technical advisory services and resource mobilization. The balance will be utilized for other planned activities.
15. 42% has been spent on Travel Contractual as at 31st July 2019 for payment of Home Leave for the former CEO and her family in line with rule number 50 of the COMESA Staff Rules and Regulations. The balance will be utilised towards payment of Home Leave that are due in the 2019 Financial Year.
16. 34% has been spent on Technical Committee Meetings as at 31st July, 2019. FEMCOM attended a number of technical meetings in 2019 such as Extraordinary Meeting of Committee on Administration and Budget, Intergovernmental Committee and COMESA Council of Ministers Meeting in April, 2019. The balance will be utilised towards the upcoming Technical Meetings namely; Meeting of Subcommittee on Audit and Budgetary Matters, Meeting of Committee on Administration and budget, COMESA Policy Organ Meetings and COMESA Heads of States and Government Summit.
17. 46% has been spent of Annual General Meeting Budget Line. FEMCOM engaged consultants who assisted in the translation of working papers for Extraordinary Board Meeting and Annual General Meeting held in February and June 2019 respectively. The balance will be utilised before the end of the year.
18. 15% has been spent on Website as at 31st July, 2019. The balance will be utilised before the end of the year.
19. 58% has been utilised on office supplies as at 31st July, 2019 for payment of office consumables such as stationery. The balance will be utilised before the end of the year
20. 0% has been spent on Public relations and Promotional as at 31st, 2019. The balance will be utilized before the end of the year for committed PR activities.
21. 13% has been spent on Office Utilities and Operations as at 31st July, 2019. Payment of office utilities is done quarterly. The balance will be utilized before the end of the year.
22. 0% has been spent on Audit fees. The funds will be rolled over/accrued to 2020 for payment of 2019 External audit.
23. 74% has been spent on Telecommunication, fax and emails for payment of telephone expenses and internet subscription. The balance will be utilized before the end of the year.
24. 70% has been spent on office maintenance which mainly involved plumbing and electrical works. The balance will be utilised before the end of the year.
25. 57% has been spent on bank charges at as 31st July, 2019 for payment of bank charges.