

The Eastern and Southern African Small Scale Farmers Forum Workshop Report

Workshop facilitated by: Mutizwa Mukute

Report Compiled by: Mutizwa Mukute

Hosted by: MWIWATA

With Support from: GRET, of France and
Centre for Rural and Community
Empowerment (CRCE), SA

Dates: 4-8 April 2006

Place: Morogoro, Tanzania

TABLE OF CONTENTS

1. INTRODUCTION
2. PROGRESS IN THE DIFFERENT MEMBER COUNTRIES
3. ESAFF LINKAGES WITH THE GOVERNMENT OF TANZANIA
4. CONSTITUTIONAL REVIEW
5. ESAFF PLAN OF ACTION FOR ONE YEAR
6. LESSONS FROM MVIWATA
7. CONCLUSION
8. ANNEX 1: LIST OF PARTICIPANTS
9. ANNEX 2: ESAFF CONSTITUTION (as amended in April 2006)
10. TERMS OF REFERENCE FOR THE ESAFF REGIONAL COORDINATOR

REPORT ON THE ESAFF WORKSHOP HELD IN MOROGORO, 4-8 APRIL, 2006

Compiled by Mutizwa Mukute

I. INTRODUCTION

This report covers the proceedings of the East and Southern African Small Scale Farmers Forum (ESAFF) “Launching Workshop and Constitutional General Meeting” which was held for five days in Morogoro, Tanzania. It was organized by MVIWATA, the Tanzania chapter of ESAFF and was funded by a French organization called GRET. It was attended by an average of three farmer delegates from eight member countries of ESAFF. Countries represented are South Africa, Lesotho, Kenya, Zambia, Zimbabwe, Uganda, Tanzania and Rwanda. Observers were staff from MVIWATA, a GRET representative and two students from the University of Limpopo who work closely with the South Africa chapter of ESAFF (see annex 1). A lawyer from Tanzania the workshop for one day to guide the deliberations on the constitutional review in order to ensure that the document would meet the requirements for registration in Tanzania and thus expedite the registration of ESAFF. An external facilitator, who has worked with ESAFF before, facilitated the workshop and compiled the report.

The report is organized according to the key outputs of the workshop which can be summarized as:

1. Shared ESAFF progress in the different member countries and to draw lessons from the same.
2. Established ESAFF linkages with the government of Tanzania for possible registration.
3. Discussed the ESAFF constitution in detail, revised it as delegates and subsequently improved it with the assistance of a lawyer (see annex 2).
4. Developed an ESAFF plan of action outline for the next one year, with emphasis on registration and setting up of a functional of a regional office in Tanzania. This included developing terms of reference for the coordinator of the planned secretariat (see annex 3)
5. Visited three areas of MVIWATA and learnt about effective governance systems for farmer organizations, and how the networking between three layers (local, intermediate and national) functions as well as how these relate to stakeholders.
6. Used this opportunity to link up with its partners through the production and circulation of a brief from the chairperson. The brief was sent to all ESAFF member countries, to potential funding partners and to support organizations that ESAFF has worked with before.

2. PROGRESS IN THE DIFFERENT MEMBER COUNTRIES

2.1 Appreciation for the opportunity to share

The delegates expressed gratitude for the support from GRET and MVIWATA in convening the historic workshop which they said, enabled them to launch ESAFF, to give it their support as member countries to pursue their stated mission of building a movement to address the concerns of the small scale farmers in eastern and southern Africa. The workshop gave them an opportunity to also advance their interests in sustainable agriculture and family farming. The table below summaries the achievements made over the past year, the strengths, weakness and challenges.

2.2 ESAFF Progress summary

Theme	Feedback
a. Achievements	<ul style="list-style-type: none"> • Increased geographical coverage of members • Institutional development of country chapters including registration of national ESAFF in three countries. • Receiving training on leadership, sustainable agriculture and marketing; • Developed founding documents for registration; • Issued press statements lobbying governments; • Employment of a coordinator in one member country; • Acquisition of an office in one country; • Acquisition of a computer in one country; • Convening this meeting through the effort of MVIWATA and GRET; • Established an executive committee in one country; • Established needs driven projects in more than one country; • Established linkages with relevant government departments and like-minded organizations in their respective countries.
b. Strengths	<ul style="list-style-type: none"> • Recognition by key stakeholders, including governments; • Cross-visits; • Commitment and cooperation among members • Growing membership; • Entered into partnership government departments, seed breeders and support organizations.
c. Weaknesses	<ul style="list-style-type: none"> • Lack of capacity to coordinate provinces; • Lack of resources to work on our won; • Low and poor communication among farmers; • Low local leadership capacity; • Not enough logistical support.
d. Challenges	<ul style="list-style-type: none"> • How to relate with similar organizations in some countries • Disunity among support organizations in relation to farmer groups; • Interference from support organizations • Low visibility of ESAFF • Ignorance, illiteracy, poverty and exploitation of farmers; • Poor crop pricing marketing in many countries; • Poor infrastructure in rural areas; • Not yet covering whole countries; • Dealing with the negative legacy and low of cooperatives especially in one

	member country; • Droughts and floods.
--	---

2.3 What delegates expect of ESAFF

The delegates said they expected the regional ESAFF to play the following roles in the immediate future:

- a. To establish an ESAFF secretariat;
- b. To mobilise resources for its members and activities;
- c. To support the institutional development of its members;
- d. To facilitate intra-regional learning between and among farmer groups;
- e. To regularly monitor and evaluate its work and direction;
- f. To ensure that ESAFF continues to be a farmer organization; and
- g. To make ESAFF fight underdevelopment in Africa.

2.4 Overall impression of ESAFF

- a. Young, waking up, progressing, shows great potential for small scale farmers, evolving and in growing capacity;
- b. ESAFF is being felt, uses multiple approaches and has different challenges in different countries but the structures and objectives are virtually the same.
- c. ESAFF has made considerable progress since 2002 when farmers from across the region first met and mooted the idea of a farmer movement (they watched a video showing part of the 2002 road caravan that paved the way for the formation of ESAFF).

2.5 Key lessons from the country experiences

- a. Funding partners are not likely to fund an unregistered organization, therefore there is need to get registered at all levels.
- b. Universities have a great potential to support farmer initiatives through expert input, changing the curriculum to suit small farmer situations and training students who then are sympathetic to and understand small farmers.

2.6 Proposed solutions for tension management in Kenya

One of the key issues brought to the attention of the workshop was the tension between Kenya Small Scale Farmers' Forum and PELUM Kenya. The options available in general terms were outlined as: Win-Win; Win-Lose; Lose-Win; Lose-Lose; or No Deal. After sifting the alternatives, only two

remained: Win-Win or No Deal. The practical solution proposed were as follows:

- a. The Kenya Small Scale Farmers' Forum should review its constitution so that ownership and control rests with farmers. This should include signatories to the bank account.
- b. Establish a memo of understanding that clarifies how to relate and communicate.
- c. Look for an arbitrator who is respected by both parties but try first to resolve the problem internally.
- d. Build unity within the farmers in the country and fight divisive forms, including tribalism.
- e. Avoid taking part in national conflicts.
- f. KSSFF should concentrate on building your legitimacy, for example by producing results.

3. ESAFF LINKAGES WITH THE GOVERNMENT OF TANZANIA

The Minister of Labour, Youth and Employment Honourable Professor Tumanne A. Maghembe who has worked in east and southern Africa in the area of agriculture officially opened the workshop. He was accompanied by Honourable Aggrey Mnari, MP, and Honourable Shale Raymond MP. The ESAFF chairperson, Elizabeth Mpofo welcomed them and outlined ESAFF's reason for existence and why the delegates had come together. The General Secretary Moses Shaha thanked the Minister for his speech, time and support. In his speech, the Minister highlighted the following points:

3.1 Production and markets

- a. Farmers must increase production and at the same time be mindful of market forces.
- b. Free trade agreements opened up all national markets in much of the region and allowed competition between products from all over the world that disadvantaged local people and local products.

3.2 Research and innovations

- a. GMOs production needs to be researched upon further to establish the long-term consequences before they can be recommended to farmers.
- b. Farmers have to hold researchers and scientists accountable and demand their services where they are needed.

3.3 Lobbying

- a. Farmers have to put pressure on government to get good and adequate extension services.
- b. Farmers have to engage and lobby to influence government policies in a manner that meets their needs and those of the respective countries.

3.4 Farmers and peer learning

- a. Farmers can learn a lot of things from each other, especially across the region.

3.5 Organisational development

- a. If the constitution does not serve the functions of the forum, amend it.

- b. The ministry can support the forum to get it registered in Tanzania.

3.6 Lessons from the Minister's Speech

- a. ESAFF has got the support from the Government of Tanzania;
- b. Farmers must engage their governments;
- c. Farmers should demand services from scientists and government;
- d. Farmers should increase productivity;
- e. Farmers should conduct farming as a business;
- f. Farmers should find solutions to marketing and taxation;
- g. Farmers should be adaptive to ecological and economic changes; and
- h. Our constitution must serve our interests.

4. CONSTITUTIONAL REVIEW

4.1 Building consensus on the constitution

There were two parts to the process. The first part involved delegates reviewing the constitution without a lawyer. About six hours were spent on this exercise, leading to work in the evening and early morning. This was critical for understanding and ownership of the constitution by all. A number of sections were removed largely because it was agreed that they were not constitutional matters. New sections were recommended. One structure in ESAFF was removed, that is, the Convergence, primarily because it was not a constitutional matter. Some clauses were referred to the lawyer. The draft constitution, which had just over 3,200 words on 220 paragraphs, was reduced to 2,100 words and just below 160 paragraphs.

4.2 Advice from the lawyer

During the meeting with the lawyer, Mr Mkoba, delegates were informed about the possibilities of registration in Tanzania. In short they were informed that an association is governed by a different law from a trust. It is possible to register as both. The advantage of a Trust is that it is a legal persona capable of owning property, suing and being sued. An association in Tanzania is not a legal persona. A Trust can have membership beyond Tanzania. The law in Tanzania stipulates that if you have more than one trustee, at least two of them should be resident in Tanzania.

4.3 Decision of the delegates

Delegates unanimously decided to register ESAFF as a Trust in Tanzania and at the same time observe its articles of the association. The Council will become the Trustees. MVIWATA was proposed as the second or other Trustee from Tanzania to meet the requirements of registration which stipulate that if there are more than two trustees, at least two of them should come from Tanzania. Delegates asked MVIWATA to assist in drafting the Deed of Trust. A team comprising of the ESAFF executive, MVIWATA and the lawyer were tasked to work on how to proceed with drafting the Deed of Trust.

The articles of association, which is attached, is the one that will be used as a basis for developing a Deed of Trust.

5. ESAFF PLAN OF ACTION FOR ONE YEAR

The delegates outlined the following objectives for ESAFF over the next one year:

- 5.1 Register ESAFF.
- 5.2 Set up a regional secretariat.
- 5.3 Open an ESAFF account.
- 5.4 Enhance ESAFF leadership capacity.
- 5.5 Fundraise for ESAFF work across the region.
- 5.6 Build ESAFF membership at all levels.
- 5.7 Develop a strategic plan: address key societal issues.
- 5.8 Establish linkages with relevant organizations.
- 5.9 Defend member rights and influence policies.
- 5.10 Establish monitoring and evaluation mechanisms.

6. LESSONS FROM VISITS TO MVIWATA

About a whole day was set aside to visit MVIWATA and to learn from it. The delegates were divided into three groups. As there were three delegates from each country, they were asked to go into different groups. Each group visited one layer of MVIWATA: either local, intermediate or national. The purpose was for the delegates to understand the governance and leadership systems of MVIWATA, to see how MVIWATA relates within itself and with other key stakeholders such as government and local authorities. They also looked at how MVIWATA manages and benefits from its projects.

6.1 Purposeful group formation

The formation of farmer groups was purposeful, designed to address real issues such as transport, malnutrition, limited access to loan facilities and markets for their produce.

6.2 Group development and impact creation

The farmer groups organized themselves locally and sought assistance from support organizations, donors and universities and obtained the necessary training, resources and knowledge. Using their commitment and purposeful unity, they have managed to mend roads, start projects, set up local credit facilities and improve their situation.

6.3 Introduction of an intermediate layer

At national level, MVIWATA progressively grew from addressing the concrete needs of farmers to capacity building, social capital development, infrastructural development and advocacy and international linkages. The big communication and support challenges

between the national and the local MVIWATA resulted in their decision to introduce an intermediate level which more than connects them.

6.4 Impact of the intermediate layer

The introduction of the middle level has helped dialogue between lower level and national level. It also speaks to local leadership that the MVIWATA national cannot visit and talk to and yet there are a lot of policies made at that level. They are aware of donors in their respective areas. They also link successful groups with the weaker ones for mentorship.

6.5 Perceived basis of success

Strong ownership by farmers which is often absent in other farmer groups in the region appears to be the most critical success factor. Another key success factor was seen as the spirit of self-reliance, which originates in the ujamaa system. Delegated felt inspired to adopt the MVIWATA strategies such as savings and credit clubs.

6.6 Appreciation of the value of focus

The visit also encouraged delegates to value the important of focusing on activities and not staying put on meetings and conferences.

7. CONCLUSION

The farmer delegates concluded the workshop by agreeing to implement their resolution and to apply the lessons they learnt. They also assigned their leadership to send a letter to key stakeholders outlining the achievements of the workshop and the meeting as well as inviting future collaboration. They thanked all those who had contributed to the growth and development of ESAFF including PELUM, GRET, MVIWATA and the Centre for Rural and Community Empowerment. In particular they thanked Thierry Lessalle for raising the funds and supporting their aspirations, Stephen Ruvuga and his MVIWATA team for organizing the workshop and the MVIWATA farmers for hosting the event and sharing their meetings and all the delegates for their time and effort and the facilitator.

Annex I: LIST OF PARTICIPANTS

Names	Country	Contact Details
1. Molikuo Tlumane	Lesotho	Phone: 58722128
2. Nancy Selabi	South Africa	078 3309715
3. Aaron Maatsikane Tlaka	South Africa	ernerstl@ul.ac.za
4. Maria Maredi Nkhakha	South Africa	Nkhakham@webmail.co.za
5. Ephraim Malatji	South Africa	083 7217642
6. Elizabeth Nama	Zambia	097-832594
7. R. Nahan Hlaele	Lesotho	Machael Foko
8. Abel Yubana	Zambia	260-97889307 Box 90392 LYA, Zambia
9. Mutizwa Mukute	Zimbabwe	Box 40 Norton
10. Michael Mwakidilo	Kenya	Box 869 Kilifi
11. Omar B Kutara	Kenya	254-735-422716 Box 260 Marsabit Omarkutara@yahoo.com
12. Elphas Ndimande	Zimbabwe	Mkbazi School, Box 44 Tsholotsho
13. Mamokete E. Mochochoko	Lesotho	Box 587 Machales Hope
14. Delmah Ndlovu	Zimbabwe	6629 Nketa 9, P O Nkulumane 263-9-471892
15. Sanctus Luhwango	Tanzania	Box 2151 RA 0745282627
16. Hawa Kihwele	Tanzania	Box 336, MVIWATA, MBY, 0748-979397
17. Esther Namuyomba	Uganda	Africa 2000 Network Box 21990 Enamuyomba@a2n.org.ug
18. Thierry Lassalle	South Africa	thierryl@ul.ac.za
19. Beatrice Twayaga	Uganda	Kabale Farmers Network
20. Theonest Kamali	Rwanda	P O Box 1462 Kigali, Rwanda urugaga@rwanda1.com
21. Stephen Mubiru	Uganda	c/o Vocational Training Centre, P O Box 387 Kumali Mubiru2002@yahoo.com
22. Elizabeth Mpofu	Zimbabwe	c/o AZTREC Trust Box 9286, Masvingo Ezimpofu2006@yahoo.com
23. Moses Shaha	Kenya	Box 388, Kilifi 80108 Moses_388kenya@yahoo.com
24. Ester C Mallya	Tanzania	Box 6481, Moshi 255-748913412
25. Patrick Kitembo	Tanzania	Box 31042 DSM Patrickitembo@yahoo.com
26. Elias Kawea	Tanzania	c/o PELUM, Box 54 Dodoma eliaskawea@yahoo.com 255 744996350
27. Marcelina Charles	Tanzania	MVIWATA
28. Ernest Letsoalo	South Africa	CRCE University of Limpopo Ernestl@ul.ac.za
29. Henry Francis Wejja	Tanzania	MVIWATA mviwata@africaonline.co.tz

**The Constitution of the East and Southern Africa Small-Scale Farmers' Forum
(ESAFF)
As amended in April 2006**

PREAMBLE

We the Small Scale Farmers in East and Southern Africa:

RECOGNISING that in August 2002, During the small farmers Convergence organised parallel to the World Summit on Sustainable Development (WSSD) in Johannesburg, South Africa, farmers could speak as a united voice:

NOTING that there farmers made commitments on the way forward that the National fora for small scale farmers, pastoralists and traditional fisher folks are set up in every country participating in east and southern Africa:

AWARE that in April 2003, the farmer leaders who were elected by their countries, met in Zimbabwe to confirm the regional Forum. At the meeting, a mission and vision, values and core principles, a development plan and the strategies were formulated:

CONVINCED that the smallholder farmers, pastoralists and fisher folks are the majority representing 70 % of the east and southern Africa population mostly living in rural areas:

AFFIRM that ecological farming, pasturing and fishing is our way of life and that farming pasturing and fishing has provided food, employment and healing and spiritual inspiration and has been the basis for social education and skills development over generations:

REALISING that we are unheard and unnoticed as there has been no forum to voice our concerns at national, regional and international levels:

Have realized our plight and we decide to form our Forum , and hereby agree as follows:

I think all this part was amended and i do not have the right version on my computer; I typed it on your computer, please check;

In fact It seems to me that this version of the constitution is the non reviewed one since many corrections have been incorporated; please check

THE CONSTITUTION OF ESAFF

1. THE NAME

- i) There shall be established a society for Small Scale Farmers, Fisher folk called the East and Southern Africa Small Scale Farmers' Forum (ESAFF).

2. VISION

- i) Self reliance, an independent, effective regional network that will empower National Forums to increase small scale farmers' visibility and preserve Sustainable Agriculture.

3. MISSION STATEMENT

- i) To increase national and international dynamic alliances and advocate for policy, practice and attitude change.

4. OBJECTIVES

- (i) Creating increased small scale farmers' awareness about the potential and capacity to defend needs, interests and demands.
- (ii) Advocating small scale farmers' rightful positions in society.
- (iii) Mobilizing for self-organization and collective voice.
- (iv) Practicing sustainable, viable ecological agriculture.

5. COMPOSITION

ESAFF shall comprise of National Fora from member countries in East and Southern Africa.

6. STATUS

The forum shall be a network and a mass based movement with perpetual succession capable of suing and being sued in its name, and capable of performing such acts and functions as a network and movement by law can do and perform.

7. FINANCES

The funds of the Forum shall consist of such monies as shall be paid to the Forum by way of:

- (i) Membership fees
- (ii) Annual Subscriptions
- (iii) Donations, grants
- (iv) Realized by the Forum through income generation activities and projects.

The financial year of the Forum shall be for a period of twelve months starting from August.

8. STRUCTURE

The Forum shall have the following structures:

- (i) The Biennial General Meeting (BGM), shall consist of two members from each country (the Chairpersons and the Secretaries of each National Fora)
- (ii) The Regional Farmer's Council (RFC) shall consist of representatives from the national farmer Forum of each member country
- (iii) The Executive Member of the Council consisting of four members of the RFC: the Chairperson, Vice Chairperson, General Secretary and Secretary for Finance.
- (iv) The Secretariat.

9. FUNCTIONS OF THE BIENNIAL GENERAL MEETING (BGM)

The BGM will be held every two years. It will perform the following roles:

- (i) To review and adopt polices for the Forum presented before it by the Council
- (ii) To elect members of the Executive Council: the Chair, Vice Chair, General Secretary and the Secretary for Finance
- (iii) To repeal, add, or amend the constitution of the Forum

10. MEETINGS

- (i) The BGM and any Special General Meeting (SGM) of ESAFF shall be held at such a time and venue and shall be determined by the ESAFF Regional Farmers Council.
- (ii) Notice of the date, time and place of the BGM/SGM shall be dispatched to all members at least thirty (30) days before the date of such meeting.

11. FUNCTIONS OF THE REGIONAL FARMERS COUNCIL

The Regional Farmers Council roles shall be:

- (i) To formulate policies of the organization and present to the BGM for review and adoption
- (ii) Shall be a watchdog for the use of the Forum's Funds
- (iii) Shall oversee, provide direction and advise the Forum's Secretariat
- (iv) Prepare and adopt annual work plan of the Forum.

The Regional Farmers Forum shall be comprised of the following members:

- (i) Chairperson
- (ii) Vice Chairperson
- (iii) General Secretary
- (iv) Secretary for Finance
- (v) Secretary for Mobilization and Communication
- (vi) Farmer leaders from member national Forum
- (vii) Co-opted members.

Resignation, Disqualification and Vacancies on the RFC

11.2.1 A council member may resign by giving a one month notice in writing.

11.2.2 Automatic termination shall be upon:

- (i) Death of a council member
- (ii) Conviction of a criminal offence
- (iii) Failure to attend two consecutive meetings with no reasonable apology
- (iv) Failure of the member country to pay subscription and annual fees.

12. ROLES AND RESPONSIBILITIES OF OFFICE BEARERS IN THE RFC

The Chairperson

- (i) The Chairperson shall coordinate all the activities of the Forum
- (ii) The Chairperson shall preside over all the Forum's meetings and shall be responsible for the calling of the meetings.
- (iii) The Chairperson will be responsible for fundraising for the Forum's activities
- (iv) The Chairperson shall be a signatory to the Forum's bank call account.

The Vice Chairperson

- (i) The Vice Chairperson shall deputize in the absence of the chairperson
- (ii) The Vice Chairperson shall assist the chairperson in all his/her duties
- (iii) The Vice Chairperson shall be responsible for disciplinary issues in the council.

General Secretary

- (i) The General Secretary shall take and keep records of all meetings of both the Forum's Council and the BGM – Biennial General Meeting
- (ii) The General Secretary shall send notices for all meetings
- (iii) The General Secretary handles all the Forum's correspondence
- (iv) The General Secretary is responsible for all general administration of the Forum
- (v) The General Secretary shall be a signatory of the Forum's bank call account.

Secretary for Finance

- (i) The Secretary for Finance shall be responsible for the mechanism of collection and recording of all the Forum's membership fees.
- (ii) The Secretary for Finance is responsible for depositing the money into the Forum's bank account
- (iii) The Secretary for Finance is responsible for keeping financial records and drawing up a financial statement for each meeting of the Regional Forum
- (iv) The Secretary for Finance shall be a signatory to the Forum's bank call account.

Secretary for Mobilization and Communication

- (i) The Secretary for Mobilization and Communication shall be responsible for keeping members informed about current issues and latest development in relation to issues in the vision.
- (ii) The Secretary for Mobilization and Communication shall ensure that members are mobilized around topical and relevant issues pertaining to farmer's rights and farmer's affairs.
- (iii) This portfolio shall also be responsible for publicity and media ensuring that the Forum's profile is kept in the media and that the farmer's voices are always heard through the forum. This would also involve ensuring that key events relating to the Forum are publicized and get proper media attention.

I2.6. Secretary for Capacity Building

- (i) The Secretary for Capacity Building will need to find out what kind of capacity needs to be built among farmers and farmer leaders. He/she will ensure that the Forum is kept informed about the capacity building needs of members and farmer leaders.
- (ii) This portfolio should oversee, feed into and work together with the Sustainable Agriculture Coordinator
- (iii) The Secretary for Capacity Building will need to keep abreast of and create links with the relevant service providers and to pass this information onto the Sustainable Agriculture Coordinator.

13. TERMS OF OFFICE

The Regional Council Members shall hold position for a term of two years renewable twice. In the event when a member is not performing, a vote of no confidence may be imposed.

14. SUSPENSION

The Regional Farmers Council shall have the powers to suspend any the member of the RFC through a vote of no confidence and duly advice the BGM and the National Forum if:

- (i) (S)he violates the principles and core values of the Forum
- (ii) Non performance of duties as stipulated in this constitution
- (iii) (S)he ceases to be a representative of the National Farmers Forum
- (iv) Is accused and guilty of gross misconduct.

15. COMMITTEE OF TRUSTEES

- (i) There shall be a committee of Trustees consisting if members as shall be directed by the BGM of ESAFF.
- (ii) The Trustees shall have powers to institute and defend actions on behalf of ESAFF
- (iii) Each Trustee committee member so appointed shall hold office for two (2) years unless s/he shall sooner resign, become unable to act owing to absence or for any other reason.
- (iv) Any vacancy in the office of the Trustees shall as soon as is convenient be filled by election at the next BGM.

16. THE EXECUTIVE COMMITTEE

There shall be an Executive Committee of ESAFF comprising of the Chairperson, Vice Chairperson, the General Secretary and the Secretary for Finance.

Functions of the Executive Committee Members

The functions of the executive committee shall be:

- (i) To fill the staff posts that may fall vacant by resignation, death, termination, during the tenure of office.
- (ii) Oversee the activities of the secretariat and ensure that the Executive Secretary provides sound management of the secretariat and ensure that s/he reports regularly on the operational and financial activities of the Forum to the Council.
- (iii) The Executive Committee shall attend meetings of the Council and endeavor to keep the membership informed on the Forum.

17. MEMBERSHIP

The membership of ESAFF shall comprise of the National Forums from Eastern and Southern African countries.

Members shall adhere to the following Principles and Core Values:

Principles

- (i) Food first and food for all
- (ii) Farmers speak for themselves
- (iii) Transforming attitudes and image attached to family farming should start from within farmers themselves
- (iv) Acting together to claim rightful space. Numbers and unity is the strength.
- (v) Respect and celebration of our culture and indigenous knowledge
- (vi) Respect for diversity in cultures and the contexts in respective countries
- (vii) Stand for and fight for small farmer rights
- (viii) Farmer initiated, farmer lead, farmer owned
- (ix) Equity and equality.

Core Values

- (i) Mutual trust
- (ii) Hope
- (iii) Equal participation
- (iv) Transparency

18. CRITERIA FOR MEMBERSHIP

The criteria for membership of the ESAFF shall be:

- (i) Members of ESAFF should be the national Forum of the small scale farmers in the countries of East and Southern Africa
- (ii) Members should be practicing innovative family or subsistence farming.
- (iii) Members should be involved in Sustainable Agriculture and be mindful of the vision and mission of ESAFF as outlined in this constitution.

19. MEMBERSHIP AND SUBSCRIPTION FEE

A membership fee of USD 50 shall be asked of each member country

There will be a subscription fee of USD 150 for each member that will be paid to the Forum each year.

20. SUSPENSION/FORFEITURE OF NATIONAL FORUM

- (i) A National Forum who fails or neglects to pay its annual subscription or cease in the opinion of the BGM to share the spirit and the word of the constitution shall forfeit its membership.

21. MEETINGS AND CONVERGENCE

A quorum shall consist of the two thirds of the members present at the meetings

- (i) The Biennial General Meeting (BGM) of the Forum will be held every two years
- (ii) The Regional Farmer's Council will be held once a year.

- (iii) The Executive Council members will meet twice a year. When necessary and needed, the Executive Council will convene a meeting.
- (iv) The convergence of farmers (Farmers' Festival) from all member countries shall be held ever three years. The number of participants will be determined by funds available.

22. THE ESAFF SECRETARIAT

The ESAFF secretariat shall comprise of the employed and non-voting staff

- (i) Executive Secretary
- (ii) An Office Administrator
- (iii) A Sustainable Agriculture Coordinator

Executive Secretary

- (i) Is responsible for financial accounting and fundraising
- (ii) Provides general administration of the secretariat and is responsible for the implementation of policies and decisions made by the Council.
- (iii) Shall attend farmer council meetings.

Office Administrator

- (i) Ensuring financial record are kept
- (ii) Is the record keeper and custodian of all the Forum's records
- (iii) Is responsible for setting up a resource library for farmers and for ensuring that the library is kept up to date.
- (iv) Shall inform members of the relevant materials available to farmers.

Sustainable Agriculture Coordinator

- (i) Is responsible for training and capacity building of farmers – assessing farmer capacity, building needs, providing training, contracting relevant service providers
- (ii) Coordinates farmer activities through the national Forums
- (iii) Is responsible for networking with relevant partner organizations and service providers
- (iv) Ensures that contracted service providers are able to provide relevant training and capacity building programmes to farmers, which can improve their lives.
- (v) Will need to keep proper records of capacity building that has taken place, to work together with the documentation officer to ensure that the relevant records are properly filed, to ensure that materials are purchased and that a library is kept up to date.

23. GOVERNANCE

- (i) The Forum shall at all times be governed by the decisions of the majority. Unless where it is mentioned in this constitution, the majority here means two thirds of the members present and voting.
- (ii) If two thirds of the members of the executive or members of the Forum vote against any issue or matter about to be implemented, the executive shall abide by the decision of the majority. Unless where it shall be seen to be inhibiting the effectiveness of the services about to be implemented, the decision of the executive shall stand.

24. INVESTMENT OF FUNDS

- (i) The funds will be used for the purposes for which they were raised with express permission from the Regional Farmer's Council (RFC).
- (ii) The excess funds held in the ESAFF accounts may be invested as the RFC deems suitable.

25. VOICE OF THE MEETING OF THE FORUM

- (i) Every member of the Forum shall have the right to freely deliberate on any matter brought by the meeting.

26. VOTING

- (i) Voting on any matter brought before the meeting shall be by secret ballot.

27. AUDITORS

- (i) The Society will appoint an auditor at each BGM to hold office until the next BGM provided that a member of ESAFF or the other offices of the Forum shall not qualify to be appointed auditor for ESAFF.
- (ii) The remuneration of auditors of ESAFF shall be fixed at the BGM except the remuneration of any auditor/s appointed to fill any casual vacancy may be fixed by the executive committee.
- (iii) The auditors shall make a report to the members of the accounts examined by them and on every balance sheet laid before the ESAFF at its BGM during their tenure of office and state:
 - whether they have obtained all the information and explanations they have required
 - Whether in their opinion, the balance sheet is properly drawn up so as to exhibit a true and correct view of the state of ESAFF affairs.

28. BANK ACCOUNT

- (i) The Forum will operate a bank account at any registered commercial bank within East and Southern Africa
- (ii) All monies of the Forum shall be deposited into the Forum account for safety.
- (iii) Proper book-keeping shall be in place consisting of all the accounts of the Forum.

Signatories

- (i) The Chairperson, General Secretary, Secretary for Finance and the Executive Secretary of the ESAFF secretariat and any such person as shall be approved by the Council shall be signatories to the bank call account of the Forum.
- (ii) The General Secretary or the Executive Secretary of the ESAFF and any such person as shall be approved by the Council shall be signatories to the office account.

29. FINANCIAL MANAGEMENT

- (i) Proper book-keeping shall be put in place consisting of all the accounts of ESAFF.
- (ii) The RFC shall cause proper books of accounts to be kept in accordance with accepted accounting procedures.
- (iii) The books of accounts shall be kept at headquarters or at such a place or place as the committee deems fit and shall always be open to inspection any ESAFF council members and by any other person/s delegated from time to time by the RFC.
- (iv) The income and assets of the society shall be applied solely towards the promotions of the aims of the ESAFF and no portion shall be paid or transferred directly or indirectly by way of payments, bonuses, dividends or otherwise howsoever to the members of the RFC or the Committee of Trustees provided that nothing shall in return for services rendered in good faith by the secretariat nor prevent the payments for reasonable and proper remuneration to the Secretariat or prevent payments of reasonable expenses incurred by authorized staff members or committee members on behalf of the ESAFF.
- (v) Membership to ESAFF does not and shall not give any member any right, title, interest, claim, or demand on or to any of the monies, property or assets of the ESAFF.
- (vi) The liability of ESAFF members shall be limited to the amount of their annual subscriptions and other amounts as determined by the BGM.

30. DISSOLUTION

- (i) The Forum shall not be dissolved by the withdrawal of any one member country
- (ii) The Forum shall be dissolved by two thirds majority vote of member countries
- (iii) Before any decision to dissolve ESAFF can be made, at least ninety (90) days written notice must be given to all members and a two thirds majority of the quorum of members must agree on such dissolution at a duly convened BGM or Special General Meeting.
- (iv) Prior permission must be obtained in writing to the registrar of societies of the host country where the society is registered and signed by a resolution in a Special General Meeting.

- (v) When the intention to dissolve has been granted in writing by the registrar of societies, no further action shall be taken by the committee other than to get in and liquidate for cash all the assets of the ESAFF. The balance after payment of all debts shall be distributed in a manner as may be resolved by the special meeting at which the resolution for dissolution was passed.

31. AMENDMENTS

- (i) These rules cannot be amended by any one person
- (ii) The rules of this constitution can be repealed, added to, amended by the BGM voting at a meeting duly called for the purpose with a 2/3 majority after due approval of the registrar for such intention.

32. LIST OF MEMBERS OF THE ESAFF REGIONAL FARMERS' COUNCIL (SOCIETY)

NAME	SIGNATURE	ORGANISATION AND ADDRESS
-------------	------------------	---------------------------------

1.

2.

3.

4.

5.

6.

7.

8.

9.

Annex 3: TERMS OR REFERENCE FOR THE ESAFF REGIONAL COORDINATOR

1. The Regional Coordinator shall report to the ESAFF Board of Trustees;
2. S/he shall assist in the identification of regional farmer issues that ESAFF should respond to;
3. Plan, implement and coordinate ESAFF programmes and activities;
4. Raise funds for ESAFF activities in eastern and southern Africa;
5. Regularly produce reports for ESAFF and donors;
6. Sift, document and share information that serves the interests of ESAFF;
7. Set up a secretariat in Morogoro, Tanzania;
8. Draft systems, procedures and policies for ESAFF;
9. Liaise with relevant stakeholders and uphold the image of ESAFF;
10. Attend relevant meetings;
11. Carry out any other duties that the Board may assign him/her.

The regional coordinator that we are looking for should have the following qualities, experience and qualifications:

1. Is mature in his/her approach to people and issues;
2. Ability to work with minimum supervision;
3. Is hardworking and can easily work with people with diverse backgrounds;
4. Is prepared to travel in eastern and southern Africa;
5. Ability to speak and write fluent English and at least one other major languages used in the region;
6. Practical experience and knowledge of small scale farmer issues in eastern and southern Africa;
7. Has held a position of responsibility at a senior level for at least two years;
8. Has a demonstrated understanding of global and regional development issues;
9. Can read and understand financial reports and budgets;
10. Holds a minimum of a Diploma with at least 10 years experience or a first degree in a relevant field;
11. Computer and internet literate, with ability to manage websites;
12. Holds a valid passport; and
13. Preferably a resident of any country in east and southern Africa.