**Minutes of the Adhoc Committee meeting to discuss the Initialization of the new Human Resource and Payroll System, held on Wednesday 8th September 2021 from 09:20hrs to 10:45hrs in the CICT Director’s Office**

**Present**

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| **Committee Members Name** | **Position** | **Department** |
| **Mr. D. Leza** | **Chairperson** | **CICT** |
| **Mr. F. K. Sheke** | **Member** | **CICT** |
| **Mr. M. Mwenya** | **Member** | **CICT** |
| **Ms. M. Masase** | **Secretary** | **CICT** |
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1. **Agenda** 
   1. Opening Remarks
   2. Steering Committee Membership Proposal
   3. Technical Committee Proposal
   4. Recommendations
   5. Activities schedule
2. **Opening Remarks**
   1. The chairperson welcomed the committee members.
   2. The meeting was called to discuss the initialization of the new Human Resource and Payroll System (HRPS) development project. From the chairpersons the following points were noted:
      1. The University of Zambia Executive management Committee has mandated CICT to develop an in House HRPS.
      2. It was also noted from the Chairperson’s remarks that the assignment given to the CICT was two faced opportunity for CICT to prove its relevance in the institution as well prove that CICT was capable of undertaking the project. The seriousness of the matter was discussed.
      3. It was noted that CICT have been given the task of formulating a Steering Committee
      4. It was also noted that CICT/Computer Centre have developed Payroll and Personnel systems in-house using old computer technologies.
3. **Steering Committee Membership Proposal**

The committee discussed the matter at hand extensively and the following proposals were made:

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| Ref | Nominee / Position | Membership Details |
| 1 | Deputy Vice Chancellor | Chairperson |
| 2 | Registrar | Member |
| 3 | Bursar | Member |
| 4 | Director - CICT | Member |
| 5 | Internal Auditor | Member |
| 6 | Head of Computer Studies | Member |
| 7 | Deputy Registrar Administration | Member |
| 8 | Deputy Registrar Council | Member |
| 9 | Deputy Registrar Academic | Member |
| 10 | Medical Officer UNZA Clinic | Member |
| 11 | Two Representative from the Academic Units (e.g. Dr. Lemba) | Member |
| 12 | External Specialists / Technical Consultant from ZICTA / Ministry of Finance (Payroll) / Auditor General | Member |
| 13 | Manager Systems Development Section | Secretariat |

It was also agreed that Terms of Reference for the Steering Committee should be written and submitted to Management, one of the committee members was assigned this task.

1. **Technical Committee Membership Proposal**

The committee discussed the matter at length and incorporated as much as possible representation from the main User Units. The proposal made are as per table below:

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| --- | --- | --- | --- |
| Ref | Name | Owner Department | Role on the Committee |
| 1. | Dr. J. Phiri | Dept. Computer Sciences | Chairperson |
| 2. | Mr. F. K. Sheke | System Development (CICT) | Acting Manager Systems development |
| 3. | Mr. M. Mwenya | System Development (CICT) | Acting Senior Developer |
| 4. | Mr. M. Musonda | System Development (CICT) | Acting Data Base Administrator |
| 5. | Ms. M. Masase | System Development (CICT) | Programmer Analyst |
| 6. | Mr. M. K. Mwansa | System Development (CICT) | Web Master |
| 7. | Mr. Y. Tembo | System Development (CICT) | Developer |
| 9. | Mr. C. Kajoba | Networks and Software Support | Senior Network Engineering |
| 10. | Mrs. C. Mwembeshi | Quality Assurance and Security | Acting Manager |
| 11. | Mr. Chipefwe | Institute for Distance Education | IT Manager |
| 12. | Mr. Romeo Yohanes | Bursars Department | Acting Management Accountant |
| 13. | Mr. H. Bukuta | Payroll Office | Acting Accountant Payroll |
| 14. | Mr. S. Mwale | Council Office | Deputy Registrar Council |
| 15. | Ms. Nyirenda | Staff Development | Manager |
| 16 | Mr. D. Fulai | Internal Audit | Deputy Chief Internal Auditor |
| 17 | Mr. Mavuto N | Deputy Registrar Administration | Key Leave Module User |

1. **Any Other Business** 
   1. **Project Approach**
      1. It was agreed that the first committee to be put in place is the Technical Committee. The initialization of this committee will involve the following:
         1. A walk through the current ACCSYS Human Resource and Payroll system. Identify and document its merits.
         2. A walk through the old Payroll and Personnel System on EWAN, identify and document its merits.
         3. Visit to the data Centre to look at the GRZ Human Resource and Payroll system.
         4. General Research on the best Human Resource and Payroll System on the internet and a visit to Data Centre.
   2. **Road Map**
      1. Map out the recommended system design methodologies
      2. Do Project Management Charts
      3. Identify the critical paths and put them in the development phases.
   3. **Meeting was closed at 12:10 hours.**



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Chairperson Secretary

1. **ACTIVITY TRACKING SHEET**

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| **Ref** | **Activity** | **Responsible Member** |
| 6.1 | Memo to submit the recommended new HRPS Technical Committee Members to Management | Acting Director CICT |
| 6.2 | Memo to submit the recommended new HRPS Steering Committee Members to Management | Acting Director CICT |
| 6.3 | Compilation of Terms of Reference | Mr. M. Mwenya |
| 6.4 | Identification of needed Tools and Software/Frame works | Mr. F. K. Sheke |
| 6.5 | Identification of an ideal Consultant | Mr. D. Leza and Mr F.K Sheke |
| 6.6 | Compilation of the Project Budget | CICT – Committee Members |
| 6.7 | Research for samples of ideal HRPS systems | CICT – Committee Members |
| 6.8 | Project Management /Time Lines | CICT – Committee Members |
| 6.9 | Preparation for the Current HRPS and PPSYS demo to the Technical Committee | Ms. M. Masase |
| 6.10 | Appointment with the Ministry of Finance Human Resource and Payroll System Tour | Acting Director |
| 6.11 | Production of Minutes | Ms. M. Masase |