### **Meeting Notes - November 20, 2024**

**Attendees:**

**CBM**: Sakwe, Mbone-Itoe (Program Manager), Mokom, Njang (Officer), Sabastain Youwen (BD Manager), Melissa Longla (Social Protection Officer)

**CBCHS**: James Tamon (Assistant Program Manager), Doris Viban (Administrative Assistant), Aishatu Kinyuy (Project Coordinator), Godwill Achataseh (MEAL Manager), Tarla Godlove Budzi(MEL Officer), Rogers Nkeh Ngwayi(Project Officer), Fru Rita Ngum(Communication Officer), Data Assistants; Ambe Wilta Bihnwi (Northwes) Ngabuin Ndi Hans (Littoral) Vuyufambom Lauryne - Hill Liekekeh (Center) , Viban Doris(Administrative Assistant), Keming Isaiah Gobte(Security Guard)

**Key Points Discussed:**

The meeting began with Sakwe, the Programme Manager for CBM, apologizing for those unable to access the meeting link and acknowledging the absence of the CBID Programme Officer from CBM. She expressed gratitude to everyone for attending despite the challenges. Following this, a round of introductions took place, where team members shared their names and roles.

Regarding project updates, the organizational chart for the project is still being finalized, with Chirac expected to share it by the end of the week. There was also a discussion on confirming the roles and responsibilities of the staff involved in the project. In preparation for the upcoming BMZ capacity training workshop in Bamenda next week, Lukas Decker from the Programme Delivery team in Germany and the CBM Country Office team are providing technical support to ensure the success of the workshop and the project's implementation. Additionally, Lukong Eric, the finance officer, was noted as a key person for the project’s implementation, and his absence raised concerns, particularly in preparation for the BMZ capacity training workshop.

**Challenges encountered**

* Issues with internet connectivity and access to the correct meeting link, as the meeting link was not communicated internally by CBCHS to the project staff.
* Most of the project staff have yet to assume their roles at their respective office locations.
* The project coordinator was unable to present the project documents or the project charter, as she had not been assigned this responsibility nor had she familiarized herself with the project materials.
* Four project staff members were also absent from the meeting, raising concerns about CBCHS's preparedness for the implementation of the project.
* Despite multiple communications emphasizing the importance of the check-in meeting with the project staff, the CBCHS program manager was absent from the meeting and no interim person was shared the link in advance.

**Action plan**

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| **Action** | **Description** |
| **Finalize Staff and Organizational Chart** | CBCHS program manager Chirac should finalize the project’s human resource chart and share with CBM Country office by Friday 22nd of November, confirming the full staff list and ensuring clarity on roles and deliverables. |
| **Resolve Document Access Issues** | Immediate action should be taken to address access issues to important project documents for all staff, ensuring all team members can access necessary files to fully understand the project deliverables and the task execution for each team member. |
| **Prepare for Training Workshop** | The team should read and complete preparations for the upcoming training workshop, addressing readiness concerns and ensuring all members are familiar with project materials and objectives. |
| **Increase Familiarity with Project Details** | Steps should be taken to ensure all team members are well-versed in the project’s goals, deliverables, and required tools, including internal training or resource sharing. |
| **Enforce Clear Communication and Timely Execution** | * Clear communication and adherence to project timelines and processes will be emphasized to keep the project on track. Team members will be reminded of the importance of respecting deadlines. * Clear feedback loops will be established to promote transparency, reduce mistakes, and improve communication, with regular updates to prevent misunderstandings. |
| **Strengthen Leadership and Direction** | CBCHS Leadership should continue to provide clear guidance to keep the project focused, ensuring the team demonstrates readiness and competence. |
| **Monitor Team Progress and Address Issues Promptly** | Regular monitoring of team progress will be conducted, and any emerging issues should be promptly addressed to prevent delays or complications as the project progresses. |

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