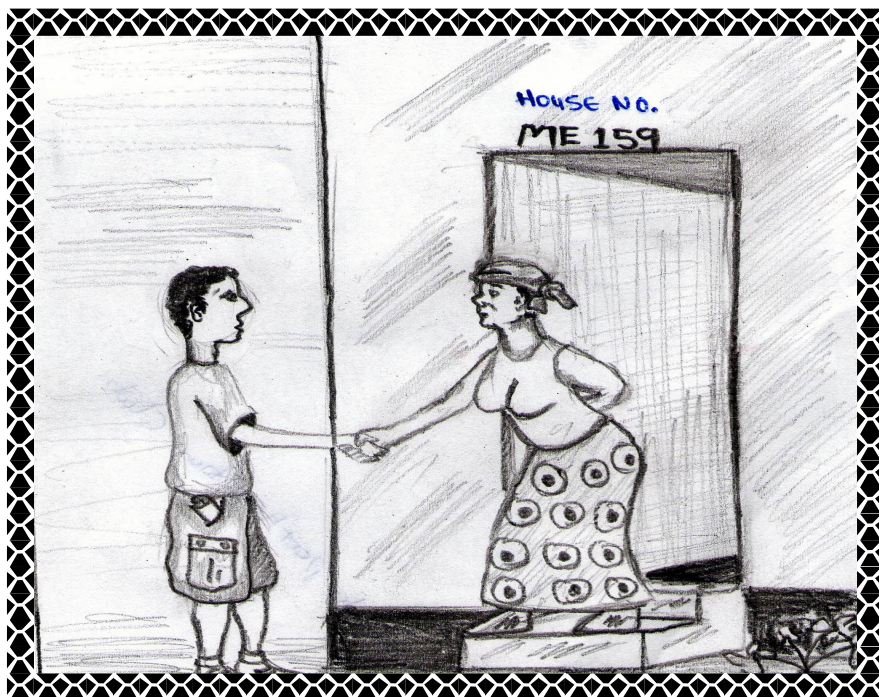


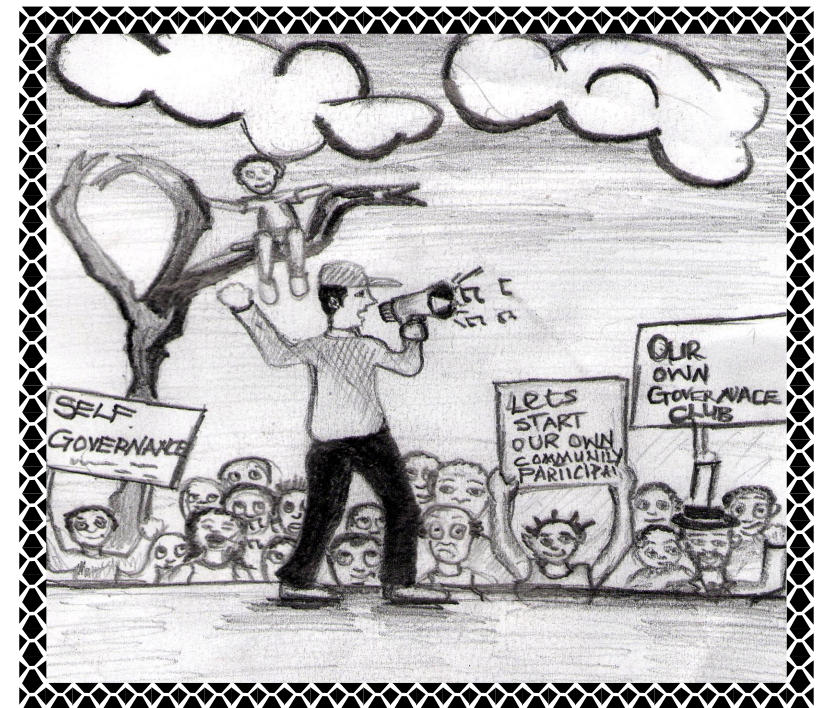


Recruit interested people



Community Self-Help Education Series no 12

Let's start our own Community Participation (Governance) Club



Resources Manual

"Transparency - accountability - integrity and social justice"
UPND Core Beliefs

By Arnfinn Solli
A Response Network publication
4th revised edition September 2021



Acknowledgements

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NOTES

[illegible]

Some people have not been involved in local governance or community participation due to lack of knowledge about their duties and rights and being unaware that a democracy can only thrive and improve through citizens involving themselves in community participation or governance. To get involved in local governance is to learn more about how decisions that affect our lives are made and thereby be able to participate and influence our own and other people's lives through active participation. Many people just sit back and complain about services, lack of opportunities and blame the Government and others for our problems, forgetting that democracy encourages us to participate and demand our rights and so improve our communities. It is wrong to blame Government because the Government Ministries in Lusaka want us to engage in community participation, although some officers on district level as individuals silently hinder this policy.

Quote from the United Nations Universal Declaration of Human Rights. It is expected that all these rights will be included in the Zambian constitution.

The manual is intended to serve as an inspiration and tool for communities that wish to help people to know more about community participation or governance. The definitions, the UN Universal Declaration of Human rights, the UN Sustainable Development Goals (SDG), a presentation of basic needs and rights and information about resources are found later under appendices.

You will learn about how local governance works in practice and the club will use this knowledge to demand action for the betterment of the community.

You will find that this will result in a good learning process, and that it is very interesting and soon the community members will come to the club with their needs, to discuss the way forward.

You do not need to have knowledge, education or money to get started. A heart for addressing the important community needs through participation in local decision making will be enough qualification. Use the feet and go around to offices that might assist you. Ask the staff at the Internet café to assist you to write an e-mail or look up information on the internet. Look up www.parliament.zm and ask internet staff to help print information from the Government.

Basically, this manual will enlighten you about some of the most common issues of community participation or governance and the structures, organisations, agencies and government departments that exist in Zambia to help people getting involved. The manual will assist people in knowing how to demand their right to information and for their involvement to be respected.

However, due to insufficient funding and staff training some offices you visit may not be effective. Therefore you, as a concerned community member, will be helpful to these offices by asking for their assistance so they learn about the real needs around the communities and then they may change and become more effective later.

The Government wants to:

Empower local communities by devolving decision making authority, functions and resources in order to improve efficiency and effectiveness in the delivery of services. *Quoted from The National Decentralisation Policy. 'Towards Empowering the People'. Page 18. Published by Office of the President. (2002) Lusaka.* This manual is based on the Government above's objective inviting Zambians to get actively involved in governance issues in their communities in co-operation with local authorities. Our forefathers also had a type of governance based on discussion, participation and consensus. Do as they did and get involved in community participation (governance).

The First Steps

Follow the steps below and your governance club will become a success in the community;

Step 1: Learn about the community needs and participation:

Learn as much as you can about the community basic need chal-



You are free to make copies and share the information with anybody that wishes to know more about education resources. However, we appreciate that you tell where you found the information.

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stituency. The fund may support any community initiative to alleviate poverty. Make an application and a budget and give to the Town Clerk or the Council Secretary.

District Council. The Public health office at the District Council is the right place to start complaining about pollution, noise, malaria, garbage and sewage problems in the community. If the council fails to assist you, then take your concerns to the people listed in “step 6”.

Environment Department, the Ministry of Tourism, Environment and Natural Resources. They may assist in all issues related to pollution where you live. P.O.Box 30575 Lusaka. Tel 0211 22 94 10/11/12/13, Fax 0211 22 21 89. The Permanent Secretary has tel. no 0211 22 39 30, fax no 0211 22 94 16 The Ministry has an office in every Province.



allenges and community participation. You may also want to connect with people in other communities who have similar projects running, to learn from them.



Step 2: Training in community participation:

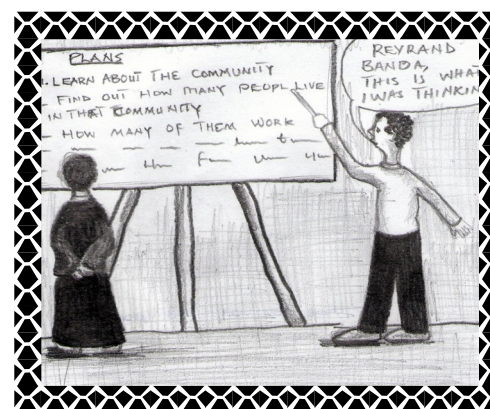
Make sure that the club members receive training in the basic needs in the community, community participation and governance.

Step 3: The community participation club:

Many projects have failed because a few people have decided what is

needed and gone ahead and done things without consulting with ordinary people.

The club needs to start by spending time talking about how to go about this. It is important that everyone in the club feels equally involved in deciding



what is important otherwise conflict can arise. Enough time should be spent on deciding what issues to focus on, and then the team should stick to those.

Once you have chosen the area of focus, get as much information as possible on that issue of needs that the community participation club wish to address.

Step 4: Practical involvement in governance:

Just to present some ideas to help the club get started, the community participation club can get involved in local Governance issues through;

- Visit the RDC Regional Development Committee meetings and learn from their discussions. In some places the committee might have a new name; 'Area Development Committee'.
- Visit the district council meetings, which are by law open to the public,

and district committee's meetings and learn how the council addresses the community development issues.

- Read minutes from district council and district committee meetings and discuss in your club meetings.
- Ask for meetings with the different government departments to discuss next year's community needs so they can plan for it and inform the government offices in Lusaka.
- Buy Government official documents such as the Gazette and the Constitution that is sold at Government Printers and discuss in your club meetings. Buy the National Budget and find out how much money has been allocated to the various departments in your district and the club should influence the local departments to spend the money on real community felt needs. If you are not able to buy these, try to borrow them from government of council offices or your MP. When newspapers publish such information, keep copies. Look up www.parliament.zm on the internet for decisions made by the National Assembly.
- Invite civic organisations to teach your members on civic education issues. Find list of organisations later in the manual and look for their offices in the district.
- Arrange meetings with people that wish to be elected to District Council and Parliament before the elections and find out about their interest in the important community issues. The MP should be your best source of information about government documents as the MP has easy access to all such documents. Make use of the MP!
- Encourage community members to register on time to get a voters card before elections so they can vote for the candidate that promised to support the community's issues after winning the elections.
- Arrange meetings with the elected politicians every six month's after the election to discuss with them about what they have done about important community issues.
- To enhance the work of the community participation club you may also use manual no 9 'know your rights' in the Community Self Help Education Series because human rights are closely connected to governance issues.



the community should send a delegation to Vice President's office. Tel 0211 251 375.

World Food Programme (WFP)

WFP in co-operation with the NGO's distributes food to drought areas, the (OVC) orphans and vulnerable children, patients with HIV/AIDS and to the handicapped in the community. There is a selection system and certain procedures to follow in order to be registered in this support system. Ask WFP by Tel 0211 225 423 P.O. Box 31966 Lusaka. The office is found at the UN complex at Longacres, Lusaka.

The Right to clean, safe water

NATIONAL WATER SUPPLY AND SANITATION COUNCIL (NWASCO)

NWASCO is set up to regulate the water supply and sanitation sector, for efficiency and sustainability. Under NWASCO Water Watch Groups are being established to monitor the Water companies. They will look into issues such as hours of water supply, disconnection when the bill is paid, disruption of water without advance notice to the consumers etc. Complain to NWASCO, Plot 164 Mulombwa Close (off Bwinjimufumo Rd) Fairview, P.O Box 34358, Lusaka, Tel 0211 226 941 / 42, 228 438 / 39 or fax 0211 226 904. E-mail: nwasco@zamnet.zm



Water Affairs Department. All the provinces have a government office called Water Affairs Department. They have maps about the under ground water distribution. They also have drilling equipment and drill boreholes when the GRZ orders them to drill a borehole. They will give you information about water in your area and how to apply for a borehole.

YOUNG WOMEN'S CHRISTIAN ASSOCIATION

YWCA is a large NGO which empowers the women in the community to achieve a better community. P.O.Box 50115, Lusaka, Plot No 7391 Nationalist Road. Tel 0211 255 204//252 726/255 305/292 121. Fax 0211 254751, 257249/50. E-mail: ywca@zamnet.zm YWCA has local branches all over the country. Visit the branch at your place

Health, Environment and various

Constituency Development Fund. Constituency Development Fund is found in every district and has a yearly capital of K 200 million for each con-

Zambia and funded by the donors and is an NGO that is found in most towns in the country. In Livingstone the office is in 74 Limulunga Road, P.O.Box 60242. Tel 0213 32 06 11.

COMPLAINT AGAINST THE POLICE

People that have a complaint against police action can bring the case to the "Police Public Complaints Authority", Plot no 377a/G/B/1/2, Kabulonga road, Kabulonga, Lusaka. Tel 0211 26 45 68, 0211 26 37 34. The Authority shall investigate all complaints, issue summons or orders and question any person in respect of any subject matter under investigation under the Authority.

Right to Education

District Education Board Secretary (DEBS) will guide about the support the GRZ can render to provide education and literacy to all the adults and children in the community. Literacy is a new duty for DEBS and it may take some time before being effective. Concerning the establishment of community schools, see the **District Education Standards Officer (DESO)**. There is an office in every district.

Department of Community Development. If the community participation club is concerned about education of the illiterate adults you may ask for help at Department of Community Development although this duty is now with DEBS. However, they have a lot of experience and will advise you on the education materials and may train the volunteer teachers you have recruited in the community.

The Right to food

CARE INTERNATIONAL ZAMBIA

Care distributes relief food in many districts and supports education, agriculture, micro-finance, water and sanitation, environment and health in Lusaka, Copperbelt, Northern, Southern and Western provinces. Tel No 0211 26 59 01/7, fax no 0211 26 50 60. E-mail: info@carezam.org

District Social Welfare Officer for information about where to register for food support and where to go for assistance for those who need help to survive.

NATIONAL FOOD AND NUTRITION COMMISSION (NFNC)

NFNC is the national policymaking body and information centre concerning food and nutrition. Ask them about courses, books, brochures, posters, and magazines. Those interested in healthy foods for the people living with AIDS, ask for the book "NUTRITION GUIDELINES". E-mail: nfcn@zamtel.zm. P.O.Box 32669, Lusaka, Tel 0211 221 426, 227 804, 221 098, 221 426

Office of the Vice President. The disaster relief food distribution is administered from the Office of the Vice President in Lusaka. In times of hunger you should reach this office through your Chief, DC, your MP or the Provincial Minister's office. If they have failed, and the community is starving,

- Visit the district council office and ask to read the Government Gazette which is the government newsletter about the decisions made by the National Assembly and new regulations adopted by the Ministries.
- Read newspapers as often as you can as they publish a lot of government information such as the National budget and the draft constitution. Use such articles as a base for discussion in the club. You could compare news and information found on the ZNBC radio, the two government newspapers Times and Daily Mail and the private owned Post.
- Councillors are encouraged to communicate closely with citizens through
 - i) Public sessions at the council
 - ii) Formal public hearings on specific issues
 - iii) Publications of minutes of the council
 - iv) Use of community development institutions or forums like (ADC) Area Development Committees
 - v) Publication of bulletins or newsletters

Quoted from the book: 'councillors' orientation reference material' p.115 by Ministry of Local Government and Housing:

"If the councillors elected by your community do not meet your community as described above, see them and demand that they do it!"



Arrange meetings with politicians

Be aware that the club might not be welcomed by the councillors and MP's and local authorities everywhere when the club asks to be involved as suggested above, as some are still not aware that the Zambian Government wants community participation and they are ignorant about their duty to share information and co-operate with the club on local governance. In such cases show them this manual and the titles of the reference books it is based on (see appendices), and they may co-operate. **Complain to the Minister of Local Government and Housing if you are not happy with the way they treat you or you are brushed off.**

STEP 5: Issues the club should discuss:

The community participation club should have a very practical angle to governance since every household needs certain basic services in order to be able to maintain a standard of living. The issues that community members therefore are concerned about, and the club should find out how they are

treated by the local authorities, - are safe and clean water supply, education and health facilities, effective sanitation, housing schemes, welfare services, roads, street lights in towns, sport and recreational facilities particularly for children and youth, fire protection and security, employment and entrepreneurship etc. The needs are many and the improvement of such services will be more effective when the community members are actively influencing each of the local authorities that are tasked to address the various basic human needs. Learn more from information in the appendix about some basic needs and rights, United Nations Millennium Development Goals and the UN Declaration of Universal Human Rights.

STEP 6: Who to influence about needs in the community:

The community participation club should work to improve the governance situation in the district. You have in a democratic society a lot of means at your hand as listed in step four but you can also influence local government and civic leaders directly about your community concerns:

Administration of the District Council; public health, community development officers, town clerk and council secretary, Area Councillor, the Chairperson and members of Residents Development Committee (RDC), the Chief District Commissioner (DC), Member of Parliament (MP), Church leaders, Civic organisation leaders (see organisations listed under appendices)

Ask them to give advice or take action from their office through the channels they have access to.

STEP 7: Apply for support:

As the club grows and makes activity plans there will be need for support and funding to hold civic education classes, print newsletters, hold meetings, train leaders and embark on civic education programmes to many target groups. Start with applications to the local businesses and the civic society organisations and later when you have gained more experience apply to national and international donors listed below and in the appendices section at the end of the manual.

Lions club, Rotary club, Round Table, Jaycees and local businesses

Find out if there are service clubs, such as Lions club, Round Table, Rotary club, Jaycees in the area where you



munity where you live. Some material might be free but you should expect to pay for a copy.

INTERNATIONAL LABOUR ORGANISATION (ILO)

ILO has offices in Lusaka at the UN complex at Longacres on the road to the Broadcasting Complex. Contact ILO about information material, posters and advice concerning child labour. Tel 0211 226 302, 229 792, 229 779, 232 174, 232 386.

Human Rights Commission. Human Rights Commission offices are found in some provincial towns and is open to everybody that have concerns about human rights mentioned in this manual and they give information about peoples rights. Address headquarters: P.O.Box 33812 Lusaka, Tel 0211 251 327 / 251 357 / 253 919. E-mail: phrc@zamnet.zm The three first duties of the commission listed in the law are; to investigate human rights violations, investigate any maladministration of justice and propose effective measures to prevent human rights abuse. The commission was established under chapter 48 of 1996, no 30 in the laws of Zambia.

Where to go for help

Catholic Commission for Justice, Development and Peace (CCJDP).

There is an office in every Diocese across the world. There is an officer to give advice and help to know your rights and they will also advise you where you can take your concern to solve the problem. Headquarters address; ZEC, Kapingila House, Kabulonga road, Lusaka. Tel 0211 260980/261789, fax 01 260950. E-mail: zecdev@zamnet.zm or zecccjp@zamnet.zm Web: www.ccjdp.org.zm

Legal Aid Department. Legal Aid Department is a GRZ department found in every provincial town and some other towns. It gives free legal service to vulnerable people who cannot afford to pay for legal service. Headquarters address is Post office box 32726 Lusaka, Tel 0211 23 37 65. The legal aid was established through chapter 34 in 1967, no 30 of the Laws of Zambia.

'Every legal aid and assistant shall; represent any legally aided person in any criminal proceeding before subordinate court, civil proceedings, and proceedings in chamber and for purpose of making any application in proceedings'.

Legal Resources Foundation (LRF). LRF is an NGO that addresses the rights for everybody including prisoners. LRF gives more than advisory service as they also take cases to the courts. LRF is found all over the country. NORAD and other donors fund LRF. Address: Woodgate House P.O.Box 35762 Lusaka. Tel 0211 2237 58, fax 22 12 87. E-mail: lrf@zamnet.zm

NATIONAL LEGAL AID CLINIC FOR WOMEN

National Legal Aid Clinic for Women is established by Law Association of

Civic education and information

The civic organisations below are non political. Their roles are many; however, in this context it is to strengthen and monitor the democratic process in the country. They can provide material and sometimes teaching to the community participation club. Ask them for assistance to help organise civic education programmes for your community.

CHRISTIAN COUNCIL OF ZAMBIA (CCZ)

Christian Council of Zambia office is situated on Cairo road in Lusaka. P.O. Box 30315 Lusaka. Tel 0211 229 551, 235 132, 224 622, Fax 224 308

FOUNDATION FOR DEMOCRATIC PROCESS (FODEP)

Foundation for Democratic Process has offices in Lusaka and you can call them on Tel 0211 236 275, 236 281, 286 616, 228 033

JUSTICE FOR WIDOWS AND ORPHANS (JWOP)

JWOP give free legal aid and also takes cases to court. JWOP has offices in Lusaka off Addis Ababa road in Rhodes Park. FINNIDA and other donors fund JWOP.

LAW ASSOCIATION OF ZAMBIA (LAZ)

Law Association of Zambia office is situated in Lusaka. P.O. Box 35231, Tel. 0211 254 428, 255 735, 254 401.

NON-GOVERNMENTAL ORGANISATION CO-ORDINATING COMMITTEE (NGOCC)

Non-Governmental Organisation Co-ordinating Committee's office is situated in Lusaka. Tel 0211 227 538, 227 529, Fax 227514

ZAMBIA EPISCOPAL CONFERENCE (ZEC)

Zambia Episcopal Conference office is in Kapingila House, Kabulonga road in Lusaka. P.O. Box 31965, Lusaka. Tel. 0211 262 765, 262 730, 229 673, 223 678

Where to go for information

Government Printer. The Government Printer is situated in Lusaka on Church Road opposite the Boma. Here you can buy the government gazette where new laws and regulations adopted by Government and District Councils are published. You can buy the national budget so your club can know how much money your district will get from the government offices. Furthermore can you buy the 'Republican Constitution' and 'National Development Plan' to see your rights and how your community concerns are prioritised. Ask for documents concerning Zambia's debt with the international community. There is also plenty of public information material for sale. The prices are reasonable and absolutely worth spending some club money on.

Government Ministries. All government ministries have prints of laws and regulations that guide their actions all the way down to the local com-

live. You may apply to them to fund the action plan for the community participation club in your community. Explain what you want to buy or do and enclose a detailed cost estimate of the expenses you appeal to them to support. Be realistic and apply for the funds needed only and not large amounts. Provided you write a proper application letter with



a budget, the chances are good to be funded by service clubs.

Donors are looking for partnership with community projects

Donors are looking for partnership with community projects. The book "**MPS Funding Guide**" has more than 300 entries with description of donor organizations that are looking for community projects for co-operation. The price is \$59 and you can buy from Mission Project Service, Web site: info@missionprojectservice.org. If a few community projects co-operate and share the cost of



purchasing the book, all will benefit when making partnership with foreign donors. The book also explains how to present an application for support in a winning manner.

Follow up the initiatives!

Note that whenever applying for support somewhere, - make follow up visits by person or by telephone to find out if the letter was received, - or maybe you omitted some important information so the application is not attended to. If you are not used to writing an application, seek advice from partners you trust.

Do you need more coaching?

If you get stuck somewhere in the process of developing the community participation club, or you feel that the assistance we have recommended to you, is encouraging or disappointing, – you are welcome to contact Response Network, Plot no 936 Nkumbi Rd, 217 Area, Livingstone, and you will get a reply to the questions as soon as possible.

Abbreviations

ADC	Area Development Committee
AIDS	Acquired Immune Deficiency Syndrome
CCJDP	Catholic Commission for justice, development and peace
CCZ	Christian Council of Zambia
EFZ	Evangelical Fellowship of Zambia
DC	District Commissioner
DEBS	District Education Board Secretary
DESO	District Education Standard Officer
FINNIDA	Finnish International Development Agency
FODEP	Foundation for Democratic Process
GRZ	Government of the Republic of Zambia
HIV	Human Immuno-deficiency Virus
ILO	International Labour Organisation
JWOP	Justice for Widows and Orphans
LAZ	Law Association of Zambia
LRF	Legal Resources Foundation
SDG	Millennium Development Goals
MoE	Ministry of Education
NFNC	National Food and Nutrition Commission
NGO	Non Governmental Organisation
NRC	National Registration Card
NWASCO	National Water Supply and Sanitation Council
OVC	Orphans and Vulnerable Children
PTA	Parent Teacher Association
SWAAZ	Society for Women and AIDS in Africa Zambia
TC	Town clerk
UN	United Nations
UNICEF	United Nations Children's Fund
WFP	World Food Programme
YWCA	Young Women's Christian Association
ZEC	Zambia Episcopal Conference
ZNBC	Zambia National Broadcasting Corporation

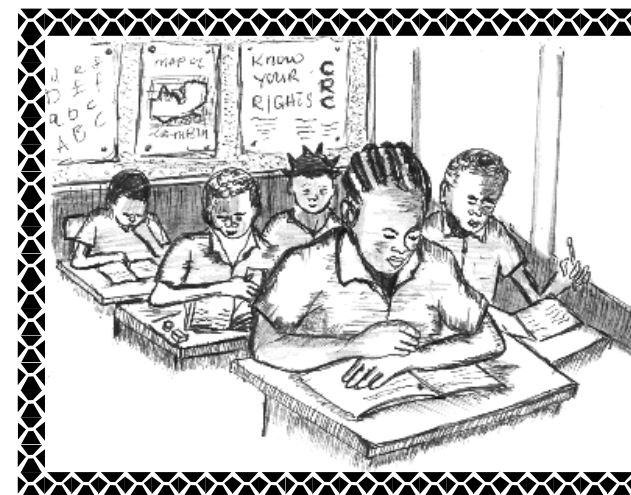
Dictionary

Civil Servant	An officer employed by the Government to ensure that the funds and services decided upon by the National Assembly (NA) reach the people and implementations follows the regulations decided by the N.A. or the Ministries.
Civic leader	The Chief, district councillor, Member of Parlia-

children play and foul smoke in the air from burning waste pits in the back yards. Residents living around bars must endure extremely loud noise from music machines day and night. Many communities have open ponds or water sources where mosquito larvae breed. Some villages and urban areas do not have toilets so people use the bush instead. Pigs eat faeces and children play with them. The above-mentioned environments are not normal and acceptable as it may cause ill health and stress to the residents. The human rights say '**Everyone has the right to equal access to public service in his country (21.2)**'. Demand that District council solve such problems.

'The right to food is among the basic human rights'. Many areas have drought or crop failure at times and people experience hunger when last year's food reserves are eaten up and the new crop fails. Try to get help through the offices listed under "step 9". Furthermore there are organisations that address food security and hunger that you can look up in the manual. This right is connected to SDG no 1. '**No Poverty**', no.2 '**Zero Hunger**', and human rights no 25.1.

Corruption. We need the services of government or council offices from time to time; apply for a permit, passport, NRC card, a plot, pay customs for a parcel etc. **It is your right to get the Government and Council services** that you need and are entitled to without paying anything apart from the official fee that the office will issue an official receipt for when you pay. Some offices are known to work slowly so some people will try to encourage speedy



paperwork or getting a plot or a permit they are not entitled to, by paying a bribe. Paying bribe is illegal and should be reported to Anti Corruption Commission. In that way we can stop corruption. The community participation club can help people getting the services through networking and co-operating with civic rights organisations.

What is the meaning of the word corrupt? 'Corrupt, dishonest, venal apply to one, esp. in public office, who acts on mercenary motives without regard to honour, right or justice' Ref. *Webster's Encyclopaedic Unabridged Dictionary of the English Language*. (1989. The human rights say; '**Everyone has the right to equal access to public service in his country (21.2)**'

Some basic needs and rights

The community participation club may find inspiration and ideas for discussion about challenges in the community from the list below:

Fight Poverty. The fight against poverty should start with community participation. Do not wait for (GRZ) Government of Republic of Zambia or the (NGO's) Non Governmental Organisations to come to your rescue. **Organise the community to come together and fight poverty on self-help solely from the community's own human and environmental resources.** Look for other manuals in the community self-help education series that are listed earlier and find advice about the projects your community wishes to start. This is in line with SDG no 1. and Human Rights Declaration no 25.1 *Everyone has the right to a standard of living adequate for the health and well being of himself and his family, including food, clothing, housing and medical care and necessary social services, and the right to security in the event of unemployment, sickness, disability, widowhood, old age or lack of livelihood in circumstances beyond his control.*

The community should take the initiative and start fighting poverty and so improve the efforts with the aid of the government.

The right to clean water is among the basic human rights. Boreholes are needed in many places where the water table is deep and that is an expensive investment, while in other places the communities can dig on self help an inexpensive well in order to have clean water. The water affairs department in the Province is the right place to get advice, site the well or borehole and apply for a borehole or a well to be paid for by GRZ. If this fails, try to get help through the leaders listed under "step four and six". If this does not give any result, look up donors in this manual and find addresses to apply for funding of a borehole or water well. This is a community right which it is a duty of government to help provide. The right is connected to SDG no 6 and human rights no 25.1.

'Every child has the right to education'. Many areas have no school within acceptable distance or safe passage for small children to walk from home, resulting in high prevalence of illiteracy. Be aware that MoE has ordered DEBS to enrol every child of age for grade one from year 2008. The children's right to education is stated in article no 26 in the United Nations Declaration of Human Rights and is also among the (UN) sustainable development goals and Zambia has signed the UN treaty and pledged to have all children in school. **Meanwhile the community leaders must come together and establish a community school on self-help when there is no school.** Order the Community Self-help Education Series manual no 1 "Let's start our own community school" and get more information about rights and opportunities to develop the community school. Education is no 4. **'Quality Education'** of the SDGs, and human rights no 26.1 **'Everyone has the right to education'.**

Health and Environment. Some communities are suffering from disease breeding through open sewage and garbage heaps along the roads where

ment, priest, church elders, service club leaders are examples of civic leaders

Councillor Elected representative to the District Council

Democracy See under appendix

Governance See under appendix

Government See under appendix

MP Member of Parliament, - the representative from your area elected to the National Assembly in Lusaka

RDC The Residents Development Committee is a committee found in the urban areas to assist the communities to initiate improvement. Sometimes called Area Development Committee.

Community Self-help Education Series *Empowering Communities through information*

You have in hand one of the 16 self-help education manuals in the "Community Self Help Education series" which are published by Response Network in ChiTonga and English for use by church and community leaders;

- 1 "Let's start our own community school".
- 2 "Let's start our own community sports club".
- 3 "Let's start our own community literacy class".
- 4 "Let's start our own community skills training".
- 5 "Let's start our own women's group"
- 6 "Organic Vegetable Growing"
- 7 "Let's start our own community HIV/Aids support group"
- 8 "Let's start our own community health and nutrition club"
- 9 "Let's start our own community 'Know your rights club'"
- 10 "Let's start our own community alcohol awareness and support group".
- 11 'Let's start our own community mental health club'
- 12 'Let's start our own community participation (governance) club'
- 13 'All included' Let's start our own community support group for children with special needs'.
- 14 "Let's start our own women's rights club – stop the violence"
15. "From team to Inclusive Sports Club."
16. "The Gender Equality in Governance Club"

The manuals supplement each other so you will benefit from combining the resources from two or more manuals to increase the scope of your education project.

The manual about 'know your rights' is complementary to 'governance' and members of both clubs will benefit from reading the other.

If you are looking for more manuals, contact Response Network, see

Appendices

Literature list

References when you wish to learn more about community participation:

“The Church in an HIV+ World, A Practical Handbook” Edited by Daniela Gennrich, published 2004, is available from Cluster Publications, PO Box 2400/ 200 Pine street, Pietermaritzburg 3201, South Africa, Tel +27 33 345 9897, E-mail: cluster@futurenet.co.za or loul@pacsa.org.za

‘Councillors’ orientation reference manual’. Published by Ministry of Local Government and Housing. Lusaka

The National Decentralisation Policy. ‘Towards Empowering the People’. Published by Office of the President. (2002) Lusaka

‘Towards Effective Delivery of Public Services in Africa’. African Association for public Administration and Management, Arusha, Tanzania (2006)

The UN Universal Declaration of Human Rights

The UN declaration was adopted by the United Nations. Zambia has signed the declaration. The following is a selection of some of the articles (shortened) of the human rights:

All human beings are born free and equal in dignity and rights. (1)

Everyone has the right to life, liberty and security as a person. (3)

No one shall be held in slavery or servitude. (4)

No one shall be subjected to torture, or inhumane or degrading treatment or punishment. (5)

No one shall be subject to arbitrary arrest, detention or exile. (9)

Marriage shall be entered into only with the free and full consent of the intending spouses. (16.2)

Everyone has the right to freedom of opinion and expression (19)

Everyone has the right to freedom of peaceful assembly and association. (20.1)

Everyone has the right to equal access to public service in his country (21.2)

Everyone has the right to rest and leisure, including reasonable limitations of working hours and periodic holidays with pay. (24)

Everyone has the right to a standard of living adequate for the health and well being of himself and his family, including food, clothing, housing and medical care and necessary social services, and the right to security in the event of unemployment, sickness, disability, widowhood, old age or lack of livelihood in circumstances beyond his control. (25.1)

Everyone has the right to education. (26.1)

Everyone has duties to the community in which alone the free and full development of his personality is possible. (29.1)

For the full text please go to the Internet: <http://www.un.org/Overview/>

Definitions of governance, government and democracy

The terms Governance, Government and Democracy are interrelated so the definitions should be seen connected to each other; **Governance** is the exercise of authority; control and a method or system of government or management, **Government** is the political direction and control exercised over the actions of the inhabitants of the state and the communities, **Democracy** is Government by the people which is a form of government in which the supreme power is vested in the people and exercised directly by them or by their elected agents under a free electoral system. *Ref. Webster’s Encyclopaedic Unabridged Dictionary of the English Language. (1989)*

To translate the definitions above to plain language; this manual will help people to understand the importance of community participation, how they can get involved and learn the value of participating in matters of local governance.

This simplification of the term governance is chosen because a new democracy like Zambia is participatory, inclusive and wants to be sensitive to the needs of the people. Community participation is therefore a merger between the consensus decision making of the village meeting and democracy in a modern nation state (rule by the people).

United Nations Sustainable Development Goals

The community participation club should ask questions and take interest in what the district committees are planning and implementing to meet the UN Sustainable Development Goals because these issues are also important community issues.

1. No Poverty
2. Zero Hunger
3. Good Health and Well-being
4. Quality Education
5. Gender Equality
6. Clean Water and Sanitation
7. Affordable and Clean Energy
8. Decent Work and Economic Growth
9. Industry, Innovation and Infrastructure
10. Reduced Inequality
11. Sustainable Cities and Communities
12. Responsible Consumption and Production
13. Climate Action
14. Life Below Water
15. Life on Land
16. Peace and Justice Strong Institutions
17. Partnerships to achieve the Goal

Ask for meetings with the local government departments and the RDC or ADC to discuss what they have planned so the UN SDGs can be reached in your district.