



THE COPPERBELT UNIVERSITY

COUNCIL

**SIGNED MINUTES OF THE SPECIAL AUDIT AND RISK
COMMITTEE MEETING**

HELD ON

FRIDAY, 21ST DECEMBER 2018



**THE COPPERBELT UNIVERSITY
COUNCIL**

**MINUTES OF THE SECOND SPECIAL AUDIT AND RISK COMMITTEE MEETING
HELD ON FRIDAY, 21ST DECEMBER 2018 IN THE COUNCIL CHAMBER
SCHEDULED AT 14:00 HOURS**

PRESENT

Ambassador L. Mungoma		Chairperson
Mr. Julius Mwanza	Proxy – Controller of Internal Audit	Member
Mrs. E. M. Lungwebungu		Member
Lt. Col. Prof. N. Ngoma		Member
Mrs. M. Banda		Secretary

IN-ATTENDANCE

Mr. M. C. Kambikambi	Chief Internal Auditor
Dr. Phenny Mwaanga	Center Leader – CBU – Africa Centre of Excellence for Sustainable Mining
Dr. Nelly Chunda Mwangi	Center Manager – CBU – Africa Centre of Excellence for Sustainable Mining
Mrs. R.M. Chilufya	Internal Auditor

The meeting was called to order at 14:15 hours.

1.0 CHAIRPERSON'S OPENING REMARKS

The Chairperson welcomed members to the Second Special meeting of the Audit and Risk Committee which was called to consider the Report of the Copperbelt University Africa Centre of Excellence for Sustainable Mining for March 2018 to October 2018.

2.0 CONFIRMATION OF MEMBERSHIP AND QUORUM

The membership was confirmed and quorum met.

3.0 APOLOGIES

Apologies were received from Mr. E.C Mbambiko and Mr. B. Luanga.

4.0 DECLARATION OF INTEREST

None of the members declared interest in any item on the agenda.

5.0 ADOPTION OF THE AGENDA

The agenda was adopted as presented following a proposal by Mr. Julius Mwanza and seconded from Mrs. E.M. Lungwebungu.

6.0 CONFIRMATION OF MINUTES OF THE FIRST SPECIAL MEETING OF THE AUDIT AND RISK HELD ON THURSDAY, 8TH NOVEMBER 2018 BEING PAPER CBU/COU/18/FO/93.

The minutes were confirmed as a correct record of the deliberations of the material day following a proposal by Mr. E.M. Lungwebungu and seconded by Ambassador L. Mungoma.

7.0 MATTERS ARISING FROM THE MINUTES OF THE FIRST SPECIAL MEETING OF THE AUDIT AND RISK COMMITTEE HELD ON THURSDAY, 8TH NOVEMBER 2018, BEING PAPER CBU/COU/18/FO/93

7.1 Being item 6.0 – CBU – ACESM Project; Procurement of Furniture

The Committee was informed that Furniture and other equipment had been procured for the effective functioning of the Centre of Excellence.

Regarding the accreditation of educational programmes, it was reported that the process had been initiated and the Centre was currently awaiting feedback from the Higher Education Authority.

The Committee was further informed that members of staff who would undergo training had been identified.

7.2 Pre- audit of the CBU – ACESM Project – External Auditors

Regarding the identification and appointment of External Auditors for the Centre of Excellence, it was reported that an advertisement had been placed in the media and would run until 31st December 2018.

7.3 Being Item 8.0 – Internal Audit Work Plan for 2018

In the previous meeting Management was tasked to follow-up on the finalization of the Strategic Plan for Mukuba University to enable the audit of areas related to the Strategic Plan. The Committee was informed that the status on the matter was that the Strategic Plan had been finalized and was in place.

8.0 CONSIDERATION OF THE COPPERBELT UNIVERSITY CENTRE OF EXCELLENCE FOR SUSTAINABLE MINING (CBU-ACESM) AUDIT REPORT FOR THE YEAR 2018, BEING PAPER CBU/COU/18/FO/110

The CBU-ACESM Audit report for the year 2018 was presented by Mrs. Rosaria M. Chilufya, the Project Auditor and highlighted the following areas.

8.1 Audit Objective

The Committee was informed that the aim of the audit was to review the activities and operations of the CBU-ACESM in line with the Project Management framework. Specifically, Internal Audit reviewed the activities of the project in terms of balancing competing demands among them; scope, time, cost, quality, stakeholders with different needs and expectations. The audit also involved the determination of work performed on the project and its conformance with the project statement of work, including schedule and budget constraints.

8.2 Audit Scope

The Committee was informed that the audit covered the period March 2018 (deemed the start month) to October 2018 and mainly focused on processes that delivered the stated project objectives.

8.3 Audit Findings

8.3.1 Project Implementation and Continuity

The Committee was informed that Internal Audit had noted that most activities, (Approximately 76%) were behind schedule. This was attributed to the late commencement of the project due to the delay in getting Government authorization. This meant that the University could not define project roles and also assign responsibilities due to the uncertainty.

In their action Plan, the Centre Management Team reviewed the activities planned to be carried out in year one (1) and assigned those activities that had not been performed to individuals, with attendant deadlines. The Centre Management Team assured the Committee that the activities would be performed by the end of the first project period.

The Committee was informed further that the Centre Management Team had not devised a plan to ensure Business Continuity of the project if funds were not unlocked due to non-attainment of Disbursement Linked Indicators (DLIs).

In their Action Plan, the Centre Management Team stated that a situation where the centre ran out of funds due to non-attainment of DLIs was not likely to occur within the funding period because the expenditure of funds was linked to DLIs and any funds utilized would inevitably lead to unlocking of further funds particularly that verification of activities and unlocking of funds would be done quarterly. Furthermore, a plan existed under financial sustainability for raising funds through consultancies, short- courses and training workshops.

8.3.2 Stakeholder Communication

The Committee was informed that Internal Audit could not verify that communication was made to key stakeholders at the commencement of the project as there were no minutes to confirm that any meeting took place.

In response to the Audit finding, the Centre Management Team stated that although minutes could not be availed, sufficient communication was made with various stakeholders including the University Management, Deans and Directors. Further, a stakeholder engagement meeting to lobby support for the centre was held with key industry Partners. The launch of the project on 25th April 2018 was also part of the sensitization initiatives.

The foregoing notwithstanding, the Center Management Team undertook to ensure that a record of minutes was kept for all meetings.

8.3.3 Attainment of objectives

It was reported that the centre of excellence did not have an Advisory Board in place, which could negatively impact its attainment of objectives.

The role of the Advisory Board was to advise the CBU-ACESM Centre Leadership on all aspects of Project Management, including assuring an equitable distribution and judicious utilization of resources. Internal Audit observed that the absence of the Advisory Board was likely to hamper the effective monitoring and necessary intervention in the execution of the project.

In their action plan, the Centre Management Team indicated that the Process of identifying and appointing Advisory Board members was underway. In the mean time, the role of the Board was being performed by the National Steering Committee and the University Audit and Risk Committee of Council.

8.3.4 Transparency of the CBU-ACESM Operations

It was reported that in order to promote transparency, the Centre of Excellence was expected to publish all Project Management reports on the University Website, Centre Portal. However, the audit findings indicated that the reports had not been uploaded on the Website.

In response, the Centre Management team stated that they planned to first design the Standard Operational Manual which would guide the operations. Team members would then submit necessary documents to the Monitoring and Evaluation Coordinators for uploading on the Website.

8.4 Comments/ Observations on the Report

(i) Appointment of an Advisory Board

The Committee emphasized the need to expedite the appointment of members of the Advisory Board.

(ii) Appointment of External Auditors

The Committee tasked the Chief Internal Auditor to engage the office of the Auditor General to commence the process of appointing External Auditors for the CBU-ACESM project.

(iii) Challenges in Implement planned activities

The Centre Leader informed the Committee that the Centre Management Team may have planned for too many activities to be undertaken in year one. He further stated that some activities had a long gestation period and although they had commenced, they would still be rated as zero.

The foregoing notwithstanding, the Center Leader assured the Committee that the Centre Leadership was Committed to attaining the centre's objectives and would ensure that all timelines were complied with.

9.0 CLOSING REMARKS

The Chairperson thanked members for fruitful deliberations and wished them a happy festive season.

The meeting was closed at 15:32 hours.

CHAIRPERSON: *Mungoma*

DATE: *1st March, 2019*

SECRETARY: *Am da*

DATE: *1st March 2019*