

**CONSTITUTION OF THE
TANZANIA ASSOCIATION OF
GOVERNMENT
COMMUNICATION OFFICERS
(TAGCO)**

ARRANGEMENT OF ARTICLES

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PREAMBLE

We, members of the august workshop assembled at the Benjamin Mkapa Conference Hall, Mbeya City from 30th October, to 2nd November, 2006 and participants of the February 4-8, 2013 capacity building forum which held in Dodoma comprising Information Officers and Government Communications Officers.

MINDFUL of the need to have a strong body to foster unity and solidarity for the Group, **CONSIDERING** the constitutional obligation for all to access information enunciated under Article 18(d) of the Constitution of the United Republic of Tanzania(1977) as a fundamental right,

DESIROUS to make more realistic the thrust for effective communication between the Government and the public,

NOTING the existing conducive socio-economic and political environment in the country to ensure smooth and efficient progression towards our goals and objectives; and,

RECOGNISING that unity is essential for promoting and accelerating the pace for achieving our desired goals,

HAVE RESOLVED to establish and institute the " TANZANIA ASSOCIATION OF GOVERNMENT COMMUNICATIONS OFFICERS" with a view to promote communication and enhance dissemination of information within the Government, and between the **government** and public.

ARTICLE I

ESTABLISHMENT

1. THERE IS HEREBY ESTABLISHED A Society to be known as the "Tanzania Association of Government Communications Officer", in its acronym "**TAGCO**"
2. The Headquarters of the Association shall be Dar es Salaam, and its postal address is Post Office Box 2768, Dar es Salaam, Tanzania.
3. The business of the association shall be conducted at the Head Office, or at such other places as may, from time to time, be determined in accordance with this Constitution, Rules and Regulations thereof.
4. The official languages of the Association shall be Kiswahili and English.
5. The Association shall be a non-governmental and non-profit making organization devoted to carry out its aims as specified herein. Membership shall be open to all persons or officers engaged in or serving as Information Officers or Communications Officers in the employment of the Government of the United Republic of Tanzania.

ARTICLE II

DEFINITIONS

1. In this Constitution, unless the context requires otherwise;

“Association” means the Tanzania Association of Government Communications Officers “assets” means all property movable and immovable of the Association and includes all rights whether equitable or legal, money and goodwill

“Communications Officer” includes Information Officers, Liaison Officers and Public Relations Officers in the employment of the Government.

“Government” includes Local Government Authority, Government agency, Independent Department and Parastatal Organization or any such government-mandated entity or authority.

“Agency” means Government Executive Agency.

ARTICLE III

SCOPE, AIMS AND OBJECTIVES

1. The scope and major objective of the Association shall be the advancement of communication as an essential professional resource at every level of national and local government.
2. In pursuit of this objective, the Association shall among other things, endeavor to:-
 - a) Unite communications officers in the quest to form a platform for exchange of ideas and experiences through meeting, workshop, conference, exhibitions and formal courses of instruction;
 - b) Establish and promote high standards of individual professional and ethical integrity;
 - c) Enhance communication within the Government and between the Government and the Public;
 - d) Sponsor awards in recognition of meticulous professional achievements among government communicators in respect of enhancing public awareness and knowledge of government generally, and government business in particular.
3. The Association shall realize these objectives by the following means; namely:

- a) through a service medium and delivery systems aimed at facilitating communication between the Government, Public and Private institutions and the general public in which case it shall endeavor to:
- i. act as a consultative and advisory body on any aspect of policy or national interest pertaining to the dissemination of information concerning the government to the public and vice versa;
 - ii. cooperate with the Government and or any other interested national or international agencies in fostering training of personnel and enhancing material and financial support essential for printing, production, distribution on information documents and dissemination of information par excellence to the intended audience;
 - iii. establish and promote working relations with other national and international organizations or bodies with similar aims and objectives;
 - iv. serves as a forum for both national and international debate on any topical government or global agendum or agenda;
 - v. in collaboration with the Government or any other interested national or international body, organize seminars, workshops, conferences or symposia on any subject affecting or relating to effective communication generally;
 - vi. publish journals, newspapers and pamphlets as a means of both communicating and disseminating information;

ARTICLE IV

MEMBERSHIP

- 1) Subject to the provisions of Article I(5), membership to the Association shall be open to all serving Communications Officers within the employment of the Government of the United Republic of Tanzania.
- 2) The Association may further confer honorary membership to:
 - (a) A national or international figure who have had an outstanding and reputable contribution to this field;
 - (b) Any retired TAGCO member with two years active membership who is no longer working as a Communications Officer, or in any capacity as a professional communicator in the employment of the Government of the United Republic of Tanzania;
 - (c) Any distinguished person who, by majority vote of the Executive Committee, has won recognition of making a significant contribution to the advancement of the objectives of the Association.

3) Admission to membership shall be effected under the following procedure:

(a) Application for membership shall be made on a prescribed form approved by the Executive Committee and shall bear the signature of the applicant;

(b) An applicant's admission for membership shall be subject to payment of an admission and membership fee to be prescribed from time to time by the Executive Committee;

(c) Founder members of the Association shall not be subjected to admission procedures but shall automatically assume membership in so far as they are compliant with the objectives of this Constitution.

4) Under this Constitution, it shall be an implied condition of admission to membership that the member admitted thereto, has undertaken:

(a) to be bound by the Constitution

(b) To render to the Association any such assistance which shall be required of him in kind, service or moral support;

(c) To be compliant to the Code of Ethics provided under the "SCHEDULE" to this Constitution;

5) A person shall cease to be a member if he or she:

- (a) Resigns;
- (b) Dies;
- (c) Becomes insane;
- (d) Fails to attend three(3) consecutive meetings without good cause;
- (e) Relinquishes employment with the Government;
- (f) Has annual fees or dues fallen in arrears and remain unpaid for three months (90 days);
- (g) Is expelled from the Association by the Executive Committee for reasons of social misconduct, infringement of the terms of this Constitution or acting in a manner which in the opinion of the Executive Committee, is unethical or detrimental to the interest of the Association.

RIGHTS

- (1) A member shall have the right to:
 - (a) Vote and Voted for and hold an elective office in the Association;
 - (b) Participate fully in any forum of the Association.

ARTICLE V

ESTABLISHMENT OF BRANCHES

1. The Association may at any given time form, establish or open branches or sub-offices in any part of the country.
2. The Association may, further:
 - (a) Coordinate with, or be affiliated to other organizations or institutions with similar aims and objectives within and outside the country, hereinafter to be referred to as "CORRESPONDENT";
 - (b) Establish a body corporate in accordance with written laws in force, as it may deem appropriate for the furtherance of its objectives.

ARTICLE VI

ORGANISATION AND MANAGEMENT OF THE ASSOCIATION ORGANS

1. The Association shall have the following principle organs:

- (a) The Annual General Meeting(AGM)
- (b) The Executive Committee
- (c) The Secretariat

2. **The Association shall have the following office bearers:**

- (a) The Chairperson
- (b) The Vice Chairperson
- (c) The Secretary
- (d) The Assistant Secretary
- (e) The Treasurer
- (f) The Assistant Treasurer
- (g) The Publicity Secretary
- (h) The Assistant Publicity Secretary

(A) ANNUAL GENERAL MEETING

- (a) There shall ordinarily be convened an Annual General Meeting of the Association in every calendar year at a place and time to be determined by the Executive Committee.
- (b) Any other general meeting of the members of the association shall be an Extra-ordinary General Meeting.
- (c) The quorum at any general meeting shall be one third (1/3) of the members of the Association entitled to attend.
- (d) A decision of the majority of members present and voting at the meeting shall be deemed to be a decision of the Association.

2. (a) The Annual General Meeting shall be presided over by the Chairperson of the Executive Committee, or in his absence, by the Vice Chairperson;

(b) If, at the time appointed for the meeting, a quorum is not constituted the meeting, a quorum is not constituted the meeting shall be adjourned for ten(10) days;

(c) If at such adjourned meeting the quorum is once again not constituted then the members present shall constitute a quorum and they may transact the Business for which the meeting was convened.

3. The business of the Association at the Annual General Meeting shall be:

(a) To consider and adopt a Report of the Executive Committee of the Association relating to its activities of the past year;

(b) to receive and approve the Audited Accounts of the Association;

(c) to consider and adopt a Report of the Treasurer relating to the accounts of the Association;

(d) to consider and decide any issue arising in relation to the Constitution of the Association;

(e) to deliberate upon and approve the annual programme and budget for the ensuing year;

(f) to elect office-bearers and members of the Executive Committees, if elections are due;

(g) to deliberate or decide on any matter referred to it by the Executive Committee;

(h) to deal with any other business previously notified to the Secretary and duly placed on the agenda at the commencement of the meeting;

- (i) to admit membership
 - (j) to amend any provision of the Constitution.
4. The Chairperson may at any time call an extra-ordinary meeting of the Association, either of his/her own motion or upon the request, in writing, of 2/3 of the members of the Association stating the purpose for which the meeting is to be called.
 5. The Annual General Meeting shall be the supreme decision making body on all matters regarding the discharge of rights and duties of the members and organs of the Association, on all issues pertaining to the Constitution, Rules, Regulations and their implementation.
 6. Notice of the Annual General Meeting or extra-ordinary General Meeting shall be made in writing to all members to reach them at least 21 days before the date and time of the meeting.
 7. The Management of the affairs and conduct of the business of the Association is vested in the Executive Committee (hereinafter referred to as the committee) elected by the Annual General Meeting and shall discharge its functions according to this Constitution, Rules, Regulations and Resolutions thereof.

(B) EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of:
 - (a)The Chairperson;
 - (b)The Vice-Chairperson;
 - (c)The Secretary;
 - (d)The Assistant Secretary;
 - (e)The Treasurer;
 - (f) The Assistant Treasurer;
 - (g) The Publicity Secretary,

- (h) The Assistant Publicity Secretary,
 - (i) Four other members elected by the Association at the Annual General Meeting.
2. Members of the Executive Committee shall be elected by the Annual General Meeting of the Association and shall hold office for a period of three years but shall be eligible for re-election.
 3. The Executive Committee shall be the overall in charge of the management and the conduct of the affairs and business of the Association, and shall for that purpose:
 - (a) formulate and plan the activities, programmes and projects of the Association;
 - (b) oversee to the proper and efficient use and management of the funds, property and other resources of the Association;
 - (c) cause to be established a Trust Fund for the purposes of the Association;
 - (d) make and publish Rules and Regulations of the Association;
 - (e) prepare the accounts of the Association and submit them for audit;
 - (f) do all such other lawful acts and things for the purpose of ensuring the effective and efficient operation and discharge of the objects and purposes of the Association and its organs.
 4. The Executive Committee may appoint standing or ad-hoc-sub-committees as may be considered necessary for the purpose of better discharge of the functions of the Association, and the Committee may co-opt into the sub-committee any other members provided that the number of such co-opted members shall not exceed one third of the members of the sub-committee.

5. The Executive Committee shall ordinarily meet once every three months but extra-ordinary meetings of the Executive Committee may be convened at any time.
6. Any member elected under this provision shall relinquish office upon the following circumstances:
 - (a) Resignation;
 - (b) Death;
 - (c) Insanity;
 - (d) Removal by 2/3 vote of no confidence by the Council;
 - (e) Failure to attend three (3) consecutive meetings of the Association without good reason.
7. Any vacancy created by reasons prescribed in sub-Article 6 of this Article before the ordinary election period, shall be filled in by the Executive Committee whereby it shall appoint another member instead to hold the post on interim basis pending next election.
8. The interim member shall be appointed from amongst members of the Association.
9. The Committee may make or amend such rules and procedures not consistent with this Constitution and as it may consider necessary.
10. The quorum of the Committee shall be adjourned to such a time and date as members present may determine.
11. If at such adjourned meeting in sub-Article 10 above quorum is not constituted, then the members present shall constitute a quorum and may transact the business for which the meeting was convened.
12. A waiting period, if a quorum is not constituted, shall be thirty (30) minutes.
13. Members present shall fix the date for the next meeting.

(c) POWER OF EXECUTIVE COMMITTEE

1. The Executive Committee shall have the power of making rules and regulations of the Association which shall become effective on being adopted by the Annual General Meeting.
2. The Rules and Regulations of the Association may relate to:
 - (a) Matters of procedure of guiding the conduct of meetings of the organs of the Association;
 - (b) Matters of procedure of performance of the functions of each organ of the Association.
 - (c) Matters of procedure and activities of the TAGCO Registered Trustees;
 - (d) Procedure governing the expulsion and readmission of persons to membership of the Association;
 - (e) The electoral procedure at the Annual General Meeting;
 - (f) Any other matter which the Executive Committee shall consider desirable to regulate by Rules and Regulations of the Association.
3. The Executive Committee may delegate some of its powers and functions to sub-committees as it deems fit.
4. The Executive Committee shall have powers to co-opt such other members to its meeting as it may consider necessary but such co-opted members shall have no voting rights.
5. Subject to the provisions of Sub-article 3, the Executive Committee shall form the following sub-committees to deal with disciplinary and financial matters.

ARTICLE VII

1. There shall be a Secretariat of the Association which shall be headed by an Executive Director (hereinafter referred to as the Chief Executive) appointed by the Executive Committee.

2. The Executive Committee shall engage or appoint such other officers and staff of the Secretariat as it may consider necessary for the efficient and effective running of the Association upon such terms and conditions of service as it may determine.

3. The Secretariat staff, other than the Executive Director, shall be ex-officio members of the Executive Committee with no voting rights.

4. The Executive Director shall be Secretary to the Executive Committee.

ARTICLE VIII

VOTING PROCEDURE

1. At General Meetings every member present shall be entitled to one vote except for co-opted members.
2. Voting at a meetings shall be either by show of hand or by secret ballot as the Chairperson may decide.
3. Every member of the Executive Council shall have one vote and in the event of a tie of votes or an impasse, the presiding chairperson shall have a second or casting vote.

ARTICLE IX

FUNDS AND FINANCIAL RESOURCES OF THE ASSOCIATION

(A) SOURCES OF FUNDS

1. The Association shall have funds from the following sources:
 - (a) Membership and annual fees
 - (b) Fund raising activities or functions;
 - (c) Donations from local and International donors;
 - (d) Fund generating projects;
 - (e) Services charges;
 - (f) Gift and grants;
 - (g) Any other lawful sources, which may be available for the Association.
2. Fund so collected shall be deposited into the Bank upon opening an Account thereto.
3. The funds and property of the Association shall be under control of the Executive Committee which may incur expenditure in furtherance of the objects of the Association or payment of the emoluments of such officers and staff as may be employed in the Secretariat and other general expenses.
4. The Bank signatories of the Association shall be appointed by the Executive Committee
5. (a) The Association's financial year shall be the period from 1st January to 31st December,
 - (c) An Income and Expenditure Account and a Balance Sheet shall be prepared as at 31st December of each year and the Accounts and Balance Sheet shall thereafter be audited by an Auditor who shall be appointed at General Meetings.

- (d) The Income and Expenditure Account and the Balance Sheet shall be prepared for the preceding year together with the Auditor's certificate, and shall be submitted to each Annual General Meeting of the Association.
6. (a) The annual membership fee payable by each member shall be determined by the Executive Committee and shall be endorsed by the Annual General Meeting.
- (b) Membership fee rates shall be reviewed and determined by the Executive Committee once in every two years and shall be endorsed by Annual General Meeting.
- (c) Subscriptions shall fall due on 1st January in each year.
- (d) A new member joining the organization late in the year shall pay the full yearly subscription rate.
7. All funds of the Association shall be deposited with such Bank or Banks as the Executive Committee may determine and shall only be withdrawn by cheque endorsed by the Chairperson or Vice-Chairperson and the Treasurer or Assistant Treasurer on the basis of a general or specific authority of the Executive Committee.
8. The funds and property of the Association may be used solely in the furtherance of the objectives and functions of the Association and, except upon dissolution of the Association, shall not be distributed amongst the members under any circumstances.

(B) BOOKS OF ACCOUNT

The Treasurer of the Association shall, subject to such general or specific directions of the Executive Committee and to the decisions of the General Meeting, cause to be kept and maintained such books and records of accounts as may be considered proper and desirable or necessary for the purposes of safeguarding and enhancing the economic position and viability of the Association.

(C) APPOINTMENT OF AUDITORS

1. The Executive Committee shall, with the approval of the Annual General Meeting and at reasonable remuneration, appoint a professionally qualified and duly registered person or body of persons to be External Auditors of the accounts of the Association either in respect of each financial year or generally.

2. The Books of Accounts of the Association shall be audited within three months after the close of each financial year, and there shall be submitted at the next Annual General Meeting a report containing:-
 - (a) A statement of Income and Expenditure during the past financial year;
 - (b) A statement of Source and Application of Funds during the past financial year;
 - (c) A statement of the Assets and Liabilities of the Association on the last day of the financial year and
 - (d) A Report of the Auditors on the audited accounts.

3. The audited accounts of the Association shall be made available for inspection by any interested member as well as other branches or established offices of the Association and any other bodies as required by law.

ARTICLE X

TRUSTEES

1. The Association shall have Trustees comprising members not exceeding five (5) and not less than (3), hereinafter to be referred to as TAGCO Registered Trustees.

2. The first Trustees shall be:

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.....
.....
.....
.....

3. The Trustees shall elect, amongst themselves, a chairperson who shall be in the office for a period of 3 years.

4. Any three (3) Trustees may exercise all or any of the powers or carry out any of the duties of the Trustees, including power of sale of any of the properties of the Association.

5. All immovable property of the Association shall be vested to and under the control of the Trustees for the use and benefit of the Association and it's members subject to the direction of the Executive Committee and of the Annual General Meeting.

6. A person shall cease to be a Trustee and his place shall be vacant if he or she;
 - (a) Resigns;
 - (b) Dies;
 - (c) Becomes insolvent;
 - (d) Becomes insane
 - (e) Is convicted of any offence involving moral turpitude or is otherwise punished for any offence with imprisonment.

PATRON

The Annual General Meeting may, at its discretion, from time to time on recommendation of the Executive Committee, elect a prominent personality of high repute and integrity to be Patron of the Association.

ARTICLE XI

MISCELLANEOUS PROVISIONS

(A) INDEMNITY

Every member of the Executive Committee, Registered Trustees and staff of Secretariat shall be indemnified out of the assets of the Association against any liability incurred by him/her by reason of any act performed by him/her in good faith in the execution of his/her duties.

(B) DISSOLUTION

1 The Association may be dissolved by a resolution of the Annual General Meeting, provided that such resolution shall be passed by at least three quarters(3/4) of the votes cast.

2 Upon dissolution, property of the Association shall be sold and the proceeds of such sales and all ready money shall, after the Association's liabilities and costs of winding up have been met, be distributed among the members pro rata to the total amount of the annual subscriptions which each had paid.

(C) ALTERATION OF THE CONSTITUTION

1.Nothing in this Constitution shall be changed, altered, varied or amended except by resolution supported by votes of three fourths (3/4) of all members present and voting at an Annual General Meeting and after prior recommendation to that effect by the Executive Committee.

2.Twenty one days (21) notice of such intended alteration shall be given to all members when calling for a General Meeting.

(D) MINUTES

Minutes of all meetings of any organ of the Association shall be kept and shall be submitted to the next respective meeting **of such organ**, and if confirmed by members, it shall be signed by the presiding chairperson at such meeting.

(E) AGREEMENTS

The Chairperson or the Vice chairperson, together with any (one) member of the Executive Committee, may make and sign contracts for and on behalf of the Association and the same shall be binding on the Association.

(F) EFFECTIVE DATE

This Constitution shall become effective and operative upon being adopted by at least three fourths of members of the Association present and voting at an Inaugural Meeting, convened for that purpose, and upon registration of the Association.

(G) FOUNDER MEMBERS

Founder Members constitute all the participants of the August workshop held at the BENJAMINI MKAPA Conference Hall, Mbeya City, from 30th October to 2nd November, 2006 and participants of the February 4-8, 2013 capacity building forum which was held in Dodoma and whose names appear in the list of Founder Members appended to this Constitution.

SCHEDULES A

{Under Article IV (4) (C)}

TAGCO CODE OF ETHICS

TAGCO Members pledge and profess dedication to the goals of better communication, understanding and cooperation among all people.

We believe that truth is inviolable and sacred; that providing public information is an essential civil service; and that the public-at –large and each citizen therein has a right to equal, full, understandable, and timely facts about their government. Members shall strive to:

- (a) Conduct themselves professionally by adhering to the principles of truth, accuracy, fairness, responsibility, accountability to the public and accepted standards of the taste;
- (b) Conduct their professional lives in accordance with the public interest, in recognition that each of them is a steward of the public's trust;
- (c) Convey the truth to their own agencies' management, engaging in no practice that could corrupt the integrity of channels of communication or the processes of government;
- (d) Intentionally communicate no false or misleading information and will act promptly to correct false or misleading information or rumors;
- (e) Identify the names and titles of individuals involved in making policy decisions, the details of the decision-making processes and how interested citizens could participate;
- (f) Represent no conflicting or competing interests and will fully comply with all statutes, executive orders and regulations pertaining to personal disclosure of such interests;

- (g) Avoid the possibility of any improper use of information by an “insider” or third-party and never use inside information for personal gain;
- (h) Guarantee or promise the achievement of no specified result beyond the member’s direct control;
- (i) Accept no fees, commissions, gifts, promises of future consideration, or any other material or intangible valuable that is, or could be perceived to be, connected with public service employment or activities;
- (j) Safeguard the confidence of both present and former employees, and of information acquired in meetings and documents, as required by law, regulation, and prudent good sense;
- (k) Not wrongly injure the professional reputation or practice of another person, private organization or government agency;
- (l) Participate in no activity designed to manipulate the price of a company’s securities.

Where a member has evidence or suspicion that a fellow member has committed an unethical, illegal or unfair practice, including violation of this code, the member shall present such information promptly to a proper TAGCO authority, who may include the Chairman or member of the Executive Committee. A Member found to be in violation of the Association’s Code of Ethics shall be summoned before the Disciplinary Committee where he/she shall be availed the opportunity to be heard.

Where a member is found guilty of a breach or contravention of a TAGCO Code of Ethics he/she may be liable to a disciplinary action leading to dismissal from the Association.

TAGCO FOUNDER MEMBERS – 2006 CONFERENCE

BENJAMIN MKAPA HALL - MBEYA

NO	NAME	INSTITUTION	PHONE/EMAIL
1.	Mr. M.S. Mwaffisi	Information Tanzania (TUT)	2865577,0784381003 radiotanzania@raha.com
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