



OFFICE OF THE COUNCIL SECRETARY

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KTC

1st April 2025

Attention: The Council Secretary
The District Education Board Secretary
The Director Health Services
Social welfare Officer/ Community Development Officer
Focal point personnel under IAP
KATETE

Dear Sir/Madam,

SUBJECT: PRE-TESTING OF THE TRAINING MANUAL FOR THE IAP MEETING – KATETE DISTRICT

Following the successful co-creation workshop in Lusaka, where we collaboratively developed the outline for the training manual, I am pleased to invite you to the ***Pre-testing of the Training Manual*** Engagement Meeting. This meeting represents a critical step in refining and finalizing the manual to ensure its effective implementation.

The meeting will be held from ***Monday, 7th to Tuesday 8th April, 2025*** in Katete, with the exact venue to be communicated shortly. During this session, we will review and test the manual's content to ensure it aligns with the needs and expectations of the adolescent audience it is designed for.

Your participation is highly valued, and your insights will be instrumental in ensuring the quality and relevance of the final product. I look forward to your contributions as we enter this important phase of the project.

Kindly confirm your availability at your earliest convenience. Should you have any questions or require further information, please contact Mr. Daniel Lumbwe on 0976533657 / 0760608273, or via email: daniellumbwe@gmail.com.

Yours faithfully,

Ms. Kate Leo Mukonde
COUNCIL SECRETARY
KATETE TOWN COUNCIL