

# **TOBACCO BOARD OF ZAMBIA**



## **TOBACCO MANAGEMENT MANUAL**

**JANUARY 2020**

Regulating, Promoting and Facilitating Sustainable Growth of the Tobacco Industry in Zambia".



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# 2020

January							February							March							April								
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
				1	2	3	4						1	1	2	3	4	5	6	7					1	2	3	4	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14	5	6	7	8	9	10	11		
12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21	12	13	14	15	16	17	18		
19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28	19	20	21	22	23	24	25		
26	27	28	29	30	31		23	24	25	26	27	28	29	29	30	31					26	27	28	29	30				
May							June							July							August								
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
					1	2							1	1	2	3	4	5	6								1		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8		
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15		
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22		
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29		
31																					30	31							
September							October							November							December								
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
			1	2	3	4						1	2	3	1	2	3	4	5	6	7				1	2	3	4	5
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12		
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19		
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26		
27	28	29	30				25	26	27	28	29	30	31	29	30						27	28	29	30	31				

# 2021

JANUARY 2021							FEBRUARY 2021							MARCH 2021							APRIL 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2	31	1	2	3	4	5	6	28	1	2	3	4	5	6	28	29	30	31	1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	1	2	3	4	5	6	28	29	30	31	1	2	3	25	26	27	28	29	30	1
31	1	2	3	4	5	6	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8

MAY 2021							JUNE 2021							JULY 2021							AUGUST 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1	30	31	1	2	3	4	5	27	28	29	30	1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30	1	2	3	25	26	27	28	29	30	31	29	30	31	1	2	3	4
30	31	1	2	3	4	5	4	5	6	7	8	9	10	1	2	3	4	5	6	7	5	6	7	8	9	10	11

SEPTEMBER 2021							OCTOBER 2021							NOVEMBER 2021							DECEMBER 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4	28	29	30	31	1	2	3	31	1	2	3	4	5	6	28	29	30	1	2	3	4
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
26	27	28	29	30	1	2	24	25	26	27	28	29	30	28	29	30	1	2	3	4	26	27	28	29	30	31	1
3	4	5	6	7	8	9	31	1	2	3	4	5	6	5	6	7	8	9	10	11	2	3	4	5	6	7	8



## **LIST OF ACRONYMS**

<b>ARET</b>		Agricultural Research and Extension Trust
<b>FCV</b>		Flue Cured Virginia
<b>GPS</b>	-	Global Positioning System
<b>GRZ</b>	-	Government Republic of Zambia
<b>HQ</b>	-	Headquarters
<b>MoA</b>	-	Ministry of Agriculture
<b>NTRM</b>		Non Tobacco Related Material
<b>RTIs</b>	-	Regional Tobacco Inspectors
<b>SCCI</b>	-	Seed Control & Certification Institute
<b>TBZ</b>	-	Tobacco Board of Zambia
<b>TIs</b>	-	Tobacco Inspectors
<b>ZMW</b>		Zambian Kwacha



**Photo 1 FCV Tobacco field**





### **MESSAGE FROM THE MINISTER OF AGRICULTURE**

The Tobacco Board of Zambia (TBZ) was established in 1968 through the act of Parliament CAP 237 of the Laws of Zambia. It is supervised by the Ministry of Agriculture. The key functions of the Tobacco Board of Zambia includes the control and regulation of production, marketing and export of Tobacco grown in the Republic of Zambia. Tobacco Board of Zambia also carries out research, obtain and collate statistics relating to production, marketing, manufacturing and consumption of Tobacco inside and outside the Republic of Zambia.

The Government of the Republic of Zambia, in its 7th National Development Plan has recognised Tobacco as a quick – win crop that can contribute to accelerated creation of jobs in Zambia. Tobacco in Zambia is a very lucrative investment opportunity because it is 7.5 times more profitable per hectare than maize production and 14 times more profitable than cotton. Thus, it has great potential to contribute to the growth of the economy through employment and wealth creation. Currently tobacco's input to GDP stands at 2% and is projected to grow over the coming years.

January, 2020

Hon. Michael Katambo MP

**Minister of Agriculture**





### **STATEMENT BY THE PERMANENT SECRETARY - MoA**

From inception, Tobacco Board of Zambia has had no written Tobacco Management and Activity Monitoring tool to guide tobacco events on its yearly cycle of its proceedings and as such, the Ministry commends Tobacco Board of Zambia's Management for this noble initiative to develop a tool that would guide not only TBZ as an institution but the Agriculture Ministry as a whole and all other industry-stakeholders in conducting their perennial tobacco related activities.

It is gratifying to understand that this guide will indeed act as an effective Industry Diary to track down planned targets and activities of tobacco all year-round. This in itself will increase efficiency and effectiveness for everyone with a stake in the Tobacco industry in Zambia.

Neighbouring countries with similar climatic conditions have thrived in tobacco production not because of superior tools they use, but rather, due to ingenuity creation of plans and booklets like this particular one.

It is our belief that our intended objectives of this Manual will be attained by everyone in the industry and that most readers will find it beneficial as they use it in their various endeavours.

January, 2020

Mr. Songowayo Zyambo

Permanent Secretary

**Ministry of Agriculture**





## **FOREWORD**

Tobacco management is faced with various challenges; it is difficult at any given time for the industry stakeholders including the TBZ Field Inspectors to clearly spell out activities that needs to be implemented in each particular month of the year. This has made it difficult for TBZ to effectively regulate the Tobacco Marketing, grower registration, timely stakeholder meetings, estimate production volumes to mention but a few.

This Tobacco Management Manual therefore is timely and will provide a checklist that clearly shows the annual activity cycle that all TBZ Field Inspectors need to implement. The “Guide” shows various activities such as stakeholder meetings; Farmers Registration; Seed Registration; seed germination percentage and estimated tobacco volumes and when they should be implemented.

This Tobacco Management Manual, should be used hand in hand with the Tobacco Production calendar which shows when various activities can be undertaken from production to market.

TBZ collaborated with various Tobacco Industry stakeholders in the production of this “Guide”. TBZ would greatly appreciate feedback to make this “Guide” more useful to the industry stakeholders.

January, 2020

James C Kasongo

**Chief Executive Officer**

**Tobacco Board of Zambia.**



## **INTRODUCTION**

After studying, observing, and reflecting upon the lessons learnt and upon the Strategic Plan for several months, TBZ Management have adapted ideas to create a sequential design of a **Tobacco Management Manual** that reaches out to a diverse group of people within the Industry, and provide backstopping support to the Tobacco Inspectors as they under take their field extension work.

This is important because up until now, the Extension staff in tobacco industry did not have a manual which could be used as a guide during their day to day field activities.

This manual therefore, is designed to give on-the-spot advice and guide to users according to the time of the year. Such advice is almost always necessary while doing extension work in order not to lose focus. TBZ therefore have developed a twelve-step model that engages users by building on their experience and knowledge. The design provides many opportunities for anyone with a stake in tobacco industry to monitor the activity of the tobacco inspector in the field to ensure quality backstopping support by TBZ.

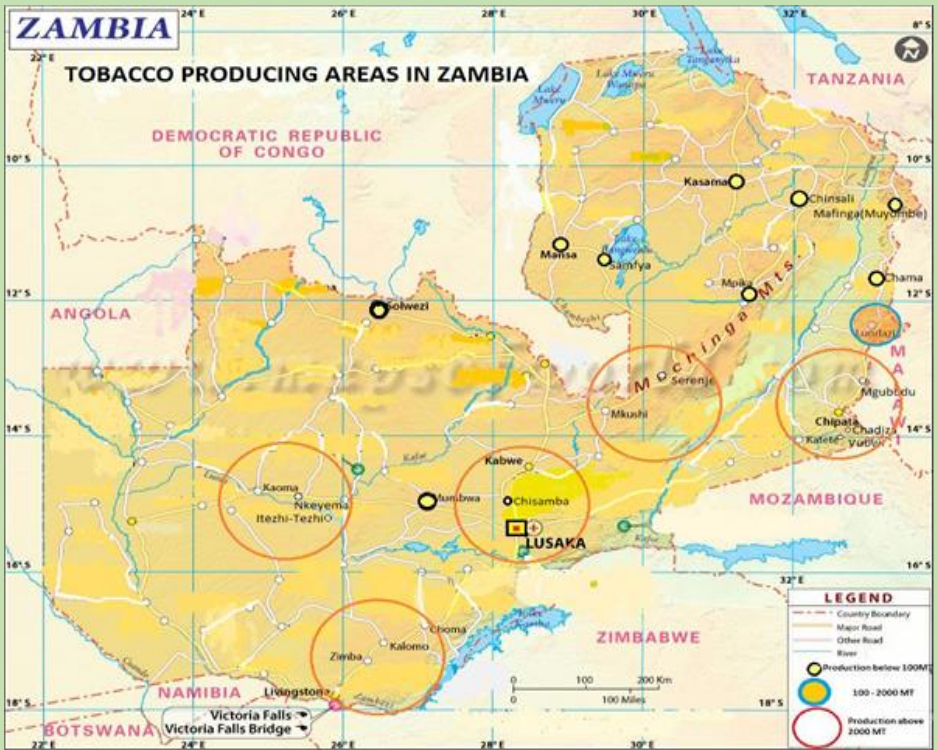
It is hoped that this Tobacco Management Manual will be used as reference material by first-time users as well as seasoned Extension Officers at the Ministry of Agriculture and indeed by all the players in this valued cash crop.

The booklet is divided in twelve activity sections, each of which is further subdivided in subsections that explain the processes at any given point.

It is our belief that the development of this manual will improve operations and alleviate some of the recurrent challenges experienced in the past by the Tobacco Inspectors as they perform their functions.



## MAJOR TOBACCO GROWING AREAS IN ZAMBIA



### Legend

The large Orange circles are production areas which produce tobacco in excess of 2000 metric tonnes. The blue circles are production areas between 100 and 2000 metric tonnes. While the black circles are production areas with production less than 100 metric tonnes.



Photo 2 FCV Tobacco Float Bed Nursery



## **FUNCTIONS OF TBZ**

TBZ undertakes the following functions and roles:

- i. Promote, protect and facilitate tobacco production and export of tobacco grown in the Republic;
- ii. Control and regulate the production, marketing and export of tobacco;
- iii. Carry out tobacco research;
- iv. Obtain and collate statistics relating to the production, marketing, manufacture and consumption of tobacco inside and outside the Republic;
- v. Promote and operate such services and other facilities as may be necessary or convenient for the tobacco industry;
- vi. Advise the Minister on all matters relating to the tobacco industry;
- vii. To do all things which the provision of the Tobacco Act CAP 237 and Tobacco Levy Act CAP 238 of the Laws of Zambia require to be done by the Board.



**Photo 3 Demonstration Plots of ARET FCV Varieties at Popota Agricultural College under Research**



## TBZ ACTIVITIES

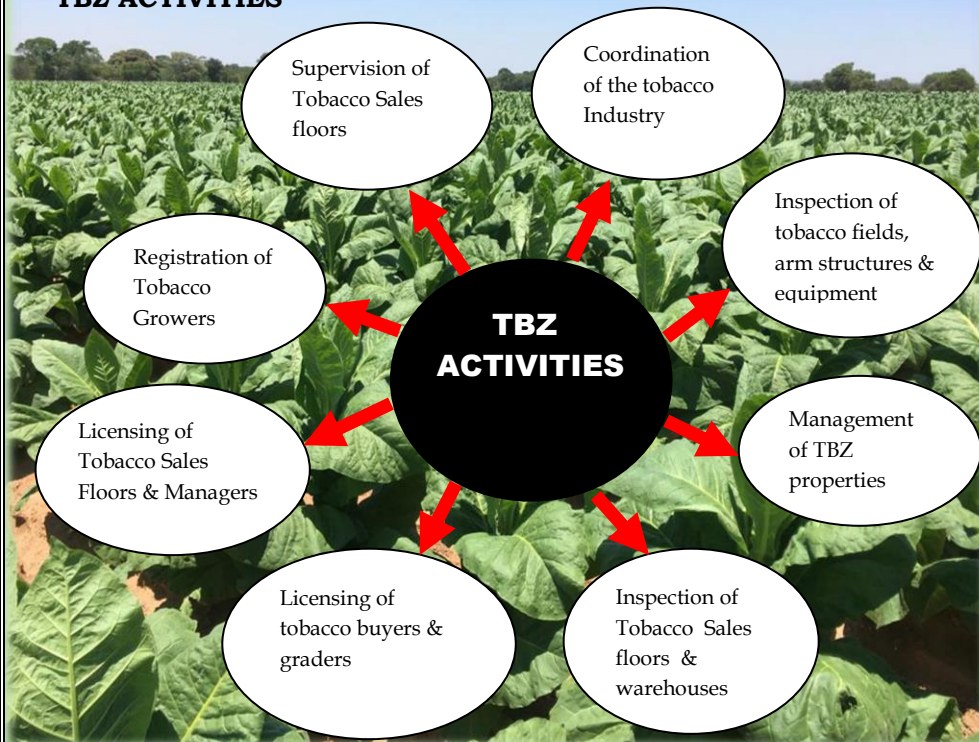


Photo 4. Systematic diagram of TBZ Activities



Photo 5. Field inspection of Large scale Tobacco field under irrigation



# TOBACCO PRODUCTION SCHEDULE IRRIGATED CROP

ACTIVITY	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Soil sampling (Seedbed)	x	x										
Soil sampling (Field)	x	x										
Land preparation (Early plough tobacco lands)		x	x									
Land preparation (Early plough Nursery site)		x	x									
Nursery site preparation					x							
Nursery sowing						x						
Seedbed management					x	x	x	x				
Transplanting									x	x		
Fuel wood Stacking & Procurement of Coal					x	x	x	x	x	x		
Barn construction & rehabilitation					x	x	x	x	x	x	x	x
Field management									x	x	x	x
Reaping & Curing	x	x									x	x
Stalk destruction			x	x	x							
Grading			x	x								
Marketing				x	x	x	x	x	x			

## Legislative dates

- Earliest date of sowing of irrigated beds **1<sup>st</sup> June**
- Earliest date of transplanting irrigated lands **1<sup>st</sup> September**
- Last date of destruction of seedbed sites **31<sup>st</sup> December**
- Last date of destruction of stalks and Regrowth's **31<sup>st</sup> May**
- Last date of Grower registration **31<sup>st</sup> October**



# TOBACCO PRODUCTION SCHEDULE DRY LAND CROP

ACTIVITY	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Soil sampling (Seedbed & Lands)	X	X										
Ploughing (Seedbed & Lands)		X	X									
Nursery site preparation												
Nursery sowing								X				
Seedbed management							X	X	X	X		
Preparation of the lands									X	X		
Transplanting										X	X	
Fuel wood Stacking & Procurement of Coal					X	X	X					
Barn construction & rehabilitation			X	X	X	X	X	X	X	X	X	X
Field management	X									X	X	X
Reaping & Curing	X	X	X									
Stalk destruction			X	X	X							
Grading				X	X							
Marketing				X	X	X	X	X	X			

## Legislative dates

- Earliest date of sowing of dryland seedbeds **1<sup>st</sup> August**
- Earliest date of transplanting dryland crops **15<sup>th</sup> October**
- Last date of destruction of seedbed sites **31<sup>st</sup> December**
- Last date of destruction of stalks and Regrowth's **31<sup>st</sup> May**
- Last date of Grower registration **31<sup>st</sup> October**



## **1. MONTH OF MAY**

### **1.1 TOBACCO MARKETING WEEKLY REVIEW MEETINGS**

The Tobacco Inspector (TI) working in collaboration with the TBZ Tobacco Classifier and Arbitrators and in consultation with the Buyers and growers should monitor how the Tobacco marketing is progressing and submit weekly reports on sales and any other issues that requires the attention of management. In those regions without the Sales Floors designate, the Regional Tobacco Inspectors (RTI) will ensure that they consult with the growers and buyers to understand what is happening on the market, the challenges and how these can be addressed and submit the same to Headquarters through the office of the Chief Operations Officer.



**Photo 6 Management Weekly Review Meetings on Tobacco Marketing**



## 1.2 ISSUING OF TOBACCO MOVEMENT PERMITS

All tobacco destined for a sales floor designate should be accompanied with a Tobacco Movement Permit issued by the officer responsible for the area where tobacco originates. The Tobacco Inspectors (TI) should ensure that the Tobacco movement permits are only issued to those growers who have been registered, having a TBZ identification card and with a valid booking schedule from the Sales Floor Manager where tobacco is destined to be offered for sale. Under no circumstance should the tobacco be allowed to be transported to the sales floor designate without valid documentation showing that the tobacco will be bought by the intended buyer in line with the TBZ approved quota.



Photo 7 Tobacco Delivery at the Lusaka Sales Floor

## 1.3 STALK DESTRUCTION

The TI's should ensure that all tobacco stalks, roots and any regrowth's are cleared from the tobacco lands and destroyed by either burning or ploughing-in and discing on or before **31<sup>st</sup> May** annually and this should be part of the weekly and monthly reporting. Growers who fail to adhere to this regulation are subject to prosecution in the



courts of Law as per the Plant Pests and Disease Act CAP 233 of the Laws of Zambia

#### **1.4 FIRST TOBACCO SEED CERTIFICATION**

The Research unit to provide information on the tobacco seed intended to be used for irrigation crop. The TI should know the type of tobacco, variety of seeds, hectares and the source of seed which will be grown under irrigation. The seeds should have the certification from the Seed Control and Certification institute. The TI should also have the record of all growers who intend to sow irrigated crop and their nursery preparations should be monitored.



**Photo 8 Approved FCV Tobacco Certified Seeds**

#### **1.5 FUEL-WOOD CUTTING AND STACKING**

Tobacco inspectors to encourage growers to start fuel wood cutting, and the wood should be stacked near the barns. The number of standard cords (fuel wood) should be calculated based on the hectares to be planted. Standard fuel cord is measured by 1.2m x 1.2m x 2.4m (10-15 cords per hectare)



## 1.6 BARN CONSTRUCTION AND REHABILITATION

Tobacco inspectors to assist the growers to calculate the required barn space for the intended hectares to be planted. Existing barns have to undergo routine reconditioning so as to guarantee curing efficiency. Inspectors should encourage and train growers on how to construct fuel and heat efficient furnaces in order to conserve fuel wood resources. Ideally the following formula can be used to calculate the barn space required for one hectare.

$$Y = \frac{P \times N \times T}{S \times L \times R}$$

Where:

- Y = Barns/Hectare
- P = Plants/Hectare
- N = Leaves/Plant
- T = Barn turn around time
- S = Strings or Clips/Barn
- L = Leaves/string or clip
- R = Reaping interval days



Photo 9 Rocket Barns with Firewood stacked ready for curing FCV tobacco



## **1.7 TOBACCO GRADING AND MARKETING**

Tobacco inspectors to conduct grading clinics and good tobacco hygiene in tobacco packaging. Marketing information should be disseminated to the growers. Farmers should be warned on malpractices such as tobacco nesting, presence of Non Tobacco Related Material (NTRM) and Illicit tobacco trade (Side marketing and tobacco vending).

## **1.8 APPLICATIONS FOR VARIOUS LICENCES**

TBZ will advertise and invite applications for Tobacco Licences for Buyers' Tobacco Floor Managers/Sales floors and Graders for the upcoming marketing season.

## **1.9 ADVERTISEMENT OF TOBACCO LICENCES FOR BUYERS, FLOOR MANAGERS/SALES FLOORS AND GRADERS**

TBZ will issue various Tobacco Licences for Buyers' Tobacco Floor Managers/Sales Floors and Graders for the upcoming marketing season.



**Photo 10 Tobacco sales Floor Tobacco Classification by TBZ Classifiers**



## **2.0 MONTH OF JUNE**

### **2.1 TOBACCO ACTIVITY MONTHLY REPORTS**

The Tobacco Inspectors to provide information from their respective regions on various tobacco activities in their regions. E.g. marketing statistics, tobacco movements, farm and nursey inspections and grower registration for both irrigated and dryland crops.

### **2.2 TOBACCO REVIEW MEETINGS WITH STAKEHOLDERS**

TBZ to hold review meetings with stakeholders to report on how the tobacco marketing is progressing and get feedback on all matters relating to marketing regulations of the tobacco industry as enshrined in the Tobacco Acts Cap 237 and 238 of the Laws of Zambia and other related laws.



**Photo 11 Tobacco Review Meeting with Stakeholders**



### **2.3 REPORT ON SEED PLANTED UNDER IRRIGATION**

The Research Unit working in collaboration with the TI's should give a status report on how much seed has been sown for the irrigated crop on the nurseries through weekly and monthly reports. The earliest date for sowing irrigated nurseries is **1<sup>st</sup> June**. With the use of the Motherbed and reset beds only can be done on 1<sup>st</sup> May.



**Photo 12 FCV Sowing of Tobacco Seeds**

### **2.4 REPORT ON GROWERS REGISTRATION**

The TI's to report on the progress of the grower's registration and ensure that all new and old growers are registered with full crop information using the Brightleaf System and all these should be part of their weekly and monthly reports.



### **3.0 MONTH OF JULY**

#### **3.1 REPORTS ON MARKETING AND GROWERS REGISTRATION**

TI's to report the tobacco marketing and growers' registration through weekly and monthly reports. The Research unit to consolidate all weekly and monthly reports from all regions and submit the report to management.

#### **3.2 REPORTS ON CONTRACTS SIGNED BETWEEN GROWERS AND SPONSORING COMPANIES**

All sponsoring/contracting companies should avail their sponsored growers' registers and contract details agreed upon between the company and the grower to TBZ regional offices and Headquarters offices for the information of TBZ.

#### **3.3 TBZ MANAGEMENT MEETINGS**

TBZ Management to hold a management meeting on tobacco related matters with inspectors in order to review the performance of the Tobacco Industry across the nation.



**Photo 7 TBZ Management Meeting with Tobacco Inspectors**



### **3.4 REPORT ON SECOND TOBACCO SEED CERTIFICATION**

The Research unit should ensure that all sponsoring/contracting companies give a detailed report on the type of seed, variety, quantities of seed and source of seed (origin), which has been imported in the country for use for either research or production. The seed should also be certified and approved by the Seed Control and Certification Institute (SCCI) and hold valid Phytosanitary Certificates from the Country of Origin.

### **3.5 REPORT ON SEED GERMINATION FOR IRRIGATED CROPS.**

The Tobacco Inspector should conduct inspections on all nurseries for irrigated crop and give a report on germination percentages through weekly and monthly reports



**Photo 8 Inspection of Tobacco Seed Germination for Irrigated Crop for a Large Scale Grower**



### **3.6 TBZ MEETING WITH BUYING COMPANIES**

TBZ to hold a meeting with the tobacco buying companies to review the progress on the marketing and operational challenges in the tobacco industry.

### **3.7 LAND PREPARATION FOR IRRIGATED CROP**

Inspectors to inspect lands for irrigated crops to ensure that all land preparation and ridging for irrigated crop is in progress and in readiness for transplanted in September through weekly and monthly reports.



**Photo 9 Land Preparation for Irrigated Crop Ridged and Planting Holes made ready for Transplanting**

### **3.8 NURSERY MANAGEMENT FOR IRRIGATED CROP**

Inspectors to submit weekly and monthly reports of the inspections carried out on irrigated seedbeds for good management practices such as watering, mulching, weed control, spraying regimes, fertilization, hardening and clipping are being followed.





**Photo 10 Large Scale FCV Tobacco Nursery**

### **3.9 LAND PREPARATION FOR DRY LAND NURSERY**

Inspectors to report and ensure that all land preparation for the nursery sites for dryland crop are completed by **31<sup>st</sup> July** in readiness of sowing by **1<sup>st</sup> August**. These should include levelling of the nursery beds as well as fencing of the nursery site.



**Photo 11. Land preparation for Dry Land Nursery**

### **3.10 NURSERY INPUTS DISTRIBUTION FOR DRYLAND CROP**

Inspectors to ensure that all growers have received their nursery inputs (seed, chemical packs and fertilizer packs) from their sponsors/contractors in readiness for sowing in August and report the progress through weekly and monthly reports.



## **4.0 MONTH OF AUGUST**

### **4.1 REPORTS ON MARKETING AND GROWERS REGISTRATION**

TI's to report the tobacco marketing and growers' registration through weekly and monthly reports. The Research unit to consolidate all weekly and monthly reports from all regions and submit the report to management

### **4.2 REGIONAL MEETINGS WITH TOBACCO GROWERS AND STAKEHOLDERS**

The TBZ management to hold regional meetings with tobacco growers and stakeholders to explain various issues and policies as well as to familiarize themselves with the activities and interventions being undertaken by growers to scale up tobacco production and improve the Tobacco Industry.

### **4.3 THIRD TOBACCO SEED CERTIFICATION**

The Research unit should ensure that all sponsoring/contracting companies avail the quantities of seed which has been imported in the country. The seed should also be certified and approved by the Seed Control and Certification Institute (SCCI) and hold valid Phytosanitary Certificates from the Country of Origin.

### **4.4 REPORTS ON MANAGEMENT OF IRRIGATED NURSERIES**

Inspectors to report and inspect irrigated nursery sites for good management practices such as watering, weed control, spraying regimes, fertilization, hardening and clipping.





**Photo 18. Inspection of Irrigated Nurseries**

#### **4.5 LAND PREPARATION FOR IRRIGATED LANDS**

Inspectors to ensure that all land preparation and ridging for irrigated crop is completed by August in readiness for early transplanting on **1<sup>st</sup> September**

#### **4.6 REFORESTATION PROGRAMME**

Inspectors to conduct reforestation trainings and ensure that tree planting is being done in their area of operation which will entail growers having enough fuel wood for curing and mitigate the effects of climate change. Fast growing and coppicing tree species are ideal for afforestation initiatives. Eucalyptus tree species are generally good tree species for curing, construction and timber. The earliest sowing date for eucalyptus tree species is **1<sup>st</sup> August**



## **5.0 MONTH OF SEPTEMBER**

### **5.1 FINAL MEETING WITH TOBACCO BUYER'S AND TBZ**

TBZ to hold a final meeting with tobacco buyers to get information on whether the Buyers have met their volumes, and other contractual obligations. TBZ to provide information on unbought tobacco if any to the buyers and during this meeting the closure of the tobacco marketing for the season will be decided through consultations.

### **5.2 REPORTS ON TOBACCO GROWERS REGISTRATION**

The TI's to report on the progress of the growers' registration and ensure that all new and old growers are registered with full crop information using the Brightleaf System and all these should be part of their weekly and monthly reports.

### **5.3 REGISTERED GROWERS FROM SPONSORING/CONTRACTING COMPANIES**

Sponsoring/Contracting companies should submit their tobacco growers registers to TBZ Inspectors for inspection and validation and uploading in the TBZ Brightleaf System.

### **5.4 REPORT ON SEED GERMINATION FOR DRYLAND CROPS.**

The Tobacco Inspector should conduct inspections on all nurseries for dryland crop and give a report on germination percentages through weekly and monthly reports.

### **5.5 REPORTS ON TRANSPLANTING OF IRRIGATED CROP**

The Tobacco inspectors should submit weekly and monthly reports on the activities regarding the transplanting of irrigated crop.





Photo 19. Transplanting of Irrigated Crop

## **5.6 FIELD INPUTS DISTRIBUTION FOR DRYLAND CROP**

Inspectors to ensure that all field inputs are with the growers and the distribution should end by **30<sup>th</sup> September**.

## **5.7 OFFICIAL CLOSING OF THE MARKETING SEASON**

After TBZ has consulted with stakeholders on the closure date of marketing the Minister through TBZ shall announce the official closure of the tobacco sales of that particular marketing season.



## **6.0 THE MONTH OF OCTOBER**

### **6.1 REPORTS ON MANAGEMENT OF DRYLAND NURSERIES**

Inspectors to report and inspect irrigated nursery sites for good management practices such as watering, weed control, spraying regimes, fertilization, hardening and clipping.



**Photo 20. Convectional Dryland Tobacco Seed bed Nursery**

### **6.2 INTERNATIONAL MEETINGS**

TBZ and the strategic team should visit International markets so as to engage more buying companies and investors in the tobacco sector. Such visits will ideally increase information sharing on tobacco industry matters.



### **6.3 REPORTS ON FIELD MANAGEMENT FOR IRRIGATED CROP**

Inspectors should report on field management activities such as fertilization, weeding. Pest & disease control through weekly and monthly reports



**Photo 12. Spraying Tobacco Pesticides in Tobacco Field with Tractor Mounted Sprayer Boom**

### **6.4 CLOSING OF GROWERS REGISTRATION**

TBZ inspectors should ensure that all growers intending to grow tobacco in the Republic of Zambia are registered before the last closing date which is **31<sup>st</sup> October** as required by Law

### **6.5 ANNUAL OPERATIONAL REVIEW & PLANNING MEETING**

All RTI's, and heads of departments at TBZ headquarters to present Annual operational progress reports and activity budgets for the coming operational year.



## **7.0 MONTH OF NOVEMBER**

### **7.1 FIELD REPORTS ON IRRIGATED CROPS**

The tobacco Inspector should submit a comprehensive report on total number of hectares planted, number of growers participating and expected yield through weekly and monthly reports for all the tobacco under irrigation and the Research unit to consolidate the national figures under irrigation.



**Photo 13. Field Inspection of Irrigated Tobacco Crop**

### **7.2 THE FINAL TOBACCO SEED GERMINATION ON THE DRYLAND CROPS**

All tobacco inspector should submit the final seed germination reports from their areas of operation as well as the hectares on the progress of the transplanted dryland crop to Headquarters for consolidation by the Research unit.



### **7.3 REGIONAL VISITATION**

The TBZ Management to conduct regional visits to understand and share new developments in the tobacco industry as well as get feedback from all the tobacco growers and stakeholders on how to improve the tobacco industry.

### **8.0 MONTH OF DECEMBER**

#### **8.1 FINAL GROWERS REGISTRATION APPROVAL**

All registered tobacco growers will be allocated with a TBZ registration number and a valid identification card upon verification by the Tobacco Inspectors. TBZ will submit the preliminary register by 31<sup>st</sup> December.

#### **8.2 REPORT ON PLANT POPULATION AND HECTRAGE**

Tobacco Inspectors to report on number of growers registered, crop type, farmer category, expected yield, plant population and hectares grown as indicated in the TBZ Brightleaf System for both irrigated and dryland tobacco crop and the Research unit to consolidate the **National First Crop Forecast** of the projected volume for the country.

#### **8.3 NURSERY SITE CLEARING AND DESTRUCTION**

The TI's should report and inspect all nurseries of both irrigated and dryland crop and ensure that any living tobacco plants in the nursey site for the current season's crop is destroyed by ploughing-in and discing by **31<sup>st</sup> December** by the grower.

#### **8.4 LAST DATE FOR TRANSPLANTING OF TOBACCO**

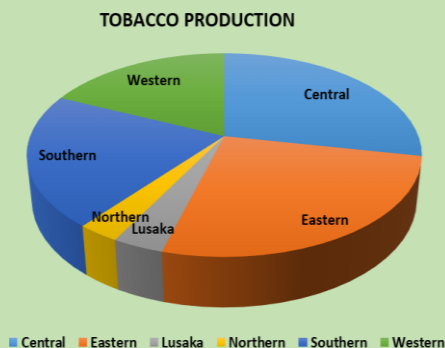
Inspectors to ensure and educate the all tobacco growers that no tobacco is transplanted after **31<sup>st</sup> December**.



## **9.0 MONTH OF JANUARY**

### **9.1 REPORTS ON PRODUCTION**

Tobacco inspectors to report on how the tobacco crop is growing in the lands for both irrigated and dryland crops. These should include, the tobacco crop for sponsored/contracted and self-sponsored crop. The Research unit should consolidate the figures and report to management. For the contracted crop this should be done in collaboration with the sponsor/contractor.



### **9.2 REPORTS ON PHYSICAL VALIDATION**

The duration of the physical validation and approval of registered growers by the Board shall be **1<sup>st</sup> January to 31<sup>st</sup> March** in each year.

### **9.3 FIELD DAYS ON TOBACCO FIELD MANAGEMENT**

Inspectors to conduct TBZ field days and demonstration on farmers and research plots on approved new field management technics. For the sponsored crop this should be done in collaboration with the sponsoring/contracting company.

### **9.4 REAPING AND CURING FOR THE IRRIGATED CROP**

Tobacco inspectors to report on the reaping and curing activities in their respective areas of operations.





**Photo 14. Transporting Tobacco to the Curing Barns**

## **10.0 THE MONTH OF FEBRUARY**

### **10.1 FINAL REPORT ON TOBACCO PRODUCTION**

The tobacco inspectors should submit their final crop forecast to the Research unit for consolidation of the National Final crop production forecast. This assessment will include the irrigated and dryland crops from both sponsored/contracted and self-sponsored growers. The collection of data in the field should be done in collaboration with the sponsor/contractor.

### **10.2 FINAL MEETING BETWEEN TBZ AND BUYERS**

TBZ and tobacco buying companies to hold a meeting and consolidate the volumes of both sponsored/contracted and self-sponsored crop for market readiness.

### **10.3 FIRST MEETING ON PRODUCTION COST**

TBZ Management and inspectors under the coordination of the Research unit shall hold the meeting to come up with the cost of production before meeting with the stakeholders.



## **11.0 MONTH OF MARCH**

### **11.1 GRADING CLINICS BY TOBACCO INSPECTORS**

Tobacco inspectors to conduct grading clinics in their areas of operation before commencement of marketing.

### **11.2 SECOND MEETING ON COST OF PRODUCTION**

TBZ Management to hold a second meeting with sponsoring companies and Buyers to agree on cost of production. This is for the information of TBZ and the Ministry of Agriculture.

### **11.3 SUBMISSION OF PRICE MATRIX BY TOBACCO BUYERS**

TBZ Management shall receive price matrices in confidence from all buying companies at least five (5) days before announcement of tobacco marketing date. This is for the information of TBZ and the Ministry of Agriculture

### **11.4 MARKET PREPARATION**

Tobacco inspectors to inspect all approved tobacco sales floor designates and warehouses for readiness of the market opening.



**Photo 15. Tobacco Bales laid out on the Sales Floor in readiness for the Market Opening**



## **12.0 MONTH OF APRIL**

### **12.1 GROWER REGISTRATION**

All tobacco growers are required to register as tobacco growers every year and it is Law as stipulated in the Tobacco Act Cap 237 of Laws of Zambia. The period of commencement of Tobacco grower's registration in all the regions of tobacco shall be from **1<sup>st</sup> April** to **31<sup>st</sup> October** in each year. Any registration after **31<sup>st</sup> October** each year will be a late registration. The validity of registration shall be the period ending **30<sup>th</sup> September** of the following year.

The Tobacco Inspector will ensure that all the registered growers have the pictures of their **National Registration Card** captured, their farm land allocated the **GPS Coordinates**, the prescribed **class of tobacco** and the intended **hectares** to be grown by the grower are recorded. Where a grower is sponsored or contracted the prospective volume sponsored or contracted and the name of the sponsoring or contracting company should be recorded.

### **12.2 OPENING OF THE TOBACCO MARKETING SEASON**

The Minister through the Board shall announce the official date of opening the tobacco marketing season.



**Photo 16 The Board Secretary checking on the preparations and readiness for the official opening of the market**



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