



## KYELEGWA DISTRICT LOCAL GOVERNMENT

MINUTES FOR TPC HELD ON 31<sup>st</sup> AUGUST 2018

### ATTENDANCE LIST

S/N	Name	Title	Sector	Present	Absent with apology	Absent without apology
1	Komuhendo Rahel	SAS	Administration	✓		
2	Oloya Stephen	CAO	Administration	✓		
3	Ikiriza Lucy	PHRO	Administration	✓		
4	Agaba .D. Hillary	PAS	Administration	✓		
5	Mugisa Godfrey	Ag.TC	Administration	✓		
6	Tinka Christopher	R/O	Administration	✓		
7	Kirabo Esther	SAS	Administration	✓		
8	Ategeka Deus	SAS	Administration	✓		
9	Nahabwe Celia	SAS	Administration	✓		
10	Muganda Hebert	SAS	Administration	✓		
11	Kayondo Geofrey	SAS	Administration	✓		
12	Rusoke Gabriel	SOS	Administration	✓		
13	Kabataizibwa Hellen	Ag.TC	Administration	✓		
14	Tugume Edward	SAS	Administration	✓		
15	Kabbale .B. Muhamed	TC	Administration	✓		
16	Alinaitwe Fred	Ag. SAS	Administration	✓		
17	Ndyahabwa Ezra	DCAO	Administration	✓		
18	Agaba Archangel	SAS	Administration		✓	
19	Rwabataizibwa Vincent	PIA	Auditor	✓		
20	Byamukama Leonard	PHRO	Boards	✓		
21	Tumukugize Gonzaga	Clerk	Boards		✓	
22	Birungi Agnes	Ag. SCDO	CBS	✓		
23	Kasaija Kalya	DCDO	CBS	✓		
24	Nyakabwa Augustine	DPWO	CBS	✓		
25	Kabagombe Rose	IOS	Education	✓		
26	Asiimwe .D. Stephen	DEO	Education		✓	
27	Mwesige Hussein	SEO	Education		✓	
28	Buhanga Joseph	CFO	Finance	✓		
29	Balinda Robert	SFO	Finance	✓		
30	Dr. Balinda Julius	DHO	Health	✓		
31	Kandole Tedson	ADHO	Health	✓		
32	Businge Lawrence	DHE	Health			✓
33	Muhumuza Edward	Bio/Planner	Health/Planning	✓		

34	Ategeka Nicholas	E.O	Natural Resources	✓		
35	Thadius Businge	SLMO	Natural Resources	✓		
36	Ahabyona Robert	Ass. FO	Natural Resources	✓		
37	Mulinzi Teddy	F/R	Natural Resources	✓		
38	Aharikundira Margaret	DNRO	Natural Resources	✓		
39	Nakachwa Perpetua	DPMO	Production	✓		
40	Basaija James	T.O	Production	✓		
41	Mujulizi Daniel	AHO	Production	✓		
42	Ddungu Richard	F.O	Production	✓		
43	Basajainywe Roland	CO	Production	✓		
44	Ntale Patrick	VCO	Production	✓		
45	Dr. Balinda Patrick	SVO	Production	✓		
46	Mugisa Robert	PCO	Production	✓		
47	Nakyanzi Sefuroza	DFO	Production	✓		
48	Byabazaire John	Volunteer	Rwenzori Diocese	✓		
49	Baluku Richard	Ag.Engineer	Works	✓		
50	Mulisa Victor	Engineer	Works			✓
51	Busiinge John	HRO	Administration		✓	
52	Karuhanga Tinka Charles	DITO	Administration	✓		
				<b>45</b>	<b>05</b>	<b>02</b>

## AGENDA

1. Prayer
2. Self-introduction
3. Communication from the chairperson
4. Reading and approval of previous minutes
5. Reaction on 3 & 4
6. Presentation of report by Radio Committee and charcoal burning
7. Departmental presentation on Capital Projects
8. Closure

## MINUTES

<b>MINUTE NUMBER</b>	<b>ACTION BY:</b>
<b>Min 11/08/KDLG/TPC/2018/19: Prayer</b>	
The prayer was led by Mr. Karuhanga Tinka Charles who thanked God for gift of life and asked guidance through the meeting	<i>All to Note</i>
<b>Min 12/08/KDLG/TPC/2018/19: Self-Introduction</b>	
All members introduced themselves by their names, title, station and pet names	<i>All to Note</i>
<b>Min 13/08/KDLG/TPC/2018/19: Communication from the Chairperson</b>	
<ol style="list-style-type: none"> <li>i. He welcomed members in the meeting and thanked members for keeping time and encouraged them to always come early if they are called for any meeting</li> <li>ii. He apologies to members for the delayed release of funds for 1<sup>st</sup> Quarter</li> <li>iii. Salary for August was paid on 28<sup>th</sup> and it will be on individual accounts within 72 hours</li> <li>iv. Problems were encountered in salary payment for staffs in Natural Resource department due to salary enhancement</li> <li>v. There was round off swearing in of local council 1's and 2's</li> <li>vi. There was budget over release for Ruyonza and under lease for Rwentuha and these sub counties were asked to sign MOU to transfer the funds</li> <li>vii. The chairperson informed members that August is the last month for signing the performance agreements. And members who had submitted their performance agreement were acknowledged and the major strategic output were supervision/inspection, implementation of government projects and presentation of BFP by 15<sup>th</sup> November 2018</li> <li>viii. Members were asked to always report on activities being achieved when the funds are released out. Major cross-cutting issues include: gender, HIV/AIDS, environment and innovation</li> <li>ix. Members were asked to submit their performance reports to Human Resources</li> <li>x.</li> <li>xi. A team will be instituted for internal assessment and come-up with a report</li> </ol>	<i>All to Note</i>

<p>xii. Members were asked to be aware of the external auditors who will be coming in the district in Septembers. The chairperson asked members to prepare early and get set for assessment and the areas of intolerance include: uncounted advances</p> <p>xiii. On 4<sup>th</sup> Septembers, we shall have DEC meeting and major concerns which will be looked at will be:</p> <ul style="list-style-type: none"> <li>a) Boards of Surveyor Report</li> <li>b) Radio Committee report</li> <li>c) Charcoal Burning Report</li> </ul> <p>xiv. Members were asked not deal with any organization which is not known by the district. It was discovered that there are some organization which are operating in the Refugee Settlement but are not known by the district but some members are dealing with those NGOs'</p> <p>xv. On livestock disease control, a guide line was sent to the district for the enforcement of quarantine and holding grounds and all the restriction are in the guideline. He suggested to have the meeting with RDC's office, police, political leaders, technical personnel and all extension workers in the production department for the implementation of the guideline</p> <p>xvi. The chairperson also proposed to have a platform for coordination with the implementing partners within the district mostly those within the Refugee Settlement and the hosting communities</p> <p>xvii. The chairperson tasked the DCAO to hold a meeting with all administrative officers and discuss their view since the chairperson was tired to hire them from politicians</p>	
<b>Min 14/08/KDLG/TPC/2018/19: Reading and Approval of previous Minutes</b>	
The Minutes were reviewed with minor errors and approved as true document to be referenced on	<i>Secretary</i>
<b>Min 15/08/KDLG/TPC/2018/19: Reactions on Agenda 3 and 4</b>	
<p><b>SAS-Rwentuha</b></p> <ul style="list-style-type: none"> <li>➤ He inquire to know how handle on the issue of quarantine since other markets were open in his sub county</li> </ul> <p><b>SFO-Balinda</b></p> <ul style="list-style-type: none"> <li>➤ He informed members that salary is expected today</li> <li>➤ Salary enhancement affected the payroll for Natural Resources department</li> <li>➤ Two releases were made which include: Development and Local</li> </ul> <p><b>DVO - Dr. Balinda</b></p> <ul style="list-style-type: none"> <li>➤ He inquired to know why staff salary enhancement was not enhance in production department mostly to the extension workers and those at the district headquarters</li> </ul> <p><b>PHRO – Lucy</b></p> <ul style="list-style-type: none"> <li>➤ Data captured is done from the Ministry of Public Service by System Administrators and it takes a gradual process. For the case of production is being worked on and by next month their salary will be enhanced</li> </ul> <p><b>DCAO</b></p>	<p style="text-align: center;"><b>DVO</b></p> <p style="text-align: center;"><i>All to Note</i></p> <p style="text-align: center;"><b>PHRO</b></p> <p style="text-align: center;"><i>All to Note</i></p>

<p>➤ He requested PHRO to also emphasize on rewards not only sanctions</p> <p><b>Inspector – Madam Kabagombe</b></p> <p>➤ She acquired assistance from CAO on NGOs which invite teachers for training and workshops without any notification to the district and when teachers come back they don't submit any reports about the training being conducted</p> <p><b>CAO</b></p> <p>i. All NGOs MUST communicate to staffs through the CAO and for any training or workshop is officially granted by CAO. The CAO's engagement in invitation of any staff is to know the effectiveness of the training or workshop</p> <p>ii. All NGOs must pass their communication through the CAO</p> <p><b>DPWO – Nyakabwa</b></p> <p>➤ He suggested that the district should improvise a parking yard for district staff and a parking for government vehicles since it's risky to take government vehicle at home. A parking yard for both government and individual vehicle should be in place</p> <p><b>DCAO</b></p> <p>➤ He inquired to know if the nursing Officers are supposed to participate in politics</p> <p><b>CAO</b></p> <p>i. He informed members that any staff employed by the government is not allowed to participate in politics. The law is strictly to members who are under public service standing orders. This means that any person employed by government, government agency or NGO which is governed by public service standing orders is not allowed to participate or else first resign the duties of serving the public</p> <p>ii. Members were asked to advise the lower carders who are interested in contesting to some post should stop it</p> <p><b>Ag. T/Clerk – Mpara</b></p> <p>i. She inquired to know why Mpara Town Council was not surveyed during the surveying process</p> <p>ii. She also wanted to know where the facilities for the sub county were taken</p>	<p><b>PHRO</b></p> <p><b>CAO</b></p> <p><b>All to Note</b></p> <p><b>All to Note</b></p> <p><b>CAO</b></p> <p><b>All to Note</b></p> <p><b>CAO</b></p>
<p><b>Min 16/08/KDLG/TPC/2018/19: Presentation of reports by Radio Committee and charcoal burning</b></p>	
<p><b>1) Charcoal Burning Committee</b></p> <p>Resolutions agreed on the strategies for the conservation of the environment, these include:</p> <ol style="list-style-type: none"> <li>a) Sensitization through Radio talk show and community mobilization</li> <li>b) Patrol</li> <li>c) Information gathering</li> <li>d) Distribution of receipt books</li> <li>e) Coordination</li> <li>f) Monitoring</li> <li>g) Facilitation</li> </ol>	<p><b>All to Note</b></p>

<p>h) Fines and charges</p> <p><b>Coordination team</b></p> <ol style="list-style-type: none"> <li>i. For the sub counties of Hapuuyo, Kasule and Kigambo, the coordinator is Ms. Mulinzi Teddy who will station at Hapuuyo</li> <li>ii. Kyegegwa, Kakabara and Kyegegwa Town Council, the coordinator will station at the district headquarter. The coordinator is Ms. Nakyanzi Sefuroza</li> <li>iii. Mpara, Ruyonza and Rwentuha sub counties will be coordinated by Mr. Ahabyona Robert who will station at Mpara sub county headquarter</li> </ol> <p><b>Reactions on the report</b></p> <p><b>SAS – Kasule</b></p> <ul style="list-style-type: none"> <li>➤ He enquired to know how the resources will be remitted, whether to be submitted to the sub counties or at the district</li> </ul> <p><b>SAS – Rwentuha</b></p> <ul style="list-style-type: none"> <li>➤ He suggested that patrols should be done by the parish chiefs instead of political leaders who will later ask for fuel and allowances</li> </ul> <p><b>CAO</b></p> <ul style="list-style-type: none"> <li>➤ The chairperson agreed that the revised charging fee be 20,000/= per bag of charcoal</li> <li>➤ He inquired to know the revised rates of palm logs</li> </ul> <p><b>Ass. Forestry Officer</b></p> <p>He proposed that at most 500,000/= be a fine for a trailer dealing in Palm Logs and the approved fine for a bag of charcoal is 20,000/=</p> <p><b>2) Radio Committee Report</b></p> <p>The presentation was done in Power Point</p> <ol style="list-style-type: none"> <li>i. <b>Radio Strength</b> <ul style="list-style-type: none"> <li>- Premises</li> <li>- Licensed</li> <li>- Production and on Air</li> <li>- Committed staff</li> </ul> </li> <li>ii. <b>Radio Weakness</b> <ul style="list-style-type: none"> <li>- Inadequate Radio equipment</li> <li>- No streamline ownership</li> <li>- Limited coverage area</li> <li>- Limited know who skills</li> </ul> </li> <li>iii. <b>Opportunities</b> <ul style="list-style-type: none"> <li>- Government Support</li> <li>- Existence of supportive agencies and partners</li> </ul> </li> <li>iv. <b>Threats</b> <ul style="list-style-type: none"> <li>- Stiff competition</li> <li>- Increasing licensing costs and unfavorable laws</li> <li>- Increased labor turn-over</li> </ul> </li> </ol>	<p><b>DNRO/CFO</b></p> <p><b>All to Note</b></p> <p><b>DNRO/DFO</b></p> <p><b>All to Note</b></p> <p><b>All to Note</b></p>
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<ul style="list-style-type: none"> <li>- Bureaucracy</li> <li>- Business dynamics</li> <li>- Potential entrance</li> </ul> <p>The committee sat and proposed to establish Community Based Organization (CBO) in the names of KIMEDA with the main value of establishing local identity character</p> <p><b>i. Targeted Clients/Customers</b></p> <ul style="list-style-type: none"> <li>✓ Farmers</li> <li>✓ Institutions</li> <li>✓ Interested Groups</li> <li>✓ Business parties</li> </ul> <p><b>ii. Client/Customer relation Channel</b></p> <ul style="list-style-type: none"> <li>✓ Centralized technical office</li> <li>✓ Agent at village</li> <li>✓ Offices at sub county level</li> <li>✓ Decentralized reporting</li> </ul> <p><b>iii. Key Activities</b></p> <ul style="list-style-type: none"> <li>✓ Registration and certification</li> <li>✓ Staff recruitment and enumeration</li> <li>✓ Board composition</li> <li>✓ Develop a business plan and strategic plan</li> <li>✓ Rebranding the Radio</li> <li>✓ promotion</li> </ul> <p><b>iv. Financial Support</b></p> <ul style="list-style-type: none"> <li>✓ District council support</li> <li>✓ Membership contribution</li> <li>✓ Advertisement</li> <li>✓ Customized Radio program</li> <li>✓ Sponsorships</li> <li>✓ Greeting Cards</li> <li>✓ Radio sports</li> <li>✓ Jingoos</li> <li>✓ Donor funding</li> <li>✓ Grants</li> </ul> <p><b>Radio Management</b></p> <ul style="list-style-type: none"> <li>➤ The committee agreed that the Radio be resisted as CBO, KIMEDA being the name. The shared will be 65% for members and 35% for council</li> </ul> <p><b>CFO</b></p> <ul style="list-style-type: none"> <li>➤ He inquired to know if the Radio is under privation, will it harvest the objectives of the district for its establishment, since the CBO also has its objectives</li> </ul> <p>The chairperson agreed with the proposals for the Radio Committee and asked them to continue with the program</p>	
<p><b>Min 17/08/KDLG/TPC/2018/19: Presentation on Concept Paper on the Value Addition</b></p>	
<p>i. A central food facility was to be established</p>	<p><i>All to Note</i></p>





<p><b>3. Production</b></p> <ul style="list-style-type: none"> <li>➤ No any capital project implemented yet but 16 bulls were received</li> <li>➤ Beans and maize seeds were received and distributed at sub county and to some district staff</li> </ul>	
<p><b>Min 18/08/KDLG/TPC/2018/19: Closure</b></p>	
<ul style="list-style-type: none"> <li>i. The chairperson thanked members for the attention and patience for having finished the meeting successfully</li> <li>ii. The chairperson asked the CFO to provide the ledger for advances by Monday 3<sup>rd</sup> of September 2018</li> <li>iii. He requested members to prepare for entry meeting</li> <li>iv. He also asked the Internal Assessment Team to take action immediately</li> <li>v. Meeting Adjourned 2:47pm</li> </ul>	<p><i>All to Note</i></p>

**Secretary:**

Date: .....

Signature: .....

**Karuhanga Tinka Charles**

**For: Ag. District Planner**

**Chairperson**

Date: .....

Signature: .....

**Oloya Stephen**

**Chief Administrative Officer**