

MASINDI DISTRICT LOCAL GOVERNMENT

MINUTES OF DISTRICT TECHNICAL PLANNING COMMITTEE (DTPC) MEETING HELD ON THURSDAY 24TH AUGUST 2017 IN THE DISTRICT COUNCIL CHAMBERS (DCC)

Members Present

S/N	Name	Designation
1	Okumu Christopher	Chief Administrative Officer (CAO)
2	Magezi -B- Godfrey Abwooli	District Planner (DP)
3	Yawiya Rashid	District Population Officer (DPO)
4	Kisakye Daniel Justus	Planner
5	Byaruhanga Godfrey	Senior Procurement Officer (SPO)
6	Isingoma Joseph	Sports Officer (SO)
7	Kyomuhendo Francis	District Education Officer (DEO)
8	Alituha Prudence	Principal Fisheries Officer (PFO)
9	Major Andeoye Matua	Coordinator Operation Wealth Creation (OWC) Bujenje
10	Kugonza Mansur	Internal Auditor (IA)
11	Byenkya Geoffrey	Senior Probation and Social Welfare Officer (SPSWO)
12	Dr. Ssebuguzi Fred	District Veterinary Officer (DVO)
13	Gahwera Patricia	Assistant Inventory Management Officer (AIMO)
14	Mutabazi Hakim	Human Resource Officer (HRO)
15	Dr. Bateganya GM	Medical Superintendent Masindi Hospital
16	Baguma Simon	Hospital Administrator (HA)
17	Baguma David	Principal Internal Auditor (PIA)
18	Baguma Patrick	Assistant District Health Officer (ADHO)
19	Atugonza Ramek	District Engineer (DE)
20	Lubega Hussein	Senior Assistant Secretary (SAS) Bwijanga
21	Bikuru Herman	Senior Assistant Secretary (SAS) Miirya
22	Tumwesige Vicent	Supervisor of Works (SOS)

Members Present

S/N	Name	Designation
23	Mugisa William	Community Development Officer (CDO)/NUSAF III Desk Officer (NDO)
24	Kyamiza Musa	Senior Assistant Secretary (SAS) Kimengo
25	Muhumuza John	Assistant Engineering Officer (AEO)/Civil
26	Musiita Catherine	Physical Planner (PP)
27	Ibrahim Nasur	Senior Assistant Town Clerk (SATC) Kyatiri
28	Kalyegira Moses	Senior Finance Officer (SFO)
29	Nyamahunge Harriet	Finance Officer (FO)
30	Okise Patrick	Senior Accountant (SA)
31	Karamagi Annet	Probation and Social Welfare Officer (PSWO)
32	Akoko Anthony	Assistant Forest Officer (AFO)
33	Kiiza Richard	Principal Assistant Secretary (PAS)
34	Businge Clare Wamara	Senior Labour Officer (SLO)
35	Hope Yudaya	Human Resource Officer (HRO)
36	Ocen James Andrew	Deputy Chief Administrative Officer (DCAO)
37	Nabukenya Olivia	Environment Officer (EO)

In attendance

S/N	Name	Designation
1	Talemwa Frank Chrispus	Office Attendant - Production
2	Mugisa Ronald	Office Attendant - Registry
3	Kusemererwa Evans	Office Attendant - Community

Absent with Apology

S/N	Name	Designation
1	Bamuturaki Johnson	Senior Assistant Engineering Officer – Mechanical (SAEOM)
2	Nyandera Angela	Secretary District Service Commission (SDSC)
3	Kisembo Fred	Assistant Chief Administrative Officer (ACAO)/Clerk to Council

Absent with Apology

S/N	Name	Designation
4	Tusimomuhangi Lawrence	Acting District Production and Marketing Officer (Ag. DPMO)
5	Kengonzi Christine	Commercial Officer (CO)
6	Byaruhanga Job	Senior Agricultural Officer (SAO)
7	Nsiimire William	Acting District Natural Resources Officer (Ag. DNRO)
8	Kiiza Monica	Senior Inspector of Schools (SIS)
9	Baharagate Emmanuel	Inspector of Schools (IS)
10	Kato Adolf	SENIOR Education Officer (SEO)
11	Biryetega Simon	Senior Forest Officer (SFO)
12	Katwesige Cissy	Ag. Principal Human Resource Officer (PHRO)
13	Musinguzi Denis	Senior Records Officer (DRO)
14	Baligonzaki Gladys	District Information Officer (DIO)

Absent without Apology

S/N	Name	Designation
1	Tumusiime Stella	Senior Office Superintendant (SOS)
2	Businge Vincent	Senior Community Development Officer (SCDO)
3	Sserunjoji Abdul	Senior Assistant Secretary (SAS) –Sub County Budongo
4	Kigenyi Frank	Senior Assistant Secretary (SAS) – Pakanyi Sub County
5	Winyi John Bernard	Chief Finance Officer (CFO)
6	Kisakye Ruth	Secretary District Land Board (SDLB)
7	Major Norbert Besisira	Coordinator Operation Wealth Creation (OWC) – Buruli County
8	Colonel Muruli Stephen	Coordinator Operation Wealth Creation (OWC) - Masindi Municipal Council
9	Dr. Turyagaruka John	District Health Officer (DHO)
10	Mugayo William	Vector Control Officer (VCO)
11	Muddu S. Michael	District Health Educator

Absent without Apology

S/N	Name	Designation
12	Kyokuhaire Gahwera Elizabeth	District Health Visitor (DHV)
13	Mugoya James	Senior Lands Management Officer (SLMO)
14	Bwisuka Fahami	Cartographer

Order of Business

Prayer;

1. Communication from the chair;
2. Reading and confirmation of minutes of the previous meeting;
3. Presentation and discussion of Bills of Quantities (BoQs) for FY 2017/2018;
4. NUSAF III Sub project approval;
5. Update on restructuring; and
Closure.

Proceedings	Action by
<p>The meeting was called to order at 10:15am by the CAO. He began by welcoming members to the meeting and asked the Secretary to go through the order business for member's input or confirmation if there were no issues.</p> <p>Reactions The Deputy DHO Environmental suggested that an item on disposal of old stores be included on the agenda.</p> <p>Resolutions</p> <ul style="list-style-type: none"> • It was resolved that the item on disposal of old stores be discussed in the next DTPC meeting since the report was not yet ready. However a few burning issues could be mentioned after the communication of the chairperson. <p>Minute 01/24/08/DTPC/FY 2017/2018 Communication from the Chair The Chairman once again welcomed members to the DTPC meeting. He said this was his second meeting in the District after having chaired the first one held on Wednesday 12th July 2017.</p> <p>He began by reminding members about time management. He said in the subsequent meeting, members would be required to register time of arrival and all this who would come in late would be denied entry. The CAO suggested that all Focal Point Persons programs and projects be made members of DTPC.</p>	<p>All to note</p> <p>All to note</p>

The chairperson cautioned members against focusing on requisitions only and forgetting to undertake monitoring and supervision of service delivery in the district.

All to note

As far as releases were concerned, the chairperson advised HoDs to hold sector meetings with a purpose of prioritizing the little resources that would have been allocated to the department. Additionally, the chairperson asked HoDs to use warrants so that we could be seen to be compliant.

Regarding Integrated Financial Management System (IFMS), the said that the system has stabilized but the challenge was with electricity and fuel. He said the funds for IFMS were scattered and did not have a work plan yet the system was supposed to be maintained even in the absence of an IT Officer. The chairperson suggested that we advertise this position since it was well catered for in the Structure.

As far as requisitions were concerned, the chairperson advised technical officers always to use procurement requisition forms instead of using a lot of narratives. In this regard, he asked the CFO to avail this form to all Departments. He added that there was need for technical members to attach work plans and implementation schedules on the requisitions since this would simplify work at the time of making accountabilities.

The Chairman of the meeting observed that the control system was still weak. He said the examiner of accounts had been appointed but was still dormant yet the officer was supposed to assist harmonizing the various rates that were being quoted in requisitions by different officers. He added that if council would bless an idea of night allowance, then night allowances would be allowed.

In a related development, the chairperson said that vote controllers both at the District and Sub County levels were supposed to be appointed. Otherwise, whoever was performing this role without an appointment was doing it illegally.

He added that Performance Budgeting System (PBS) had come on board. He said all Technical Officers were supposed to be IT compliant since this was the new reporting system.

As far as reports for sectoral committee meetings were concerned, the chairperson asked Technical Officers to always guide committee chairpersons in writing these reports before the same could be presented to council. He said in the process of doing this,

it would be anticipated that recommendations and or resolutions would be solid unlike what had happened in the previous past. The chairperson requested the Clerk to Council to invite development partners to come and participate in their respective sectoral committee meetings.

All to note

In a similar development, the chairperson said that he had realized that there was lack of coordination of NGOs in the District. He asked HoDs to guide him on unfunded priorities, locations where the present NGOs were operating and identify Least served areas for targeting for effective service delivery.

The Chairperson informed members that a preliminary list for Focal Point Persons had been developed but would be presented in the subsequent DTPC meeting. He requested technical officers to assist his office identify the Focal Point Person for NGOs.

As far as some human resource issues were concerned, the chairperson informed members that almost 490 employees were about to miss salary for the month of August 2017. He said this was as a result of officers acquiring multiple loans yet their take home was not supposed to exceed 50%. He said this prompted CAOs office to make consultations with the center but even then, 19 staff would still miss. He promised to work around the clock and ensure that these staff were saved.

Pertaining to the staff list, the chairperson informed members that the list was ready. However the District Chairman had demanded for a capacity building schedule for all staff who were for training by Government and on Private basis. The Chairperson asked the DCAO to prevail on Human Resource and ensure that this list was produced.

The Chairperson informed members that the District chairperson had observed that the recent transfers had caused a lot of issues in the District. He added that he had been advised that not to effect transfers of the same staff within a short period of time. In the same regard, the chairperson advised that transfers should be originated by departments and there was no need to separate spouses in case all of them were serving the Local Government.

The Chairperson further told members that Internal Assessment exercise was going on but some Departments had been caught unaware. He asked the Departments to recover and put in place what was expected of them.

As far as legal issued was concerned, he said the process starts

with the issuance of the legal notices and then time starts counting down. The chairperson advised that before such notices are received by Central registry, they should first reach CAOs for noting and thereafter received officially. In this regard, the DCAO was called upon to ensure that this instruction was followed.

All to note

Regarding radio announcements, the CAO informed members that radio BBS was demanding close to 7 million for services they had offered to Masindi Local Government. He said the bill had accumulated as a result of Departments faulting on payments. He said the whole burden had now been turned to Administration. The chairperson cautioned members against this practice and asked HoDs always to issue LPOs for such services. Otherwise individual officers would be held accountable for their inactions.

On the Education Hall, he said we had several meetings with the management of Hotel Aribas. The District Lawyer had been engaged but had not yet responded. He said the lawyer was being paid retainer fee yet he was not doing commendable work for us. He said there would be need to get another Lawyer in case this was embraced by the relevant stakeholders. The chairperson asked the PAS to follow up with the Lawyer and ensure that the matter was solved once for all.

The Deputy DHO- Environmental Health asked CAO to interest himself in dubious disposals which had been conducted without the consent of relevant departments. He gave an example of a new mate motorcycle under health and one for the former Commercial Officer which were disposed off and listed for disposal respectively.

Reactions

The DP informed members that we are supposed to use internet for Programme Budgeting System (PBS). He advised that we get applicable internet rates and ensure that extension of the same was made to all the departments. He proposed that the DIO together with the Planner contact NITA for upgrading internet services.

The ADHO complained that a new mate motorcycle under health and one for the former Commercial Officer had been disposed off/listed for disposal respectively. He requested for the intervention the DTPC to save the situation. Otherwise we were going to lose vital means of transport yet at the same time we were lacking transport means in many departments. On behalf of DTPC, he advised PIA to pick interest in this matter and report in the subsequent DTPC meeting.

<p>The Environment Officer observed that most NGOs taking up environmental issues concentrated in Budongo and those for Agriculture were concentrating in Pakanyi yet other sub counties needed the same interventions. She advised DTPC to always guide these partners to areas of critical need.</p>	All to note
<p>Responses</p>	
<p>The Chairperson observed that at the time of inception, NGOs were supposed to report to the District Chairperson and RDC and thereafter a technical entry meeting be held. It would be from this interaction that an MOU specifying the activities to be undertaken. He added that Planning Unit and the respective HoDs where the project would be falling would be expected to identify un funded priorities to be financed.</p>	
<p>On internal controls, the CFO informed members that he had prepared a format of the requisition which would require the examiner of accounts to verify payments before they could be approved at the next levels.</p>	
<p>Resolutions</p>	
<ul style="list-style-type: none"> • The committee resolved that all Focal Point Persons for programmes and projects be members of District technical Planning Committee; 	CAO
<ul style="list-style-type: none"> • The committee resolved that Heads of Department should hold sector meetings to allocate their releases (on a quarterly basis); 	HoDs
<ul style="list-style-type: none"> • The Committee resolved that the IFMS Work Plan must be formulated. In a related development, DTPC resolved that IFMS funds be consolidated under one Department; 	CFO
<ul style="list-style-type: none"> • The Committee resolved that the Information Technology Officer be recruited with immediate effect; 	CAO
<ul style="list-style-type: none"> • The Committee tasked the CFO to formulate a standard requisition format (including a provision for the examiner of Accounts) that would be used by all departments; 	CFO
<ul style="list-style-type: none"> • The Committee resolved that CAO tables to District Executive Committee the need to avail night allowances to Technical and Political leaders going to hard to reach areas in the District; 	CAO
<ul style="list-style-type: none"> • The Committee resolved that all Vote Controllers be appointed with immediate effect; 	CAO
<ul style="list-style-type: none"> • The Committee resolved that the DEO be appointed as a Coordinator for NGOs in the District; 	DEO
<ul style="list-style-type: none"> • The Committee resolved that Human Resource Department produces the Capacity building schedule for 	Ag. PHRO

<p>all technical officers on government and self- sponsorship;</p> <ul style="list-style-type: none"> • The Committee resolved that DCAO writes to the Senior Records Officer instructing him to always forward correspondences regarding legal matters to CAO’s Office before receiving officially; • The Committee resolved that the Principal Assistant Secretary closely follows up the Education Hall issue with the District Lawyer so that the issue can be resolved once and for all; • The Committee resolved that the DIO together with the Planner contact NITA to expedite the process of extending internet services from the National Backbone to all offices; and • The Committee resolved that the PIA investigates circumstances under which a new mate motorcycle under health and one for the former Commercial Officer were disposed off/listed for disposal respectively. He was given up to 14 days. 	<p>DCAO</p> <p>PAS</p> <p>DIO & Planner</p> <p>PIA</p>
<p>Minute 02/24/08/DTPC/FY 2017/2018 Reading and Confirmation of the previous minutes</p> <p>The Secretary took members through the minutes.</p>	
<p>Reactions</p> <p>The MS-Masindi Hospital informed members that whoever was concerned with transfers did not consult the concerned entities. He gave an example of some staff who had acquired specialized training and once they are transferred without the knowledge of such an entity, then this distorts service delivery.</p> <p>The Coordinator OWC Bujenje County advised technical officers to be objective and firm when carrying out transfers. He further advised administration to at least have a minimum period of up to 3 years before transferring a staff. He asked technical staff to remain focused and follow the standing orders, guide the junior staff and be principled within the domain we are working in.</p> <p>The CAO observed that the interface meeting had not yet been held but promised to organize it in the near future. The DCAO was tasked to draw a schedule and circulate it to members. The chairperson reported that he had had a familiarization tour to sub counties and was only reaming with Miirya Sub County.</p> <p>Regarding the DTPC schedule for next FY, chairperson suggested that the District Planner draws it and presents it in the next DTPC</p>	<p>All to note</p>

<p>meeting.</p> <p>The District Planner observed that same line items in the budget were missing and this had affected a number of departments.</p> <p>The Chairperson observed that one of the probable reasons for this anomaly was limited participation at the time of budgeting. He gave an example of Community, Works, and Administration departments which had been affected.</p> <p>Chairperson proposed that the CFO makes a print out of the budget and let members scrutinize it and thereafter give feedback.</p> <p>The chairperson highlighted on the importance of recruitment of Law enforcement Officers for all Town Boards.</p> <p>On the issue of DDEG Account, the chairperson suggested that the PIA verifies it. In a related development, the DP was also called upon to be strict on DDEG work plans. He was called upon to organize for a meeting with the aim of reorienting the Sub County Chiefs on the DDEG guidelines.</p> <p>The DP advised the chairperson to conduct quarterly review meetings involving Sub County Chiefs, Assistant Town clerks and Sub Accountants to address service delivery issues.</p> <p>After thorough deliberations, the Town Clerk Kyatiri suggested that the minutes presented before the committee were a true record of what had been discussed in the previous meeting. He suggested that the minutes be adopted as a working document for DTPC.</p>	<p>All to note</p>
<p>Resolutions</p> <ul style="list-style-type: none"> • Regarding staff transfers, the Committee resolved that departments should be consulted first before effecting any changes; • The Committee resolved that the District Planner draws the DTPC schedule/calendar for FY 2017/2018; • The CFO was tasked to make a print out of the budget and avail it to HODs. This would enable them make adjustments on missing line items for appropriate action; • The Committee resolved that Law Enforcement Officers for all town Boards be recruited; • The Committee resolved that the District Planner organizes a meeting and brief Sub County Chiefs on DDEG Guidelines; 	<p>CAO</p> <p>DP</p> <p>CFO</p> <p>CAO</p> <p>DP</p>

<ul style="list-style-type: none"> • The Committee resolved that CAO holds quarterly performance review meetings with SASs, Town Clerks and Sub Accountants to make an assessment of service delivery; and • The committee resolved that the minutes be adopted as a working document for DTPC. 	<p>CAO</p> <p>All to note</p>
<p>Minute 03/24/08/DTPC/FY 2017/2018 Presentation and discussion of Bills of Quantities (BOQs) for FY 2017/2018</p>	
<p>BoQs for Road construction works for FY 2017/2018</p>	
<p>The BoQs were presented by the SOW. He began with Kisalizi-Kitongole road.</p>	
<p>Reactions</p>	
<p>The District Planner suggested that the log frame indicates all the 04 weeks. He also suggested that maintenance be captured under URF and inform of imprest and not fuel as had been drafted. The presenter was further advised to cater for contingency in the budget. He further advised the presenter to harmonize the work programme. The DP observed that retooling for the GPS be removed from the work plan since it could not be tagged here. On the hand tools, the DP advised the presenter to give a breakdown for the cost of three million shillings. He was also advised to remove the following items from the work plan: computer, office stationery, airtime for communication and internet, stabilizer and cartridge.</p>	<p>All to note</p>
<p>The NUSAF III desk Officer inquired to know why fuel for the pickup and other plants and allowances were not matching. It was also established that the gun chart needed to be adjusted to match the figures that had been presented. He also advised the presenter to cater for Bill boards on either end of the road. He added that there was also need to cater for community mobilization.</p>	
<p>The SPO observed that works should be certified and even for completion. There was need to involve Contracts Committee in Monitoring the construction works.</p>	
<p>The ADHO observed that some staff like CFO and the SAS needed to be brought on board. He further illustrated that the CFO needed to see progress of activity implementation before effecting payments so that he would be sure of what he would be paying for.</p>	
<p>The EO cautioned the implementing team against tampering with the integrity of Kiyanja wetland which supplies water to the entire Town and its neighbourhoods. She added that there was need to</p>	

<p>cater for the Physical Planner and the EO in implementation.</p> <p>Biraizi-Kilanyi Road</p> <p>Reactions The Town Clerk-Kyatiri TB inquired to know the whereabouts of road tools immediately after constructing the roads. He added that there is need to move to roads before construction of the roads, during implementation and hand then upon successful completion.</p> <p>The NUSAF III coordinator asked the Engineers to provide access to the road users after construction of roads.</p> <p>Kisindizi-Kinumi Road</p> <p>Reactions The DP observed that the number of days for the pickup were not matching the work on ground.</p> <p>Ntooma-Tuura Road</p> <p>Reactions The Town clerk-Kyatiri TB advised the implementing team to work on same poor sections of roads that had not been targeted for improvement but were near these roads. He gave an example of Kitwetwe-Kyatiri since it was near Kisindizi-Kinumi road.</p> <p>BOQs for Building Construction Works for FY 2017/2018. The summary of these BoQs were presented by the AEO-C.</p> <p>Renovation of Serina/women’s ward He began by saying that the facility lacked a kitchen he advised the Hospital Administrator to plan and construct a temporary kitchen.</p> <p>Regarding walk ways for Masindi Hospital were concerned, the presenter said that funds for completing them were not enough and had been postponed to next FY. He added that the Hospital management had demanded for inclusion of the ceiling, power, marrying roofs to existing structures, floor screeding, protection of drainage from TASO building and catering for a dwarf wall (of approximately 1/2metres) extension of the roof. All the above would require an extra 29m (twenty nine million shillings).</p> <p>Reactions The ADHO cautioned the AEO-C against exaggerating the values</p>	<p>All to note</p>
---	--------------------

<p>for renovation because he would be caught up by a verification report which had been made by the infrastructure division of Ministry of Health.</p> <p>The CAO cautioned the AEO-C against having the variation for costs of construction going beyond. He asked the presenter to submit activities which had been identified to the Physical Planning Committee for approval before implementation was embarked on. He added that it was a good practice for all buildings to be occupied after acquiring occupation permits.</p> <p>As far as security at Masindi Hospital was concerned, the Hospital Administrator reported that lightening arrestors for the hospital had been stolen. He attributed this to Askari's who had overstayed and were no longer performing their duties as expected. He added that they were having organized absenteeism. Arising out of this, he said he had interacted with them in several meetings and they had confirmed to him that they were tired.</p> <p>The chairperson advised the Hospital Administrator to build a file against these Askari's and indicate all the anomalies and thefts that have occurred. Thereafter they would be invited to the rewards and sanctions Committee for reprimand.</p> <p>4 Unit Staff House under Education</p> <p>Reactions</p> <p>The DEO suggested that there is need to cater for piping since these areas would have power in the near future.</p> <p>Fencing Kikingura health Centre II</p> <p>Reactions</p> <p>The SAS-Bwijanga observed that there was need to establish boundaries of health facility. He added that the son of the late who donated land to the same facility was interested in land that was in front of the health centre (near the road) and was willing to compensate the health Centre with part of his land that was behind the health center.</p> <p>The DP advised the presenter to go back on the drawing board and cater for VAT in the BoQs.</p> <p>In a related development, the DEO suggested that the issue of VAT be tabled before the ULGA meeting that was scheduled for 29th August 2017.</p>	<p>All to note</p>
--	--------------------

<p>Construction of 05 Stance lined latrine (with wash room and Urinal VIP) at Kyatiri Primary School</p>	<p>All to note</p>
<p>Reactions The SPO informed members that the information provided by the HoDs in the Work Plans and Budgets were not in conformity with what the engineering department was quoting in the BoQs.</p> <p>The CAO advised HoDs always to liaise with the Engineering Department to ensure that what they were anticipating to cater for their projects was the right figure.</p>	
<p>Resolutions</p> <ul style="list-style-type: none"> • The Committee resolved that the District Engineer integrates funding for Environment and Physical Planning activities in the BoQs. There was also need to cater for Community Mobilization at Sub County level and also cater for Monitoring by core departments; • The Committee resolved that all used tools (such as spades, hoes, pick-axes, steel tapes, water life jackets, safety wares among others) be returned to stores immediately after constructing roads. These tools would be disposed off after getting a recommendation from Board of Survey. • The Committee resolved that Works Department should always share BoQs with user departments before tabling them to DTPC for scrutiny; • The DTPC resolved that DCAO and Deputy DHO (Environmental Health) compiles a list of all completed buildings and subsequently issue them with occupation permits; and • The Committee resolved that the Head of HR invites Masindi Hospital Askari's to the rewards and sanctions Committee for reprimand by Tuesday 29th August 2017. 	<p>DE & SOW</p> <p>DE & SOW</p> <p>DE & SOW</p> <p>DCAO & ADHO</p> <p>Ag. PHRO</p>
<p>Minute 04/24/08/DTPC/FY 2017/2018 NUSAF III Sub Project Approval</p> <p>The presentation on the above subject was made by Mugisa William the NUSAF III Desk Officer (NDO) Masindi. He began by informing members that the district had received funds for 22 sub projects in the areas of: ox traction for maize growing, dairy farming and nursery bed establishment.</p> <p>However by the end of fourth quarter, two groups (Kilanyi C and Kidwera all for ox traction had not yet received money on their accounts because they had presented wrong account numbers. For the case of the two groups for nursery bed establishment, they had</p>	

not yet spent their money because they were going to raise their seedlings beginning September 2017. All the other groups had procured what they were interested in.

All to note

The presenter further added that Masindi District had been selected to benefit under the Sustainable Livelihood Pilot. A cluster of eight villages (six in rural and two in the urban area) were to benefit. These included: Murro, Kaiha, Byerima, Kitamba, Isimba, and Kyamukudumi in Bwijanga Sub County. The two cells were Kijura Central and Kijura North in Central Division. Under this Pilot, community members elected three Community Business Agents who to man these villages and cells and would be facilitated with Ug shs 250,000/= (two hundred fifty thousand shillings) on a monthly basis.

He also added that by the end of 4th quarter, the Bank Balance for NUSAF III was Ug shs 6,203,717/= (six million two hundred three thousand seven hundred seventeen shillings) for operations and 38,148,620/= (thirty eight million one hundred fourty eight thousand six hundred twenty shillings) for sub projects.

Thereafter, He went on and presented 81 (eighty one) files for members to peruse through and approve them for funding.

Reactions

The DP suggested that we select a TPC Sub Committee to look at the files.

Resolutions

- **The DTPC resolved that a select Committee of four officers (Planner, SAO, FO, EO and DPO) be constituted and facilitated to scrutinize NUSAF III project files for funding.**

Planner,
SAO, FO,
EO and
DPO

Minute 05/24/08/DTPC/FY 2017/2018 Update on Restructuring

The presentation was made by the HRO Hope Yudaya. She said the exercise started in February 2017 with submission of Public Officer's files to District Service Commission (DSC) for review and necessary action.

She said that 148 were submitted to DSC and retention letters issued. However nine files were still pending while five files had not yet been submitted since HR Department was still seeking for guidance from the Ministry of Agriculture Animal Industry and Fisheries (MAAIF).

<p>The presenter went ahead and enumerated challenges of the exercise as indicated below: the positions of the Records Assistant, herdsman, and gardener had been abolished. Twelve out of nineteen parish chiefs lacked the minimum qualifications. The other issues identifies were that the qualifications for the DE and Surveyor had been elevated yet the staff in post lack them.</p> <p>In conclusion, she suggested that public officers without qualifications be given a grace period of up to three years to acquire the same. She called upon the technical team to handle the restructuring exercise more carefully since the district was not in position of paying off retrenched staff.</p> <p>Closure The Chairman thanked all members for responding to the invitation for the meeting. He appealed to members to keep time in the subsequent DTPC meetings. Finally, he asked members who had been assigned tasks to execute them and report in writing in the next DTPC meeting.</p> <p>There being no other items to discuss, the meeting was adjourned at 4:47pm.</p> <p>Recorded by Yawiya Rashid DPO/Secretary</p> <p>Confirmed by Okumu Christopher CAO/Chairperson</p>	<p>All to note</p>
---	--------------------