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THE REPUBLIC OF UGANDA

Our Ref: CR/214

Monday, June 27, 2022

**ALL HEADS OF DEPARTMENTS,
KAKUMIRO DISTRICT**

**INVITATION TO A PHYSICAL AND VIRTUAL DISTRICT
TECHNICAL PLANNING COMMITTEE MEETING ON THURSDAY
30TH JUNE 2022**

**THIS IS TO INVITE YOU TO A PHYSICAL AND VIRTUAL
DISTRICT TECHNICAL PLANNING COMMITTEE MEETING ON
THURSDAY 30TH JUNE 2022 AS PER THE FOLLOWING
PROGRAMME**

HOST FOR ZOOM PARTICIPANTS: DAN MASANGA

LOGIN INSTRUCTIONS & CREDENTIALS:

**THE TRAINING WILL COMMENCE AT 8:30AM, WAITING ROOM
IS AT 8:00AM**

**[https://zoom.us/j/95787592939?pwd=MHIVd0dQSG5mZUNdNIB5Y
WZlIdGpUZz09](https://zoom.us/j/95787592939?pwd=MHIVd0dQSG5mZUNdNIB5YWZlIdGpUZz09)**

Meeting ID: [957 8759 2939](#)

Passcode: 484633

SESSION ONE - 8:30A.M. TO 12:45P.M. [FOR ONLY HEADS OF DEPARTMENTS DUE TO LIMITED SPACE AND NEED TO OBSERVE COVID 19 SOPS]. OTHER TOP MANAGEMENT & POLITICAL LEADERS AT DISTRICT AND LLGS LEVELS WILL PARTICIPATE VIA ZOOM

AGENDA

- 1. PRAYER [GLADYS BIGABWA 8:30-8:31A.M.];**
- 2. COMMUNICATION FROM THE CHAIR [CAO 8:31-8:40A.M.];**
- 3. CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING [ALL 8:40-8:45A.M.];**
- 4. MATTERS ARISING FROM AGENDA ITEM 2 AND 3 [ALL 8:45-8:55A.M.];**
- 5. UNIFIED MESSAGING & COLLABORATION SYSTEM END USER TRAINING BY NITA UGANDA VIA ZOOM [9:00-10:00A.M.]**
 - i. EMAIL SERVICES;**
 - ii. CALENDARING SERVICES;**
 - iii. CONTACTS MANAGEMENT;**
 - iv. ONLINE DOCUMENT SHARING AND COLLABORATION;**
 - v. WORKFLOW AND PROCESSES;**
 - vi. TASK MANAGEMENT;**
 - vii. INSTANT MESSAGING SERVICES;**
 - viii. AUDIO AND VIDEO CONFERENCING SERVICES;**
 - ix. CORPORATE SOCIAL MEDIA; ETC**
- 6. UPDATES ON CLEARING SUPPLEMENTARY SUBMISSIONS TO PAC/PARLIAMENT [CFO, HRO, D/E, DISTRICT PLANNER 10:00-10:05A.M.];**
- 7. UPDATES ON PREPARATION AND READINESS FOR LOADING OF FY 2022/2023 WORKPLAN AND BUDGET ON IFMS [DISTRICT PLANNER 10:05-10:40A.M.];**

- 8. PERFORMANCE ASSESSMENT FY 2021/2022 FOR EMPLOYEES OF KAKUMIRO DISTRICT AND SETTING PERFORMANCE TARGETS FOR FY 2022/2023 [HRO AND CAO 10:40-11:30A.M.;**
- 9. CLOSURE OF FY 2021/2022: CHALLENGES, LESSONS AND ACTIONS FOR FY 2022/2023 [CAO 11:30A.M.-12:45P.M.]**
- i. TIMELY PLANNING AND EXECUTION OF PROCUREMENTS;**
 - ii. MINIMIZING PROJECTS DESIGN OMISSIONS AND MISMATCHES BETWEEN DESIGNS, DRAWINGS AND BOQS;**
 - iii. MINIMIZING GAPS IN SOLICITATION DOCUMENTS;**
 - iv. ENHANCING PROJECTS SUPERVISION, MONITORING AND QUALITY ASSURANCE;**
 - v. MINIMIZING IN-YEAR SUPPLEMENTARY BUDGET REQUESTS;**
 - vi. FINALIZATION AND SUBMISSION OF FINAL ACCOUNTS;**
 - vii. CAPTURING DOMESTIC ARREARS IN THE DOMESTIC ARREARS BUDGETING TOOL;**
 - viii. SELF AUDIT AND QUALITY ASSURANCE OF TRANSACTION RECORDS FOR FY 2021/2022;**
 - ix. TRACKING BUDGET PERFORMANCE AND DAILY RECONCILIATIONS;**
 - x. MINIMIZING CANCELLED INVOICES AND COMPLIANCE TO GOU CHART OF ACCOUNTS;**
 - xi. MANAGEMENT OF RETENTION**
 - xii. TRACKING OF SECURITIES AGAINST PROJECT IMPLEMENTATION SCHEDULES;**
 - xiii. MANAGEMENT OF SITE HANDOVER AND COMMISSIONING OF COMPLETED PROJECTS;**
 - xiv. MANAGEMENT AND TRACKING OF COMPLIANCE TO SOCIAL, ENVIRONMENT AND SAFETY SAFEGUARDS;**

xv. **MANAGEMENT OF THE SUPPLIERS LISTS;**

SESSION TWO - 2:00P.M. TO 5:00P.M. [FOR ONLY HEADS OF DEPARTMENTS AND DEC MEMBERS DUE TO LIMITED SPACE AND NEED TO OBSERVE COVID 19 SOPS]. OTHER TOP MANAGEMENT & POLITICAL LEADERS AT DISTRICT AND LLGS LEVELS WILL PARTICIPATE VIA ZOOM

- 10. CONCEPT NOTE FOR SKILLS DEVELOPMENT & INDUCTION PROGRAMME FOR THE NEWLY ELECTED KAKUMIRO DISTRICT COUNCILLORS & HEADS OF DEPARTMENTS [CAO 2:00-2:30P.M.]**
- 11. CONCEPT NOTE FOR KAKUMIRO DISTRICT SPORTS STADIUM DEVELOPMENT FLAGSHIP PROJECT [CAO 2:30-3:00P.M.]**
- 12. DISSEMINATION OF KAKUMIRO DISTRICT LOCAL GOVERNMENT MANAGEMENT OF SERVICE DELIVERY ASSESSMENT RESULTS 2021 [CAO & DISTRICT PLANNER 3:00-4:30P.M.]**
- 13. MOCK ASSESSMENT OF KAKUMIRO DISTRICT LOCAL GOVERNMENT MANAGEMENT OF SERVICE DELIVERY 2022 [CAO & DISTRICT PLANNER 4:30-5:00P.M.]**

GROUND RULES:

- a) MINUTES OF THE PREVIOUS MEETING MUST BE CIRCULATED TO MEMBERS VIA EMAIL FOR ADVANCE READING AND PREPARING MATTERS ARISING TO REDUCE ON TIME WASTAGE;**

- b) PARTICIPANTS VIA ZOOM ARE ADVISED TO BE IN THE ZOOM WAITING ROOM NOT LATER THAN 8:25A.M.
- c) PARTICIPANTS VIA ZOOM ARE ADVISED TO BE IN PLACES WITH STABLE INTERNET CONNECTIONS; AND MUTE MICROPHONES/VIDEO FUNCTIONS TO ENHANCE CONNECTIVITY;
- d) PARTICIPANTS VIA ZOOM ARE ENCOURAGED TO ROUTE QUESTIONS VIA THE CHAT ROOM FUNCTION.



Maweje Andrew
CHIEF ADMINISTRATIVE OFFICER/ACCOUNTING OFFICER VOTE
614: KAKUMIRO

DISTRIBUTION

RDC/Kakumiro

District Chairperson/Kakumiro

District Councillors/Kakumiro

Heads of Sections [district headquarters]/Kakumiro

Technical and Political leaders of LLGs/Kakumiro