



MINUTES FOR UEA ANNUAL GENERAL MEETING 24TH JUNE, 2015 HOTEL AFRICANA, KAMPALA

Husnah M. Kikungwe

1. Registration

The AGM was attended by 68 members of UEA. Information was captured as per the table below.

Participants` attendance list for UEA Annual General Meeting 24th June 2015; Hotel Africana

Name	Institution	Email
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2. Agenda

This was the programme arranged by the executive and shared with members. The chairperson of the meeting was the UEA Vice President Dr. Godfrey Bwanika.

Time	Topics	Responsible Person
2.00p.m – 2.30p.m	Registration	UEA Secretariat
2.30p.m – 2.32p.m	Prayer	UEA Executive Member
2.32p.m-2.35p.m	Adoption of Agenda	UEA Vice Chairperson
2.35p.m-2.40p.m	Welcome remarks	UEA President Mrs. Margaret Kakande
2.40p.m-3.10p.m	Guest Speaker	QED/ USAID
3.10p.m – 3.30p.m	Plenary discussion	
3.30p.m – 3.45p.m	Summary of minutes of AGM 2014	UEA General Secretary Mrs. Rosette Nayenga
3.45p.m -4.05p.m	President`s Report	UEA President
4.05p.m – 4.35p.m	Treasurer`s Report and Audited Accounts	UEA Treasurer Mr. Allan Gitta
4.35p.m-5.00p.m	Plenary Discussion	
5.00p.m-5.10p.m	Work plan for 2015	UEA Executive Member Dr. R. Azuba
5.10p.m-5.20p.m	Budget for 2015	UEA Treasurer
5.20p.m-5. 40p.m	Plenary Discussion	
5. 40p.m- 5.50p.m	Closing remarks	UEA President
5.50p.m-	Refreshments	

1. The opening prayer was by the UEA Treasurer Mr. Allan Gitta.
2. The motion to adopt the agenda was moved by Mr. Joseph Ssemakula and seconded by Dr. Rose Namara.

3. Welcome remarks

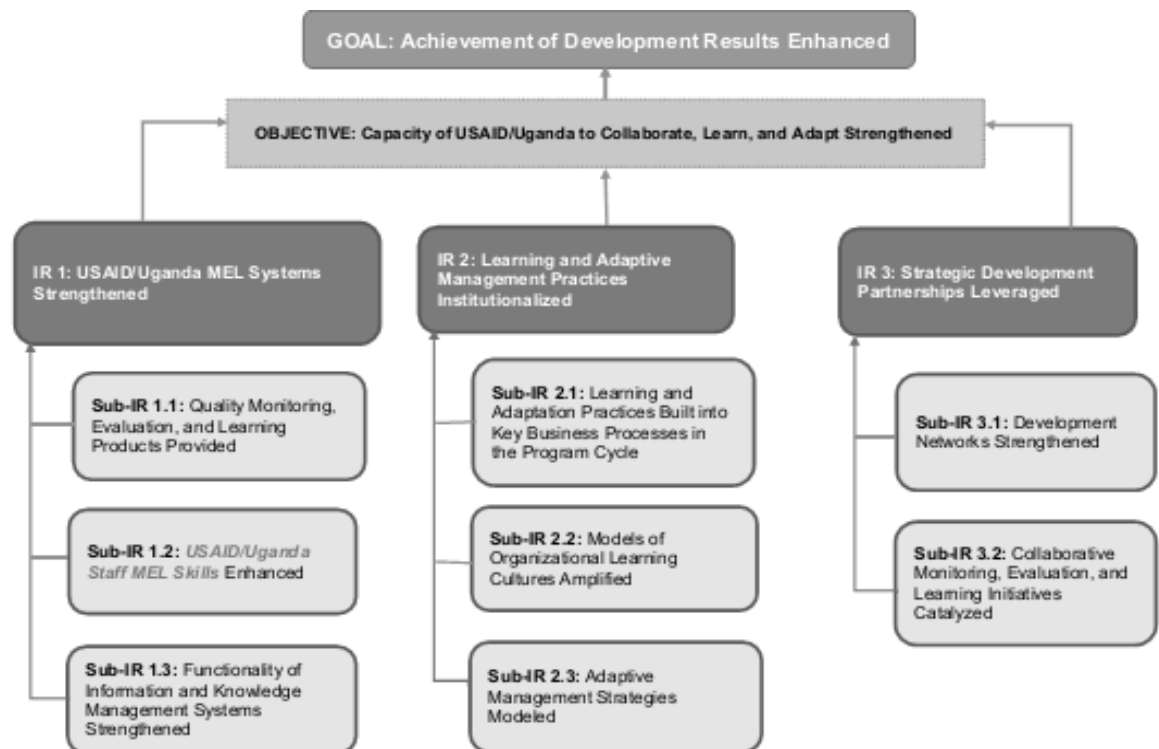
The UEA President welcomed members to the second Annual General Meeting and thanked them for keeping time. She noted the good representation from various institutions and anticipated active participation.

The UEA president encouraged members to sign up to the different working committees and mentioned that it was important for all to be engaged in the association's activities through subcommittees.

She thanked GIZ and OPM for funding the association's activities and welcomed USAID/QED's idea of partnering with the association to operate UEA activities. With those remarks the president declared the meeting open.

4. Guest Speaker

The guest speaker was Mr. Stuart Belle from USAID/QED. He noted that USAID is partnering with UEA to make monitoring and evaluation valuable in Uganda through the learning contract. This ensures that learning from programmes and development theories knowledge strengthens future programming through the Learning Contract's Results Framework below.



IR1 -Provide technical assistance to strengthen MONITORING AND EVALUATION capacity, promote evidence-based programming and management, enhance analytical rigor, and provide a variety of on-demand services.

IR2 -embed learning and adapting into its program management culture; make knowledge management more structured and systematic; advance learning agendas.

IR3 –promote knowledge sharing and partnership among development partners; catalyze networks and facilitate innovative collaboration.

Through the CLA capacity Building, learning contract ensures accessibility in terms of data, information, systems; Engagement through advice, guidance, facilitation; Decision-Making and utilization plus adaptability.

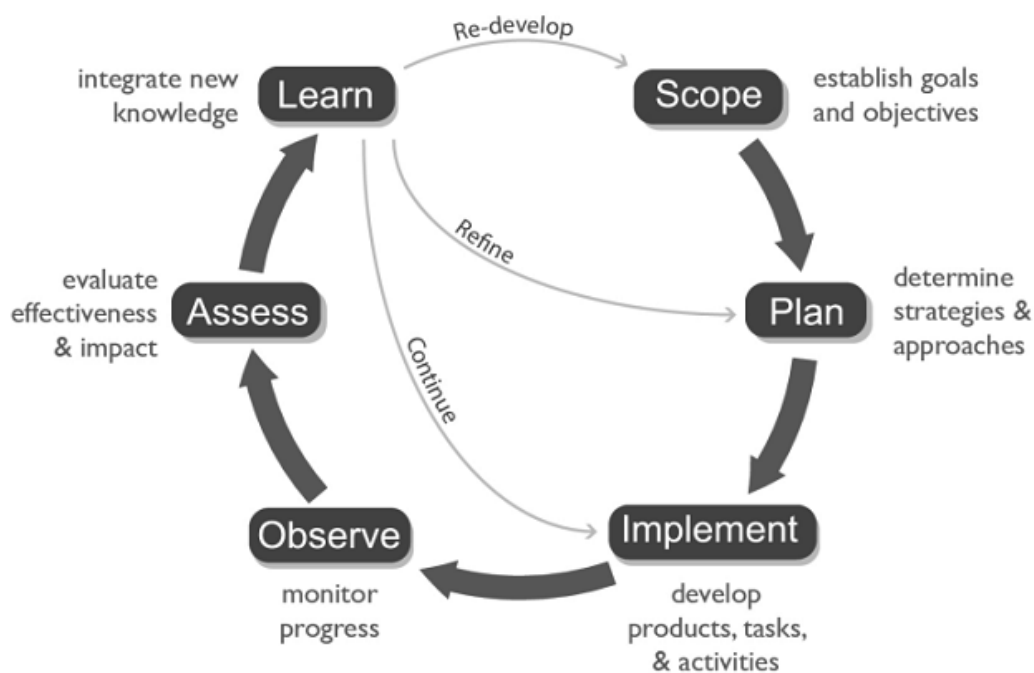
Mr. Stuart Belle mentioned that Learning Contract + UEA Collaboration = Institutional Development and Capacity Building Partnership as enclosed in the MoU. This will be administered through

1. Innovation Awards

2. Kampala Evaluation Talks
3. Advancing the Profession
4. Professional Development Opportunities
5. Working Group Support

He noted that the adaptive management approach will entail;

ADAPTIVE MANAGEMENT APPROACH



Discussion

- A UEA member thanked the Guest Speaker for the effort and promise to partner with UEA and requested that networking should be widened to external and internal consultant evaluators for capacity building of UEA members.
- One of the members inquired if USAID was not risking partnering with the UEA. It was noted that capacity building and Monitoring and Evaluation are part of QED core activities.

- A member inquired if the scheme of Collaborating Learning Adapted management (CLA) was a pilot and how long it would take. It was noted that it is a USAID approach being applied to all its projects since 2013 to 2018 and Uganda is the first to benefit through UEA.
- Is there a particular plan for academia or it will be through UEA. It was noted that there is a provision of paid up internship to advance skill and profession in evaluation and priority is to UEA members at QED.
- One of the members commented that there are gaps in the Kampala Evaluation Talks (KETs), hence need for research to clear the issues. It was noted that there will be debriefs on the KETs and international experts will be moderators for capacity building.
- A member expressed concern for certification of evaluators by UEA. It was noted that through the MoU the certification process should be in line with international organization like Clearmat School of Education.
- Where does the community lie in the MoU. It was noted that the UEA constitution clearly states the role of community.
- How do we advance the profession and take opportunity to train public sector servants to have knowledge to use information acquired. It was noted that they can be invited in the different sessions so as to engage them.

UEA members were encouraged to be innovative by publishing evaluation reports.

5. Summary of minutes for AGM 2014

Minutes were presented by the UEA General Secretary, Mrs. Rosette Nayenga. These were mainly about the proceeds for the previous AGM. It was noted that the detailed minutes had been issued to members earlier on before the meeting.

The General Secretary mentioned that the previous AGM was about six substantive items: i) UEA Standards ii) USAID Standards iii) UEA Report iv) Audit Report 2013 v) UEA Legal instruments vi) Election of Office Bearers.

She noted that remedial measures were proposed and endorsed by the AGM: i) fully constitute the governing bodies ii) upgrade the registration of the UEA iii) Strengthen the

UEA Secretariat and locate its office in Kampala iv) Membership recruitment and training v) Strengthen partnerships vi) Peer review of evaluation work done by members.

Other issues/proposals that were tabled but no resolutions were made were in the previous AGM were:

- Members should pay a monthly subscription in conjunction with the annual subscription to raise the association's revenue base.
- There should be capacity assessment of members before capacity building is conducted.
- UEA should develop a competence framework for evaluators.

The other issues that the General Secretary mentioned about were;

- The three partners the association is planning to work with are UMI, QED, and OPM and the 3 MoUs were in the process.
- UMI promised to provide 3 conference facilities, resource persons to the association like students and M&E experts.
- She requested members input on how to align the financial year visa vie calendar year while operating UEA activities.
- She noted it important for the association to have a professional evaluator to write articles for the association.
- The General Secretary requested members to agree on the deadline for payment of membership fee for easy working and operation of the association.

Discussion

- A member suggested that the association should create sources of income like through networking.
- The proposal of following the calendar year was agreed on by members.
- A member inquired on the role of the Board of Trustees (BoTs) as opposed to the executive. It was noted that Article 5.3 of UEA constitution explains how the executive implements what the BoTs puts in place.

- Members agreed that the treasurer should remind them on payment by December
- A member inquired if there was a ceiling on membership and it was stated that it was not in place. The mobilization committee was requested to look for more people to join the association as a means of increasing funding for the association.

6. President`s Report

The UEA President commented that 2015 is the International Year of Evaluation when all evaluation practitioners globally, including Uganda are discussing means and strategies to promote and build evaluation as a profession

She briefly stated that the Uganda Evaluation Association (UEA) was founded in 2002 as a National Chapter of the African Evaluation Association (AFREA) and is guided by six strategic objectives:

1. Building professional capacity in monitoring and evaluation
2. Creating a national network to facilitate knowledge sharing
3. Promoting professionalism through standards and guidelines
4. Promoting regional and international exchanges among evaluation institutions
5. Promoting global collaboration and networking
6. Fostering links between civil society, government and private sector in the evaluation field.

The president noted that members of UEA will have the benefits of:

- Preferential access to training by UEA and other stakeholders, including secondment to courses;
- Networking with evaluators within UEA and partner institutions focused on sharing knowledge and resources;

- Secondment for participation in relevant international conferences and events;
- Access to information on available employment opportunities;
- Recommendations/secondment to employers;
- Access to Masters Degrees in Evaluation;
- Internships;
- Potential areas that are yet to be exploited: Study tours, certification of evaluators to access assignments in Government and other institutions, research work; being part of evaluation teams; and mentoring and leadership development.

Past Performance (January 2012-June 2014)

In the past 3 years, the Association made the following key achievements:

- a) 2012 -The UEA Strategic Plan 2012-2015 was developed and operationalized.
- b) 2013 - The Uganda Evaluation Standards were launched and disseminated widely and
- c) 2014: In collaboration with Office of Prime Minister (OPM), UEA co-hosted the 2nd Evaluation Week.
- d) Over 200 members/non-members of UEA were trained especially under the GIZ Evaluation for Capacity Development (ECD) project under the Office of the Prime Minister (OPM).
- e) UEA Secretariat was established, hosted at Uganda Christian University (UCU) with assistance of only one volunteer.
- f) Governance structures were strengthened, basic accounting systems were established
- g) The first UEA Annual General Meeting (AGM) was held and the Executive Committee was elected;
- h) Several Members participated in international M&E courses and conferences.

Challenges 2012-2014:

- a) Slow growing number of paid up members
- b) Operations of Secretariat were constrained due to lack of office equipment and competent staff;
- c) Secretariat at the Uganda Christian University (UCU) not easily accessed by members and Executive Committee
- d) Governance structures partially constituted; the Board of Trustees is not yet in place.
- e) Capacity building programmes for members were still limited.

Current performance:-July 2014 – June 2015

Since the last AGM (2014), the Association witnessed significant growth in the key performance indicators. With assistance of development partners, the Executive Committee has been able to address some challenges that the Association has been facing in previous years.

Governance

Executive Committee

Following the election of the President, Vice President, Treasurer and General Secretary by the AGM in June 2014, three committee members were co-opted as stipulated in the UEA Constitution; Dr. Rose Azuba, Mr. Timothy Lubanga and Mr. Peter Walyuala.

UEA Secretariat

Location: - The AGM 2014 resolved that the Secretariat should be strengthened and relocated to Kampala for ease of access by members. Uganda Management Institute (UMI) provided office space including free internet services to UEA at its campus and QED offered to equip the office and is in process of compiling assets that will be transferred to UEA after signing the Memorandum of Understanding.

Human Resource:- there has been an Information Systems Officer filling the gap of an Administrator . He upgraded the website which he also regularly updates. . However, as UEA technical business is expanding, there is need for assistance from an IT expert alone. Management has now sourced for services of an Administrator to manage day to day operations of the Association and ensure smooth interaction between the members and management. He will commence work on 1st July 2015

Governing bodies

Board of Trustees:- The UEA Articles stipulate that a BOT composed of 7 members from different spheres of society and professions, be elected at the AGM to serve as the overall policy making organ of the Association that guides the work of the Executive Committee. Although, this was mentioned in the AGM, 2014, we were not able to implement this requirement; the Executive considered it more prudent to find office space and streamline operations before getting the BOTs in place.

Terms of Office for current Management:- the 2 –year term of office for the current Executive Committee expires June 2016. The next AGM will include election of office bearers. We propose that potential candidates for posts of BOTs be presented and BOT members be elected along with new Executive Committee office bearers at the next AGM.

Registration of UEA

As directed by the AGM 2014, the legal status of the UEA has been upgraded from NGO status to now a Company Limited by Guarantee. The Company was incorporated on 19th/08/2014 and has a Certificate Number 187861.

Membership

The number of paid up members has grown from 55 in December 2013 to 160 in December 2014; During 2015, over 200 persons have expressed interest in joining the UEA. By half year January and June 2015, 126 members had paid up. Increased publicity of UEA, opportunities for capacity building and training, access to international evaluation conferences and improved management of the association are key explanatory factors for this growth.

Collaboration and networking

Partnerships

The AGM 2014 tasked the Executive Committee to strengthen partnerships that can assist in furthering UEA mission and help in addressing some of the key challenges. We have been able to work amicably with GIZ/OPM in the areas of capacity building as highlighted above. The GIZ ECD project however wound down in March 2015. Since then we have two partners on the horizon with whom we are in the process of concluding MoUs for engagement in areas of mutual benefit. The QED funded by USAID and the Office of Prime Minister, Government of Uganda. In this gathering, QED will brief the meeting about the nature of engagement that we are going to embark on in the coming months. The OPM as the lead agency in promoting M&E in the country will continue working with UEA to step up efforts of capacity building and training in M&E.

Eastern Africa Network for Evaluators

The UEA has grown over years and time is now to expand within the region, in line with our core objective of collaboration and networking locally and internationally. As part of the Uganda Evaluation Week celebrations 2015, the Eastern Africa Network for Evaluators was launched in commemoration of 2015 as a Year of Evaluation. We wish to work closely with our counterparts in the region to strengthen evaluation as a profession and share experiences. It is our challenge therefore, to ensure that this network grows and we act as the link pin. The African Evaluation Association has already been notified of this development and pledges to work with us to make this a reality. We plan to contact the leaders of the regional association bodies in the course of the year to dialogue and bring them on board.

Capacity development

Training

Cumulatively since 2012, more than 400 members/non-members have accessed training in evaluation and related fields. This surpasses the annual target in the Strategic Plan (2012-2015). Support from GIZ/OPM and other key partners was invaluable in enabling the Association to meet this target. The courses that were offered were in the areas of: i) Impact evaluation ii) Planning, conducting and managing evaluations iii) Evaluation Designs iv) Gender responsive evaluations v) Randomised Control Trials vi) Theory of Change vii) Data visualisation viii) Communication and utilization of evaluation findings ix) Basic M&E and x) Training for female evaluators.

Hosting the AFREA 2016

At the Uganda Evaluation Week 2015, members endorsed the idea of UEA bidding to host the 2016 AFREA Conference in Uganda. We have taken steps to contact the AFREA Board on this matter and the Office of the Prime Minister (OPM) in Uganda has provided backup documentation in support. We are still awaiting communication from AFREA. As you know, this is a competitive task that other African countries are also bidding for.

Key Challenges

Three key challenges constrained/affected UEA performance in the ending period:

Operational Challenges

a) Secretariat that is not properly staffed and equipped limits UEA's ability to serve members efficiently.

b) UEA year is misaligned to the budget and audit period. Currently, reporting on physical performance follows a year ending June and starting July i.e. July 2013 to June 2014 and July 2014 to June 2015. However, the budget and audit follows a calendar year of Jan –Dec i.e. Jan-Dec 2013 and current Jan –Dec 2015. This has created challenges in planning and accountability.

Limited Resources

At the moment, the membership fee is the main source of income for UEA operations. However, currently:-

a) Low number of paid up members and delayed payments made at different times of the year have a negative effect on the menu of services offered to members. It also makes budgeting and accountability for funds problematic.

b) Furthermore UEA membership fee is still too low to sustain the association activities. The membership fee has been kept at US\$ 50 annually and pegged to an exchange rate of UGX 135,000 which is far below the market exchange rate.

Partnership

Sustaining capacity building activities is a challenge.

a) Since March 2015 exit of GIZ/OPM who was our key partner in capacity building, we have not been able to offer training and capacity building courses to members. We hope to address this challenge through the new partnerships with OPM and QED.

b) All members not fully involved in UEA activities.

Strategic Issues for Discussion

Based on the constraints that are mentioned above, we have identified the following issues for discussion by the AGM to provide guidance on the way forward:

Operational Challenges:-

- Establishing a functional Secretariat has been addressed to some extent with re-allocation of office at UMI and bringing on board an Information Systems Officer, an Administrator. The UEA will continue discussing with QED and OPM on how operations and capacity at the secretariat can be strengthened
- For mal-aligned operational year, we propose that UEA harmonises and adopts the calendar year option for planning, budgeting and accounting by changing the AGM to be held in February and not later than 1st march of every year. Implicitly, the next AGM would be held in February 2016
- Elect office bearers who will work alongside outgoing committee until June 2016 when they take over. Thereafter reconcile timing of AGM with election of Office bearers and calendar year
- Call for nominations for candidates for BOTs to be discussed and elected during the AGM 2016 February

Expanding Financial Sources

- AGM to consider revising the membership fee upwards to at least US\$ 100 for practitioners and \$50 for students to enable expansion of financial sources to support programmes and services to members. The market exchange rate prevailing at the time of paying should be adopted.
- Membership fees to be paid at the beginning of the year in January/February before AGM. Fees paid any time in the year to be deemed as payment for the calendar year in question only.

Partnership

Introduce and have members sign up for thematic working groups to strengthen existing and innovate new activities and increase member participation and ownership in UEA programmes

The president concluded that the environment within which the UEA is operating is changing. Need to be better position ourselves to take advantage of the opportunities that Government and other key players in the evaluation field are offering. Need to demonstrate relevance for existence as a professional association.

The executive looks up to members to participate actively in the Association's programmes to make it the leading evaluation association in Uganda. She requested members to sign up for the working committees.

We look forward to a fruitful collaboration with our development partners QED, OPM and many others who may come on board in the course of the year.

Discussion

- Members appreciated the report and commented that a data base for evaluators be created.
- One of the members suggested for membership enhancement so as it improve on the associations funding.
- Members agreed that there was need to create awareness about the association in various institutions so that learning institutions pay for evaluation students.
- A member commented that the specific numbers that attend evaluation activities like the evaluation week for easy accountability be stated for easy accountability and future reference
- It was noted important to share the UEA constitution so that members are accustomed to the different articles and on how the association operates.
- It was noted important to state the intended activities with AFREA.
- Does the association have a prescribed role of sub-committees in the constitution? It was noted that Article 8E of the UEA constitution is about powers of the executive committee and it was upon this basis that the UEA executive suggested for subcommittees for division of labour amongst members and ownership of association.

- It was clarified that Article 5.3 of the constitution is about the roles of BoTs. The executive implements what the BoTs puts in place.

7. Presentation and discussion of Audit Report

This was by D.K & Co Certified Public Accountants. Mr. Derek Kiberu commented that appraisal is done on four aspect of regulatory, governance, control issues (presented in management letter) and financial management which is presented in the audit report.

The auditor`s opinion was that the

INCOME AND EXPENDITURE STATEMENT FOR THE

insert

Discussion

- Members thanked the executive for the good work done. The development partners were applauded too for ensuring that the association activities were moving on and the auditors for assessing UEA accounts
- The audit report was appreciated and a member suggested that subscription fee be raised since funds have been inadequate to support the institution. This should be fixed in Uganda shillings as the dollar rate may not be met because it fluctuates.
- One of the members raised concern that the association should focus on fixed assets development and accumulation in future.
- It was suggested that expenditures by external funders could be estimated using previous trainings for purposes of transparency.
- Some of the members raised concern to view management letter so as to know the discrepancy in management of accounts. It was clarified by the auditor that the letter is only for management since it is the entrusted body for the association and not public use.

- It was noted that the auditor`s opinion is paramount and its implications are purposive.
- Members agreed that development partners should declare financial information to avoid un stating financial issues.

Resolutions

1. Members agreed that membership fee be increased to Ug Shs 200,000 for adults, student`s fee to Ug Shs 100,000 and institutional fee to Ug Shs 3,000,000 effective 2016.
2. UEA year should run from January to December
3. Date of AGM should not be later than 31st March
4. Deadline for payment of membership fees should be 31st March
5. The motion to adopt president`s report was by Mrs. Justine Kyewalabye and seconded by Mr. Alex Ssebagala
6. The motion to adopt Auditors report with amendments was by Mrs. Betty Lizzie and seconded by Mr. James Kabuye

8. Proposed UEA Work plan for 2015

This was by Dr. Rose Azuba. She noted that a work plan can be improved since it is the basis for the treasurer`s budget.

It was observed that since members had agreed on 31st March for AGM in the previous discussions, the date shall be changed and adopted in the work plan.

No	Activity	Target	Period
1	Institutional Development and Good Governance		
1.1	Expand HR at Secretariat	2 persons	July – August 2015
1.2	Equip Secretariat	Furniture, Chairs, IT equipment, Financial systems	
1.3	Hold AGM 2016	AGM 2016	By 1 st March 2016
1.4	Solicit for names for Board of Trustees, present and elect BOTs at next AGM	Executive Committee (7) BOT (7)	By 1 st March 2016
1.5	Conduct Organisational mapping of UEA	Recommendations	Aug– Dec 2015
1.4	Develop Database and systems and regularly update	Clean updated data base	September – December 2015
1.5	Review UEA Strategic Plan 2012-2015	UEA Strategic Plan 2016-2020	August 2015 – February 2016

No	Activity	Target	Period
2	Capacity building and professional development		
2.1	Train members in various evaluation fields	3 courses conducted	August 2015 – June 2016
2.2	Develop Code of Conduct for Evaluators	CoC discussed, printed for dissemination	October 2015 – February 2016
2.3	Second members to local and international courses	50	2015/2016
2	Capacity building and professional development		
2.4	Establish and operationalize Functional Working Groups	3 working groups operational	July 2015-June 2016
2.5	Hold regular Kampala Evaluation Talks	One talk every month	2015/16
2.6	Hold Regional Evaluation Talks	4	2015/16
2.7	Hold Youth Evaluation Contests	At least 2 contests held	2015/16
3	Research and Evaluation		
3.1	Support members to participate in Government/non-state Evaluations, policies, and processes	10	2015/2016
3.2	Hold Public Dialogues	2	2015/16
3.3	Develop and operationalize UEA Journal	1	2015/2016

No	Activity	Target	Period
4	Networking		
4.1	Strengthen East African Network for Evaluators	3 additional countries on board	2015/2016
4.2	Expand membership to International Bodies	Subscription to AFREA and IOCE, IDEAS	2015/2016
4.3	Second members to participate in regional and international meetings	10	2015/16

Source; UEA Executive

The executive proposed working groups to enhance members` engagement, assist management and professional development were categorized as;

- Membership and Publicity
- Planning and Finance
- Quality Assurance, Publications, Research and Capacity Development
- Networking and Partnerships
- IT

These were referred to as committees and further structured into sub committees as;

Committee 1:



Committee 2:



Committee 3:



Committee 4:



Committee 5:



It was noted important to have internal leaders in the different committees and also to ensure linkage to the work plan and coordination with the executive.

Discussion

- One of the members thanked the executive for the good work plan and requested that copies of the constitution be circulated for information sharing to all UEA members to know more about their roles..
- Does the association have a prescribed role of sub-committees in the constitution? It was noted that Article 8E of the UEA constitution is about powers of the executive committee and it was upon this basis that the UEA executive suggested for subcommittees for division of labour amongst members and ownership of association.
- Need to add other interest groups like thematic groups on leadership and governance among others.

The motion to adopt the work plan with amendments was moved by Mrs. Rosette Nayenga and seconded by Dr. Joy Asimwe.

Members voluntarily subscribed to the committees;

Groups for sub committees

The strategy of sub committees was to involve members in the different activities of the association. The chairperson encouraged members to engage in more than one subcommittee.

1. ICT

Website subcommittees	ICT systems sub committee
1. Joseph Robert Bugembe	1. Victor Drama Afayo 2. Christine Trimah Nabanoba 3. Joseph Robert Bugembe

2. Quality assurance publications, research and capacity development

Research and publications sub committee	Quality assurance	capacity development

1. Carolyn Katushabe	1. Victor Drama Afayo	1. Jacqueline Kyomuhendo
2. Jackson Wafula	2. Georgina Manyuru	2. QED/Stuart/Augustine
3. Phoebe Katende	3. Wilson Mwanja	3. Martin Kabanda
4. Tom Balemesa	4. Gilbert Rwamwitani	4. Georgina Manyuru
5. Jeremy Waiswa	5. Justine Kyewalabye	5. Rashid Ahimbisibwe
6. Wilson Mwanja	6. Loyce Allen Asire	6. Daniel Lubega
7. Micheal Ssenoga	7. Sam Ocen	7. Micheal Ssenoga
8. Henry ziriddamu	8. Ronald Wankya	8. James Kiyemba
9. Racheal Mutyaba	9. Christine T. Nabanoba	9. Joy Asiimwe
10. Gladys Ajumia		10. Carolyn Katushabe
11. Joy Asiimwe		11. Esther Nanjovu
12. Esther Nanjovu		12. Ruth Akello
13. Allen Asire		13. Santo Obina
14. Betty L. Muvuuma		14. Betty L. Muvuuma
15. Martin Kabanda		15. Alex Ssebagala
16. Sam Ocen		
17. Asiimwe J.B		

3. Planning and finance committee

Resource mobilization sub committee	Planning and management sub committee	Finance and Audit sub committee
1. Rosette Akansasira	1. James Kiyemba	1. Catherine M. Nantume
2. Justine Kyewalabye	2. Christine R. Mubiru	2. Christine R. Mubiru
3. Loyce Allen Asire	3. Rashid Ahimbisibwe	3. Rosette Akansasira
4. Saturo Walabyeki	4. Henry Ziriddamu	4. Santo Obina

5. Ruth Akello	5. Lutaakome Ssentamu	5. Jeremy Jaloli
6. Suzan Aguti Ebil	6. Alex Ssebagala	6. Alphonse John Owor
7. Martha Olwenyi	7. John Ogwang	
	8. Mayie Banyenzaki	

4. Membership and publicity committee

Events sub committee	Membership and publicity	Publicity sub committee
1. James Kabuye	1. Gladys Ajumia	1. Justine kyewalabye
2. Suzan Aguti Ebil		2. Joseph Ssemakula
3. Ruth Akello		3. Peter Kiwumulo
4. Hellen Mbabazi		
5. Micheal Mutyaba		
6. Peter Kiwumulo		
7. David Nsubuga		

5. Networking and Partnerships

Local partners sub committee	International partners sub committee
1. Justine Kyewalabye	1. Tom Balesesa
2. Jacqueline Kyomuhendo	2. Loyce Allen Asire
3. Mayie Banyenzaki	3. Rosette Akansasira
4. Saturo Walabyeki	4. Daniel Lubega
5. Jeremy Jaloli	5. Jacqueline Kyomuhendo
6. Martha Olwenyi	6. John Ogwang

9. Budget

The UEA budget was presented by the treasurer Mr. Allan Gitta and commented that the current budget was lower than the previous one.

Insert

Discussion

- How do we lobby the 5 institutions so as to meet the target in the budget? It was noted that this can be done by the committee on networking.
- A member suggested that membership cards should be brought in as an item for source of income by tagging a fee on them.
- It was suggested that the budget should be amended. i.e. the current membership fee run to December and the new rates begin January 2016.

The motion to pass the budget with amendments was moved by Mr. John Bosco Asimwe and seconded by Mr. Micheal Fredrick Ssenoga..

Closing remarks

The UEA President thanked members for responding to the invitation and commented that the executive will be relying on members` views to run the association by the respective subcommittees.

With that remark the UEA president declared the meeting closed.