



**MINUTES FOR THE 6TH ANNUAL GENERAL MEETING OF THE UGANDA
EVALUATION ASSOCIATION**

HELD ON THE 28th /06/2019 AT

THE UGANDA MANAGEMENT INSTITUTE.

ATTENDANCE LIST

	Name	Institution
1.	Dr. Albert Byamugisha	UEA President
	Matthew Lubuulwa	UEA Vice President/BMAU
2.	Annette Oleng	UEA Treasurer/BMAU
	Josephine Watera	UEA General Secretary/Parliament
3.	Charles Abola	UEA Committee Member
4.	Vincent Ssenyondo	UEA Committee Member/CSO
5.	Joshua Byenkya	UEA Committee Member/YEE
6.	Lugemoi Bongomin	UEA Committee Member/UMI
7.	Darlington Senoga	UEA Administrator
8.	Asimwe Joy	Uganda Christian University
9.	Steven Mugenyi	Ministry of ICT
10.	Emmanuel Okwi	Parliament of Uganda
11.	Allen Bonabana	Parliament of Uganda
12.	Kasfa Mukoya	Parliament of Uganda
	Benjamin Kachero	Office of Prime Minister
	Roland	OPM

Agenda:

1. Arrival and registration
2. Opening Prayer
3. Introductions.
4. Adoption of the agenda
5. Welcome remarks
6. Minutes of the 2018 AGM and status of action points.
7. President`s Report
8. YEE`s report
9. Audited accounts Report - 2018
10. Treasurer`s report.
11. Plenary Discuss Reports.
12. Work plan for the next 12 months.
13. Amendment of UEA Articles.
14. Remarks by Chief Guest.
15. Presentation of subscription certificates and closing remarks.
16. Refreshments and networking.

MINUTE	AGENDA ITEM	ACTION
01-6-AGM	Arrival and registration: Members started arriving and registering at 2:00 pm	All to note
02-6-AGM	Prayer: An opening prayer was delivered at 2.20pm by Mr. Steven Mugenyi	All to note
03-6-AGM	Self-introductions: Members present introduced themselves.	All to note
04-6-AGM	Adoption of the Agenda: The agenda of the day was presented for consideration and adoption. A motion to adopt the agenda was proposed and duly seconded. <ol style="list-style-type: none">1. Arrival and registration2. Opening Prayer3. Introductions.4. Adoption of the agenda5. Welcome remarks6. Minutes of the 2018 AGM and status of action points.7. President`s Report	Vice President

	8. YEE’s report 9. Audited accounts Report - 2018 10. Treasurer’s report. 11. Plenary Discuss Reports. 12. Work plan for the next 12 months. 13. Amendment of UEA Articles. 14. Remarks by Chief Guest. 15. Presentation of subscription certificates and closing remarks. 16. Refreshments and networking.	
05-6-AGM	<p>Welcome Remarks</p> <p>The President welcomed members to the 6th AGM and informed the members that UEA works on a calendar year. He paused a question to the members, on whether UEA should work on a calendar or a financial year.</p> <p>He appreciated the members and the trainers who turned up for the Atlas.ti Training in large numbers, and encouraged them to keep up the spirit. He promised the members that such trainings will be frequent as a means of enhancing the skills of the members.</p>	Chairperson
06-6-AGM	<p>Review of Minutes of the 2018 AGM</p> <ol style="list-style-type: none"> 1) The General secretary welcomed members for attending the 2019 AGM. We are honoured by the presence of the AfrREA president Ms. Rosette Nabbumba. 2) She urged the members to support the association, by paying up membership, buying the association T-Shirts, among other ways of support to the association. 3) She took the members through the minutes of the previous AGM and noted the following: <ol style="list-style-type: none"> i. UEA is in the process of writing a journal, and recognised the tremendous support by UMI and Mr. Bongomin. ii. Urged the members to pay up for their annual membership for the support of the association. iii. Noted the good working relationship with Atrop university. There is need to explore on how the association members can benefit more from such a relationship. iv. The Secretary also informed the members that UEA is a fully paid up VOPE of AfrEA, which makes the U.E.A members automatic members of AfrEA. v. Need to roll out YEE chapters in the remaining institutions. 	General Secretary

	<ul style="list-style-type: none"> vi. She also noted that the UEW was successfully held, and over 150 delegates attended from across the region. vii. She also noted that UEA pays membership to AfrEA and IOCE. viii. 3 software trainings have been carried out in the year 2019 alone. ix. UEA to gain more visibility through extending the NETs to other regions. x. Members to soon get log in credentials to the website, and membership cards to be given to the members. xi. 15 members represented Uganda at the AfrEA conference in Cote d’voire. xii. UEA board of Trustees was instituted. <p><u>Matters Arising:</u></p> <ul style="list-style-type: none"> i. Member’s attendance missing on the minutes, including a list of those who sent in apologies. ii. Need to record the NETs and have them uploaded on the UEA website. iii. Quicken the process of availing members the membership cards. iv. Need to roll out the trainings to upcountry areas. v. Committee was set out for the journal publication compilation and publication, and the members who presented abstracts at the UEW were requested to submit in papers to be included in the UEA journal. <p>The minutes were adopted but with amendments.</p>	
07-6-AGM	<p>President’s report</p> <ul style="list-style-type: none"> i. Welcomed all members and thanked them for turning up in big numbers for both the training and the AGM. ii. He promised the members that trainings will soon be rolled out to the upcountry members. iii. He also informed the members that where need be, the association will hold two NETs in a month, coupled by trainings to bridge the skills gap. iv. The president presented the key performances of UEA EXCOM since it assumed office, the challenges faced, and the recommendations. i. Successfully organized the UEW in collaboration with the OPM. 	UEA President

	<ul style="list-style-type: none"> ii. Establishment of YEE University chapters, Representation at the AfrEA conference. iii. The progress of the UEA journal. <p><u>Significant progress of the UEA key results areas.</u></p> <ul style="list-style-type: none"> a) Institutional development;- Keeping track of the UEA Strategic Plan 2017-2021, monthly EXCOM meetings, increasing the financial base of UEA and profiling of member’s records. b) Capacity building and professional development; trainings, establishment of YEE chapters and chapter clinics. c) Research and development; members involved in different research across different consultancy firms. d) Partnerships and Networking; signing of an MOU with OPM underway, UEA to partner with USAID to support UEA trainings. e) Promotion of Eval Agenda. <ul style="list-style-type: none"> iv. He urged the different working groups to be more active. <p>Though a lot has been achieved there are some significant challenges that the association has been encountering which include:</p> <ul style="list-style-type: none"> i. Lack of proper guidelines for operationalization the association ii. Inadequate capacity building of the association to provide more member benefits. iii. He also noted a challenge of insufficient funds to support the association activities, and urged the members to pay up their membership and subscription fees. 	
08-6-AGM	<p>YEES presentation</p> <ul style="list-style-type: none"> a) It was noted that the Eval Youth is interested in the YEEs and a YEE network was established in Cote d’voire. b) YEES mission was stated as: To strengthen the professional capacity of the Young and Emerging Evaluators in Uganda to become highly competent, experienced and fully networked evaluation professionals through inclusion in evaluation, internships, training and mentorship. c) YEE vision was stated as having “A Networked Society of YEEs with High Professional Standards in Uganda”. <p><u>Some of the milestones achieved include:</u></p>	Vicent & Joshua.

	<ul style="list-style-type: none"> i. YEE representation on UEA EXCOM. ii. YEE membership growth to more than 500 members. iii. Face book created iv. YEE participation in NETs. v. Inauguration of YEE chapters, and YEE capacity building clinics. vi. Scholarship opportunities for YEEs. vii. YEE capacity building programme set up. viii. YEE Network, connecting YEEs to training opportunities and the job market. <p>Challenges:</p> <ul style="list-style-type: none"> a) Limited internship space for YEEs b) Mismatch between YEEs expectations and what UEA can deliver in terms of job placements c) Organizational bureaucracy (Inflexibility), requiring many years of experience in M&E. d) Funding e) Linkages with existing global YEE networks like EvalYouth, and AfREA. 	
09-6-AGM	<p>Auditors Report</p> <p>The Auditor from DK Associates presented the following:</p> <ul style="list-style-type: none"> i. UShs. 25,953,000 was collected from Membership and annual subscription fees, 14,036,652 from contributions and income. Total income collected in 2018 was Ushs 40,147,686. ii. The auditor noted that there was an increase in the subscription fees received as compared to the previous year. iii. 94% of the funds were spent on institutional development. iv. Many members had not paid their subscription fees. v. The association financial management was healthy thus an unqualified report. 	Auditor
10-6-AGM	<p>Treasurer`s Report</p> <ul style="list-style-type: none"> i. The Treasurer welcomed all the members to the AGM, and emphasized that her report is from 1st January to 28th June 2019. ii. She noted that the activities financed were in line with the UEA 2017 – 2021 strategic plan and annual work plans. iii. The major financiers of UEA in the reporting period were the association members and some institutions such as MoFPED, OPM, 3ie, Twende Mbele, NGOs, CSOs and the YEEs. 	UEA Treasurer

	<ul style="list-style-type: none"> iv. The major successes financed included the Uganda Evaluation Week, NETs, Capacity building events, office operations, among others. v. Total cash at bank was reported as UGX 37,080,150. <p>The Following were some of the major challenges</p> <ul style="list-style-type: none"> i. Limited resources to implement UEA Programmes. ii. Slow growth in membership and delays in the renewal of annual subscription. iii. Seasonal fund base to support the association activities. iv. Having only one staff working partly as a volunteers, which constraints the full commitment of time and resources to enable timely execution of actives. <p>Recommendations</p> <ul style="list-style-type: none"> i. Members should pay their subscription in time. ii. Engage possible funders and map those with positive response to support UEA programmes. 	
<p>11-6-AGM</p>	<p>Remarks by the AfrEA President.</p> <ul style="list-style-type: none"> i. The AfrEA president gave a genesis of AfrEA, and its formation. ii. AfrEA was formed in 2001, and there are 39 VOPES. iii. She noted that there are 658 individual members of AfrEA, although AfrEA discourages individual members. iv. She urged UEA to consider organizing international conferences, and consultancy for the benefit of the members. v. She noted that 682 delegates attended the 9th AfrEA conference from over 60 countries in Cote d'voire. vi. She noted that the next AfrEA conference will be in Ethiopia, and that the Ethiopian government has accepted to host it. She encouraged members to begin preparing for it. vii. She also noted that AfrEA is adopting a business model, to cut costs and do business. viii. She also noted that the Francophone countries are still lagging as far as M&E is concerned. ix. She noted that U.E.A has reached a status of comparing and exchanging consultants across the region. x. Members suggested that that AfrEA should make efforts to reach out to African Union for more support to its programs, and that members who travel for the international conferences like 	<p>Ms. Rossette Nabbumba.</p>

	AfrEA should always come back and share with the members who did not get a chance of going for the conferences.	
12-6-AGM	<p>Plenary Discussion.</p> <ul style="list-style-type: none"> i. Members were called upon to raise comments and observations from the discussions. ii. Called upon members to make contributions to the proposed Uganda Evaluation Journal iii. A member from Mbale YEE chapter raised a concern of the need to be more committed in the activities of the upcountry programs, like the Mbale YEE chapter. iv. Members suggested that there is need to have more visibility of UEA outside Kampala, and roll out programs which will benefit members in the upcountry areas. v. Members suggested to make use of technology to broadcast the trainings and NETs conducted. vi. Members also suggested that UEA should engage other government agencies, and encourage them to pay up subscription and membership fees for their M&E related staff. vii. It was also suggested that all the association activities should be evaluated, and feedback made known to the members. viii. UEA was urged to build a database of the members with their respective competencies. ix. UEA was also urged to link members from the NGO and consultancy World to job opportunities, and UEA to get a commission on the successful links done. x. Members also urged UEA to design a mentorship model like that of Eval Youth, and also secure some resources to send out its members to other countries in the region to mentor and build capacity. xi. Need to certify the audit report. Need for it to be stamped and signed. xii. Need to survey and offer demand driven trainings, not only in Kampala, but in also upcountry centres. xiii. On inquiry about the need to professionalize the M&E profession, the president stressed that professionalizing the M&E needs to follow guidelines and standards. The guidelines and standards are on the UEA website. 	All to note

<p>13-6-AGM</p>	<p>UEA WORK PLAN.</p> <p>The Secretary General presented the 2019 UEA work plan.</p> <p>The SG noted the following in her presentation.</p> <ul style="list-style-type: none"> i. There is need to have a full calendar of the NETs and the capacity building clinics. ii. Need to contact more partners to support the association programs. iii. The MOU between UMI and OPM is underway, in its final stages. iv. She urged the members to be on a look out for the conferences, and write papers, so as to get the international exposure in Evaluation practice. 	<p>Secretary General.</p>
<p>14-6-AGM</p>	<p>Amendment of UEA Articles.</p> <p>A motion was moved and seconded for the amendment of Articles 6 and 16 of the Memorandum and Articles as follows:</p> <p>ARTICLE 6: EXECUTIVE COMMITTEE:</p> <p>Composition of the Executive:</p> <p><i>“The AGM passed a resolution to increase the number of committee members to four (04) up from three (03) and creating an elective position of Deputy General Secretary”</i></p> <p>ARTICLE 16: SECRETARIAT STAFF:</p> <p>The AGM passed a resolution to change the Article Title from Salaried Staff to Secretariat Staff.</p> <p><i>“There shall be salaried staff of the Association appointed by the Executive Committee including but not limited to technical staff and such other members of staff as may be necessary for the discharge of the objectives of the Entity”.</i></p>	<p>All to note</p>
<p>15-6-AGM</p>	<p>Presentation of membership certificates and closing remarks</p> <p>The members were presented with memberships certificates.</p> <p>Members present were thanked for turning up, and the information is to be uploaded on the UEA website.</p>	<p>All to note</p>

16-6-AGM	Refreshments and networking The members finalised the AGM with a session taking a group photo, refreshments and networking. The AGM ended at 18:05 hours.	All to note
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Compiled by:
Josephine Watara

Approved by:
Dr. Albert Byamugisha

Minute Secretary

Chairperson