



ANNUAL GENERAL ASSEMBLY REPORT

SLUM AID PROJECT (SAP)

BATIVA HOTEL, WANDEGEYA

28TH - 29TH SEPTEMBER 2006

Compiled by:

RUDA (U) LTD

P.O BOX 26628

KAMPALA.

1.0 Background of SAP Annual General Meeting

SAP was started in 1991/2 by four female students then at Makerere University as Katanga Project, operating in four (4) zones in Katanga Slums namely: Kimwanyi, Busia, Soweto and Katale. The current operational areas include 7 (seven) slums of Kampala District namely: Wandegeya (Katanga), Katwe I, Kisenyi II, Nakulabye, Naguru II, Kibuli and Wabigalo Parishes. The project's major goal was to address problems faced by children, youth, and women in slum areas.

SAP was initially housed in Katanga, then shifted to Nakulabye and finally has acquired its permanent home in Wakaliga, Nateete. By 1998, SAP implemented the Legal Education Program (LEP) and Commercial Sex Workers Program (CSWS). By 2004, SAP was funded by various donors and these included BFTW, WPF, HIVOS, OAK Foundation, Pacific Institute for Women and the Royal Danish Embassy. A total of five hundred four million nine hundred ninety eight thousand eight hundred Uganda shillings only (504,998,800/=) was received between 2002 and 2004 after exchange.

By end of 2004, SAP faced several organizational and operational challenges. A number of gaps, weaknesses and limitations of the constitution, job descriptions, human resource policy, financial management system, project management and organizational development, have been cited and as a result, SAP engaged a consultant (Disect Consultancy Ltd) to carry out Organizational Capacity Assessment (OCA) as to guide the reform. As part of OCA, the Consultant was expected to draw a strategy for organizational reform on the basis of the findings and outputs from the process of the organizational assessment and submit a report detailing a strategy for SAPs organizational reform.

In the process of undertaking the assignment, the Consultant was expected to review all SAP documentation, conduct interviews with all relevant stakeholders by working closely with SAP staff and steering committee members. Disect consultancy Ltd through its approved methodology presented Inception Report, incorporated comments after which fieldwork (interviews) was undertaken. The Draft Report was presented to various

stakeholders and comments further incorporated. After incorporation of draft comments, a four-day retreat composed of SAP staff and steering committee members was held from 12 – 15 June 2006, at Tick Hotel, Kawempe to concretize a reform strategy and process. Furthermore, during the retreat, a Constitution, Financial Management and Human Resource manuals were developed, discussed and a common position reached basing on the OCA findings.

To complete the OCA process an Annual General Meeting, which is SAP's supreme body was convened at Bativa Hotel, Wandegaya, Kampala between 28-29th September 2006 to discuss, and adopt the OCA Report 2006, elect AGM office bearers and discuss and adopt the Constitution, the Human Resource and Financial Management Policies as well as the Treasurer / Auditors report in addition to the Annual Work plan 2006.

2.0 Members Present

Name	Title	Organization/Parish
1. Kiryowa Mood	KCV	Kibuli
2. Kururagyire Jack	SC Member	SAP
3. Nsubuga Ganga	KCV	Kisenyi 11
4. Akram Gulam Ali	HRA	Kisenyi 11
5. Nakalembe Harriet	KCV	Nagulu
6. Otema Josephine	KCV	Nagulu 11
7. Semakula Sherry	KCV	Wandegeya
8. Nansasi Harriet	KCV	Nakulabye
9. Kabi Sarah	KCV	Katwe 1
10. Kamoga Rashida	KCV	Kibuli
11. Ssenyonjo Abdu	KCV	Kibuli
12. Sampa Doreen	Programme Assistant	UCRNN
13. Nassaka Fausta	KCV	Katwe
14. Kimbowa Rose	KCV	Kimwanyi Wandegeya
15. Hajji Lutori Ahmed	SC Member	SAP

16. Kiwanuka Florence	Contact Person	Kisenyi 11
17. Lule Bosco	KCV	Wabigalo
18. Onzi Sunday Peter	KCV	Nankulabye
19. Kiwawulo Chris	Journalist	New Vision
20. Lukumbira K. Paul	KCV	Katwe 1
21. Mugide Eva	Contact Person	Platform For Labour
22. Namibiru Milly	KCV	Wandegeya
23. Ssengoba Richard	Staff Member	SAP
24. Olobo Silas	Staff member	SAP
25. Lule James	Contact Person	Nakulabye
26. Kimono Godfrey	Journalist	New Vision
27. Namutebi Edith	KCV	Kibuli
28. Namusoke Glorious	HRA	Nakulabye
29. Namiiro Jane	KCV	Wandegeya
30. Najjemba Viccy	KCV	Wandegeya
31. Wasswa Hassan	KCV	Wandegeya
32. Rwebanda Anthony	Consultant	Disect Consultant
33. Nkirirehe Clare	Project Coordinator	SAP
34. Bagyenya Alice	KCV	Katwe 1
35. Kyobe Dennis	KCV	Nakulabye
36. Agotre Charles	Security Guard	SAP
37. Kigozi Sarah	KCV	Kimwanyi
38. Amina Nashir	KCV	Wabigalo
39. Muwanga Jennifer	KCV	Kisenyi 11
40. Ssali Edward	KCV	Wandegeya
41. Kamyia Sarah	KCV	Wandegeya
42. Kitone Gertrude	Ag. Programme Officer	SAP
43. Sava Hellen	Ag. Admin. Secretary	SAP
44. Nattabi Josephine	Teacher	Namugongo S.S.S
45. Nampijja Immaculate	Teacher	Namugongo S.S.S
46. Loyombya Salongo	KCV	Katwe
47. Nakabago Sophie	KCV	Kisenyi 11

48. Kakaire Appolo	Project Manager	FHRI
49. Ssozi Grace (Lt.) Councillor	HRA	Nakulabye
50. Abola Charles	Consultant	Image Consult
51. Rwakakamba M.	Facilitator	RUDA (U) Ltd
52. Muhumuza Dan	Rapporteur	RUDA (U) Ltd

(Attendance lists with appended signatures are attached)

3.0 Agenda

The agenda was as follows:

1. Registration of members
2. Prayer
3. Welcome note by the Project Coordinator
4. Communication from the Chairperson
5. Chairperson's report to the AGA
6. Adoption of the following:
 - a. Organizational Capacity Assessment Report
 - b. Human Resource manual
 - c. Financial Management Policy
 - d. Constitution
7. Election of Office Bearers
8. Way forward
9. A.O.B

3.1 Revised Agenda

The agenda was as follows:

1. Arrival and registration of participants
2. Prayer
3. Welcome note by the Project Coordinator
4. Communication from the Chairperson
5. Registration of Members
6. Discussion and adoption of the following:
 - a. Organizational Capacity Assessment Report
 - b. Human Resource manual
 - c. Financial Management Policy
 - d. Constitution
7. Election of Office Bearers
8. Strategies for Reform
9. Treasurer's Report to the AGA
10. A.O.B

4.0 Opening Prayer

The meeting started at 10:41 a.m. with prayer led by Ms. Gertrude Kitone a staff with SAP. She prayed for guidance and wisdom in their deliberations as to attain the AGM objectives as to realize SAP' Vision and Mission.

4.1 Climate Setting

The Facilitator, Mr. Morrison Rwakakamba called upon the participants to introduce themselves. Members introduced themselves one by one by their names, occupation, location, and contribution to SAP. Through participatory approach, members set for themselves ground rules, norms and regulations as follows:

- Putting up hands before speaking
- Time management
- Respect for each others contributions
- Quite mobile phone ring tones
- To discuss and adopt the treasurer / Auditors report

4.2 Welcome Remarks

The Project Coordinator, Ms. Clare Nkirehe, welcomed members to the meeting in their respective capacities and thanked them for coming. She noted that the meeting was composed of a number of categories of people which included; Key Community Volunteers, Contact Persons, representatives from NGO`s, the press, project staff and the Consultants.

Members were informed that SAP had set out to organize a two-day Annual General Assembly to particularly achieve the following objectives:

- a. Obtain input/feedback on key issues identified in the OCA from assembly members, and
- b. Approve a common strategy (ies) for organizational reform; and

- c. To discuss and adopt the policies that guide the organization
- d. Recommend a road map/way forward for implementation of the approved strategies through a phased approach.

She reminded members of copies of the draft OCA Report (constitution, Financial & Human Resource manuals and Project management) that were sent to them on time (three weeks in advance to the AGM scheduled for 28th -29th September 2006) and hoped that they were adequately reviewed to facilitate effective input into the reform process. In addition to the individual invitation letters, a notice through a print media (*The Daily Monitor and the New Vision*) was placed on 11th September 2006 informing stakeholders of planned AGM. She commended those that had taken part in the assessment process when the Consultant went to interview them in their individual communities.

The Project Coordinator elaborated that this was a special Annual General Meeting to address the OCA findings and after adopting the report and policy documents then the special meeting would convert into an Annual General Assembly (AGA). She emphasized that the input of the members to the OCA report and Policy documents was of paramount importance to come up with the final OCA Report and finalize with the reform strategies.

She pointed out that this was a historical moment for the organization whereby the developments would lead to a stronger and reformed SAP with international standards and would involve all stakeholders. The details of the OCA process were to be given by the Chairperson. She thanked the Consultants for the work done and the Steering Committee for the both the technical and financial support during the challenging times. She took members through the programme¹ of the two days meeting and thereafter wished them fruitful deliberations that would go along way to improving the image and operations of the SAP.

¹ The revised program for the two days has been attached in Annex I.

5.0 Communication from the Chairperson

Mr. Kururagyire Jack, the Board Treasurer who represented the Chairperson, Mrs. Olivia Mutibwa, extended her apologies. She was unable to attend the meeting due to circumstances beyond her control. He went ahead and read a speech on behalf of the Chairperson. The following were highlighted in the speech;

He welcomed members to the Annual General Assembly 2006 and thanked them for sparing time to join the third SAP AGM. He introduced the Steering Committee members and thanked them for their teamwork and commitment.

He hailed the founder members of SAP for espousing a vision that has gone a long way in transforming the lives of slum communities.

He thanked the current Steering Committee despite being short of three members for their commitment, dedication and personal sacrifice to the betterment of SAP especially in this challenging period of the reform process. He mentioned lack of facilitation to be negatively affecting the Steering Committee in discharging their duties. He cited inadequate funding, operational guidelines (human resource, financial management and governance) as critical challenges that have bogged down SAP since inception. He went further to explain those challenges in detail and attributed them to the cause of OCA. He therefore appealed to members to seriously review this proposed OCA Report since it is a basis for SAP reform. He further noted that OCA report was still a draft and required members' final input to serve SAP as a future guide.

The Chairperson specifically pointed out constitutional challenges particularly membership as biggest threats to SAP existence as it expands/grows. He further noted that despite SAP stakeholders participating in most activities, they have never been formally registered and therefore required redress.

He further briefed members on SAP programs and achievements and cited expansion of the project programs to include new innovations such as child sexual abuse and exploitation.

He informed members of expansion of SAP activities to new communities of Kibuli and Wabigalo Parishes.

Finally, he wished members fruitful deliberations and appealed to them to maximally participate in the OCA Report debate so as to take their organization-SAP to the higher level of service delivery in a bid to realize SAP Vision and Mission.

5.1 Observations on communication from the Chair

5.1.1 Membership

Members noted that formal registration is critical and therefore required urgent attention in view of legal identity. They further observed that the members' contribution in form of membership fees and subscription would enhance ownership and sustainability.

5.1.2 Resolution

Members resolved to formally register with SAP by filling registration forms indicating their particulars such as location, age, sex, education level etc. It was further resolved that membership registration be accompanied with fees that would be split between the two i.e. Membership fee of UGX 10,000/= and Annual Subscription fee of UGX 15,000/=. As a result of the above, members unanimously agreed on an hour break to fill registration forms and pay their dues before proceeding with deliberations.

After registration and payment of the membership fee, members unanimously declared themselves as true members of SAP and therefore the special Annual General Meeting (AGM) was then duly declared as the SAP Annual General Assembly.

6.0 Presentation of the Organizational Capacity Assessment (OCA)

The Consultant, Mr. Rwebanda Anthony, Team Leader- Disect Consultancy Ltd. presented the OCA and Reform Report. The Consultant presented the findings and recommendations about the Constitution, Human Resource Policy, and Financial Management policy to the meeting. He thanked members for turning up to such important meeting that would decide the destiny of SAP. He informed members that what he was about to present was based on the findings and recommendations from SAP stakeholders and further input was highly welcome since the OCA was still at a draft level.

6.1 The Constitution

6.1.1 Name

The Consultant proposed the name of the organization to remain "Slum Aid Project" (SAP)

6.1.1.2 Observation

Members noted that the name SAP was still relevant.

6.1.1.3 Resolution

Members unanimously agreed that the name SAP be maintained.

6.1.2 Membership

The Consultant presented various categories of Membership, need for registration and membership fee to be determined by AGA.

6.1.2.1 Observation

The members appreciated the various membership categories contained in the draft Constitution, and agreed that membership fee should always be affordable with purpose of serving as a commitment and identity to SAP.

6.1.2.2 Resolution

It was agreed membership categories be maintained, registration of members had been conducted and membership fees be paid as was determined under 5.1 above. It was also

agreed that the registration process would be continuous and undertaken by the Steering Committee.

6.1.3 AGM

The AGA is held once a year with a quorum of 2/3 of registered members.

6.1.3.1 Observation

The members appreciated the proposal on the AGA and the quorum.

6.1.3.2 Resolution

Members agreed that the AGA be held once a year and accepted the proposed quorum of 2/3 of registered members.

6.1.4 AGA Office Bearers, Tenure and Functions

The AGA office bearers be composed of Chairperson and Secretary. The Consultant further proposed that the office bearers be elected from members out the Steering Committee for a period of four years.

6.1.4.1 Observation

Members appreciated the position proposed by the OCA Report to select office bearers outside the Board of Directors but hastened to add that there is need for the position of a Treasurer. The tenure of four years for the AGA office bearers was regarded as too many.

6.1.4.2 Resolution

Members agreed to three positions of AGA office bearers including a Treasurer and that the tenure of the office bearer be for a period of two years renewable.

6.1.5 Functions of AGM Office Bearers

The Consultant presented that the main functions of the AGA Chairperson are to chair AGA proceedings and offer guidance on the interpretation of the constitution in case of disputes while the secretary is take minutes of the AGM proceedings.

6.1.5.1 Observation

Members noted that the function of Treasurer was not stated and the possibility of the AGM office bearers conflicting with that of the Board of Directors is likely if special attention was not taken.

6.1.5.2 Resolution

Members agreed that the functions of the Treasurer be restricted to the management of members' contributions (membership and subscription fees) and a workshop be organized for the AGM office bearers and steering committee members to orient on task expectations.

6.1.6 Steering Committee, Selection Criteria, and Tenure

The Consultant proposed that the steering committee composed of seven members to serve as a policy organ of SAP. It should meet once quarterly for a tenure of four years. The Consultant explained the criteria of selection as indicated in the draft constitution. He further proposed the change of name from Steering Committee to Board of Directors for various reasons. He also reported that the Board should have a special position for at least one of the founder members.

6.1.6.1 Observation

Members noted the proposed concerns and appreciated but were skeptical about the age limit for members under the recommended selection criteria. The issue of age was subjected to vote and the age limit of at least 35 years took the day. The members were happy with the special position created for the founder members on the Board of Directors.

6.1.6.2 Resolution

Members agreed to a number of seven (7) members to constitute the Steering Committee, which shall be regarded as the Board and members shall be regarded as the Board of Directors. Members further agreed that the Board should meet once quarterly for tenure of four years. It was also agreed that the age limit for the Board of Directors be 35 years and above as opposed to 45 years earlier recommended by the Consultant.

6.1.7 SAP Financial Year

The Consultant reported that the OCA report proposed a similar financial year to that of the Government of Uganda for any macro economic changes that would affect/disrupt the planning of SAP under its current arrangement of a calendar year. The Consultant explained that the proposed AGA be held at least two months after closure of financial year to coincide with the presentation of the external audit report.

6.1.7.1 Observation

Members noted the need to change the financial year and the timing of the AGM with the presentation of external audit report.

6.1.7.2 Resolution

Members agreed to have SAP financial year same as that of Government of Uganda and that the AGA be held within two month after closure of the financial year. They further agreed that an external audit report be an item on the Agenda during the AGM.

6.1.8 Way Forward

The Consultant, Mr. Rwebanda thanked members for their active participation which had enriched the document being discussed and promised to incorporate all the Constitutional adjustments made in the final OCA report.

6.2 Human Resource Management

6.2.1 Recruitment

The Consultant recommended that the actual staff recruitment to SAP be carried out through competitive bidding by the Secretariat after the approval of the Board.

6.2.1.1 Observation

Members concurred with the recommendations of the staff recruitment.

6.2.1.2 Resolution

Members agreed that the method of recruitment to be by competitive bidding.

6.2.2 Job Descriptions

OCA report proposed clear written job descriptions for SAP staff at the time of recruitment and necessary adjustments made as the situation warrants.

6.2.2.1 Observation

Members appreciated the above recommendation.

6.2.2.2 Resolution

Members agreed that staff placement be with clear written job descriptions.

6.2.3 Trainings

It was recommended that a Training Needs Assessment should be undertaken annually to determine the possible gaps for appropriate action.

6.2.3.1 Observation

Members positively noted the above recommendation.

6.2.3.2 Resolution

Members agreed that annual training needs assessments be mandatory and subject to all management audits.

6.2.4 Cessation/Termination of Services

The Consultant recommended that SAP should detail procedures of cessation and termination of services basing on Uganda Labour Laws (see HR manual).

6.2.4.1 Observation

Member appreciated the recommendation.

6.2.4.2 Resolution

Members agreed that in addition to detailing procedures of staff cessation, resignation and termination of services basing on Uganda Labour Laws, SAP should endeavour to religiously follow them to promote fairness and avoid legal disputes.

6.2.5 OCA Proposed Organizational Structure

The OCA Report proposed a basic structure for SAP that is effective and flexible enough to adjust with ease when opportunities arise. In addition, staff recruitment and selection required reviewing to cater for competitive bidding and transparent interview and to determine suitability. Refer to OCA draft Report- HR chapter.

6.2.5.1 Observation

In view of challenges SAP is facing, members appreciated the above recommendation.

6.2.5.2 Resolution

Member unanimously agreed on the above proposed organizational structure and conceded that a transparent HR Firm be engaged to undertake the above interviews for staff placements in order to promote fairness and maximize the possibility of choice for best selection.

6.3 Financial Management

6.3.1 Planning

The Consultant recommended that all stakeholders be involved in the planning process to ensure aspects of sustainability and ownership of the programmes.

6.3.1.1 Observation

Members appreciated the above recommendations.

6.3.1.2 Resolution

Participatory approach to planning was agreed to be mode of operation.

6.3.2 Audit Reports

The consultant recommended annual external audits and reports submitted to relevant authorities on time and presentation done to AGA.

6.3.2.1 Observation

Members positively noted the need for external audit reports as recommended by the consultant.

6.3.2.1 Resolution

Members unanimously agreed that external audit reports be done and submitted to relevant authorities in time.

6.3.3 Financial Threshold/Approval Levels

The consultant recommended that the Project Coordinator hereby referred to as Executive Director should have powers to authorize single handedly any voucher (within budget) which is not more than one million shillings (1,000,000/=), and any amount beyond 1,000,000/= and less than 10,000,000/= shall to have authority of the Technical committee (SAP Management) while any amount beyond 10,000,000/= to require additional authority of Financial Advisor/chairperson steering committee.

6.3.3.1 Observation

Members appreciated the above recommendation.

6.3.3.2 Resolution

Members concurred with the above-mentioned financial thresholds/approval levels recommended by the consultant.

6.3.4 Accountability

The consultant recommended that all accountability reports be detailed, descriptive enough and accompanied by *verifiable* supporting documents within in a maximum of seven (7) days period after incurring expenditure.

6.3.4.1 Observation

Member noted the need for accurate, timely and detailed accountability.

6.3.4.2 Resolution

Members concurred with the recommendations of the consultant and called for adherence to them for effective Financial Management.

6.3.5 Procurement Procedures

The consultant recommended that the procurement guidelines be revised to accommodate the needs of future SAP.

6.3.5.1 Observation

Members appreciated the recommendations made on the procurement procedures.

6.3.5.2 Resolution

Members agreed that procurement guidelines be revised to accommodate future needs since SAP was still expanding.

6.4 Project Management and Scope

6.4.1 Project Initiations

The Consultant recommended that concerned stakeholder be fully involved in project initiation, design, implementation, monitoring, and evaluation.

6.4.1.1 Observation

Members recalled that there were a few cases where they had not been involved in the project initiations and considered this as a negative omission.

6.4.1.2 Resolution

Members resolved that the concerned targets should always be consulted throughout the project cycle.

6.4.2 Provision of Temporary Shelter

The consultant recommends SAP to come up with clear stated procedures of who should be sheltered as the facility could be subject to abuse. SAP should further review the sustainability of this program as DV as a crime is less predictable

6.4.2.1 Observation

Members echoed the importance of the temporary shelter as burden of housing victims is a big thorn in their pockets in the already economic biting environment in addition to exposing themselves to risk of being attacked by culprit of Domestic Violence.

6.4.2.2 Resolution

Members resolved that a temporary shelter be maintained but at the same time proper operational mechanisms be put in place to avoid abuse of the facility.

6.4.3 Income Generating Activities/Projects

The consultant recommends SAP to offer technical advice during the implementation of projects and capacity build the monitoring and evaluation skills of target groups and carry out spot checks to ensure compliance.

6.4.3.1 Observation

Members noted the link between DV and poverty and therefore applauded SAP for consideration of Income Generating Activities (IGA) in its programme.

6.4.3.2 Resolution

Members encouraged SAP to maintain IGAs at the same time increase the technical assistance to the beneficiaries.

6.5 Adoption of the OCA Report

Ms. Florence Kiwanuka, Contact Person, Kisenyi II moved a motion for the adoption of the OCA report (Constitution, Human Resource and Financial Management policies) which was unanimously supported by members and OCA report was therefore duly adopted by the AGM on 29th September 2006.

7.0 Election of AGM Office Bearers

7.1 Nominations and Voting

7.1.1 Chairperson

Ms. Bagyenyi Alice was nominated by Ms. Jennifer Lwanga and seconded by Mr. James Lule. Lt. Grace Ssozi was nominated by Mr. Dennis Kyobe and seconded by Mr. Peter Onzi. Nominations were closed and preceded to vote.

Ms Bagyenyi Alice polled 21 votes while Lt. Ssozi Grace polled 14 votes. Ms. Bagyenyi Alice was declared the elected chairperson.

7.1.2 Secretary

Mr. Edward Ssali was nominated by Lt. Ssozi Grace and seconded by Mr. Hassan. Wasswa. There were no further nominations and Mr. Ssali Edward was declared elected the secretary unopposed.

7.1.3 Treasurer

Ms. Josephine Otema was nominated by Ms. Sarah Kabbi and seconded by Mr. Rashid. Kamoga. Ms. Sherry Semakula was nominated by Ms. Vicky Najjemba and seconded by Mr. James Lule but declined in favour of Ms. Otema. There were no further nominations and as a result, Ms. Josephine Otema was declared the elected Treasurer.

7.2 Oath of AGM Office Bearers

The elected office bearers took oaths of their respective offices in order of Chairperson, Secretary and Treasurer.

7.3 Chairperson's Maiden Speech

The newly elected Chairperson Ms. Alice Bagyenya, in her speech thanked members for putting trust in her to propel the supreme body of SAP through a vote. She informed members that she joined SAP in early 1990's up to date. She called upon members to cooperate and exhibit highest level of commitment to SAP. She pledged to work with the Board of Directors and the secretariat as to realize SAP's Mission and Vision. She further advised management to organize an orientation workshop for the new Office Bearers. Finally, she expressed gratitude to the organizers of OCA, funding agencies and the general participants who have sacrificed their valuable time to deliberate on these important aspects concerning SAP with a hope to achieve SAP Goals and Objectives.

8.0 Treasurer's Report

Hajj Ayub Lutori a member of the SC on behalf of Treasurer explained to members SAP's Balance sheet as at 31st December 2005 to reflect the Total Current Assets to be UGX 4,051,738 as compared to UGX 16,293,203 as at 31st December 2004. He also informed members that Total Assets in the same period was UGX 106,500,162 as compared to

127,098,040 in 2004. Finally, he presented Cash and Cash Equivalent as at 31st December 2005 to be UGX 997, 981 as compared to UGX 8,639,446 while Cash at Hand and Cash at Bank to be was recorded at UGX 3,597,981/= as compare to 8,639,446/= in 2004. He called the External Auditor, Mr. Ben Okello, Lawrie and Prophet Co. Advocates, to present the books of Accounts 2005 to the members. The external Auditor presented SAP audit Report 2005 to members.

8.1 REACTIONS & RECOMMENDATIONS

Members noted that the Auditors/Treasurer's reports should be given to them along the AGM invitation to study and internalize. The Executive Director noted the concern of members and pledged to comply at the next AGA although she informed members that a copy had been sent to Key Community Volunteers. Furthermore, members also suggested that in future, audit reports should be made simpler for easy understanding by all the members.

8.3 Adoption of the Auditor`s/Treasurer`s Reports

Ms. Semakula Sherry moved that the above Audit Reports and the recommendations therein be adopted and was unanimously supported by members.

9.0 CLOSURE

The newly elected Chairperson, Ms. Bagyenyi Alice gave the closing remarks, thanked members once again for electing her. She pledged to cooperate with all the members and the SC for the betterment of the project. She thanked the Facilitator for conducting the proceedings very well and the Consultant for compiling the report, which would be instrumental in transforming the project. She thanked the Project Coordinator for standing as a woman to sustain the project and the rest of project staff for assisting her to achieve the goals of the organization. She also thanked members of the SC and AGA and noted that SAP would not be in existence without them and called upon them to continue with the commitment and dedication. She called for teamwork and cooperation so as to achieve the best. She called upon SAP to always give her guidance in her new office so as to lead the AGM very well.

ANNEX 1:

REVISED PROGRAMME FOR THE SAP ANNUAL GENERAL ASSEMBLY

VENUE: BATIVA HOTEL, WANDEGEYA

DAY ONE: 28 SEPTEMBER 2006

TIME	ACTIVITY	RESPONSIBLE OFFICIAL
08: 30 – 09:00 a.m.	Arrival and Registration of Participants	Mr. Richard Sengooba, Volunteer
09: 00 – 09:10 a.m.	❖ Opening prayer ❖ Introductions	Ms. Kitone Gertrude, Ag. PO - Community Development
09:10 a.m. – 09:15 am.	❖ Review of the day's program ❖ Welcome remarks	Ms. Clare Nkirehe Project Coordinator
09:15 a.m. – 09:45 a.m.	❖ Communication from the Chairperson	Mrs. Olivia Mutibwa Chairperson
09:45 a.m. – 10:10 a.m.	Reactions	Facilitator
10:10 a.m. – 11:15 a.m.	❖ Registration of the Membership	Secretariat
11:15 -11:30 a.m.	BREAK	Ms. Hellen Sava
11:30 – 12:30 am	❖ Presentation of Organizational Capacity Assessment Report and Reform 2006	Disect Consultancy
12:30 p.m. – 01: 00 p.m.	❖ Reactions	Disect Consultancy
1:00 - 2: 00 p.m.	LUNCH	Ms. Hellen Sava
2:00 p.m. – 03:30 p.m.	❖ Constitution ❖ Discussion of Constitution	Disect Consultancy
03:30 p.m. – 04:40 p.m.	❖ Human Resource Policies ❖ Discussion of Constitution	Disect Consultancy
04:40 p.m. – 05:00 p.m.	Wrap up	Facilitator
05:00 p.m.	Evening tea and Departure	

DAY TWO: 29 SEPTEMBER 2006

TIME	ACTIVITY	RESPONSIBLE OFFICIAL
08: 30 a.m. – 09:00 a.m.	Arrival and Registration of Participants	Mr. Richard Sengooba, Volunteer
09:00 a.m. – 10:30 a.m.	❖ Financial Management Policy	Facilitator/Disect
10:30 a.m. – 11:30 a.m.	❖ Project Management	Facilitator/Disect
11:30 a.m. – 12:00 p.m.	BREAK	Ms. Hellen Sava
12:00 p.m. - 01:00 p.m.	❖ Election of AGA Office Bearers a. Chairperson b. Treasurer ❖ Secretary ❖ Taking Oath of Elected Office Bearers ❖ Chairperson's Maiden Speech	Facilitator/Disect
1: 00 – 2:00 p.m.	Lunch	Ms. Hellen Sava
02:00 p.m. – 03:00 p.m.	❖ Treasurer's Report	Treasurer/ AUDITORS
03:00 a.m. – 04: 30 p.m.	❖ Reactions and Adoption	Facilitator
04:30 – 5: 00 p.m.	Closing Remarks	AGA Chairperson

ANNEX II: PROFILES OF OFFICE BEARERS

1. CHAIRPERSON:



Name: Ms. Alice Bagyenya

Age: 43 year old

Sex: Female

Marital Status: married with four children

Educational Background: Diploma in store management

Additional skills: attained certificates in community mobilization, Human Rights and Democracy, Political Education and typing

Hobbies: music and reading novels

Before joining SAP, I was not aware of human rights as a woman and those of fellow women. I also used to be very rude.

Upon joining SAP, I was made aware of my rights and I was taught what they are all about. I teach my fellow women about their rights and how to fight for their freedom. My behavior has tremendously changed.

My contributions to SAP have been in the area of educating people about their rights and about all the programs and activities of SAP. I mobilize community members and conduct community discussions.

As the Chairperson, I will continue serving SAP diligently. I will also visit Parish by Parish and get ideas from community Volunteers on how to further the organization especially the running of the General Assembly.

2. TREASURER: JOSEPHINE OTEMA



Name: Ms. Josephine Otema Kabarwani

Age: 40 year old

Sex: Female

Marital Status: Widow with 5 girls and 3 boys who are all still at school

Educational Background: I went Kasese Primary School, Kyabambaba Girls School and then Virika Nursing School.

Additional skills: attained certificates in community mobilization, Human Rights and Democracy, Political Education and typing

Hobbies: music and reading novels

In 1996, SAP came to Nakawa Division looking for slum areas and the worst slum they found was where I stay, so it was taken in their operational areas. I was one of the senior women in our cell so I was taken for training. Before this training I was a local leader but there I certain things I used to do that were wrong, after the training I was completely changed.

In the case of domestic violence, if a woman were beaten, I would first ask for some money to be able to handle her problems. So women used to die with their problems because they had no money to pay the local leaders. This stopped immediately after the training.

In 2002, HIV and domestic violence made our work more and more tricky. Men and women date themselves in the slums and many would die but the women would suffer domestic violence a lot. I counsel them, and where possible I refer cases to the police, health workers and others service providers. I am HIV positive and I have told everyone about my status, which has helped many women to disclose to me. It is important to call on government to set more Voluntary Counseling and Treatment centers so that other women can feel like me.

ANNEX III: PICTORIAL REPORT OF THE ANNUAL GENERAL ASSEMBLY

Figure 1: Ms. ALICE Bagyenyi, Chaiperson AGA takes Oath **Figure 2:** Ms. Otema Josephine, Treasurer AGA takes Oath



Figure 3: Ms. Amina Nashir listens to Ms. Otema



Figure 4: Ssali Edward, Secretary takes Oath



Figure 5: SAP Steering Committee members from right to left: Haj Ayub Lutori, Mr. Jack Kururagyre, and Ms. Nkirirehe Clare during the opening of the Annual General Meeting



Figure 6: Members from right to left: Ms. Nampijja Immaculate, Ms. Nattabi Josephine, and Councilor Sarah Kanya and during the Annual General Meeting