

File 4/2



THE REPUBLIC OF UGANDA

## Busia District Local Government

COMMUNITY & SUB-COUNTY CONSULTATIVE PLANNING  
MEETINGS REPORT

FOR

PEOPLE WITH DISABILITIES

*Compiled by:*

Community Development office  
Busia

January, 2006

## 1. Introduction

Decentralised planning and service delivery calls for the equitable distribution of resources amongst all categories of the population. It calls for a poverty and gender sensitive approach to planning and programme implementation. Key issues such environmental protection and control of endemic diseases need to be addressed too. A participatory planning approach is premised on the fact that the needs of the population vary from locality to locality and are best defined by the population itself say children, women, Persons with disability, vulnerable, marginalized, etc.

Busia District is in the process of formulating its 3 Year Rolling Plan and those of the Lower Local Governments. The District planned and undertook the identification and consolidation of community planning priorities for inclusion in the Budget Framework Paper and Three-year development plans both at Sub-county and District.

A team of 4 people (District based) i.e the Deputy Chief Administrative officer, the District Community Development Officer, District Planner and Sen. CDO facilitated the exercise at Sub-county assisted by the Sub-county extension staff who facilitated parish planning meetings. The two (2) District Councillors for PWDs also facilitated at all meetings.

Two cluster meetings were held at the Sub-county level to gather views for inclusion in the plans.

**Table 1: Clustering of Sub-counties**

No.	Date	Sub-counties	Venue
1	18 <sup>th</sup> January, 06	Buhehe, Masaba, Lunyo & Lumino	Lumino Sub-county Headquarters
2	19 <sup>th</sup> January, 06	Bulumbi, Masafu, Dabani, Busitema, & Buteba	Busia Red-Cross

## 2. Attendance

A summary of the number of persons who participated at various levels is provided in the Table below:

**Table 2: Attendance of Parish meetings**

Sub-county/Parish	Male	Female	Total	Remarks & priority projects/programmes identified
<b>Lunyo</b>				
1. Bwanikha	9	10	19	Dairy farming, grinding mill & parafin selling station
2. Nalwire				Minutes are referred to but not submitted by Sub-county Chief. Pig rearing, poultry farming & Dairy farming
3. Busime	22	20	42	Grinding mill, horticulture, paraffin station
4. Rukaka	16	13	29	Pig rearing, poultry farming & goat farming
5. Lunyo	17	7	24	Piggery, G/nuts, agro-forestry



6. Mundindi	19	9	28	Apiary, Piggery, Poultry, farming – beans
<b>Busitema</b>				
1. Chawo	7	3	10	Safe water provision, appliances, boar goats, local hens
2. Buchicha	9	1	10	Piggery & goats
3. Busitema	17	3	20	Exotic diary farming, apiary, horticulture
4. Ajuket	17	10	27	Goat keeping, cattle farming, pineapple growing
5. Syanyonja	7	6	13	Modern farming, keeping local hens & rearing local goats.
6. Sikuda	14	1	15	Carpentry workshop, provision of transport, shelter
7. Tiira	35	17	52	Working capital, provision of jobs, tri-cycles/wheel chairs
8. Habuleke	19	14	33	Poultry & bee keeping
<b>Buteba</b>				
1. Abochet	11	6	17	Local goat rearing, rearing local cows & provision of bicycles
2. Buteba	14	8	22	Goat rearing, piggery & oxen for animal traction
3. Amonikakinei	4	2	6	Goat rearing, local chicken & piggery
4. Mawero	10	13	23	Local poultry, piggery, apiary
<b>Bulumbi</b>				
1. Buhobe	1	4	5	Soft loan for grinding mill, provision of appliances, & borehole for Buhumi B
2. Bubango	4	1	5	Soft loan for grinding mill, provision of appliances, & borehole for Buhumi B
3. Bulumbi	5	0	5	Soft loan for grinding mill, provision of appliances, & borehole for Buhumi B
4. Buhumi	5	0	5	Soft loan for grinding mill, provision of appliances, & borehole for Buhumi B
5. Bukhubalo	5	0	5	Poultry, provision of appliances, borehole drilling
6. Busibembe	4	3	7	Poultry, provision of appliances, borehole drilling
7. Buwembe				Attendance list is not attached. Poultry, grinding mill & borehole for Busembe West
8. Buyunda				Attendance list is not attached. Poultry, grinding mill & borehole for Busembe West
<b>Masafu</b>				
1. Busikho	5	1	6	Local goats, transport, local piggery
2. Butote	5	1	6	Local goats, transport, local piggery
<b>Masaba</b>				
1. Masaba	13	3	16	Poultry, G/nuts & Carpentry joinery
2. Mbehenyi	21	11	32	Poultry, piggery, farming
3. Butangasi	19	3	22	Poultry, G/nuts & cattle rearing. Others: transport, school for special needs, scholarships, health facility
<b>Lumino</b>				
1. Lumino	21	20	41	Local goats, piggery, poultry,
2. Hasyule	35	19	54	Piggery, local goat rearing, g/nuts growing,
3. Jinja	11	7	18	Credit facilities, means of transport, skills training –tailoring, saloons
4. Nagabita	11	6	17	Transport provision, piggery, psychosocial training

				skills.
5. Dadira				No attendance list attached. Piggery, poultry, goats
6. Majanji				No attendance list attached. Poultry, goat rearing & fish farming.
<b>Buhehe</b>				
1. Buhehe	6	3	9	Provision of transport, appliances, vocation skills training, grinding mill, provision of medicare services
2. Bulwenge	30	26	56	Piggery, goat rearing, apiary, poultry, g/nut growing
3. Buhasaba	45	12	57	Local goats, local poultry & cassava growing
<b>Dabani</b>				
1. Nagwe	18	9	27	Grinding machine, cash crop growing & piggery
2. Dabani	7	5	12	Special technical school, local chicken growing & pig rearing, appliances.
3. Busia	19	8	27	Attendance list not signed. Priorities: 'Walking' tractor, cattle rearing, grinding machine, apiary, poultry(local), tree planting
4. Buyengo	19	2	21	Transport, local goats, local pigs, safe drinking water, technical skill training
5. Buwumba	33	9	42	Poultry, pig rearing, cash crop farming.
<b>Total</b>	<b>589</b>	<b>296</b>	<b>885</b>	

Sub-county meetings were held on the 18<sup>th</sup> and 19<sup>th</sup> of January, 2006, and a total of 68 participants (42 males & 26 females attended).

### 3. Opening remarks, participant expectations, workshop objectives, and paper presentations

#### Opening remarks:

The Sub-county chief who appreciated the efforts of the government to address issues of PWDs made welcome remarks for a meeting at Lumino. He thanked members for the big turn up and briefed them on the sub-county planning process.

The District male Councillor:

- Informed participants about the importance of the meeting
- Briefed members about CBR
- Encouraged members to air out their views, needs and priorities during the planning meeting.
- Appreciated their attendance at the launch of CBR at the district and apologized for any short-comings that arose during parish level meetings.
- There after opened the meeting.

#### Participant's expectations

- To get knowledge and skills on planning.
- To know about CBR and plans there-in.



- To know how disability council operates.
- To know why hold Sub-county meetings yet parishes have already planned.
- Feed back from leaders on performance of councils.
- To know more about the project proposals
- Way forward for PWDs

### **Workshop Objectives**

1. To disseminate policy guidelines to PWD councils and Sub-county leadership.
2. To collect consensus views for priority considerations for next FY 06/07 workplans and medium term.

### **Paper presentations:**

#### **1. Local Government Planning process:**

The District handled an overview of the Local Government Planning process addressing the following steps:

1. Dissemination policy and guidelines for planning – September.
2. Lower level consultative meetings and data collection – September – October.
3. Subcounty budget/ planning conference.
4. District planning/ budget conference – December.
5. Committees of Council and council discussions and approve plans – January – June.
6. Plan implementation, reviews monitoring and evaluation thought out.

#### **2. Overview of CBR by Common Development officer & District male Councillor for PWD**

Gave an overview of the community based rehabilitation and programme components therein. They noted that the programme will address the beneficiaries being PWDs, their families, and communities where they live in. They also noted that the programme will focus on issues of public awareness, home based management, referral services, cultural programmes, capacity building, income generating activities, and relationships.

#### **3. Sub-county presentations:**

Sub-county chiefs made presentations arising out of parish level consultative meetings and reaction together with consensus views on priority areas of action noted. Presentations focused on attendance, issues raised during meetings and priority projects/programmes decided upon.

#### **4. Scope of Work, tasks to be executed and outputs.**

All the 9 rural sub-counties including most parishes were covered in a period of five (5) days including mobilisation commencing on the 13<sup>th</sup> – 19<sup>th</sup> of January, 2006. Scope of work, tasks executed and outputs realised as per information provided above. Guidelines were as per attached annex 1.

## 5. General observations and issues from participants

### Issues, comments and observations raised during the meeting at Lumino:

- Psychosocial support is required
- Need for education & health facilitation for PWDs
- Need for CBR volunteers who are full time
- Training parents/guardians
- Funding to Sub-county PWDs councils from the District Disability council to support their functioning.
- During parish planning process, facilitation for Bulwenge and Buhasaba was not well handled. Participants were not well guided to capture issues of Soft ware activities i.e. trainings.
- Video show at Nahayaka TC and purchase of grounding mill for PWDs in Buhehe was also raised.
- Participants recommended the need to give consideration to PWDs during recruitment of staff. The District Service commissions and other employers to take note.
- Request for bicycles for individuals ( PWDs) from Buhehe. It was however noted that Government gives out bicycles to those engaged in its programmes e.g. to volunteers
- Soft ware issues not given priority in Lumino and Buhehe Sub-counties.
- CBR may not achieve the priorities desired by the Sub-counties.
- Beds in Health Centres are too high for PWDs especially women.
- It is good that the planning process is bottom – up.
- Not only PWDs should be targeted in activities to benefit PWDs say there is need to sensitise different stakeholders on PWDs issues
- Need to fight stigmatisation of PWDs.
- Need to address Referrals of PWDs to appropriate institutions.
- Promotion of MDD for PWDs (Cultural groups for PWDs).
- Need training for PWDs on HIV/AIDS.
- Issues related to water and health, were not captures in most of the plans.
- There are no CDAs in most Sub-counties to address concerns of PWDs.

### Recommendations & Way forward for the meeting held at Lumino

- The District should recruit and deploy CDAs
- Priority areas identified to be offered or shared with the concerned departments for action.
- Feed back/ Report of this meeting should be taken back to the Sub-counties and different stakeholders.

### Issues, comments and observations raised during the meeting at Busia Red-cross:

- Members highly appreciated that this time PWDs are given opportunity to do their own planning.
- There is need to Sensitize of Sub-county PWD councillors on their roles and responsibilities.



- There was no funding for PWDs activities in the last financial years in Lunyo Sub-county.
- There is no school for PWDs in the District. The District should take keen interest.
- There is need to consider provision of wheel chairs to PWDs.
- Capacity building programmes: empowerment, and sensitisation meetings be prioritised.
- Support to PWDs council meetings at District and Sub-county levels by providing an Administrative fund for PWD.
- Some PWDs were called at short notice and a wrong message given that money is already at the District to implement their priorities.
- Sub-county councils should consider provision of bursaries for PWDs.
- Need for office space for PWDs at District & Sub-county level.
- Training on business skills, project management empowerment etc.
- There are inadequate funds to address community needs.
- It has been noted that PWDs rarely hold council meetings.
- Need to address issues of attitude change to focus on development.
- There is need to training of community rehabilitators.
- There is need to integration of PWD issues in all government programmes.
- Vocational training to PWDs is required.
- There is need for a HC II in Lunyo Parish as the community already identified land.
- There is need to provide soft loans/ revolving funds for PWDs. It was otherwise noted that PWDs should take advantage of credit facilities under NAADS and micro-finance services in the area.
- Need for a needs assessment for all PWDs.

#### **Way forward**

- Report should be compiled & shared in the District Technical Planning committee.
- PWDs Councils and unions are to start having regular meetings.

#### **Closing remarks:**

#### **Meetings were closed by the District PWD male & female Councillors who:**

- Thanked participants for the attendance and active participation.
- Urged members to form organizations through District Community development office to be able to compete for resources.
- Assured members that issues raised will be addressed.
- Thanked participants for the attendance.
- Called upon participants to have a culture/spirit of collective responsibility and effort.

*Annex 1: Customised consultative planning guidelines*

*Annex 2: Sub-county programme*

*Annex 3: Attendance lists*

## **Annex 2: Programmes for Sub-county meetings**

Annual & registration

Opening ceremony

- Introductions
- Welcome remarks by host Sub-county chief
- Opening remarks by District Councillor(s) for PWDs
  
- Participants expectations
- Workshop objectives
- Overview of Local Government Planning process
- Overview on BCR
- Sub-county presentations, reactions and consensus building
- Recommendations & way forward
- Closures



## BUSIA DISTRICT PLANNING PROCESS GUIDELINES JANUARY 2006 - PWDs

*Compiled by District Planner*

### 1. Introduction

Decentralised planning and service delivery calls for the equitable distribution of resources amongst all categories of the population. It calls for a poverty and gender sensitive approach to planning and programme implementation. Key issues such environmental protection and control of endemic diseases need to be addressed too. A participatory planning approach is premised on the fact that the needs of the population vary from locality to locality and are best defined by the population itself say children, women, Persons with disability, vulnerable, marginalized, etc.

Busia District is in the process of formulating its 3 Year Rolling Plan and those of the Lower Local Governments. The District has planned to undertake the identification and consolidation of community planning priorities and consolidating these into sub-county/Town Council and District 3 Year Rolling Plan. The Sub-county leadership has been informed on the commencement of the process, and it is expected that by mid-January, 2006 community consultations will be complete only awaiting the prioritization and formulation of Sub-county and District Plans. A team of 3 people (District based) i.e the District Community Development Officer, District Planner and Sen. CDO has been sent up to help mentor and support lower level councils to come up with priority enterprises and or projects for the FY 2006/2007 and the medium term mainly focusing on the needs of Persons with Disability. Two cluster meetings are to be held at the Sub-county level to gather views for inclusion in the plans.

**Table 1: Clustering of Sub-counties**

No.	Date	Sub-counties	Venue
1		Buhehe, Masaba & Lunyo & Lumino	Lumino Sub-county Headquarters
2		Bulumbi, Masafu, Dabani, Busitema, Busia Town Council & Buteba	Busia Community Hall

### 2. Rationale

A well-conceived development plan provides a comprehensive planning framework for a given Local Government. The definition of planning needs by the local population in a bottom-up approach increases conscious targeting and ownership during programme implementation and operation/maintenance. Busia District has a thin planning unit, which could not spread out during the planning period and as such the need for incorporating members of the District Technical Planning committee.

It should otherwise be noted, that the District level team is going to meet Sub-county representative leaders specifically the Sub-county Chief and the Sub-county Secretary in Charge of PWDs together with PWD Council representatives, first as a mentoring strategy but also most importantly work and support the leadership in participatory approaches to development and investment planning within the context of Government of Uganda.

### 3. Scope of Work, tasks to be executed and expected outputs.

The Resource team should cover all the Sub-counties and with the incorporation of the services of the PWD leadership cover the parishes where possible. The output of the Sub-county consultative meetings will inform the Sub-county and District Technical Planning committee on formulation of plans.

**Table 2: Plan of implementation:**

Date	Activity	Responsible persons	Output	Remarks
4 <sup>th</sup> January 2006	District Resource Pool meets in the District Planning Unit to share planning guidelines and materials for mentoring Sub-counties, together with consultative meeting materials/formats.	District Planner	Materials/formats provided for Parish & Sub-county consultations.  Report of the meeting	District resource teams to ensure all materials are ready.
4 <sup>th</sup> January 2006	Communicate to the PWD leadership to conduct community consultation towards the formulation of plans and budgets.	District Resource team members	Invitation letters prepared and disseminated.  Filling Sub-county M & E forms  Report of the consultative meetings.	The exercise is to last maximum of three days at community and parish level. PWD Executive must be present.
9 <sup>th</sup> – 11 <sup>th</sup> January, 2006.	Meeting at Parish levels	PWD Leadership	Consultative reports  Filled formats for proposals	Report should be presented as the format for capturing proposals provided, and to be shared at Sub-county level.
12 <sup>th</sup> January, 2006	Sub-county level meetings	District Team	Sub-county report on the Planning process covering lower level consultative reports.  Filled Sub-county M & E forms for District attention.  A listing of Proposed projects /programmes for Sub-county funding & those proposed for attention of District level local Government to be compiled. The list will otherwise be subjected to Council as part of the Development & investment plans.	List of projects/programs 3 yr ahead for Submission to the District
13 <sup>th</sup> January, 2006	District Resource Pool	SCDO	Three year list of projects/programmes Sub-county	Each Sub-county team leaders to present reports of the Consultative

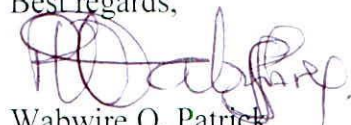


			Report of the Consultative meetings discussed	meetings.
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**Table 3: Programme & content for Sub-county level meeting on the 12<sup>th</sup> January, 2006**

Activity	Key areas	Responsible person	Timing
1. Registration of participants & self introductions	Note by name, sex & designation as per format provided.	Team leader	30min.
2. Opening remarks.	<ul style="list-style-type: none"> <li>- Chairperson LC III &amp; Sub-county chief to make opening remarks.</li> <li>- Define the purpose of the visit.</li> <li>- Present the programme for the consultative process.</li> <li>- Capture any issues that may be raised at that particular moment.</li> </ul>	Team leader	30 min.
3. Overview of the Local Government Planning & budgeting cycle. <i>(a photocopy of the cycle to be available)</i>	<p>To capture among others:</p> <ul style="list-style-type: none"> <li>- Dissemination of guidelines.</li> <li>- Conducting consultative meetings.</li> <li>- Drafting of plans &amp; budgets &amp; finally,</li> <li>- Debate &amp; approval by Councils.</li> <li>- Reactions.</li> <li>- <i>At this point, the District team is expected to make an assessment of the stages covered and how it was done in the rolling of 2006/2007 plans. Reasons if any for not having carried out any stage should be brought out &amp; documented for learning purposes.</i></li> </ul>	District Resource Person.	1hr
4. Group work on consolidation of lower level consultative reports and prioritization of Sub-county plans.	- Each Sub-county to make own presentation based on the formats for capturing proposals	Selected persons	3hrs
5. Consensus building on activities to be captured	Plenary session	District resource person	1 hr
6. Way forward & recommendations		District resource person	30min.
	<b>Closure</b>		

Best regards,



Wabwire O. Patrick

**Planner**

c.c Chairperson LC V  
 c.c Chief Administrative officer  
 c.c District Resource Pool members.  
 c.c Sub-county Chiefs  
 c.c PWD leadership

**Busia District.**