

INFORMATION MANUAL

1) DESCRIPTION AND FUNCTIONS OF UCDA

The Uganda Coffee Development Authority (UCDA) came in existence with the passing of the UCDA Bill by the National Resistance Council of 1991 and the Presidential assent to the UCDA Statute of July 12, 1991 (amended in 1994).

VISION:

“Making Uganda a distinguished producer of high value coffee”

MISSION:

“To promote and oversee the development of the coffee sub-sector through production of clean planting materials, support to research and nursery development, quality assurance and, dissemination of timely market information”

VALUES:

- Good governance
- Transparency
- Professionalism
- Integrity
- Accountability to stakeholders
- Respect for others and the environment

MANDATE:

The UCDA Statute 1991 (amended in 1994) mandates UCDA to carry out its statutory functions.

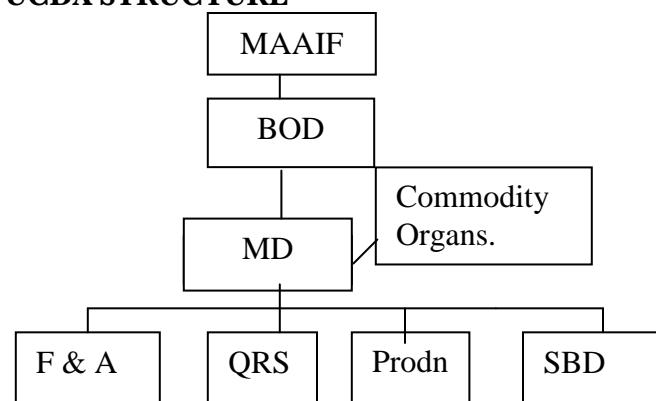
CORE COMPETENCIES

- Neutral
- Independent Authority
- Sub-sector based Board (private & Public)
- International Contacts
- Commodity specific
- 20 years experience since inception

TARGET/BENEFICIARIES

- Farmers
- Processors
- Exporters
- Roasters
- Government
- International Agencies

UCDA STRUCTURE



MAAIF-Min. of Agriculture, Animal Industry and Fisheries

BOD-Board of Directors

F & A- Finance & Administration Department

QRS-Quality and Regulatory Services Department

Prodn.-Production Department

SBD-Strategy and Business Services Development Department

Organs-Organizations

All UCDA programmes are in line with the overall government frameworks which rotate around the following: National Development Plan (NDP), MAAIF's Development Strategy and Investment Plan (DSIP), Plan for Modernization of Agriculture (PMA), the Medium Term Expenditure Framework (MTEF), Long Term Expenditure Framework (LTEF), the Medium Term Competitive Strategy (MTCS), the National Export Strategy (NES) and the Coffee sub-sector Competitiveness Strategy.

OBJECTIVES:

The statutory objectives of the Authority are to:-

1. Promote, improve and monitor marketing of coffee to optimize foreign exchange and farmers' earnings;
2. Guarantee that the quality of coffee exports meets international standards;
3. Develop and promote the coffee and other related industries through research and extension arrangements;

4. Promote the marketing of coffee as a value added product;
5. Promote domestic consumption of Uganda coffee;
6. Harmonize activities of coffee sub-sector associations in line with industry objectives; and
7. Formulate policies related to the coffee industry

MANAGEMENT OF THE AUTHORITY

The Authority is a corporate body with a Board of Directors representing all coffee sector participants at the different levels within the coffee value chain as well as government (private-public-partnership-PPP). It is the policy formulating body of the Authority. The Managing Director is responsible for the day-to-day operations, management of funds, property and business of the Authority as well as international coffee affairs.

ACTIVITIES:

The statutory functions of the Authority are handled through one service department of Finance and Administration and three technical departments of Quality and Regulatory Services; Production and Strategy and Business Development whose activities are as outlined below.

I. FINANCE AND ADMINISTRATION

The department is headed by the Board Secretary/Head of Finance and Administration. In addition to being responsible for Board and legal matters, he is the custodian of legal documents of the Authority. The department comprises two sections: Finance and Administration.

a) Finance

- o The Finance Section is responsible for keeping proper accounts and records of the Authority's transactions and affairs. It is also responsible for ensuring that adequate control is maintained over all UCDA assets and incurring of liabilities.

b) Administration and Human Resource

- o This section is responsible for general administration, human resource management and development as well as property management of the Authority. This section also oversees the promotion and publicity activities of the Authority.

II PRODUCTION

The Department is responsible for facilitating the dissemination of research results in the field through regional and district officers in order to increase productivity. It is also responsible for extending technical services at the post-harvest level. The following programmes are undertaken.

a) Coffee Replanting

- i. Support coffee replanting to replace the old, diseased coffee trees with new genetically pure and higher yielding varieties by providing clean planting

materials through coffee research and community based coffee nurseries.

- ii. Introduce commercial coffee production in new and non-traditional areas of Uganda with particular emphasis in Mid-Northern Uganda.
- iii. Collaborate with other stakeholders on mobilization, sensitization, technical preparation and follow-up on coffee nursery development, coffee replanting and productivity enhancement.

b) Coffee Research and Technology Development

The department liaises with the Coffee Research Centre (COREC) on specific programmes under the coffee production campaign to mitigate against the effect of the Coffee Wilt Disease and other diseases and pests.

c) Farmer training and extension liaison

UCDA offers training programmes for nursery managers, farmers and processors through regional and district officers and study tours.

d) Technical Services

This involves provision of technical services and feedback to the sub-sector players on matters of quality improvement. Activities include inspection, licensing of factories and

training for technicians in the processing chain as per The Coffee Regulations, 1994.

III QUALITY AND REGULATORY SERVICES

The department is responsible for quality assurance and enforcing coffee regulations guided by The Coffee Regulations 1994. The department undertakes the following activities:

a) Quality Assurance

i. Regulatory Function

This is to do with setting of quality standards both at processor, exporter and roaster levels as well as inspecting coffee for export certification.

ii. Cup Characterization

This is about quality profiling of new varieties that may be released on the market.

b) Promotion of Domestic Coffee Consumption

UCDA trains sector participants in good roasting and brewing practices.

IV STRATEGY AND BUSINESS DEVELOPMENT

The department is responsible for ensuring that UCDA's programmes and projects are in line with the national priority programmes such as the NDP, MAAIF's DSIP, MFPED's MTEF, NES and Government's Prosperity For All (PFA). It is also responsible for monitoring and evaluating all UCDA's

programmes and activities to ensure that they are on course as planned. The department has the following functions:

a) Strategy development

This entails scanning both the internal and external environments and to ascertain which strategic direction UCDA should take.

- i. Links the national coffee strategy to other national and global programmes (UNDP's MDGs, IACO & ICO)
- ii. Identifies investment areas in the coffee value chain and give advice stakeholders accordingly.

b) Marketing and Statistics

- i. Maintains a national coffee production, export statistics and crop forecasting.
- ii. Disseminates market information (both local and international) daily to coffee industry stakeholders.
- iii. Carries out surveys and market studies periodically on coffee crop size, stock verification, factors affecting the production, trade and consumption.

c) Coffee Budget and Policy Analysis

The department is also responsible for the preparation of the coffee budget at the beginning of each coffee year and updating it on a quarterly basis.

d) Intergovernmental Organizations Liaison

The department links with national organizations, ICO, World Bank and other

international organizations as a producer and user of coffee statistics.

e) Information Technology Function

The department provides guidance on Information Communication Technology (ICT) to ensure that UCDA is compliant in terms of connectivity (both intranet and extranet).

f) Monitoring and Evaluation

This department is also responsible for monitoring and evaluating all UCDA programmes and activities and also coordinates any M & E activities undertaken by other stakeholders. In this regard, it develops performance, effects/outcome and impact indicators.

V Value Addition

The Authority, in a bid to add value, is involved in the following activities:-

- a) Joint Venture Companies in China and Egypt
- b) Promotion of washed Robusta through wet processing
- c) Promoting the establishment of soluble coffee plants.

2). INFORMATION OFFICER

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Managing Director

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DEPUTY INFORMATION OFFICER

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3). OFFICIAL ADDRESS

PHYSICAL ADDRESS:

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 URL: www.ugandacoffee.org

4). PROCEDURES TO ACCESS UCDA INFORMATION

A. Any request for access to a record or information shall be in writing in the

prescribed form to the Managing Director who oversees the running and implementation of all UCDA programmes and activities. He is also responsible for dissemination of the information requested.

- B. The request for access shall require the person requesting access to:-
 - a) Provide sufficient particulars to enable the Information Officer to identify:
 - i. The record or records requested; and
 - ii. The person requesting the information;
 - b) Specify the address of the person requesting the information; and
 - c) If the request is made on behalf of a person, to state the capacity in which the person requesting the information is making the request.
- C. A person who, because of illiteracy or disability is unable to make a request for access in accordance to Information Act 2005 (Section 11 sub-section (1) may make that request orally.
- D. The Information Officer to whom an oral request is made shall reduce the request in writing in the prescribed form and shall then channel the request to the relevant department to provide a copy of the written request to the person requesting access.

5). RECORDS HELD BY UCDA

PUBLIC

- Procurement and Disposal of Assets reports
- Information on UCDA Brochures
- UCDA Statute, 1991 booklets
- The Coffee Regulations, 1994 booklet
- Annual Audited Accounts
- Assets Register
- UCDA Website-www.ugandacoffee.org
- Daily Market Reports
- UCDA Monthly Reports
- UCDA Annual Reports
- Manuals on Coffee Production, Nursery Management and Post-harvest handling
- Annual Budget and Work plans
- UCDA Corporate Plan
- Board Minutes
- Terms and Conditions of Service

Those records specified in Section 5 can be accessed by any means of communication: e-mail, internet, fax, telephone and library.

Information in this manual will be reviewed every two years as per the Access to Information Act 2005.

6. SERVICES AVAILABLE TO MEMBERS OF THE PUBLIC

Services provided	How to gain access
Support coffee development and production of clean planting materials through collaboration with research and provision of extension services	-Radio Programmes -Training -Establishment of Demos -Manual -Research liaison with COREC

Regulatory and quality assurance	Inspection, registration, assurance/certification, Training of sector participants Guided by The Coffee Regulations, 1994
Provide Market information and production forecasts	-UCDA Website www.ugandacoffee.org -Daily Market Reports -Monthly Reports -Annual Reports -SMS Price information facility
Support to coffee organizations	-Annual Reports -UCDA Website

7. ARRANGEMENTS

The UCDA MD is a member of the Top Policy Management (TPM) of the Ministry of Agriculture, Animal Industry and Fisheries (MAAIF) and contributes directly to policy formulation of the entire agricultural sector.

8. REMEDIES IN RESPECT TO ACCESS TO THE INFORMATION ACT 2005 OR FAILURE TO ACT

In case the information requested is not available in UCDA, the Information Officer will direct the one requesting for the information to the relevant authorities such as ICO, IACO, World Bank, IMF, etc. to provide it.