

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).

UCDA is one of the agencies under the Ministry of Agriculture, Animal Industry and Fisheries.

VISION:

“A sustainable coffee industry with high stakeholder value for social economic transformation”

MISSION:

“To facilitate increase in quality coffee production, productivity, and consumption”

VALUES:

- ▶ Leadership
- ▶ Integrity
- ▶ Teamwork
- ▶ Client Focus

- ▶ Accountability
- ▶ Professionalism

MANDATE:

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

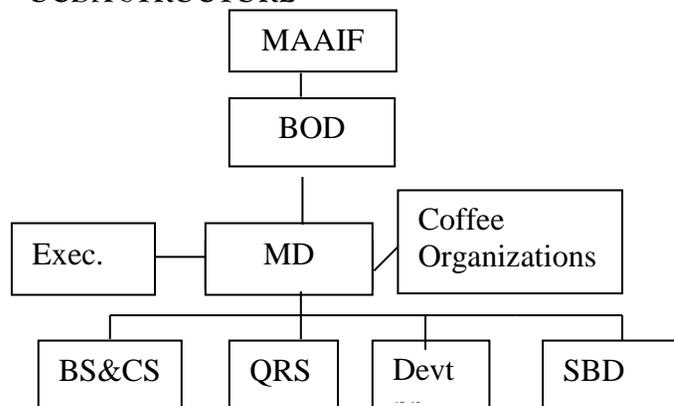
CORE COMPETENCES

- Neutral
- Independent Authority
- Sub-sector based Board (private & Public)
- International Contacts
- Commodity specific
- 27 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

Exec.-Executive Directorate

BS & CS-Board Secretary’s Office & Corporate Services Directorate

QRS-Quality and Regulatory Services Directorate

Devt-Development Directorate

SBD-Strategy and Business Development Directorate

All UCDA programmes are in line with the overall government frameworks which rotate around the following: Vision 2040, National Development Plan II (NDP II), MAAIF’s Agricultural Sector Strategic Plan (ASSP), National Export Development Strategy (NEDS), Medium Term Expenditure Framework (MTEF), Long Term Expenditure Framework (LTEF), the Medium Term Competitive Strategy (MTCS), and the National Coffee Policy & Strategy as well as the Coffee Roadmap 2025. The programmes are also in line with the CAADP’s objectives and Sustainable Development Goals (SDGs).

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
8. Monitor and evaluate coffee projects and programmes in the sub-sector

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 two service directorates: Executive and Board Secretary's Office and

Corporate Affairs and three technical directorates of Quality and Regulatory Services; Development and Strategy and Business Development whose activities are as outlined below.

I. EXECUTIVE DIRECTORATE

This directorate is headed by the Managing Director and is responsible for all directorates as well as Procurement, Corporate Communications, and Audit and Compliance Departments. The Directorate provides overall accountability of all UCDA activities and programmes.

A) INTERNAL AUDIT AND COMPLIANCE DEPARTMENT

The main function of the department is to carry out internal audits to ensure value for money. It is also responsible for updating the risks register identifying the major risks likely to affect the operations of the authority and their mitigation.

B) PROCUREMENT AND DISPOSAL DEPARTMENT

Headed by the Procurement Manager, the department is responsible for procuring and disposing of all UCDA assets in line with PPDA Act 2003 and regulations.

C) CORPORATE COMMUNICATIONS DEPARTMENT

This department is headed by the Corporate Communication Manager. It is responsible for UCDA's visibility as a development and regulatory Authority, stakeholder engagement and handling corporate social responsibility issues.

II) BOARD SECRETARY'S OFFICE & CORPORATE SERVICES DIRECTORATE

The directorate is headed by the Board Secretary/Head of Corporate Services. In addition to being responsible for Board matters, he is the custodian of legal documents of the Authority. The directorate comprises four departments: Management Information Systems (MIS); Finance; Human Resource and Administration.

A) MANAGEMENT INFORMATION SYSTEMS (MIS) DEPARTMENT

This department is responsible for coordinating development and implementation of appropriate Business Information Systems and Management Information Systems to ensure timely availability of relevant information for key UCDA stakeholders in line with the National Information Technology Authority Uganda's (NITAU) IT rationalization policy in governments, agencies and Local Governments. It also facilitates quick decision making and reporting at all levels. It ensures a functional results-based monitoring and evaluation system.

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

B) HUMAN RESOURCE DEPARTMENT

Headed by the HR Manager, the department is responsible for human resource management; recruitment, retention, dismissal and motivation

of staff. The department is also responsible for carrier development of staff to improve their efficiency in service delivery.

C) FINANCE DEPARTMENT

The Finance Department is responsible for Treasury Management, preparing Financial Accounts and Management Accounts to ensure proper accounts and records of the Authority's transactions and affairs.

D) ADMINISTRATION DEPARTMENT

This department is responsible for development, redevelopment and maintenance of UCDA properties. The department is also responsible for efficient deployment of corporate assets.

D) LEGAL SERVICES DEPARTMENT

Headed by the Legal Manager, the department is responsible for providing professional legal advice to Board and Management on all aspects of national laws and regulations including litigation, contractual issues, governance, personnel, administration and statutory compliance.

III DEVELOPMENT DIRECTORATE

The directorate headed by a Director comprises 2 departments: (i) Extension and (ii) Technology Development. The first is responsible for providing extension services to farmers on Good Agricultural Practices and Agribusiness as well as technical services at the post-harvest level. The second department is responsible for facilitating the dissemination of research results in the field through regional and district officers and transfer

of new technologies in order to increase productivity. The following programmes are undertaken.

a) Farmer training and extension liaison

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

b) 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.

c) 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.

d) Coffee Research and Technology Development

The Technology Development department liaises with the National Coffee Research Institute (NaCORI) on specific programmes to mitigate against the effect of the Coffee Wilt Disease, other diseases and pests as well as climatic change.

IV QUALITY AND REGULATORY SERVICES DIRECTORATE

The directorate headed by a Director has 3 departments: Quality Assurance; Value Addition and Promotion; and Sustainability Coffee. The first one is responsible for quality assurance and enforcing coffee regulations guided by The Coffee Regulations 1994. The second department undertakes initiatives to add value and also promote domestic coffee consumption and branding. The third concentrates on profiling, capacity building of sustainable coffee producers. The directorate 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.

B) VALUE ADDITION AND PROMOTION DEPARTMENT

i. Promotion of Domestic Coffee Consumption

UCDA trains sector participants in good roasting and brewing practices. It also ensures standards development and compliance at roast and ground levels.

ii. Promotion of washed Robusta through wet processing

UCDA is providing motorized washing stations

iii. Promoting the establishment of soluble coffee plants.

C) SUSTAINABLE COFFEE DEPARTMENT

i. Robusta & Arabica Coffee Characterization

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

ii. Profiling of both Robusta and Arabica Coffee

This entails zoning of the coffee based on the location, altitude, cropping patterns, social interactions, and soil and cup profiles

iii. Training R and Q Graders

This entails training of trainers in grading specialty/sustainable coffees

iv. Linking sustainable coffee producers to buyers

UCDA works with producers to scale up market linkages with buyers

V STRATEGY AND BUSINESS DEVELOPMENT DIRECTORATE

The directorate comprises 3 departments: Strategy Development; Market Intelligence and Information; and Monitoring and Evaluation. The Strategy department is responsible for ensuring that UCDA's programmes and projects are in line with the national priority programmes such as the Vision 2040, NDP II, MAAIF's ASDP, MFPED's MTEF, NEDS and NRM's Manifesto. The Market Intelligence and Information department is responsible for disseminating market related information, carrying out research to inform the stakeholders on which markets to penetrate and building capacity of farm level organizations in coffee agribusiness. The M & E department is responsible for monitoring and evaluating all UCDA's programmes and activities to ensure that they are on course as planned. It also monitors and evaluates implementation of the national coffee strategy. The directorate has the following functions:

A) STRATEGY DEVELOPMENT DEPARTMENT

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 such as the SDGs
- ii. Identifies investment areas in the coffee value chain and give advice stakeholders accordingly.

- iii. Develops strategies to make the coffee industry more competitive and sustainable

B) MARKET INTELLIGENCE AND INFORMATION DEPARTMENT

- 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.
- iv. Responsible for the preparation of the coffee budget at the beginning of each coffee year and updating it on a quarterly basis.
- v. Links with national organizations, ICO, World Bank and other international organizations as a producer and user of coffee statistics.

C) MONITORING AND EVALUATION DEPARTMENT

This department is responsible for monitoring and evaluating all UCDA programmes and activities and the entire coffee sub-sector. In this regard, it develops performance, effects/outcome and impact indicators.

2). INFORMATION OFFICER

Name: Dr. Emmanuel Iyamulemye Niyibigira
Managing Director
Uganda Coffee Development Authority
Coffee House, Plot 35 Jinja Road

P.O. Box 7267, Kampala
General Line Tel: 256-414-256940/233073
256-031-2260471

Fax: 256-414-256994
E-mail: md@ugandacoffee.go.ug
URL: www.ugandacoffee.go.ug
Hotline: None

DEPUTY INFORMATION OFFICER

Name: Mr. Andrew Kilama Lajul
Board Secretary/Head of Corporate Services
Directorate
Uganda Coffee Development Authority
Coffee House, Plot 35 Jinja Road
P.O. Box 7267, Kampala
General Line: Tel: 256-414-256940/233073
256-031-2260470

Fax: 256-414-232912
E-mail: bs@ugandacoffee.go.ug
URL: www.ugandacoffee.go.ug
Hotline: None

3). OFFICIAL ADDRESS

PHYSICAL ADDRESS:

Uganda Coffee Development Authority
Coffee House, Plot 35 Jinja Road
P.O. Box 7267, Kampala
General Line Tel: 256-414-256940/233073
256-031-2260470

Fax: 256-414-232912
URL: www.ugandacoffee.go.ug

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 directorate 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 booklets
- Annual Audited Accounts
- Assets Register
- UCDA Website-www.ugandacoffee.go.ug
- Daily Market Reports
- UCDA Monthly Reports
- UCDA Annual Reports
- Manuals on Coffee Production, Nursery Management and Post-harvest handling
- UCDA TOT Manual on Coffee Agribusiness
- Annual Budget and Work plans
- UCDA Corporate Plan
- National Coffee Policy
- National Coffee Strategy
- Board Minutes
- Terms and Conditions of Service

Those records specified above 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 NaCORI |
| 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.