

# GOVERNMENT OF UGANDA



## TRAINING OF TRAINERS WORKSHOP ON INTEGRATED RURAL ACCESSIBILITY PLANNING IN UGANDA

TRIANGLE ANNEX HOTEL: JINJA  
30 July 2001- 3 August 2001



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**International Labour Organisation**



**Advisory Support, Information Services and Training**



## TABLE OF CONTENTS

ACKNOWLEDGEMENTS .....	1
EXECUTIVE SUMMARY .....	2
1. DAY 1: MONDAY 30 JULY 2001 .....	5
1.1 Introduction.....	5
1.2 Workshop program and format .....	6
1.3 Official opening: Vincent Ssekkono – Permanent Secretary Ministry of Local Government .....	7
1.4 Rural accessibility – A regional perspective: Dr Ali-Nejadfard .....	7
1.5 Key issues of rural accessibility in Uganda.....	8
1.6 Local level planning in Uganda: Patrick K Mutabwire .....	9
1.7 Introduction of IRAP and local level planning .....	10
1.8 Findings of an assessment study of local level planning in Uganda: Tatenda Mbara.....	13
2. DAY 2: TUESDAY 31 JULY 2001 .....	15
2.1 Recap of the previous day's proceedings.....	15
2.2 Data collection .....	17
2.3 Accessibility indicators and prioritisation .....	20
2.4 Mapping.....	21
3. DAY 3: WEDNESDAY 1 AUGUST 2001.....	23
3.1 Fieldwork .....	23
4. DAY 4: THURSDAY 2 AUGUST 2001 .....	25
4.1 Access profiles .....	25
4.2 Identification of access interventions .....	26
4.3 Validation.....	27
4.4 A participants' assessment of IRAP and its possible integration into the planning system.....	29
5. DAY 5: FRIDAY 3 AUGUST 2001 .....	30
5.1 Information System.....	30
5.2 Incorporating IRAP into local level planning .....	30
5.3 Workshop evaluation .....	34
5.4 Conclusions and recommendations.....	34

## ANNEXES

Annex 1: List of participants.....	36
Annex 2: Workshop program .....	37
Annex 3: Workshop opening address .....	39
Annex 4: Results of group work on key issues on rural accessibility in Uganda .....	42
Annex 5: Local level planning in Uganda: Patrick K Mutabwire .....	46
Annex 6(a): The Planning Framework in Uganda .....	50
Annex 6(b): Integration of IRAP into Local Level Planning in Uganda .....	51
Annex 7: Group work on sectoral data requirements.....	52
Annex 8: The dos and don'ts in primary data collection.....	54
Annex 9: Prioritisation.....	55
Annex 10: Accessibility mapping exercise .....	57
Annex 11[a]: Fieldwork instruction: Data collection.....	58
Annex 11[b]: Fieldwork instruction: Site visit.....	59
Annex 12: Fieldwork findings .....	60
Annex 13: Case description for group work on identification of access intervention.....	63
Annex 14: Household questionnaire .....	65
Annex 15: Village questionnaire .....	72
Annex 16: A participant's assessment of IRAP and possible application in Uganda .....	80
Annex 17: Information Systems .....	82
Annex 18: Workshop evaluation questionnaire.....	84
Annex 19: Workshop evaluation results .....	86
Annex 20: Workshop evaluation results: Participants' comments in Verbatim.....	87
Annex 21: Presentations from FABIO and Uganda National Forum for Rural Transport .....	88
Annex 22: Workshop closing remarks.....	89

## ACRONYMS

<b>AI</b>	Accessibility Indicator
<b>AC</b>	Access Profile
<b>ASIST</b>	Advisory Support Information Services and Training
<b>CBMIS</b>	Community-based Management Information System
<b>CBO</b>	Community-based Organization
<b>DDP</b>	District Development Plan
<b>DTPC</b>	District technical; Planning Committee
<b>FABIO</b>	First African Bicycle Information Office
<b>HHD</b>	Household [questionnaire]
<b>ILO</b>	International Labour Organisation
<b>IMT</b>	Intermediate Means of Transport
<b>IRAP</b>	Integrated Rural Accessibility Planning
<b>LC</b>	Local Council
<b>LGA</b>	Local Government Act
<b>LG</b>	Local Government
<b>LG FAR</b>	Local Government Financial and Accounting Regulations
<b>MOLG</b>	Ministry of Local Government
<b>NGO</b>	Non-governmental Organization
<b>PAF</b>	Poverty Alleviation Funds
<b>PDC</b>	Parish Development Committee
<b>PRA</b>	Participatory Rural Appraisal
<b>PS</b>	Public Service
<b>ROM</b>	Results Oriented Management
<b>STPC</b>	Sub-county Technical Planning Committee
<b>UBS</b>	Uganda Bureau of Standards

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## Executive Summary

### INTRODUCTION

In June 2000, the Government of the Republic of Uganda represented by the Ministry of Local Government [MOLG], entered into negotiations with the International Labour Organisation [ILO-ASIST] with regard to the possible application of the Integrated Rural Accessibility Planning [IRAP] in Uganda. In February 2001, at the invitation of MOLG, an ILO-ASIST team undertook a working visit to Uganda.

Following the February visit and subsequent discussions between the MOLG and ILO-ASIST, a decision to hold a training of trainers' workshop on the application of IRAP was reached. The training workshop was held at the Triangle Annex Hotel in Jinja from 30 July 2001 to 3 August 2001 and 26 participants attended. The workshop was officially opened by the Permanent Secretary of the Ministry of Local Government and officially closed by his deputy.

### PURPOSE OF TRAINING WORKSHOP

The overall aim of the workshop was to train key stakeholders, that is, district planners and the Ministry of Local Government officials on the IRAP process by way of presentations, plenary session discussions, group work and report backs, individual exercises and fieldwork.

### INTEGRATED RURAL ACCESSIBILITY PLANNING

IRAP was defined, as a multi-sectoral local level participatory planning tool that identifies and prioritises access needs of rural households in relation to basic, social and economic services. IRAP emerged out of studies conducted in a number of countries in Africa and Asia. In terms of features, IRAP is:

- ❑ A **local level planning process** based on the concept that lack of access of rural people to goods and services is one of the fundamental constraints to development
- ❑ Uses **household as the main focal point** of the planning process and considers all aspects of the household access needs for basic, social and economic purposes
- ❑ An approach that is **data driven**
- ❑ A tool that uses a **bottom-up approach** involving communities at different stages of the planning process

- ❑ A tool that incorporates **gender** in the planning process by considering access needs of all members of a household

## INTEGRATED RURAL ACCESSIBILITY PLANNING PROCESS

The IRAP process i.e. data collection; data encoding; data analysis; mapping; validation workshop; defining access targets and objectives; generation and prioritisation of interventions; integration with existing local planning structures; action planning and implementation and monitoring and evaluation, was imparted to participants.

## PARTICIPANTS' ASSESSMENT OF IRAP AND ITS MAINSTREAMING

Participants were unanimous in their favourable assessment of IRAP. They felt that IRAP would indeed enhance the local planning process if it were mainstreamed. They thus recommended that IRAP be adopted to strengthen their bottom-up planning process. This augurs well with one of the remarks raised by the Commissioner: Local Councils Development i.e. that there was a need to generate a participative and inclusive planning approach to carry the gains of decentralization to a higher level. Certainly, conditions exist for the successful mainstreaming of IRAP such as for example central government's unwavering commitment to the decentralization process; a strong legal framework [underpinned by the constitution and statutes]; a relatively strong institutional set-up; familiarity with and functioning district project planning cycles; relatively well-resourced district councils [particularly with regard to personnel] and the willingness of people to participate in the development of their areas.

In support of the foregoing, participants were of the opinion that in order for district councils to ensure that they adequately discharge their mandates as required by law, one of which is guiding lower local governments in planning, they need to employ planning tools as partners in development – IRAP is one such tool.

The consensus was that although Ministry of Local Government should be seen to be more visible in terms of performing its supervisory role, this should be demand driven. In order to streamline and focus this demand, planning tools such as IRAP need to be mainstreamed. The results of an IRAP process can thus contribute and enrich both a community-based management information system [informing the demand for the service from the districts] and the supervisory function of the Ministry [monitoring and evaluation].

## CONCLUSIONS AND RECOMMENDATIONS

It was concluded that IRAP enhances local level planning processes and therefore that it is a critical tool for development planning that requires to be mainstreamed. To realise this, it is important to:

- ❑ Build the capacity of district planners with respect to IRAP;
- ❑ Cascade IRAP to the lower rungs of district administration; and
- ❑ Strengthen planners' capacities by providing resources for study visits of communities where IRAP is being successfully employed.

It was thus recommended that:

- ❑ Workshop participants should embark on a marketing drive to mobilize their principals [officials and politicians] to agree to introduce IRAP in their districts. For example, among the factors that are currently considered in the disbursement of funds include, population, number of school-going persons and extent of the area. Delegates could motivate for access to be considered as the fourth criterion to their principals. They also need to impress upon non-governmental organizations and parastatals resident in their district about the importance of adopting and mainstreaming IRAP.
- ❑ In close consultation with planners, the Ministry of Local Government should select three pilot districts to apply IRAP [employing poverty and capacity, among others, as selection criteria]; and
- ❑ In this regard, the Ministry of Local Government should open discussions with ILO-ASIST to take this forward while the momentum still exists.



## Day 1: Monday 30 July 2001

### 1.1 INTRODUCTION

#### 1.1.1 Background

In June 2000, the Government of the Republic of Uganda represented by the Ministry of Local Government, entered into negotiations with the International Labour Organisations [ILO] with regard to the possible application of the Integrated Rural Accessibility Planning [IRAP] in Uganda. In February 2001, at the invitation of the Ministry of Local Government, an ILO team comprising the Senior Technical Advisor and a Consultant visited Uganda. A draft paper on *“An assessment of local level planning, capacity and structures and application of Rural Accessibility Planning in Uganda”* was presented to an audience that comprised of officials from various ministries. The paper sought to provide a framework for integrating IRAP into local level planning in Uganda.

Following the February visit and further discussions between the Ministry of Local Government and ILO, a decision to hold a training of trainers workshop on the application of IRAP was reached. The training, which was held at the Triangle Annex Hotel in Jinja from 30 July 2001 to 3 August 2001, was attended by 26 participants. The workshop was officially opened by the Permanent Secretary of the Ministry of Local Government and officially closed by his deputy.

#### 1.1.2 Purpose and objectives

The overall aim of the workshop was to train key stakeholders, that is, District Planners and Ministry of Local Government officials on the IRAP process who, in turn, are expected to impart the skills to other officers at the District. The specific objectives were to avail the planners an opportunity to:

- ❑ Understand the significance of accessibility planning in rural areas
- ❑ Acquire the requisite skills and techniques for subsequent transfer to other officers
- ❑ Appreciate the importance of local level planning and in particular the application of the IRAP tool
- ❑ Appreciate and get a handle on how access problems and solutions can be identified and prioritised
- ❑ Ascertain how the IRAP tool can be integrated within the planning framework in Uganda

### 1.1.3 Workshop Participants

Twenty-six participants comprising eighteen planners, two statisticians, five Ministry of Local Government officials and the Chairman of The Uganda National Forum for Rural Transport, attended the workshop. A list of participants and facilitators [including their contact details] is shown in Annex 1.

## 1.2 WORKSHOP PROGRAMME AND FORMAT

The first day kicked off with the workshop preliminaries. Conceptual issues relating to IRAP were also flagged on day 1. Day 2 of the workshop focused mainly on data collection, analysis and mapping. The third day was entirely devoted to fieldwork. The fourth covered validation and identification of access interventions. The final day covered group work on the integration of IRAP into the local planning system, workshop recommendations and official closure. The workshop programme is shown in Annex 2.

The actual programme execution was a varied menu of:

- ❑ Presentations, mainly by facilitators [citing experiences from other countries]
- ❑ Plenary discussions which followed presentations
- ❑ Group work and report backs
- ❑ Individual exercises
- ❑ Fieldwork

Participants were asked to comment on the Workshop Programme as outlined. One delegate queried the absence of labour based training slots on the programme given ILO's association with the concept and the fact that their handout package included leaflets on labour-based methods. The scope of this training of trainers' workshop was limited to the IRAP tool. However, while IRAP is a planning tool that is employed to identify and prioritise access interventions, the implementation of these interventions could include works that involve labour-based methods. In addition, these are two separate sections in the ILO. Reference could also be made to the labour-based work that has been undertaken in Uganda supported by ILO.

### 1.3 OFFICIAL OPENING: VINCENT SSEKKONO - PERMANENT SECRETARY OF LOCAL GOVERNMENT

The Permanent Secretary of Local Government, Mr Vincent Ssekkono officially opened the workshop. In his address, the Permanent Secretary highlighted the following:

- ❑ Decentralisation, a process emphasising participatory planning, was meant to improve the capacities of local governments to plan, finance and manage delivery of services. In this regard, IRAP as a planning tool is important as it seeks to facilitate consultations at the lowest level.
- ❑ Poverty eradication could be achieved by provision of sound infrastructure, empowerment of people through decentralised governance, and increasing wage employment and income generating activities.
- ❑ Government's unwavering commitment to the improvement of access to socio-economic opportunities, such as primary health care, education, safe drinking water, and markets with a view to uplifting the standard of living for rural communities.

The Permanent Secretary ended his remarks by thanking ILO for providing support for the workshop and hoped that the workshop marked the beginning of a long-term relationship between his Ministry and the ILO. The full text of the Permanent Secretary's speech is provided in Annex 3.

### 1.4 RURAL ACCESSIBILITY - A REGIONAL PERSPECTIVE: DR FATEMEH ALI-NEJADFARD

Dr. Fatemeh Ali-Nejadfard, who shared some regional experiences and initiatives on rural access issues, located access planning within the context of a broader development agenda. Access to social services such as health centres and schools and to economic opportunities such as markets and employment centres in most rural communities in Africa is severely limited largely due to inadequate infrastructure and services provision, affordability considerations and the skewed location of the facilities and services. As a result, rural households, particularly women and children spend interminably long hours to access these basic services, leaving very little time to engage in other productive activities. This has the effect of contributing to poverty. The measurement of this burden in terms of time differentiated by gender is a relatively good indicator of the severity of the access problems. Dr. Ali-Nejadfard illustrated the magnitude of the rural accessibility problem by way of citing

average time spent on rural travel and transport by a typical household from studies conducted by the ILO, the World Bank and others:

<b>RURAL TRAVEL &amp; TRANSPORT BURDEN</b>	
<b>Country</b>	<b>Average Time Spent Hours/Year/Household</b>
Zambia, Uganda and Burkina Faso	2 100
Tanzania [Makete District]	2 500
Malawi [3 Districts]	3 200
Zimbabwe [3 Districts]	3 300
Ghana	4 800

As indicated in the table above, the burden ranges from 2100 to 4800 hours per year per household, which is more than a regular full time job. Because most people in Africa still live in rural areas, the negative consequences of poor rural access on development i.e. reinforcing the cycle of poverty cannot be over-emphasized.

Dr Ali-Nejadfard then posed a rhetorical question as to what needs to be done. She highlighted a number of appropriate solutions to access problems including improving access to IMT's, better transport services, rehabilitation and improvement of rural transport infrastructure such as footbridges, paths and tracks, better siting of services [better siting of boreholes, clinics, schools, among others]. Dr Ali-Nejadfard emphasized the fact that access problems could be identified, solutions generated, prioritised and implemented within the ambit of a local level planning process, employing the IRAP tool.

## 1.5 KEY ISSUES OF RURAL ACCESSIBILITY IN UGANDA

The objective of this session was to ascertain participants' perception of rural accessibility. Participants were therefore divided into three groups and given three guiding questions as follows:

- ❑ What are the main problems associated with rural accessibility?
- ❑ What are the possible solutions to the problems identified in [a] above?
- ❑ Who are the main stakeholders in rural accessibility and what are their roles?

Without exception, the three groups identified relatively comprehensive lists of problem areas related to rural accessibility, generated viable solutions to the problems as well as enumerated the main stakeholders and their roles. Other relevant issues were also raised and interestingly participants showed a broader understanding of rural access issues as not just confined to conventional transport. Issues pertaining to affordability of services, inadequate infrastructure and the introduction and development of appropriate modes of transport were identified. Annex 4 shows the results of group presentations.

## 1.6 LOCAL LEVEL PLANNING IN UGANDA: PATRICK K. MUTABWIRE - COMMISSIONER: LOCAL COUNCILS DEVELOPMENT

The presenter gave an overview of the changing planning paradigms in Uganda. Up to 1994, the planning system in the country was top-down. Central Government monopolized planning responsibilities and reduced local authorities to implementing agencies. In 1995, the playing field changed to accommodate the process of decentralization, which was the harbinger of developmental local government. For instance article 190 of the Constitution mandated District Councils to *“prepare comprehensive and integrated comprehensive plans”*, incorporating plans of lower level tiers. This position was further strengthened and entrenched by the 1997 Local Governments Act. Thus, the two pieces of legislation set out the basis for change from top-down to bottom-up planning. Clearly, the emphasis was on empowering people for good governance.

The commissioner acknowledged the problem of coming up with meaningful plans at the community level, as there is tendency to produce ‘wishful lists’, which are not well conceived.

The Commissioner identified the opportunities of the present system as:

- ❑ A strong legal framework – policy underpinned by constitution and statutes
- ❑ Relatively strong institutional set-up
- ❑ Availability of funds
- ❑ Logistics and equipment
- ❑ People’s participation

On the other side of the coin, the Commissioner identified the constraints as:

- ❑ Apathy [in terms of less attendance at meetings, seeking allowances as an end in itself] from both councillors and officials
- ❑ Inadequate institutional capacity especially at sub-county level

- ❑ Inadequate funding to invest in planning
- ❑ Staffing [in terms of quality and calibre]

As a way forward, Mr Mutabwire advocated for the:

- ❑ Intensification of institutional capacity building
- ❑ Development of an appropriate participatory planning methodology
- ❑ Sensitisation of communities and politicians

In the question and answer session, the following facts came to light:

- ❑ Each district has Engineer/Planner posts. However, it is difficult to enlist talent to occupy these posts.
- ❑ National Planning Authority is still to be constituted.
- ❑ Local authorities often do not assume full responsibility and ownership of Local Government Development Plans – they sometimes refer to them as the Ministry of Local Government: Planning Department’s plans.

Annex 5 contains the full text of the Commissioner’s paper.

## 1.7 INTRODUCTION TO IRAP AND LOCAL LEVEL PLANNING

### 1.7.1 Need for local level planning

The facilitator examined some of the general reasons for planning as follows:

- ❑ Scarcity of resources necessitates the need for optimal allocation of same
- ❑ Scarcity also necessitates the need for prioritisation
- ❑ Development benefits need to filter through to as many people in society as is possible under the circumstances

In respect of the need to plan at the local level, the shortcomings of conventional approaches that emphasize roads and motorized transport and neglect other forms of locomotion and infrastructure were highlighted. These shortcomings were given prominence given that the majority of trips in rural areas are within and between villages. An example was given of the Rural Transport Study in Zimbabwe, which established that 86% of the trips made by people in the three districts studied were less than 4 kilometres and mainly undertaken on foot.

The importance of accessibility was highlighted, as poor access would lead to isolation, a factor that contributes to poverty. Poverty has generally been understood as the deprivation of human needs principally emanating from low income. This is a narrow definition as some

empirical evidence suggests that the level of access is also closely associated with factors that contribute to poverty. Therefore, enhancing the mobility of the rural population as well as improving their access to facilities and services, would effectively alleviate poverty.

The facilitator also defined two aspects of rural travel and transport, namely, the ease or difficulty with which rural communities move themselves and its goods [mobility] and the location and distribution of social and economic services [proximity]. The location factor is important as it underscores the efficacy of non-transport solutions to a transport problem.

Because access needs are different within and between countries, the identification of interventions to improve people's mobility or lessen their demand for transport is most likely to be effective if it is done at the local level on the basis of understanding local conditions and needs. The Integrated Rural Accessibility Planning [IRAP] tool [elaborated below] enables the development of a coordinated integrated set of interventions to meet access needs.

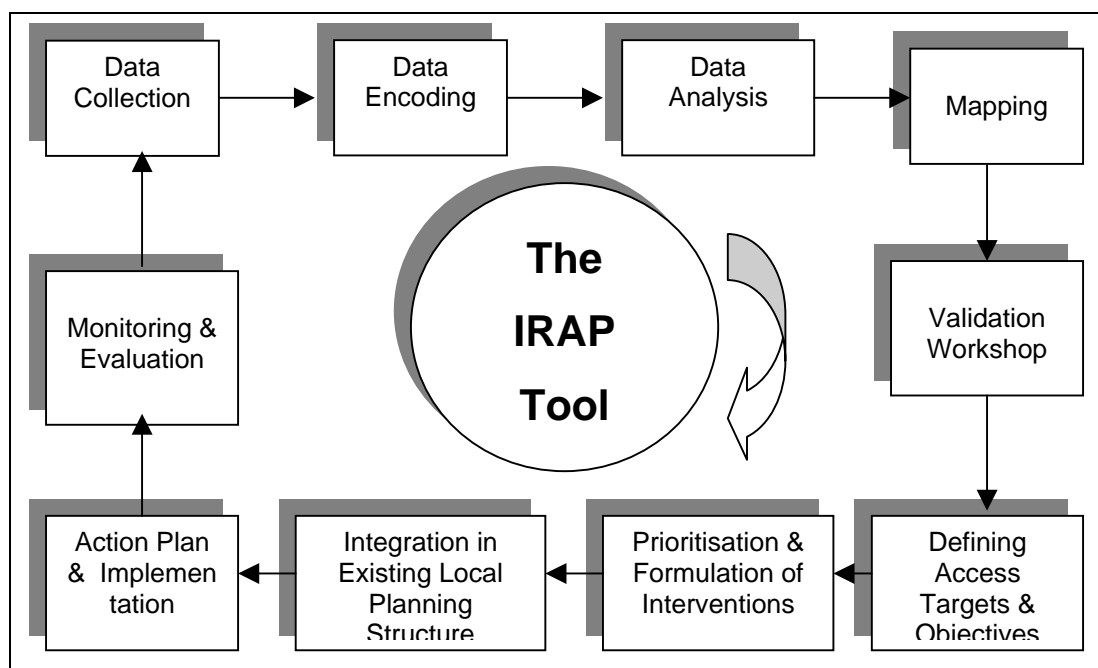
### 1.7.2 The IRAP Tool

IRAP was defined, as a multi-sectoral local level participatory planning tool that identifies and prioritises access needs of rural households in relation to basic, social and economic services. IRAP emerged out of studies conducted in a number of countries in Africa and Asia. In terms of features, IRAP is:

- ❑ A **local level planning process** based on the concept that lack of access of rural people to goods and services is one of the fundamental constraints to development
- ❑ Uses **household as the main focal point** of the planning process and considers all aspects of the household access needs for basic, social and economic purposes
- ❑ An approach based on **a comprehensive data collection system**
- ❑ A tool that uses a **bottom-up approach** involving communities at different stages of the planning process
- ❑ A tool that incorporates **gender** by considering access needs of all members of a household.

The IRAP process is illustrated in the following diagram:

**Figure 1: Integrated Rural Accessibility Planning Process**



Each of the steps was briefly explained. These steps are further elaborated in subsequent presentations. A discussion of possible access interventions that can be implemented as illustrated in the Box below concluded the session.

### **Access and Access Related Interventions**

*The IRAP process prioritises a set of interventions that are intended to improve rural communities' access to socio-economic opportunities. In practical terms, this means either improving people's **mobility** [bringing the people more easily to the goods and services they require] or improving **access** [bringing the goods and services closer to the people] The interventions can be categorized as follows:*

#### **(a) Improved Rural Transport Infrastructure**

- ❑ *Improvement and development of tracks, footpaths, footbridges, etc.*
- ❑ *Construction, rehabilitation and maintenance of selected roads*

#### **(b) Improved Rural Transport/Mobility**

- ❑ *Improving the efficiency of existing Intermediate Modes of Transport [IMT's]*
- ❑ *Development and introduction of IMT's*

#### **(c) Creation of an Enabling Environment for Rural Transport**

- ❑ *Facilitating credits to procure IMT's*
- ❑ *Facilitating transport services by improving the operation and management systems as well as increasing their availability*
- ❑ *Facilitating training for the production of IMT's*



**(d) Appropriate Siting of Facilities and Services**

- ☐ Improved distribution of service facilities such as clinics, schools, water sources
- ☐ Improvement of supply system of agricultural inputs e.g. rural depots
- ☐ Development of market facilities e.g. periodic markets
- ☐ Improved distribution of food processing facilities e.g. grinding mills

**(e) Introduction of Environmentally Friendly Measures**

- ☐ Introduction of improved ovens
- ☐ Development of wood lots

**(f) Improved Access to Employment Opportunities**

- ☐ Facilitating and improving access to information
- ☐ Raising awareness and adopting labour intensive technologies where appropriate
- ☐ Facilitating skills development

## **1.8 FINDINGS OF AN ASSESSMENT STUDY OF LOCAL LEVEL PLANNING IN UGANDA: TATENDA MBARA**

The presenter began by acknowledging that the findings were not exhaustive as they were based on a short visit [undertaken in February 2001] and limited literature. A diagram showing the planning framework was shown and amendments were suggested. Annex 6(a) illustrates the current planning framework.

The two key issues highlighted that appeared to inform planning were poverty eradication and decentralisation. In respect of the former, the three critical areas outlined in the 1997 Poverty Eradication Action Plan were:

- ☐ Provision of sound infrastructure and access to social and economic services
- ☐ Empowerment of the people through decentralised governance, and
- ☐ Increasing wage employment and income generating activities.

Interestingly, the Poverty Eradication Action Plan defined poverty as the lack of basic services such as food, shelter, education, health and so on. The solutions cited included, inter alia, the provision of infrastructure to improve mobility and provision of basic facilities and services.

In terms of the integration of IRAP into local level planning in Uganda, the presenter emphasized the need not to reinvent the wheel. In this regard, IRAP has to be integrated within the existing planning framework. Positive aspects that would make the incorporation easier included:

- ☐ Commitment to a bottom-up approach
- ☐ Relatively well resourced districts in terms of human capacity
- ☐ Use of the project cycle which advocates an integrated approach to management

It was therefore proposed to integrate IRAP within the existing project planning cycle framework as shown in Annex 6(b)

In the ensuing discussion, participants raised the following issues:

- ❑ IRAP was coming at the right time in view of the thrust to move towards Results Orientated Management [ROM]
- ❑ The sub-county is the only local authority that is statutorily charged with the responsibility of collecting revenue 35% of which is passed to the District
- ❑ At the sub-county level, projects with a budgetary implication are passed onto the District
- ❑ Factors that are currently considered in the disbursement of funds include, population, number of school going persons and extent of the area. Access could be the fourth criterion.
- ❑ Planners at the District level were already conversant with the Project Cycle planning approach

## Day 2: Tuesday 31 July 2001

### 2.1 RECAP OF THE PREVIOUS DAY'S PROCEEDINGS

#### 2.1.1 Overview

A relatively comprehensive recap of the previous day's proceedings was deemed necessary to:

- ❑ Enable delegates who arrived on the second day of the workshop to get up to speed with the proceedings
- ❑ Enable participants to internalise on a more sustainable basis the context and the theoretical foundations of accessibility planning with a view to reinforcing lessons of the previous day

The recap on the IRAP tool was delivered in question and answer format as follows:

#### 2.1.2 What are the strategic objectives of the workshop?

- ❑ Impart knowledge and a way of thinking about rural transport and development issues
- ❑ Provide a tool to assess and respond to accessibility needs of rural communities
- ❑ Empower both national and district officials to view rural transport and development challenges and opportunities from the same point of departure

#### 2.1.3 What are the critical elements of rural development?

Rural development is an amalgam of the interaction of the productive sectors [agriculture, fishery, non-farm sector, natural resources management, etc.]; infrastructure [transport, water, energy, communications, irrigation, etc.] and socio-economic services [health, education, administration, transport, etc.].

#### 2.1.4 What is the existing situation in the rural transport sector?

- ❑ Off-road on paths, tracks, and trails
- ❑ Within and around villages
- ❑ On foot
- ❑ Transport burden is largely related to domestic activities and mostly borne by women
- ❑ Inadequate rural logistics

### **2.1.5 How did we get here?**

- ☐ Conventional approach to mainstream rural economies has been to invest in roads
- ☐ Fragmentation of stakeholders and interventions
- ☐ Urban bias in development
- ☐ Lack of gender sensitivity in planning
- ☐ Lack of capacity
- ☐ Historical legacy

### **2.1.6 How can we redress this imbalance?**

By way of employing accessibility tools such as IRAP, which is based on three pillars:

- ☐ Rural transport infrastructure
- ☐ Rural transport services
- ☐ Location and quality of services

### **2.1.7 Why should we employ accessibility planning tools?**

- ☐ Rural poverty is closely associated with poor access to socio-economic opportunities
- ☐ Access is a critical element in development because its existence or absence defines the opportunity that rural communities have to improve their socio-economic stations

### **2.1.8 What are the underpinning principles of accessibility planning?**

- ☐ Multi-sectoral approach
- ☐ Community participation
- ☐ Target group orientation
- ☐ Sustainability

### **2.1.9 What are the key elements of accessibility?**

- ☐ Extent and quality of infrastructure
- ☐ Extent and condition of communications
- ☐ Siting of facilities relative to settlement patterns
- ☐ Availability of transport services
- ☐ Affordability of travel to facilities in terms of time and/or money

## 2.2 DATA COLLECTION

### 2.2.1 Data collection exercise

The subject of data collection was introduced by way of an exercise. Participants were divided into three groups and each group was allocated a sector i.e. health, education and water for which they had to determine data requirements for planning. In addition, they were required to ascertain the availability of data from secondary sources. The groups correctly identified some of the data requirements, such as location of facilities and services, topography, population and means of transport used. However, the group responses did not include data sources on existing planning capacity, access targets, and perceived access problems. Regarding the availability of data from secondary sources, sector ministries, government departments and the Central Statistical Office were identified as the main sources. However, the groups did not consider the possible shortcomings of these data sources, in particular data from census reports, which are in most cases not fully up to date and largely aggregated. Full group work contributions are shown in Annex 7.

In the ensuing discussion, it was pointed out that all the groups had focused mainly on distance to facilities and failed to recognize the importance of time. The time taken to reach these services was important as it appropriately expresses the burden incurred by rural people. For instance, a facility can be located in close proximity to a community and yet the travelling time could be excessive because of the terrain or other physical barriers like rivers.

The issues of boreholes drying up during the dry season and not working were also raised and therefore need to be taken into consideration.

The general conclusion was that the information available was not enough for the IRAP process and hence there is need to collect it.

### 2.2.2 Data collection process

IRAP is a data-driven tool. Two main sources of data were explained. Primary data is first hand information collected for the study in question, whereas secondary data is information already available from existing databases and publications. The advantage of using primary data sources is that data is often more accurate and reliable. The disadvantage of collecting primary data is that it is resource-intensive. On the other hand, the collection of secondary data may be less resource intensive, but could be inaccurate and unreliable as the conditions under which data was collected are unknown. A summary of access planning data requirements is as follows:

- ❑ Demography [population, location and distribution]
- ❑ Location and quality of facilities and services
- ❑ Topography [land use]
- ❑ Transport facilities and services availability
- ❑ Planning targets
- ❑ Perceptions on access problems and solutions
- ❑ Trip related:
  - Travel time
  - Trip frequency
  - Cost
  - Means of transport
  - Load carries
  - Trip responsibility

The training proceeded with a discussion on one of the instruments for collecting primary data, the *survey questionnaire*. The training did not go into the details of conceptualising access issues, in terms of the various dimensions of access, how these can be deduced, and the limitations of survey questions to express these in measurable terms. Instead, the participants were taken through a questionnaire that was employed in the Rural Transport Study in Zimbabwe.

The IRAP tool employs a *household* and a *village* questionnaire. The main purpose of the village questionnaire is to collect general information about travel and transport, community assets, and the availability, location and access to basic service. Respondents are usually opinion leaders and other key-informant groups, e.g. headman, teacher, retired civil servant, storeowner, councillor, etc.

The main purpose of the household questionnaire is to capture detailed aspects of household circumstances, access, travel and transport pattern of household members, including gender differences. The respondent is usually the head of the household, however, the family can join in.

The most important questions in the household and village questionnaires were discussed during plenary sessions. Thereafter the participants were given time to screen the questions and to come up with comments or suggestions for alterations. The participants did not propose major changes. They spotted a few repetitions. Questions that they felt to be relevant for Zimbabwe but not necessarily for Uganda were Question HHD11: visits to dip tanks, and HHD12: visits to funerals.

Because the planning process is predicated on the integrity of the data collection exercise, it is important to manage the process effectively. The ideal management structure for the data-collection process is composed of a coordinator who guides supervisors and enumerators. The ideal person for the coordinator position is the district planner. This person should have gained experience in data collection techniques and in managing a data collection process. The coordinator should be able to guide supervisors and if necessary adjust questionnaires as appropriate, as well as generate solutions on data storage, how to merge databases and keep them updated. The role of the supervisor is to control the quality and reliability of the data during the process of data collection. Regarding the enumerators' role, the facilitator emphasized the 'dos and don'ts' when collecting primary data through interviews [see Annex 8].

### 2.2.3 Data analysis

The facilitator identified and explained three methods of analysing data, namely:

- ❑ Tables
- ❑ Graphs
- ❑ Computation

Examples of tables and graphs were given. Focus was mainly on the computation method. The most important aspect of data analysis is the application of ACCESSIBILITY INDICATORS. *Accessibility Indicators* [AI] show the relative difficulty or ease of households' physical access to goods and services. An **AI** can be used to rank and prioritise community needs according to their level of access. The computation of an **AI** is based on a fairly simple formula that relates the number of households in a community to travel time to reach a particular service.

Basic formula to calculate Accessibility Indicators

<b>AI</b>	<b>=</b>	<b>[HH x TT] ..... where:</b>
AI	=	Accessibility indicator
HH	=	Number of households in a given village or parish
TT	=	Average travel time to reach the indicated service

Putting figures to the above formula, the **AI** for the water sector of a village with 50 households taking an average of 20 minutes to reach the water source is:  $50 \times 20 = 1000$ .

Alternatively, where an acceptable target time for reaching a particular service has been defined [e.g. a relative maximum time to fetch safe drinking water] and is known for a particular area, the **AI** can be calculated as follows:

## Computation of Accessibility Indicators with target times

<b>AI</b>	<b>=</b>	<b>HH x [TT1-TT2] ..... where:</b>
AI	=	Accessibility indicator
HH	=	Number of households in a given village or parish
TT1	=	Average travel time
TT2	=	Target travel time

Using the same figures as in the previous example, if the acceptable target time is 10 minutes, the Accessibility Indicator is:  $50 \times [20-10] = 500$ .

## 2.3 ACCESSIBILITY INDICATORS AND PRIORITISATION

### 2.3.1 Prioritisation

The facilitator pointed out that the computation of *Accessibility Indicators* assists in:

- ❑ Ranking communities according to their level of access
- ❑ Relating the level of access to defined national and/or local targets

It was however emphasized that *Accessibility Indicators* cannot be compared for different sectors as this is akin to comparing “oranges and apples”. The calculation of **AI** is undertaken for each sector separately, i.e. for accessing health centres, safe drinking water, schools, commercial service centres, firewood, and grain mills. The output is a set of **AI** reflecting the needs per sector for a given area. The final step of analysis is ranking the **AI** to prioritise needs. Put in order, a higher AI implies a more urgent need to address the access problem of the relevant village or parish. The ranking and prioritisation is undertaken for all villages, parish, sub-county, county, and district. An example for a specific sector as shown below was used as an illustration:

ACCESSIBILITY INDICATORS FOR BUSIA DISTRICT				
Village	Water	Fuel wood	Health	Education
Mawero	760	970	750	1200
Makina	1850	480	900	920
Tira	720	1080	720	840
Ndaiga	640	570	600	1400

The conclusion to be drawn from the above table is that Makina village has the greatest need for water supply and health, Tira for fuel wood, and Ndaiga and Mawero for education.



Prioritisation of access problems can also be done by way of **weighting** information about local conditions. This entails, adding a **weight** to specific local conditions that quantify or qualify the severity of the access problem in a particular sector. In addition, people's perceptions have to be taken into consideration.

Participants were then given an exercise on prioritisation. The first exercise involved prioritisation based on a simple computation of *Accessibility Indicators*. The second involved weighting terrain conditions. Participants were able to accurately calculate AI's and do the necessary prioritisation. The exercise together with the solutions is documented in Annex 9.

## 2.4 MAPPING

### 2.4.1 Objective and procedure

Accessibility mapping is an important and integral part of the IRAP procedure. Maps help to pictorially visualize the distribution of facilities and services and in the identification and prioritisation of access problems. The main objectives of accessibility mapping are to:

- ❑ Graphically portray a picture of the geographical distribution of services and facilities and access needs in an area
- ❑ Assist in the identification of access problems and in the formulation of interventions
- ❑ Enhance the communication of information and recommendations to an audience
- ❑ Evaluate the impact of access improvement projects

**The procedure for mapping involves:**

- ❑ **Preparation of base maps:** The ideal map is the 1:50 000. The map needs to reflect road networks, population distribution, rivers and other natural features
- ❑ **Identification and location of services:** Facilities such as schools, clinics markets water sources etcetera are identified and plotted on the map.
- ❑ **Determination of catchment areas:** Making use of the survey results, the catchment area of each service is determined.
- ❑ **Identification of access problems:** Sectoral catchment areas are compared and an identification and prioritisation of access problems undertaken.

#### **2.4.2 Mapping exercise**

Participants were divided into three groups and provided with a fictitious district map showing location of villages, three health centres, physical features and access data. The data and tasks are shown in Annex 10.

The completed exercise showed that participants understood what mapping entailed and all the three groups more or less came up with the same answer. Some participants observed that mapping has to take account of existing or planned activities in other districts.

## Day 3: Wednesday 1 August 2001

### 3.1 FIELD WORK

#### 3.1.1 Background to fieldwork

Fieldwork was an integral part of the workshop. It comprised of two parts, namely, data collection and site visit. The former accorded participants an opportunity to test the questionnaires to key informants and household members. Participants, who were divided into three groups collected data from three villages in the Budondo sub-county.

The sub-county consists of five parishes with 45 000 people. Farming is the main activity and the main cash crops are coffee, maize, beans, matoke [bananas], tomatoes and cabbage. There are 19 primary schools, 6 secondary schools and 6 health centres. Public transport is fairly frequent. Oxfund is an NGO working in the sub-county.

The second part of fieldwork involved a site visit. The purpose of the site visit was to enable participants to appreciate the problems of accessibility in rural areas. The site [a crossing on a swamp] serves a large community in terms of accessing health centres, schools and commercial centres. When the swamp is flooded, the alternative is to use a route that is two kilometres longer.

The community wants to construct a conventional bridge. Members of the two villages on either side of the swamp devote four days per month to work on the project. One benefit cited by members of the community that would result from constructing a bridge would be increased income from sale of crops.

The fieldwork brief given to participants is shown in Annex 11(a) and 11(b).

#### 3.1.2 Group Presentations on Data Collection

In presentations, the groups were required to address:

- ☐ The access problems and solutions as identified by members of the households and key informants
- ☐ Calculate *Accessibility Indicators* for the water sector only

Group findings from fieldwork are shown in Annex 12.

A number of issues related to fieldwork were raised in the plenary. It was pointed out that for development to occur in villages, a combination of knowledge, skills attitude and the means is required. The capacity of communities to assess and solve their own access problems is very limited. The role of the planner and leadership in general is therefore to motivate communities to aspire for a better future and lobby and work towards that goal. Observations made included the difficulty of estimating ages particularly of old people and the reluctance by interviewees to disclose their earnings.

Other issues discussed were:

- ❑ Inability by respondents to accurately relate and to assess time.
- ❑ Computation of **AI's** can include waiting time as long as there is consistency.
- ❑ The computation of **AI's** and subsequent prioritisation could be overruled by political decisions as politicians woo investment in their respective constituencies. However it was pointed out that **AI's** could in fact assist politicians to make rational decisions.
- ❑ Crisis of expectation from surveyed households. It was further pointed out that raising awareness of households with regard to the purpose of the survey could resolve the problem.
- ❑ The questionnaire was thought to be too long and there was a likelihood of the exercise being abandoned midway.

## Day 4: Thursday 2 August 2001

### 4.1 ACCESS PROFILES (AP)

The facilitator explained that an *Access Profile* was the outcome of the entire exercise, from data collection, analysis and through to prioritisation of interventions. In essence, an *Access Profile* is an overview of the most important information from household and village surveys, and other related data on accessibility, summarized in terms of the accessibility situation [status] per sector.

An *Access Profile* can be presented by way of tables, brief description or graphically. Thus, the main purpose of an *Access Profile* is to provide a quick and easy reference for planning purposes and identification of access interventions.

#### 4.1.1 What is included in an access profile?

- ❑ Accessibility situation per sector in tables and graphs
- ❑ Accessibility maps for each sector and combinations of overlays
- ❑ Descriptions of accessibility problem areas
- ❑ Priorities in areas/sectors for interventions
- ❑ An overview of project activities, relating to access, already in preparation or execution
- ❑ Villages, with their access problems, are ranked by *Access Indicator*, for each sector
- ❑ Access Indicators provides for comparison of villages
- ❑ Catchment areas of social and economic services and facilities are presented and expressed in numbers of households being served, or not being served by a facility
- ❑ Travel time to reach the services and facilities are presented for various means of transport, including their frequencies
- ❑ Access problems and priorities, as perceived by the relevant communities, are presented, as well as people's perceptions of the interventions needed to address these

Ranking of access problems is a culmination of:

- ❑ Interpretation of accessibility information resulting from the analysis and mapping exercise, and
- ❑ The needs/problem assessment arising from the validation workshops

#### 4.1.2 Access profile summary

- ❑ Major access problems [by sector]
- ❑ Worst cases [villages]
- ❑ Relative access problems compared to other areas of equivalent level
- ❑ Needs assessment/best practice to address these issues
- ❑ Initiatives already undertaken [proposals/project execution]

## 4.2 IDENTIFICATION OF ACCESS INTERVENTIONS

#### 4.2.1 Considerations for choice of access interventions

The facilitator showed examples of access interventions, which have been implemented elsewhere. These included footbridges, rehabilitation of footpaths and erection of boreholes. This was followed by a presentation of the basic considerations that determine the choice and feasibility of interventions. In selecting the type of interventions, there is need to ask the following questions:

- ❑ Which interventions can address different access problems?
- ❑ From which interventions can the community derive utmost benefits? This entails the maximization of benefits and minimization of costs.
- ❑ What is the feedback from the validation workshop on the preferred access interventions by the community?
- ❑ What is the size of the district budget? What is the size of the district budget for access interventions?
- ❑ How and when are funds allocated?

#### 4.2.2 Group work

The presentation on basic considerations that determine the choice of access interventions provided a useful background for group work. Participants were divided into three groups and given a task to allocate limited funds on access interventions of a fictitious district. The exercise together with the solutions is shown in Annex 13.

### 4.2.3 Group findings

The findings of group work are summarized in the boxes below:

<b><u>Group 1</u></b>	<b><u>Group 2</u></b>	<b><u>Group 3</u></b>
<ul style="list-style-type: none"><li>❑ Construct two classrooms in village B for 9 million shillings</li><li>❑ Construct steel bridge for 15 million shillings</li></ul>	<ul style="list-style-type: none"><li>❑ Construct steel bridge for 15 million shillings</li><li>❑ Upgrade gravel road from village A to district town for 5 million shilling</li><li>❑ Loan scheme for IMT's for both village A and B for 5 million shillings</li></ul>	<ul style="list-style-type: none"><li>❑ Construct steel bridge for 15 million shillings</li><li>❑ Construct two classrooms in village B for 9 million shillings</li><li>❑ Loan scheme for IMT's for village A 1</li></ul>

All the groups ended up with more or less the same solution. A steel bridge was the preferred option as it was considered more durable in comparison with the timber bridge. Group 2 was very innovative and opted to rehabilitate the 2.5 km road from Village A to the district town at a cheaper rate.

The same exercise was carried out at IRAP training workshops in Zimbabwe and Malawi. Interestingly, the solutions by planners in the two countries were similar to the ones proposed by the planners in Uganda.

## 4.3 VALIDATION

### 4.3.1 Validation defined

The presentation was preceded by a short exercise, which required participants to spell out [on cards] what they understood the word VALIDATION to mean. The responses in verbatim were as follows:

- ❑ "Crosschecking data for accuracy"
- ❑ "Make something useful/relevant"
- ❑ "Truthfulness of an issue"
- ❑ "Validation is to make it vivid and clearly"
- ❑ "Confirmation of an issue"
- ❑ "Up-dating with correct data/information"
- ❑ "Cross-checking and comparing results"
- ❑ "To make something up to date"
- ❑ "Critically analysing data collected to get the real issues of concern which need to be addressed"
- ❑ "Community review of the issues and agree on which one"
- ❑ "Ascertaining"
- ❑ "Updating some issue"

- ❑ “Validation – the validity or relevance of the research/survey”
- ❑ “Ascertain”

#### **4.3.2 Objectives of validation**

The objectives of the feedback seminar are:

- ❑ To ascertain from the communities concerned whether the data collected together with the analysed information adequately represent the real situation on the ground
- ❑ To involve and give an opportunity to rural communities to participate in the formulation of their own accessibility problem in their respective areas as well as providing solutions thereto
- ❑ To instil the rural communities with a good understanding of the relationship between different accessibility issues
- ❑ To instil a sense of ownership to local communities in respect of projects that can be implemented to address access problems

#### **4.3.3 Validation workshop participants**

Participants at the validation workshop should include:

- ❑ Village leaders such as the headman, village chairman, etc.
- ❑ Representatives of line ministries
- ❑ Parish / sub-county councillors
- ❑ Representatives of NGOs [profit and non-profit oriented]
- ❑ Women organizations
- ❑ Farmers' representatives
- ❑ Representatives of religious denominations
- ❑ Representatives of a few households
- ❑ Community-based organizations
- ❑ Community elders
- ❑ Private sector
- ❑ Special interest groups

Participants added the following stakeholders to the proposed list of participants for the validation workshop:

- ❑ Community-based organizations
- ❑ Private sector
- ❑ Elders
- ❑ Vulnerable and special interest groups e.g. the poorest, persons with disabilities, etc.



#### 4.3.4 Experiences elsewhere

The facilitator briefly talked about Zimbabwean experiences of Validation Workshops. Here, participants were divided into work groups covering different sectors. Also, separating men and women ensured maximum participation from the latter. Generally, participants were in agreement with the study findings but challenged the regulations, which did not allow grinding mills to be located outside designated business centres.

### 4.4 A PARTICIPANT'S ASSESSMENT OF IRAP AND HOW IT COULD BE INTEGRATED INTO THE PLANNING SYSTEM

A participant, who was elected by other delegates to provide the feedback, began by recapping on the Commissioner's presentation on the changing planning paradigms since independence – the top down approach characterized by little or no consultation to decentralization marked by extensive community participation and where planning is considered a key to district development. Participative planning is now becoming entrenched as a result of decentralization. The participant observed that to a limited extent, the current planning process had elements that mirror the IRAP process, such as for instance, the intentions and results of the situational analysis are remarkably similar. However, households have not been the focus of the planning process. The participant then concluded that IRAP has a place in the local level planning process in Uganda. He then made the following recommendations to integrate IRAP into the local planning process:

- ❑ Build human and institutional capacity in local governments [data collection, analysis and dissemination, etc.]
- ❑ Sensitise and mobilize households / communities to identify and prioritise their accessibility problems
- ❑ Integrate plans at every level of planning within local government set up
- ❑ Respect stakeholders' views on what they conceive as their problems and what solutions to those problems
- ❑ Set aside sufficient resources for training and implementation of IRAP
- ❑ Strengthen local governments' capacity to collect, process and store data / information for subsequent retrieval
- ❑ Fund IRAP identified access interventions with resources from local governments, central government and development partners
- ❑ Support from local governments mother ministry [MOLG] as well as line ministries where accessibility gaps have been identified through IRAP procedures
- ❑ Support policies at both central government and local government
- ❑ Multi-sectoral approach to address accessibility problems is pivotal to sustainability

## Day 5: Friday 3 August 2001

### 5.1 INFORMATION SYSTEMS - CONSTANTINE BITWAYIKI: PRINCIPAL INFORMATION SCIENTIST, MINISTRY OF LOCAL GOVERNMENT

The Principal information Officer: Ministry of Local Government gave a very brief presentation on the importance of developing and maintaining an information system for district councils. He started the presentation by showing the information system structure comprising **equipment**, **data/information** resources and **liveware** [human resources].

The presenter highlighted the lack of coherence with respect to local government information development and maintenance to guide stakeholders in the planning process and the paucity of capacity building in management information systems [MIS] at the local level. The key points of Constantine Bitwayiki's presentation are shown in Annex 17.

### 5.2 INCORPORATING IRAP INTO LOCAL LEVEL PLANNING

Participants were divided into three groups to deliberate on three themes with a bearing on integration of IRAP into Local Level Planning. The three areas that were addressed were:

- Implications of current policies, legislation & standards on local level planning & service delivery
- Extent to which the current three year District Development Plans reflect village and household priorities
- Financing of services at community level

For each theme, there were a couple of guiding questions. The findings from the groups are as shown below:

GROUP 1: IMPLICATIONS OF CURRENT POLICIES, LEGISLATION & STANDARDS ON LOCAL LEVEL PLANNING & SERVICE DELIVERY	
Guiding Question	Group Responses
<b>Constitution?</b>	Empowerment of local government to plan and deliver services
	Empower individuals /populations in decision making
<b>Local Government Act 1997?</b>	Stresses that local councils 5 & 3 are the supreme planning authorities [development plans and budgets]
	Power to recruit, maintain and discipline technical [planning] staff
	Decentralization statute LGFAR; 1998 PS Standing Orders
	Ordinances/bye-laws
	National Planning Authority for coordination as provided for in the constitution
	UBS coordination and maintenance of standards ensures proper local planning
<b>What are the hindrances?</b>	Failure to match resources with the decentralized functions
	Local Government Act gives too much power to political leaders in local governments e.g. to sack civil servants
	No specific minimum requirements in terms of qualifications for chairpersons and councillors
	Parallel policies e.g. 15% for emoluments and allowances, G tax.
	Excessive powers of the President e.g. arbitrary raising or setting of G Tax and the assumed powers of line Ministers e.g. [MOLG]
<b>Vs Access needs</b>	LGA states that LGs shall transfer funds to LCs to deliver decentralized services [different funds]
	The conditional grants addresses the PPAs e.g. education, primary health care, feeder roads, water and sanitation, agriculture extension
	Legislation for UPE – guidelines for implementation
	Minimum health care package
	Ugandan population policy compels government to provide basic services and the Constitution spells the rights of the Ugandans to access their basic needs
	At times they may not feature at all and some other priorities may be forced on them e.g. veterinary drugs in Moroto District
<b>Recommendations and way forward</b>	Districts should have a database / Information System to assist in planning
	Districts should ensure that they perform their roles as required by the law – guiding lower local governments in planning
	Funds to guide planning at lower Local governments
	Government of Uganda should have a coherent planning policy for local councils
	Ministry of Local Government should perform its practical supervisory role
	Government should adopt the practical bottom-up approach in planning
	IRAP should be used to assist planning in the local council
	Government of Uganda should transfer funds proportionate to the services delivered by districts
	Ministry of Local Government should build capacities of local governments

GROUP 2 EXTENT TO WHICH THE CURRENT THREE YEAR DISTRICT DEVELOPMENT PLANS REFLECT VILLAGE AND HOUSEHOLD PRIORITIES	
Guiding Question	Group Responses
<i>Is DDP formulation consultative?</i>	While consultation exists, the level of abstraction varies from district to district depending on the availability of resources. Consultation is done at the parish, sub-county / council and STPC District planning conference
<i>Who does the consultation?</i>	PDCs consult communities
	STPC consults parish councils and sub-county councils
	DTPC consults District planning conference
<i>What are the constraints to consultation?</i>	Time
	Inadequate resources [finances, etc.]
	Lack of adequate data
	Mentality about the bottom-up approach
<i>Who determines priorities in DDPs?</i>	The district council with guidance from DTPC
<i>How are priorities arrived at?</i>	Looking at the existing situation [situational analysis]
	Looking at past performance
	Identify and prioritise problems
	Interventions and formulation of project proposals
<i>To what extent do community level priorities continue to be reflected in DDP?</i>	Community priorities feature in the DDP depending on the weight /gravity and seriousness of those projects
	There are problems from community that cannot be handled at that level
	Councillors articulating issues of their constituencies in planning stages
	At times they may not feature at all and some other priorities may be forced on them e.g. veterinary drugs in Moroto District
<i>Recommendations and way forward</i>	Employ IRAP to improve consultations and identification and prioritisation of community needs
	Simplify the questionnaire. It is quite complex for lower levels to handle
	Translate questionnaire into local language
	Use LGDP [CBG] to train local people. PAF funds for planning can also be used
	Strengthen planning capacity of extension staff [parish chief, etc.]
	Sell IRAP to NGOs
	Strengthen TOTs' capacities by sending them to communities where IRAP has succeeded

GROUP 3: FINANCING OF SERVICES AT COMMUNITY LEVEL	
Guiding Question	Group Responses
<b><i>How are access interventions being financed currently?</i></b>	Fund raising
	Community contribution
	25% remittance to LC1 from sub-county
	Donations [NGOs and donors]
	Grants and central transfers
<b><i>How are funds for community development initiatives allocated?</i></b>	Fees and fines
	In a village meeting they identify a problem and allocate funds sectorally
<b><i>Recommendations &amp; the way forward</i></b>	A multi-sectoral approach can be improved through community capacity building
	Build capacity of planners at district level incorporating the IRAP concept
	Train lower level planners to integrate IRAP at all local level planning
	Cascade IRAP concept at all local level planning
	Put in place strong community-based Management Information Systems [CBMIS]

Following group presentations, there was a plenary at which recommendations were given. The following are the recommendations that came out of the plenary session:

- There is a need for planners to meet once or twice a year
- Demand driven support to districts from line ministries
- There is need to pilot 3 districts and the selection of these districts has to be done by the Ministry of Local Government in consultation with District Planners
- Include access as an indicator for fund allocation to the districts
- National access survey is required e.g. as part of the Ministry of Works transport survey
- There is need for some Ugandan District Planners to visit a few countries that had successfully implemented IRAP

## 5.3 WORKSHOP EVALUATION

During the last session of day 5, participants were asked to evaluate the workshop. Twenty-five participants completed a course evaluation form [Annex 18]. An analysis of the responses is presented in Annex 19.

The overall impression of the quality of presentations, visual aids and handouts, group discussions, fieldwork and quality of venue and facilities was good. Forty-three percent of the participants cited the programme as very good; 52 percent good and 5 percent average. Eighty percent found the programme very useful and 20 percent useful. Participants were generally satisfied with the time allocated for the explanation of concepts. However, 30 percent of participants pointed out that the time given to the explanation and implementation of fieldwork was inadequate.

Individual topics were highly rated. Overall, 29 percent thought the presentations were very good, 53 percent good, and 18 percent average. The IRAP concept received the highest rating, of 63 percent. The most important aspects that were found to be of interest are:

- ☐ Identification of access interventions
- ☐ IRAP concept
- ☐ Group discussions
- ☐ Data collection and analysis

In respect of additional comments or proposed adjustments to the programme, participants made varied observations. Comments from the few participants who responded to this question are provided verbatim in Annex 20.

## 5.4 CONCLUSIONS AND RECOMMENDATIONS

The five-day training of trainers-workshop was intended to impart knowledge and skills on the application of IRAP for local development planning. The robustness that characterized the participation by the delegates and the recommendations emanating from the workshop [as chronicled below] appear to suggest that the workshop was indeed a resounding success. This is further illustrated by the workshop evaluation results, which indicated that eighty percent and twenty percent of the participants respectively found the workshop to be very useful and useful.

In this regard, the strand of thought that best captures the workshop participants' perception of IRAP [as the training progressed] was that IRAP enhances local level planning processes

and therefore that it is a critical tool for development planning that requires to be mainstreamed. To realise this, it is important to:

- ❑ Build the capacity of district planners with respect to IRAP;
- ❑ Cascade IRAP to the lower rungs of district administration; and
- ❑ Strengthen planners' capacities by providing study visits to communities where IRAP is being successfully employed.

It was thus recommended that:

- ❑ Workshop participants should embark on a marketing drive to mobilize their principals [officials and politicians] to agree to introduce IRAP in their districts. For example, among the factors that are currently considered in the disbursement of funds include, population, number of school-going persons and extent of the area. Delegates could motivate to their principals for access to be considered as the fourth criterion. They also need to impress upon non-governmental organizations and parastatals resident in the district about the importance of mainstreaming IRAP.
- ❑ In close consultation with planners, the Ministry of Local Government should select three pilot districts to apply IRAP [employing poverty and capacity, among others, as selection criteria]; and
- ❑ In this regard, the Ministry of Local Government should open discussions with ILO-ASIST to take this forward while the momentum still exists.

The official closure of the five-day training workshop was preceded by two very brief presentations given by the representatives of the First African Bicycle Information Office [FABIO] and the Ugandan National Forum for Rural Transport. The gist of their presentations is shown in Annex 21.

The workshop was officially closed by the Director of Local Governments Administration and Inspectorate in the Ministry of Local Government. In his closing remarks, the Director thanked the participants who had responded at short notice and ILO for technical assistance rendered to the Ministry. He however raised his expectations to the outcome of the workshop and wanted the workshop report to capture and provide a way forward for the formulation of more concrete proposals in the application of IRAP and capacity building among others. The full text of the Director's official closing remarks are shown in Annex 22.

## ANNEX 1

### LIST OF PARTICIPANTS

PARTICIPANT	DISTRICT
Remmy Mbaziira	Mpigi
Gonzaga Mayanja	Masaka
Samuel Kasiry	Kalangala
Twaha Musoke	Sembabule
Pascal Baita	Kasese
De-Paul Mbonigaba	Rukungiri
Francis Beinenaama	Kisoro
Godfrey Katongole	Mubende
Stephen Kasangaki	Kabarole
Herbert Buyondo	Bundibugyo
Charles Mukasa	Luweero
Mosese Nahamya	Nakasongola
William Ssebagala	Kiboga
A Pele-Enen	Apac
Nathan Mubiru	Jinja
Mukesi Robert	Pallisa
Anthony Egesa	Busia
M.M. Wabwire	Soroti
Andrew Teko Bayi	Kapchorwa
Micheal Oturu	Katakwi
Richard Longole	Moroto
Eng. Andrew Nyombi Kiiza	Ministry of Local Government: Headquarters
Ruth Kamukama	Ministry of Local Government: Headquarters
Grace Choda Adong	Ministry of Local Government: Headquarters
Joseph Okello	Ministry of Local Government: Headquarters
Godfrey Kiberu	Ministry of Gender Labour & Social Development
Paul Kwamusi	National Forum Group Kampala
Godfrey Kaima	FABIO Kamuli
Constantine Bitwayiki	Ministry of Local Government: Headquarters
Sam Emorut-Erongot	Ministry of Local Government: Headquarters



## ANNEX 2

### WORKSHOP PROGRAMME

#### Monday 30 July 2001

08.30 - 08.45	Welcome & introductions <i>[Ministry of Local Government]</i>
08.45 – 09.15	Official opening <i>[Ministry of Local Government]</i>
09.15 – 09.45	Rural Accessibility: A regional perspective <i>[Dr F Ali Nejadfard], ILO/ASIST</i>
09.45 – 10.00	Workshop format and objectives <i>[Tatenda Mbara], ILO consultant</i>
10.00 – 10.30	Tea Break
10.30 – 12.00	Key issues of rural accessibility in Uganda [Group work, presentations & discussion] <i>[Tatenda Mbara]</i>
12.00 – 12.15	Video presentation on access problems in rural areas
12.15 – 12.45	Local level planning in Uganda <i>[Ministry of Local Government]</i>
12.45 – 14.00	Lunch
14.00 – 15.00	Introduction to IRAP and local level planning <i>[Tatenda Mbara]</i>
15.00 – 15.30	Tea Break
15.30 – 17.00	Presentation of the findings of the assessment study on local level planning structures, planning capacity & the application of IRAP <i>[Tatenda Mbara]</i>

#### Tuesday 31 July 2001

08.30 – 08.45	Summary of the key issues covered in the previous day & explanation of objectives for the day <i>[Mac Mashiri, ILO Consultant]</i>
08.45 – 09.30	Data collection <i>[Mac Mashiri &amp; Tatenda Mbara]</i>
09.30 – 10.00	Discussion on the possible levels of data collection
10.00 – 10.30	Tea Break
10.30 – 11.00	Data analysis <i>[Mac Mashiri]</i>
11.00 – 11.30	Prioritisation & accessibility indicators <i>[Tatenda Mbara]</i>
11.30 – 12.00	Mapping <i>[Tatenda Mbara]</i>
12.00 – 13.00	Discussion
13.00 – 14.00	Lunch
14.00 – 15.00	Prioritisation exercise
15.00 – 15.30	Tea Break
15.30 – 17.00	Mapping exercise

### Wednesday 1 August 2001

08.30 – 12.45	Fieldwork
12.45 – 13.45	Lunch
13.45 – 15.30	Site visit
15.30 – 16.30	Feedback on fieldwork

### Thursday 2 August 2001

08.30 – 08.45	Summary of the key issues covered in the previous days & explanation of objectives for the day <i>[Mac Mashiri]</i>
08.45 – 09.15	Access profiles <i>[Mac Mashiri]</i>
09.15 – 10.00	Identification of Access Interventions <i>[Introduction &amp; Briefing on Group Work], Serge Cartier and Tatenda Mbara</i>
10.00 – 10.30	Tea Break
10.30 – 11.30	Group work on identification of access interventions
11.30 – 12.00	Group presentations
12.00 – 12.30	Validation <i>[Tatenda. Mbara/Mac Mashiri/Serge Cartier van Dissel]</i>
12.30 – 13.30	Lunch
13.30 – 14.15	Validation exercise
14.15 – 14.45	Specific proposals regarding the integration of IRAP into local level planning in Uganda <i>[Ministry of Local Government]</i>
14.45 – 15.00	Briefing on group work <i>[Tatenda Mbara]</i>
15.00 – 15.30	Tea Break
15.30 – 17.00	Group work on proposals regarding the integration of IRAP into the local level planning system in Uganda

### Friday 3 July 2001

08.30 – 08.45	Summary of the key issues covered in the previous days & explanation of objectives for the day <i>[Mac Mashiri]</i>
08.45 – 10.00	Group presentations on the integration of IRAP into local level planning structure in Uganda and Discussion
10.00 – 10.30	Tea Break
10.30 – 11.15	Information systems <i>[Constantine Bitwayiki]</i>
11.15 – 12.00	Workshop recommendations <i>[Presented by Ministry of local Government]</i>
12.00 – 12.15	Workshop evaluation <i>[Mac Mashiri]</i>
12.15 – 12.30	Official closure <i>[Ministry of Local Government]</i>
12.30 - 14.00	Lunch & departure <i>[Ministry of Local Government]</i>

## ANNEX 3

### **OPENING SPEECH BY THE PERMANENT SECRETARY OF THE MINISTRY OF LOCAL GOVERNMENT ON THE OCCASION OF THE TRAINING OF TRAINERS WORKSHOP: INTEGRATED RURAL ACCESSIBILITY PLANNING IN UGANDA - JINJA, 30 JULY 2001**

I feel greatly honoured and welcome the opportunity to officially open this workshop on the Application of the Integrated Rural Accessibility Planning [IRAP] within the district level planning structure in Uganda. The workshop culminates from dialogue that my Ministry engaged with the International Labour Organisation [ILO/ASIST], which started as far back as June 2000. In February this year, an ILO delegation comprising a Senior Technical Advisor of ILO and a Consultant came to Uganda having been invited by my Ministry. The delegation presented a draft document on Local Level Planning and the Identification of Access Needs. This document presented a framework of integrating IRAP within the local level planning structures in Uganda.

Following the February visit and subsequent discussions between the Ministry of Local Government and ILO, a decision was reached to hold a training of trainers' workshop on the application of the IRAP tool. IRAP, I understand, is a tool that is used to identify and prioritise access needs of communities in rural areas. The significance of such a tool in respect of rural areas cannot be overemphasised. The development of rural areas has always been a priority for many Governments of the developing world. Rural areas are homes to the majority of our populations in Africa. Regrettably, the facilities in rural areas are either inadequate or inappropriately located for the intended beneficiaries.

Chairperson, since the attainment of our independence, the approach to service delivery was predominantly sectoral. The mid 1990's marked a new direction when we started to decentralize functions to local governments. Decentralization was meant to improve, inter alia, the capacities of Councils to plan, finance and manage delivery of services in their respective areas. The actual process is a bottom-up approach with emphasis on participatory planning. You will however, agree with me that the bottom-up planning approach, while relevant and necessary, has unfortunately not always achieved high levels of success. It is for this reason that IRAP, as a planning approach, becomes important to rural development planning as it seeks to facilitate and intensify consultations with the lowest planning units, that is, the household at the village level. IRAP also seeks to bridge the gap between consultation and the mainstreaming of the lower tier inputs into higher level plans like the parish, sub-county and district level. IRAP, as a planning tool, recognises the value of this consultation process and the wealth of information on access problems existing at the village levels. I am also informed that it is this workshop's intention to come up with ideas on how to mainstream

IRAP, as a planning tool, into current development planning approaches. I would like to believe that such attempts would result in making the products of such existing planning approaches richer and more relevant to the rural beneficiaries.

Uganda has, in the past experienced high economic growth. Notwithstanding the impressive macro-economic performance the country has achieved, the general welfare of people in rural areas has not improved markedly. At the national level, the percentage of those defined as “POOR” fell from 56 percent in 1992 to 46 percent in 1996 equating to a 10 percent decrease. The percentage in rural areas is higher than that of urban areas. The Government of Uganda made poverty alleviation one of its priorities. The three critical areas outlined in the 1997 Poverty Eradication Action Plan are namely:

- ❑ Provision of sound infrastructure and access to social and economic services
- ❑ Empowerment of people through decentralised governance, and
- ❑ Increasing wage employment and income-generating activities.

The Action Plan establishes the policy framework for the eradication of poverty in Uganda. It is interesting to note that in this Action Plan, poverty has been defined as lack of access to basic necessities of life such as food and shelter and other social needs such as health and education. In this respect, Government of Uganda has committed itself to the necessary infrastructure and an enabling environment, which includes roads, agricultural services and marketing opportunities. Government is also committed in addressing the provision of services including primary health care, primary education, and safe drinking water. All these measures are intended to improve the standard of life in rural areas by easing “ACCESS” to goods and services. Allow me Chairperson, to underline the word ‘Access’. In respect of rural areas, it is my considered opinion that accessibility is of paramount importance. This does not only call for the improvement of mobility between place of residence and the facility. It also entails bringing goods and services closer to the people so as to reduce the need to travel.

A fundamental question that can be asked is, by what means do the rural folks access these goods and services? I am aware that the transport sector in our country is heavily biased towards the road-based motorised modes. This has led to a somewhat distorted view of what transport signifies and has certainly done little to improve the situation in those rural areas far removed from the road network. In general, a road is by definition “A TARMAC PAVEMENT” and a transport mode is “a motorised vehicle”. This, I believe, is the perception shared by many people. However, for the rural people, most travel is undertaken in order to ACCESS BASIC NEEDS such as water, firewood and grain processing. Such needs do not require motorised transport. Perhaps we do not even consider these as important trips and yet both the burden incurred and the frequency of such trips is enormous.

Mr Chairman, the inability of rural people to access goods and services would result in isolation and worsened levels of poverty. Writing about the rural transport problems, Holland, a well-known author

concluded that such isolation-related poverty could lead to *“poverty of ideas, poverty of innovation, poverty of opportunity, poverty of health, poverty of income and even poverty of hope for a better future”*. Clearly, mobility and accessibility are crucial factors in alleviating poverty.

I hope my remarks have not sounded as if I am playing down the importance of the conventional transport system in rural areas in general. Its importance cannot be over-emphasized. On a macro level, it plays an important role in economic development both in rural and urban environments. In rural areas, for instance, we are all aware of the importance of motorised transport in the transportation of farm inputs and crop marketing. However, I am arguing that conventional transport in some instances may be less relevant in addressing transport/access problems of rural people particularly at household level due to the nature of the needs involved. These trips, as I have already said, are generated within and around the vicinity of the village. Clearly, the interventions to be implemented in addressing the access needs of rural people should be relevant and appropriate. I want to reinforce that this is the focus of this workshop.

Mr Chairman, my address would be incomplete if I fail to acknowledge the support so far provided by the International Labour Organization [ILO] without whose funding and technical assistance this Workshop would not have materialised. As I said earlier, my Ministry has since June 2000 closely worked with the ILO to get this far. This relationship, I want to believe, will not end with this workshop but should mark the beginning of fruitful cooperation. To the ILO senior Technical Advisor, Dr Fatemeh Ali-Nejadfard and your team, we thank you for getting us this far.

Finally, let me finish by calling upon you as participants to participate actively and to make sure that you positively consider the benefit that rural folk at the local level could derive, through programmes and projects housed under your department, if you should identify problems with them, select solutions with them, and implement with them. It is all that the IRAP tool asks of all of us.

I wish you success in the week’s deliberations. With these words, I now take the honour and pleasure to declare this workshop officially open.

I thank you.

## ANNEX 4

### RESULTS OF GROUP WORK ON KEY ISSUES ON RURAL ACCESSIBILITY IN UGANDA

#### **GROUP 1**

##### **Mobility Problems**

Main problems associated with rural accessibility were identified as:

- ☐ Inadequate/poor road network in rural areas
- ☐ Inadequate modes of transport [facilities]
- ☐ Limiting terrain in rural areas
- ☐ Insecurity in some rural areas
- ☐ Low rural household incomes
- ☐ Poor citing of facilities due to political and religious considerations
- ☐ Long distances to facilities
- ☐ Affordability of services, that is, services are expensive
- ☐ Religious and cultural reasons, e.g. women may find it difficult to use a bicycle.

**Possible solutions** were identified as:

- ☐ Opening and improvement of existing road network
- ☐ Development and introduction of appropriate modes of transport
- ☐ Dialogue between warring parties
- ☐ Encourage LGAs
- ☐ Improve access to credit
- ☐ Improve citing of facilities

Main stakeholders in accessibility planning and their roles are summarized in the table below.

MAIN STAKEHOLDERS IN RURAL ACCESSIBILITY PLANNING & THEIR ROLES	
Stakeholder	Role
<b>LC 1-5</b>	Mobilization and sensitisation of communities
	Policy making for LC 3 and 5
	Funding of activities
	Monitoring, reporting and evaluation
<b>Central Government</b>	Policy formulation
	Funding
	Standards
	Security
	Monitoring and evaluation
<b>Technical staff [District/sub-county]</b>	Technical advice
	Program implementation
	Monitoring
<b>NGOs &amp; Donors</b>	Sensitisation
	Mobilization
	Funding
<b>Civil society</b>	Mobilization
	Implementation
	Monitoring

## **GROUP 2**

**Main problems** associated with rural accessibility were identified as:

- ☐ Long distances from services and facilities
- ☐ Lack of awareness or ignorance
- ☐ Terrain [topography] e.g. Kiso, Kabale, Kalangala, Kapchorwa
- ☐ Mobile communities e.g. fishermen, pastoralists
- ☐ Poverty, low incomes
- ☐ Lack of local initiative
- ☐ Lack of leadership and mobilization
- ☐ Footpaths, tracks and community roads become impassable during the rainy season

**Possible solutions** were identified as:

- ☐ Participatory citing to bring services closer to the people
- ☐ Sensitisation / information dissemination
- ☐ Innovative approaches e.g. reducing the burden of transport
- ☐ Mobile /complementary opportunities/services
- ☐ Diversification of sources of income
- ☐ Empowering communities

Main stakeholders in accessibility planning and their roles are summarized in the table below.

MAIN STAKEHOLDERS IN RURAL ACCESSIBILITY PLANNING & THEIR ROLES	
Stakeholder	Role
<b>Rural Communities</b>	Problem identification
	Planning
	Maintenance
	Contribution to project
<b>Local leaders</b>	Mobilization
	Information dissemination
	Guidance
<b>Opinion leaders</b>	Advocacy
<b>Service providers</b>	Implementation
	Information dissemination
	Planning
<b>Civil society</b>	Advocacy
<b>Central Government</b>	Coordination
	Setting standards
	Advocacy
	Funding
<b>Development Planners</b>	Advocacy
	Funding
	Planning
	Initiate programmes

### **GROUP 3**

**Main problems** associated with rural accessibility were identified as:

- ☐ Poor infrastructure
- ☐ Inadequate planning skills
- ☐ Limited resources
- ☐ Inadequate technology [LAPCOM] labour-based methods project ILO
- ☐ Inadequate sensitisation
- ☐ Poor maintenance of community roads/paths
- ☐ Cultural beliefs
- ☐ Security [Katakui]
- ☐ Poor coordination between neighbouring areas
- ☐ Inadequate management skills

**Possible solutions** were identified as:

- ☐ Training people to acquire relevant skills [PRAs]
- ☐ Prioritisation of access problems
- ☐ Participation of stakeholders
- ☐ Mobilization of resources through CBOs
- ☐ Use of appropriate technology e.g. labour-based
- ☐ Develop maintenance work plans for sustainability
- ☐ Initiation of peace efforts at all levels



Main stakeholders in accessibility planning and their roles are summarised in the table below.

MAIN STAKEHOLDERS IN RURAL ACCESSIBILITY PLANNING & THEIR ROLES	
Stakeholder	Role
<b>Rural Communities</b>	Planning / identifying priorities
	Implementation [Labour-based technology]
	Mobilize resources
	Monitor implementation
	Maintain projects
<b>Local Government</b>	Mobilization of resources
	Planning and coordination
	Design and implementation
	Supervision
	Monitoring and evaluation
	Training and sensitisation
<b>Private Sector</b>	Implementation
	Mobilization of resources
	Sensitisation
	Training

## ANNEX 5

### LOCAL LEVEL PLANNING IN UGANDA: PAPER PRESENTED BY PATRICK K. MUTABWIRE: COMMISSIONER - LOCAL COUNCILS DEVELOPMENT

#### **Introduction**

The Decentralisation Policy in Uganda is an instrument of inculcating democratic governance. One of the key powers devolved to the Local Governments is that of planning. From 1962-1994, planning in Local Authorities was dominated by top-down approach. The Central Government virtually did all the planning and Local Authorities were relegated to a status of "implementation agencies".

However, the Constitution of the Republic of Uganda, 1995, clearly brought out the planning function in Local Councils. This was concretely entrenched in Article 190 of the Constitution, which stipulates that:

- ❑ District Councils shall prepare comprehensive and integrated development plans incorporating the plans of lower level local governments for submission to the National Planning Authority.
- ❑ The above provisions were further elaborated on in Section 36-38 of the Local Governments Act, 1997. These two legislation set the basis for change from top-down planning to bottom-up planning in Local Governments.

#### **Basic Steps in Planning.**

Planning at all local council levels goes through the following steps:

- ❑ **Analysis of the current situation.**

It answers the question: "*Where are we now?*". This step involves collection of basic data concerning all the various sectors for a proceeding period of years in that Local Council.

- ❑ **Setting goals and objectives**

This is where the question - "*Where do we want to go?*" must be answered clearly.

- ❑ **Defining strategies**

The question to be answered is "*how do we get there?*" The most important point to note is that a strategy must be:

- ! Cost effective
- ! Feasible/ affordable
- ! Utilise or strengthen available capacity

- ❑ **Setting targets/ outputs**

- ❑ **Project and programme design**

Once strategies have been decided upon programmes are designed for implementation by the local council in co-ordination with other stakeholders/partners.

### **The Local Government Planning Cycle**

Planning is done at various levels in governments:

- ❑ National
- ❑ District
- ❑ Lower Local Governments.

At the grassroots or community level, there are simple village plans, which are informally determined by the village councils. Their ideals and wish list in various sector programmes are relayed to Parish and Sub-county levels for consideration. The Local Government Planning has an integrative function in the total process of planned development. At District level the top-down directives and the bottom-up planning allows for best possible use of the locally available resources and ensures the participation of the local population. Central planning and policy guidelines are however indispensable because they aim at ensuring that there is even development in the country.

The Local Government planning cycle involves the following steps:

- ❑ **Research and data collection**

Data collected helps planners to put the situation in context.

- ❑ **Drawing up the plan**

Begins with Plan Conference - a general meeting of all stakeholders/partners at that level which provides the general direction that the Council should take in the plan period.

- ❑ **Costing plans**

- ❑ **Integration of plans**

The technical planning committees play a crucial role in harmonizing various sector plans.

- ❑ **Approval of plans**

- ❑ **Implementation of the plan**

- ❑ **Monitoring and evaluation**

### **Opportunities to Local Level Planning**

Planning in Local Councils has good prospects due to:

❑ **Strong legal framework.**

The Constitution and the Local Governments Act (197) give a strong basis for planning at local level.

❑ **Relatively strong institutional capacity at the district level.**

The major structures relevant for planning at district level are in place:

- District Planning Authority
- Standing Committees responsible for planning
- Secretaries in charge of planning
- Technical Planning committees
- District Planning Units

❑ **Availability of funds**

❑ **Availability of equipment and logistics**

❑ **Availability of information/data for planning**

❑ **Participation of people in the entire planning process.**

This ensures that plans reflect and target the wishes of the people.

### **Constraints to Local Level Planning**

❑ **Inadequate institutional capacity especially at lower Local Government levels.**

Most of the Sub-counties do not have functional structures for planning like at district level. This is compounded by failure to attract and retain high calibre personnel at these levels.

❑ **Inadequate funding**

Planning involves substantial outlays. Most local councils especially at lower levels do not commit sufficient funds for planning to allow meaningful planning to take place. As a result participation is affected due to inadequate funding of the process.

❑ **Inadequate mechanism for gathering reliable information/data**

Reliable data and information play a vital role in planning. Lack of information flows between the community and planning professionals, due to poor access, constrains participation in the planning progress. The Community Based Management Information System (CBMIS) in some district has helped improve local level planning.

❑ **Inadequate people's participation**

People's participation in planning process has mainly been through meetings. Evidence available indicates that people's participation in planning is at a decline. This means that the resultant plans at such local levels may not be addressing the real problems affecting the people.

❑ **Inadequate personnel**

Local level planning is adversely affected by both the quantity and calibre of personnel involved in planning. There is a staffing problem at Sub-county level yet it is a key level in bottom up planning.

❑ **Conflicts in Councils.**

Conflicts in councils have emerged as a key factor, which affects local level planning. It paralyses the institutional set up of planning.

### **The Way forward**

In order to improve local level planning there is need to:

❑ **Intensify institutional capacity building programmes**

Institutions like planning units are not only poorly staffed at district level but are non-existent in lower local governments. Focus should be on training both councillors and civil servants in Local Governments on how to effectively equip planning units at district and lower Local Governments.

❑ **Restructure Local Governments**

The current staff structures are based on the 1994/1995 restructuring in Local Governments before the Local governments Act, 1997 came into force. There is need to ensure that staff structures in Local Governments match the task required of them. Government is to embark on this exercise.

❑ **Recruit more university graduate technical staff at Sub-county level**

The Government is moving in this direction. This would improve the quality of personnel who will handle planning at those levels.

❑ **Develop appropriate participatory planning methodologies**

This would help in involving people in planning. Currently there are no uniform participatory methodologies for planning.

❑ **Intensifying sensitisation and civic education programmes**

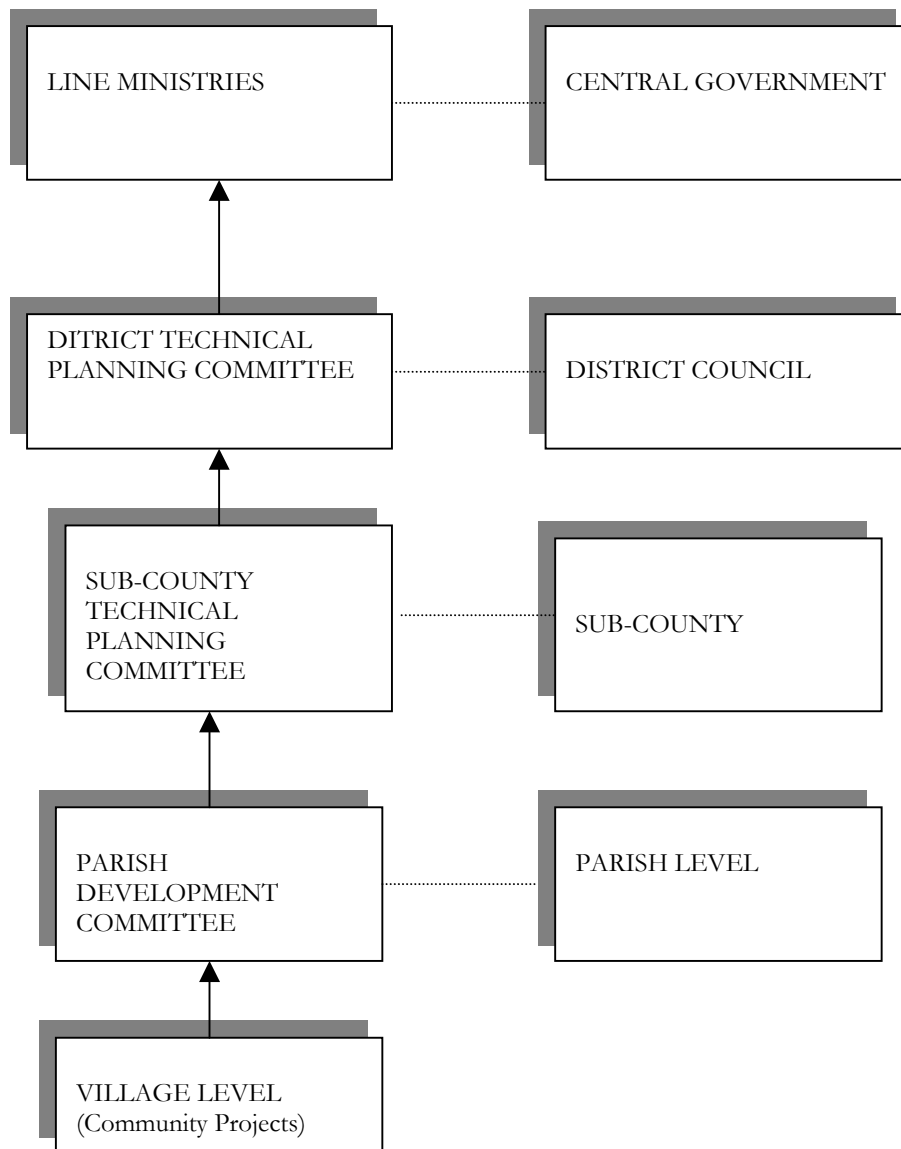
Apathy affects people's participation in planning. Some councils do not give preferential consideration to the planning function. More awareness needs to be created among the population so that they can appreciate the need to participate in the planning process at their level.

### **Conclusion**

The relatively strong legal framework and Institutional Capacity Building, especially at district level, are good platforms in improving local level planning. Focus needs to be put on dealing with constraints that affect planning at community and lower local Government level so that the resultant plans reflect and address the real needs of the people.

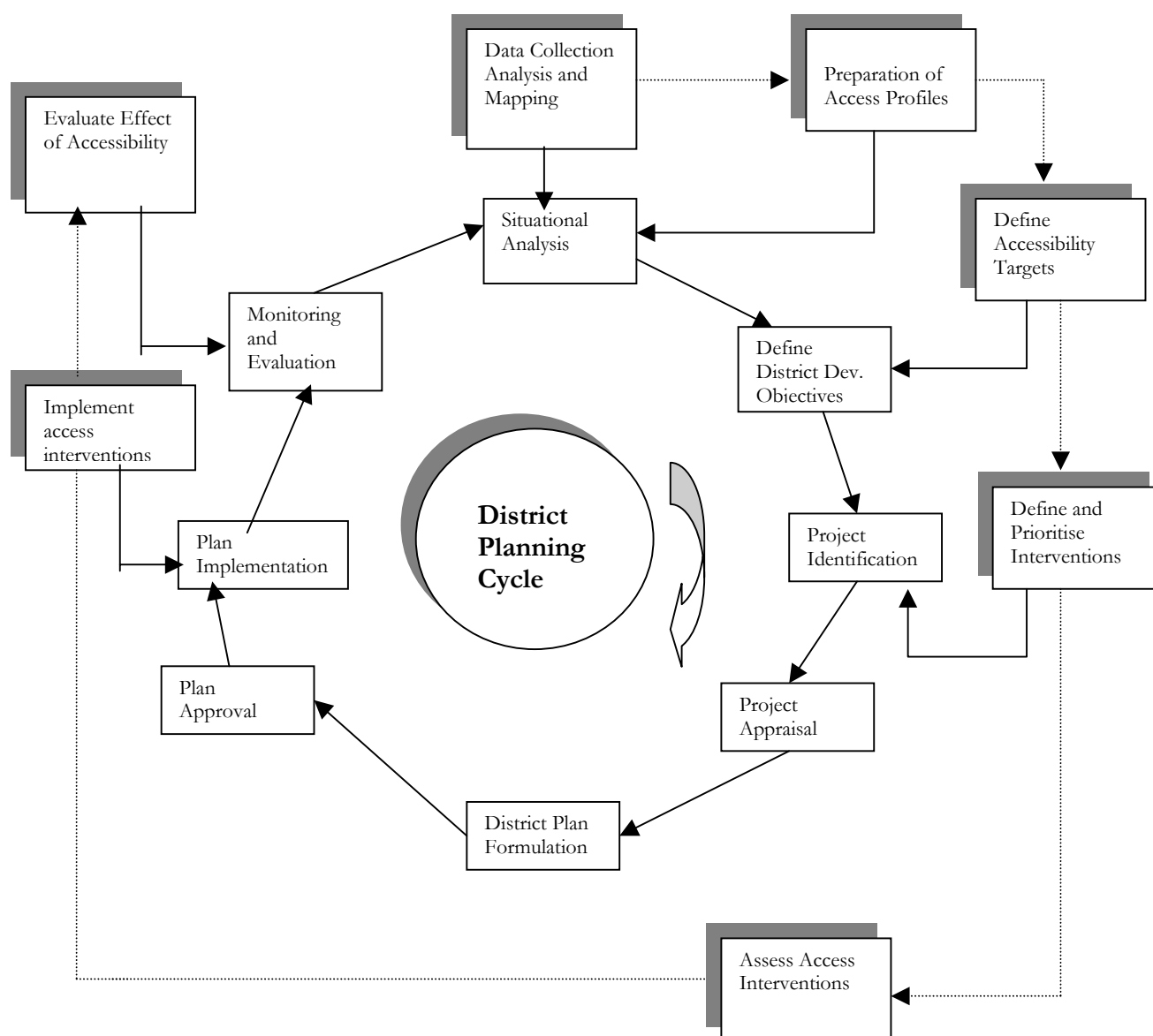
## ANNEX 6 (a)

### THE PLANNING FRAMEWORK IN UGANDA



## ANNEX 6 (b)

### INTEGRATION OF IRAP INTO LOCAL LEVEL PLANNING IN UGANDA



## ANNEX 7

### GROUP WORK ON SECTORAL DATA REQUIREMENTS

#### GROUP 1: HEALTH

INFORMATION REQUIRED FOR ACCESSIBILITY PLANNING: HEALTH	
Data Required	Availability of the Data
Population [by age and sex]	Available
Location of health facilities	Available
Number of health facilities by category	Available
Staffing [quality and quantity]	Available
Average distance to health facilities	Not enough information
Health worker/ patient ration	Available in some cases
Availability of drugs and their quality	Available
Disease incidence	Available
Quality of facilities	Not enough information
Immunization	Not enough information
Availability of a Health Management Information System [Drug availability, Commodity Tracking]	Available
Populations projections	Available

#### GROUP 2: EDUCATION

INFORMATION REQUIRED FOR ACCESSIBILITY PLANNING: EDUCATION	
Data Required	Availability of the Data
Number of schools	Available from Education Department
Population of school-going age	Not available
Walking distance to and from school	Not available
Distance between schools	Yes
Existing road network	Yes
Existing mode of transport	Not available
Affordability aspects	Not available
Availability of quality teachers	Available from Department of Education
Availability of land for school infrastructure	Not available



### Group 3: WATER COLLECTION

INFORMATION REQUIRED FOR ACCESSIBILITY PLANNING: WATER SECTOR	
Data Required	Availability of the Data
Available water source by type and number	Available from Water Department
Population to be served	Not available
Population served	Available from Water Department
Resources to develop the water source	Available in the District Development Plan
Water yield	Not enough information
Water user committee	Available
Willingness of communities to contribute towards the development and maintenance of the water source	Not available
Understanding the extent of the water table	Not enough information
Technical expertise to develop the water source	Available from list of contractors
Accessibility of the water source [condition and distance]	Not available
Condition and quality of the water source	Available from Water Department
Farm practices [Agriculture and livestock – to plan for water for production]	Available from Production Sector

## ANNEX 8

### THE DOS AND DON'TS IN PRIMARY DATA COLLECTION

#### The Dos

- ☐ Be polite and courteous at all times
- ☐ Introduce yourself and clearly explain to the respondents the purpose of the exercise before starting the interview
- ☐ Be familiar with all the questionnaires to be used
- ☐ Ask questions in a simple and clear manner preferably in the order presented unless there is a good reason to depart there from
- ☐ Record answers as given by the respondents **BUT** if in doubt by all means probe further
- ☐ In a situation where probing does not yield results, write a comment explaining the absence of an entry in the space provided
- ☐ Write all responses clearly, neatly and legibly
- ☐ If in doubt, consult the supervisor
- ☐ Thank the respondents for answering your questions before leaving them

#### The Don'ts

- ☐ Do not put words in the mouth of the respondents
- ☐ Do not phrase questions in a manner likely to suggest answers
- ☐ Do not leave any questions blank without an explanation unless a skip instruction requires you to do so
- ☐ Do not allow any other person to speak to the respondent during the course of the interview unless a consensus is required
- ☐ Do not show the completed questionnaire to any other person or discuss the answers with other people in the presence of the interviewees

## ANNEX 9

### PRIORITISATION

#### **EXERCISE A: PRIORITISATION**

The data below [water sector] is from the household surveys conducted in three districts. In each district, three villages were surveyed. The names of districts and villages used are all fictitious.

DISTRICT	VILLAGE	NUMBER OF HOUSEHOLDS IN VILLAGE	AVERAGE TRAVEL TIME
<b>Mupuro</b>	Mupuro A	220	12
	Mupuro B	215	25
	Mupuro C	230	30
<b>Mambava</b>	Mambava A	200	28
	Mambava B	225	15
	Mambava C	218	10
<b>Mugoti</b>	Mugoti A	226	30
	Mugoti B	228	25
	Mugoti C	216	16

Funding has been secured from Government for the construction of four deep wells in four villages with the greatest need. In villages Mugoti A and Mupuro B an NGO has committed funds for the construction of boreholes.

#### **Task**

Identify the four villages where interventions are to be implemented.

#### **EXERCISE B: PRIORITISATION USING WEIGHTS**

Would the prioritisation in [a] change if the Accessibility Indicators are weighted according to the terrain conditions and modes used to fetch water as shown in the table below?

DISTRICT	VILLAGE	MODE USED
<b>Mupuro</b>	Mupuro A	Head loading on flat terrain
	Mupuro B	Head loading on flat terrain
	Mupuro C	Two thirds head load on flat terrain and a third on hilly terrain
<b>Mambava</b>	Mambava A	One quarter head load on flat terrain and the other three quarters on hilly terrain
	Mambava B	Head loading on flat terrain
	Mambava C	Head loading on flat terrain
<b>Mugoti</b>	Mugoti A	Half head load on flat terrain and the other half on hilly terrain
	Mugoti B	Head loading on hilly terrain
	Mugoti C	Head loading on flat terrain

### SOLUTION

ACCESSIBILITY INDICATORS: EXAMPLE B					
District	AI	Weight	AI x Weight	Priority 1	Funding Priority
Mupuro A	2 640	1	2 640	8	
Mupuro B	5 375	1	5 375	5	
Mupuro C	6 900	4/3	9 200	4	3
Mbavava A	5 600	7/4	9 800	3	2
Mbavava B	3 375	1	3 375	7	
Mbavava C	2 180	1	2 180	9	
Mugoti A	6 780	3/2	10 170	2	
Mugoti B	5 700	2	11 400	1	
Mugoti C	3 456	1	3 456	6	4

## ANNEX 10

### ACCESSIBILITY MAPPING EXERCISE

Given the following data and the map, determine:

- (a) The 5 kilometre radius
- (b) The actual catchment area of each health centre
- (c) What kind of interventions will be possible?

ACCESS TIMES TO HEALTH CENTRES				
Village	1	2	3	No. of HHDs
<b>A</b>	250	-	-	20
<b>B</b>	45	-	150	60
<b>C</b>	150	-	270	40
<b>D</b>	-	120	120	45
<b>E</b>	50	-	60	40
<b>F</b>		120	360	35
<b>G</b>		240	270	30
<b>H</b>		-	120	25
<b>I</b>		-	55	40
<b>J</b>		-	120	60
<b>1</b>	5	-	100	85
<b>2</b>		5	240	60
<b>3</b>		-	5	50

## ANNEX 11 (a)

### FIELDWORK INSTRUCTION: DATA COLLECTION

Fieldwork is an integral part of the training workshop. The objective of the data collection fieldwork exercise is to allow participants to get an appreciation in conducting household and village level questionnaires. Participants will be divided into 3 groups. Each group will cover one village. Participants work in pairs to administer the questionnaires. In each group one pair should administer the village level questionnaire while the other pairs concentrate on the household level.

For the household questionnaire, the head of the household will be interviewed. If the head of the household is not available, the most senior decision making member will be approached and interviewed.

Interviewees need to introduce themselves and explain the purpose of the survey before asking the questions. One person will ask the questions while the other writes the responses.

At the end of the exercise, the following tasks will be performed:

- (a) Calculation of Accessibility Indicators [AI] of a selected number of sectors to enable prioritisation and a comparison of the three villages.
- (b) A comparison of priorities of the households and key informants in the same village

There will be an opportunity for participants to share their experiences in a plenary during the feedback session. To this end, participants should make observation on the following and any other relevant issues:

- ☐ Respondent's understanding of the questionnaire
- ☐ Problems of translation
- ☐ Unusual circumstances which might have affected the responses given

## ANNEX 11 (b)

### FIELDWORK INSTRUCTION: SITE VISIT

The objective of the site visit is to give participants an appreciation of potential access interventions that can be implemented to assist rural communities. Participants will be encouraged to talk to members of the community in order to fully appreciate the access problem.

**Tasks:**

- (a) How does the community want to resolve the access problem? Is this the best way?
- (b) What are the alternatives of resolving the access problem?
- (c) What benefits accrue as a result of implementing the intervention[s]?

## ANNEX 12

### FIELDWORK FINDINGS

#### **GROUP 1**

##### **IDENTIFIED PROBLEMS: HOUSEHOLD 1**

- ☐ Health – Distance; Availability of drugs
- ☐ Water – Congestion at the water point
- ☐ Roads – Quality; Distance to markets [transport services]

##### **IDENTIFIED PROBLEMS: HOUSEHOLD 2**

- ☐ Roads – Improvement of surface
- ☐ Health – Availability of drugs, Construction of health units in the community
- ☐ Markets – Create commercial centre in the village
- ☐ Water – Construction of more water points

##### **IDENTIFIED PROBLEMS: HOUSEHOLD 3**

- ☐ Health
- ☐ Water
- ☐ Markets
- ☐ Public transport

##### **PROPOSED SOLUTIONS: ALL HOUSEHOLDS**

- ☐ More health centres required
- ☐ Increase water points
- ☐ Improve public transport

##### **CALCULATION OF ACCESSIBILITY INDICATOR FOR THE WATER SECTOR**

HHD = 104

Average travel time = 6 minutes

Accessibility Indicator =  $104 \times 6 = 624$



## **GROUP 2**

### **IDENTIFIED PROBLEMS: HOUSEHOLD 1**

- ☐ Crop marketing
- ☐ Lack of farm inputs
- ☐ Lack of adequate firewood

### **IDENTIFIED PROBLEMS: HOUSEHOLD 2**

- ☐ Affordability of drugs and manpower shortage
- ☐ Education costs are very high

### **IDENTIFIED PROBLEMS: HOUSEHOLD 3**

- ☐ Long distance to grinding mill
- ☐ Poor road network

### **PROPOSED SOLUTIONS: ALL HOUSEHOLDS**

- ☐ Government should open up new markets
- ☐ Reduction of taxes on farm inputs
- ☐ Government should provide tractor for-hire services
- ☐ Increase the provision of drugs to health centres and recruit more experienced staff
- ☐ Secondary education should be subsidized

### **CALCULATION OF ACCESSIBILITY INDICATOR FOR THE WATER SECTOR**

HHD = 180

Average travel time = 27 minutes

Accessibility Indicator =  $180 \times 25 = 4\,500$

### **GROUP 3:**

#### **IDENTIFIED PROBLEMS: HOUSEHOLD 1**

- ☐ Health
- ☐ Transport / roads
- ☐ Production /marketing

#### **IDENTIFIED PROBLEMS: HOUSEHOLD 2**

- ☐ Health
- ☐ Transport
- ☐ Crop marketing
- ☐ Marketing of produce
- ☐ Food processing [grinding mill]

#### **PROPOSED SOLUTIONS: ALL HOUSEHOLDS**

- ☐ Re-stock the health units
- ☐ Regulation on public transport fares
- ☐ Improving the road network
- ☐ Grinding mills to be located nearer to the people

#### **CALCULATION OF ACCESSIBILITY INDICATOR FOR THE WATER SECTOR**

HH = 200

Average travel time = 32 minutes

Accessibility Indicator =  $200 \times 32 = 6\,400$

It was concluded that Group 3 village had the highest priority for water.

## ANNEX 13

### CASE DESCRIPTION FOR GROUP WORK ON IDENTIFICATION OF ACCESS INTERVENTIONS

#### Objective

Participants are confronted with a planning situation for a fictional district, called 'Magamba'. The principal objective of the exercise is to get an appreciation of solving planning dilemmas at local level, applying knowledge and skills acquired during the workshop.

#### Case Description

The case is depicted on a sub-district map of Magamba District. There are three villages shown, A, B and C all close to the District Town. The three villages are within the administrative jurisdiction of the Rural District Council located in the district town. The accessible tracks, routes and roads are shown together with rivers, dangerous crossings and location of basic, social and economic services. The planning dilemmas are described in the three village proposals:

##### ***Village A***

Village A would like to upgrade the poor gravel road to the district town to an all weather standard road. It is currently full of potholes and barely accessible for motorised transport. The cost of construction per kilometre is 3 730 000 shillings. Apart from better access to the district hospital, the upgrading of the road is expected to have a significant impact on the Magamba sub-district as a whole. Village A also wishes to apply for a loan scheme of 5 000 000 shillings for purchasing IMT's. Village A is known for its creditworthiness.

##### *Accessibility Indicators*

Commercial Centre – 300; School – 300; Health – 350; Grinding Mill - 0

### ***Village B***

Village B wants the dangerous crossing [passable only during the dry season] to the commercial centre and the school to be improved to all year round access. During the rainy season people in village B travel via village A to the commercial centre and the school. However, with the heavy rainfall even the crossing from village B to village A is not passable. The primary school in Village B has only 3 classes and not a permanent teacher. One extra class cost 4,5 million shillings. The village would also want to apply for a bicycle/wheel barrow loan scheme from the District Council for an amount of 1 million shillings. On a previous scheme, the people in Village B have had problems in paying back the money borrowed.

#### *Accessibility Indicators*

Commercial Centre – 600; School – 200; Health post – 600; Grinding Mill – 0

### ***Village C***

Village C wants the dangerous crossing from their village to the commercial centre and school reconstructed to an all weather standard facility. It will cost at least 15 million shillings for a steel bridge. A timber bridge costs only 8 million shillings but runs a serious risk of collapsing during the rainy season. This has happened twice before. 50 percent of the village population wants the 3 classes of the primary school in village B upgraded 6 [to achieve this, village B has to apply for at least 3 extra teachers through the District Council. Village C also prefers the crossing between village B and village A to be upgraded to get access to the Magamba health post if their steel bridge is not going to be constructed.

#### *Accessibility Indicators*

Commercial Centre – 500; School – 300; Hospital – 1000; Grinding mill - 300; Health post - 300

### ***District Council***

The Council's annual budget for infrastructure and loan schemes in sub- district areas is only 25 million shillings. The Council is responsible for loan schemes. It is unlikely that the Council will approve the construction of 2 dangerous crossings over the Yahoo river.

### **Group Task**

As the District Planner, you have been tasked to appraise the proposals of villages A, B and C. The Council head has requested you to come up with a plan to allocate the 25 million shillings available for infrastructure and loan scheme projects. How should the district spend its money?

## ANNEX 14

### HOUSEHOLD QUESTIONNAIRE

Household Questionnaire Number .....

Village name: .....

Parish .....

Sub-county .....

District: .....

Interviewer's Name: .....

Date: .....

Household Head's Full Name: .....

Respondents Name and Relationship: .....

#### HHD1: HOUSEHOLD COMPOSITION

1.1 How many people live in the household? .....

For each person [start with the household-head] give details as below:

Name	Relationship to HHD Head	Age	Sex

Is there any household member, attached to your household, but not presently living with you [include migrant workers/husbands, school children living away for part of the week]? For each person give details:

Name/Relationship	Age	Sex	Where do they live	How often do they come home	Amount remitted to household

#### HHD2: HOUSEHOLD POSSESSIONS

2.1 Homesteads:

How many houses does this household use? ..... of which how many are:

Thatched roof Wood/mud walls	Thatched roof Wood/brick walls	Corrugated roof Wood/mud walls	Corrugated roof Wood/brick walls

- 2.2 Means of Transport [for each specify type of vehicle owned – private car, pick-up, truck; scotch cart and whether it is for own use [OU] or income generating (IG)]:

Vehicles	Number Owned	Own use	Income generating	In working order	Not in working order
Cart					
Sledge					
Bicycle					
Wheelbarrow					
Motor Cycle					
Motor car [sedan]					
Motor Car [pickup]					
Lorry					
Tractor					
Tractor trailer					
Other [specify]					

Number of livestock owned:

Livestock type	Number	What are the animals used for?		
		Draught power	Transport [own use]	Income generation
Cattle				
Donkeys				
Other [specify]				

#### 2.4 Agricultural Land:

- How many acres of land do you own? .....
- How many acres did you plant last season? .....

#### 2.5 Does the household have any idle land, which has not been used this year?

If yes, what is the main reason for not using the land (tick)? .

..... Lack of labour, ..... Land not fertile, ..... Land too far away, ..... Lack of draught power

Other (give details) .....

#### 2.6 Does the household own any land outside the village? Yes/No. If yes:

What is owned ..... Where ..... How often visited .....

### HHD3: SOURCES OF CASH INCOME

- 3.1 Does any household member travel outside the village for paid employment:  
If yes give the following details

Who goes? (Male, Female, Boy, Girl)	Where (Place and Distance)	How often (Frequency)	How do they travel?		Type of work/ Employment	Earnings/ Month
			Mode	Cost/ Time		

#### HHD4: GRINDING MILL

4.1 Does the household travel to a hammer mill to grind for grain milling? Yes: ..... No: .....

If yes give the following details

Where is the mill? Distance (kms)	Who goes? (M, W, B, G)	How often (per fortnight)	How long to get there (mins)	Waiting time (mins)	Mode of transport used	Weight milled

If no Give details of how they grind their grain, Who? .....

How often? ..... times/week

4.2 Does the household purchase maize meal? Yes: ..... No: .....

If yes, give the following details:

Where is it bought? (Distance)	Who goes? (M, W, B, G)	How often?	How long to get there (mins)	Mode of transport used	Amount Bought

#### HHD5: COLLECTION OF WATER

5.1 Where (source) does the household obtain its water during:

- a) The rainy season: .....
- b) The dry season: .....

5.2 For each season's water supplies give the following details:

Season	Who goes? – Number of (M, W, B, G)	How many Trips per Day?	How long to get there? (mins)	Waiting Time (mins)	How Carried (Mode)
Rainy					
Dry					

5.3 List the number of containers the household uses to carry water:

Type	Number	Capacity (litres)

5.4 Are there any dangerous crossings you encounter on the way? If so specify:

- Hilly terrain
- Water crossings
- Other (specify)

## HHD6: FUELWOOD COLLECTION

6.1 Which type of fuel does the household use for cooking:

Firewood      Charcoal      Paraffin      Other  
6.2 For firewood users:

Who goes? (M, W, B, G)	How may Trips per Week?	How long to Get there? (minutes)	Distance travelled (one way)	Collecting Time (minutes)	How carried (Mode)

6.3 Are there any dangerous crossings you encounter on the way? If so specify:

----- Hilly terrain  
----- Water crossings  
----- Other (specify)

## HHD7: EDUCATION

7.1 Are there any children in the household who attend school?  
If so, please give details as below:

Primary School:

Name of school	Who goes? – Number of (B, G)	How many days per week?	How long to get there? (mins)	Distance in kms	Means of Transport

7.2 Are there any dangerous crossings you encounter on the way? If so specify:

----- Hilly terrain  
----- Water crossings  
----- Other (specify)

Secondary School:

Name of school	Who goes? – Number of (B, G)	How many Days per week?	How long to get there? (mins)	Distance in kms	Means of Transport

7.3 Are there any dangerous crossings you encounter on the way? If so specify:

----- Hilly terrain  
----- Water crossings  
----- Other (specify)



## HHD8: COMMERCIAL CENTRES

- 8.1 Which main commercial centre (outside the village) does the household visit regularly?  
For each commercial centre give details (put most important one first):

Commercial Centre	Who goes? (M, W, B, G)	Means of transport used	Purpose*			Travel Time/cost (minutes)	How often do they go?
			1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>		

\*A. to sell produce, B. to buy food, C. to buy household items, D. to buy agricultural inputs, E. business, F. social reasons or G. other (specify)

- 8.2 For each commercial centre named, determine how often household members go there at different times of the year.

Commercial centre	Ploughing/planting Season	Growing season	Harvest/post Harvest season
1.			
2.			
3.			

## HHD9: HEALTH

- 9.1 Which dispensary or health clinic does the household normally use for medical treatment:

Name ..... Distance.....

- 9.2 What is the usual means of transport used? .....

Approximate time taken: .....(minutes)

Cost of travel if applicable: .....Z\$

- 9.3 How often have household members been treated there in the last month? .....

Who was ill? (M, W, B, G) .....

OR

When did a household member last visit? .....

- 9.4 Which hospital does the household use? Name ..... Distance.....

What is the usual means of transport used? .....

Approximate time taken: .....(minutes)

Cost of travel if applicable: .....Z\$

How often have household members been treated there in the last year? .....

Who was ill? (M, W, B, G) .....

OR

When did a household member last visit a hospital? .....

## HHD10: TRAVEL TO OTHER PLACES NOT COVERED IN PREVIOUS QUESTIONS

- 10.1 Does any household member visit any other places in the village? For each place give details:

Facility	Who goes (M, W, B, G)	How many trips Per day/week	How long to get There (mins)	How travel
Church				
Other (Specify)				
Other (Specify)				

- 10.2 Does any household member visit any other places outside the village?  
For each place give details:

Place	Who goes	Means of travel	Purpose	Travel Time	Travel cost	Number of times per week

- 10.3 How many trips outside the village have been made by members of the household in the past week (the week prior to interview)? Give details of each journey:

Who went? (M, W, B, G)	Number of times per week	Means and cost of Travel	Destination	Purpose of journey
1.				
2.				

#### HHD11: DIP TANK (If applicable)

- 11.1 Give details about trips to dip tank

Who goes? (M, W, B, G)	How often? (No. of times per fortnight)	How far? (kms)	How long to get there (mins)	Waiting time (mins)

#### HHD12: HOUSEHOLD PERCEPTIONS ON

- 12.1 What are the major access problems faced by the village?

Sector	Access problem being experienced is attributed to:				
	Distance	Terrain	Quality	Mobility	Other(specify)
Water					
Education					
Health					
Grinding Mill					
Firewood					
Roads					
Markets					
Farm inputs					
Crop production					
Crop marketing					
Public transport					

- 12.2 Rank three sectors of concern using the indicators below:

- 1 = Biggest problem  
2 = Second biggest problem  
3 = Third biggest problem

Rank	Sector

12.3 What would be the most beneficial transport/access improvements to the three problems identified above?

Biggest problem .....

Second biggest problem .....

Third biggest problem .....

12.4 Would villagers be prepared to contribute, on self-help basis, to infrastructure improvements and maintenance? Yes: ..... No: .....

Comment: .....

**HHD13: Can the household member being interviewed draw a sketch map of the village to show the services and facilities used?**

## ANNEX 15

### ACCESSIBILITY DATA AT VILLAGE LEVEL: SAMPLE QUESTIONNAIRE

Questionnaire Number .....

Village Name .....

Parish .....

Sub-county .....

District .....

Interviewer .....

Supervisor .....

Date .....

Sources of Data (Name and designation of key informants)

.....  
 .....  
 .....  
 .....  
 .....

#### VL1: Village Characteristics

1. Terrain: Flat/ Rolling /Hilly/ Mountainous

2. Population:

Total	Male Adults	Female Adults	Children	Number of Households	Number of Female Headed Households

Is it possible to get a listing of households in the village by name and location? .....

3. Sources of Income:

Main Source of Income: ..... No. of Hholds Earning Cash: .....

Second Source of Income: ..... No. of Hholds Earning Cash: .....

Third Source of Income: ..... No. of Hholds Earning Cash: .....

[Agriculture, Livestock, Fishing, Forestry, Regular Employment, Casual Labour, Brick making, Cash Remittances, Beer Brewing, Small Enterprise, Other (specify)]

#### VL2: Village Structure

1. Settlement Pattern:

Clustered .....

Clustered + Outlying Settlements .....

Scattered Settlements .....

Do any households move temporarily to live near their farmland at peak Agricultural periods?

All ..... Most..... Some ..... Few ..... None .....

### VL3: Transport Infrastructure

1. Distance to nearest motorable road: .....km

2. Quality of nearest road:

Used all year round: ..... Used dry season only: ..... Impassable: .....

3. Important footpaths:

Start	Finish	Length (km)	Number of water Crossings	Distance (km)

### VL4: Ownership of Means of Transport

1. Ownership of means of transport:

Means of Transport	Households Owning	Number Owned	Number not working
Work Oxen			
Donkey			
Cart			
Sledge			
Bicycle			
Wheelbarrow			
Bicycle			
Motor cycle			
Motor car (sedan)			
Motor car (pickup)			
Tractor			
Tractor trailer			
Truck			
Minibus			
Bus			

### VL5: Transport Services

1. Distance to nearest transport services: ..... Km .....mins walking

2. Type of services: Bus: ..... Other: .....

3. Service route: From ..... To .....

4. Is the service? Reliable ..... or Unreliable .....

5. Frequency of service: ..... Times per week

6. Fares (One-way, in Shillings):

7. Details of common trips undertaken:

Destination	Fare Per person	Charge Per 50 kg sack	Travel time	Waiting time

**VL6: Most Important Local Places of Travel**

1. Neighbouring Villages

Name of village	Distance (km)	How do People travel there	Usual means of travel (time/cost)

2. Travel to the Rural District Council offices

Distance: ..... How do people normally travel there (time/cost) .....

3. Other Key Places of Travel:

Name of place	Distance (kms)	Travel (time/cost)

**VL7: Water Supply**

1. What are the sources of water supply in village?

Source	Percentage HHs Using	Used all year round	Used Wet season only	Used Dry season only
Borehole				
Protected Well				
Unprotected Well				
Stream				

2. Average travel time in minutes taken:

Dry Season: ..... Wet Season: .....

3. Average queuing time:

Dry season: ..... Wet Season: .....

4. Who is responsible for collecting water:

Male Adults ..... Female Adults ..... Male Children ..... Female Children .....

5. Average trip frequency: ..... per day

6. What containers (& size in litres) are used to collect water:

.....  
.....

7. Means of transport Used to collect water:

..... No. of households head loading  
..... No. of households using scotch cart  
..... No. of households using barrow  
..... No. of households using sledge  
..... No. of households using bicycle

**VL8: Cooking and Heating Fuel**

1. Use of firewood:  
No. of Households collecting firewood ..... No. of Households buying .....
2. Do any households use other cooking fuels: Yes/No, If Yes, What Fuel: .....  
No. of households using other cooking fuel .....
3. Where do Households collect firewood: .....
4. Collection of firewood details:

Location of collecting area	Distance in time (mins)	Distance in km

- 5, Who is responsible for collecting firewood:  
Male Adults: ..... Female Adults: ..... Male Children: .... Female Children :.....
6. Means of transport used to collect firewood:  
..... No. of households head loading  
..... No. of households using scotch cart  
..... No. of households using barrow  
..... No. of households using sledge  
..... No. of households using bicycle
7. Do any Households sell firewood?  
If Yes: Transport Means Used ..... No. of Households involved: .....  
Who goes? Male Adults: ..... Female Adults: ..... Male Children: .... Female Children :...
8. Do any households buy firewood?  
If yes: Means Used ..... Percentage No. Households involved: .....  
Who goes? Male Adults: ..... Female Adults: ..... Male Children: .... Female Children :...

**VL9: Maize Grinding**

1. Use of hammer mill: ..... No. of Households going regularly to a hammer mill to grind maize.
2. Location of hammer mills:  
Place : .....Distance to mill .....Time taken .....
3. On average, how often do Households use the hammer mills: ..... per week?
4. Who is responsible for taking maize to the mill:  
Male Adults : .... Female Adults: ..... Male Children: .... Female Children: .....
5. Means of transport used:  
..... No. of households head loading  
..... No. of households using scotch cart  
..... No. of households using barrow  
..... No. of households using sledge  
..... No of households using bicycle

**VL10: Crop Production**

1. Write down the main crops grown and their % use:

Crop	% own use	% marketed		Crop	% own use	% marketed

2. Cultivated Fields

How many fields do farmers usually cultivate: 1      2      3      4      5

Do farmers cultivate separate fields for subsistence and cash crops?:      Yes ..... No .....

Typical distances to fields:      Subsistence Crops: .....mins ..... kms

Cash Crops: .....mins ..... kms

Are there any Households who have no land, or very little land:      Yes      No

If Yes, How many Households: ..... How many of these are female-headed: .....

3. Responsibilities for Farming Activities:

Activity	Subsistence Crops	Cash Crops	Activity	Subsistence Crops	Cash Crops
Land Clearing			Weeding		
Ploughing			Pest Control		
Planting			Harvesting		

Code:      M - Male Adult      W - Female Adult      A - Whole Household  
             B - Male Children      G - Female Children

4. Farm Inputs

No. of Hholds using Fertiliser: ..... Where bought ..... How transported: .....

5. Who is responsible for buying inputs:

Male Adults ..... Female Adults ..... Male Children ..... Female Children .....

6. Crop Harvesting:

Who is responsible for crop harvesting

Male Adults ..... Female Adults ..... Male Children ..... Female Children .....

What means of transport is used to carry harvested Crops:

..... No. of Hholds on foot ..... No. of Hholds using scotch cart ..... No. of Hholds using bicycle

**VL11. Crop Marketing**

Estimates of crops marketed:

Crop	To whom sold?	Who goes?	Distance travelled	Time taken	Transport cost

Are there any traders who buy crops in the village?      Yes: .....      No: .....



**V12: Primary Education**

1. Is there a Primary School in the Village: Yes: ..... No: .....  
 If Yes Where is it located: .....mins ..... metres  
 What levels does it teach Grades ..... To .....  
 Number of Classrooms : ..... Number of Teachers .....
3. If no school in village, Where do children go to school?  
 How Far: ..... min, .....Kms, Means of transport used: .....  
 Is the school accessible all year round? Yes: ..... No: .....  
 If not accessible all year round, give reasons:  
 Too far .....  
 Water crossing problems .....  
 Other (Specify) .....

**VL13: Health Facilities**

1. Use of Rural Health Centre:  
 Which Rural Health Centre does the village use: .....  
 How far is it? .....mins, .....kms  
 Means of transport used: .....  
 How many qualified nurses are there? .....  
 Are medicines available? Yes ..... No: .....  
 Is the health centre accessible all year round? Yes: ..... No: .....  
 If not accessible all year round, give reasons:  
 Too far .....  
 Water crossing problems .....  
 Other (Specify) .....
2. Use of Hospital:  
 Which Hospital does the Village Use: .....  
 How far is it? .....mins .....kms  
 Means of transport used: .....  
 Is there a resident doctor at the hospital? Yes: ..... No: .....  
 Are medicines available? Yes: ..... No: .....

**VL14: Small Enterprises**

1. Small Enterprise in the Village:

Type of enterprise	Number	Type of enterprise	Number

e.g. Consumer Shop; Farm Input Supply; Carpenter; Blacksmith; Crop Trading; Brewing

Do people in the village hire their vehicle/Scotch Carts or use them to provide transport services? Yes No

If yes: How many Hholds do this work: ..... Are any of these women?: .....

How much do they charge? .....Z\$ for a load over what distance

**VL 15: Markets**

1. Where do villagers go to buy and sell goods: .....

How Far? ..... Mins, .....kms

2. What means of transport is used? .....

3. Who normally goes to the market?

**VL 16: Dip Tank (If Applicable)**

1. How far is the dip tank used by the village? ..... kms, ..... Mins

2. Frequency of use ..... times/fortnight

3. Who goes?

Male Adults ..... Female Adults ..... Male Children ..... Female Children .....

**VL17: Perceptions on Transport and Access**

1. What are the major access problems faced by the village?

Sector	Access problem being experienced is attributed to:			
	Distance	Terrain	Quality	Other(specify)
Water				
Education				
Health				
Grinding Mill				
Firewood				
Roads				
Markets				
Farm inputs				
Crop production				
Crop marketing				
Public transport				

2. Rank three sectors of concern using the indicators below:

1 = Biggest problem, 2 = Second biggest problem, 3 = Third biggest problem

Rank	Sector

3. What would be the most beneficial transport/access improvements to the three problems identified above?

Biggest problem .....

Second biggest problem .....

Third biggest problem .....

4. Would villagers be prepared to contribute, on self-help basis, to infrastructure improvements and maintenance? Yes: ..... No: .....

Comment: .....

**VL18: Community projects currently being undertaken in the village?**

Project	Source of Funds	Responsibility		Community contribution	Cost of project
		Male	Female		

What are the main problems affecting the implementation of these projects?

**VL19: Can the key informant(s) being interviewed draw a sketch map of the village and show the services and facilities used by the household members of the village?**

## ANNEX 16

### A PARTICIPANT'S ASSESSMENT OF IRAP AND HOW IT COULD BE INTEGRATED INTO THE PLANNING SYSTEM IN UGANDA

The salient points of the delivery were as follows:

- ❑ Central government used to plan and the lower level governments implemented. They were essentially implementation agencies of central government. Consultations were never made with beneficiaries. Thus, the problems addressed then were from the perspective of the centre. People did not feel responsible for anything. Hence, there was talk of government hospital, school, road, borehole, etc.]
- ❑ With decentralization [devolution of powers], the Local Government Act devolved planning powers to the local governments. However, at the advent of decentralization, planning was somewhat centralized at the district level and sub-county level. The district developed and implemented the plan without adequate consultation with lower level local governments and communities.
- ❑ Overtime, there has been a change in the approach to planning. Although bottom-up planning is now an integral part of the development process, it does not always happen.

#### **How best can IRAP be integrated into the local planning system?**

- ❑ Elements of IRAP have been part and parcel of the local government-planning scenario. What may differ may be the level of abstraction. For example, in local level planning, situational analysis and problem identification are the benchmark [cardinal components of IRAP requiring data collection and analysis]. The data requirements in IRAP are however more exhaustive.

#### **How then can IRAP be Integrated into The Planning System in Uganda?**

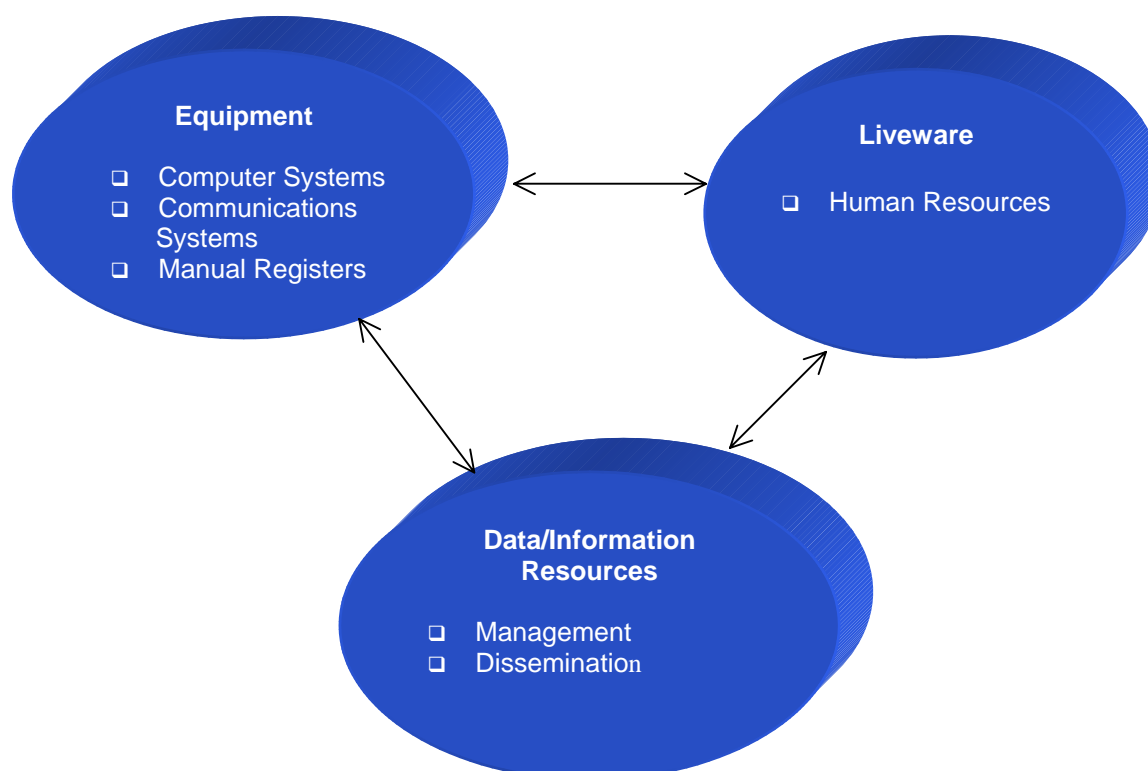
- ❑ Build human and institutional capacity in local governments [data collection, analysis and dissemination, etc.]
- ❑ Sensitise and mobilize households / communities to identify and prioritise their accessibility problems
- ❑ Integrate plans at every level of planning within local government set up
- ❑ Respect stakeholders' views on what they conceive as their problems and what solutions to those problems

- ❑ Set aside sufficient resources for training and implementation of IRAP
- ❑ Strengthen local governments' capacity to collect, process and store data / information for subsequent retrieval
- ❑ Fund IRAP identified access interventions with resources from local governments, central government and development partners
- ❑ Support from local governments mother ministry [MOLG] as well as line ministries where accessibility gaps have been identified through IRAP procedures
- ❑ Support policies at both central government and local government
- ❑ Multi-sectoral approach to address accessibility problems is pivotal to sustainability

## ANNEX 17

### INFORMATION SYSTEMS

#### INFORMATION SYSTEMS STRUCTURE



#### Overview of Current State of Information Systems in Local Governments

- ❑ No coherent policy on Local Government data/information to guide various stakeholders in the planning process
- ❑ Capacity building in Management Information Systems is still very minimal compared to other sectors
- ❑ Very few Districts with operational Database Management Systems for reliable, accurate, and timely data/information for planning and decision making functions
- ❑ Immense lack of technical skills in information management for both councillors and technical officers
- ❑ Poor communications systems in the country side

## Challenges

- ❑ Lack of resources to hire, motivate and retain qualified and experienced personnel in the field of Information Systems
- ❑ Operational funding for data collection and equipment maintenance
- ❑ Lack of direct linkage between District Planning Units and Ministry of Local Government Headquarters Central Database
- ❑ Lack of data centres and dissemination [feedback] mechanisms to the populations and lower councils from whom the data is collected
- ❑ Lack of awareness about data/information management at District, Sub-county and other lower levels
- ❑ Lack of skills in information technology throughout all levels of management in District Local governments

## ANNEX 18

### WORKSHOP EVALUATION QUESTIONNAIRE

The purpose of this evaluation is to provide feedback as well as assisting the organisers in improving the quality of future workshops. It would be greatly appreciated if you complete this evaluation form.

1. Overall quality of presentation:

Very Good	Good	Average	Poor	Very Poor

If not satisfactory, i.e. average to very poor, please give reasons

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2. Quality of visual aids and handouts

Very Good	Good	Average	Poor	Very Poor

If not satisfactory, i.e. average to very poor, please give reasons

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3. Group discussions

Very Good	Good	Average	Poor	Very Poor

If not satisfactory, i.e. average to very poor, please give reasons

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4. Relevance of field work

Very Good	Good	Average	Poor	Very Poor

If not satisfactory, i.e. average to very poor, please give reasons

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5. Quality of the venue, facilities and meals

Very Good	Good	Average	Poor	Very Poor

If not satisfactory, i.e. average to very poor, please give reasons

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6. Usefulness of IRAP as a planning tool

Very Useful	Useful	Not Useful

7. Was enough time allocated to:

- (a) Explanation of concepts/theoretical aspects? Yes ... No ...  
 (b) Explanation and implementation of fieldwork? Yes ... No ...

8. Give an overall impression of how each topic was presented and explained by putting a tick [✓] in the appropriate box:

Topic	Very Good	Good	Average	Poor	Very Poor
The IRAP Concept					
Data Collection					
Data Analysis & Prioritisation					
Mapping					
Access Profiles					
Validation					
Identification of access interventions					

If not satisfactory, i.e. average to very poor, please give reasons

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9. What aspects of this workshop did you find most interesting?

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10. What aspects of this workshop did you find least useful?

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12. Please feel free to write any additional comments or proposed adjustments to the programme that you want to bring to the attention of the organisers

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## ANNEX 19

### WORKSHOP EVALUATION RESULTS

**Table 1: Overall Impression of the Workshop**

	VERY GOOD	GOOD	AVERAGE	POOR	VERY POOR
Overall quality of presentation	44%	56%-	-	-	-
Quality of visual aids and handouts	36%	60%	4	-	-
Group discussions	20%	80%	-	-	-
Relevance of field work	56%	28%	16%	-	-
Quality of venue, facilities and meals	60%	36%	4%	-	-
Overall Impression	43%	52%	5%		

**Table 2: Usefulness of the IRAP Tool**

	VERY USEFUL	USEFUL	NOT USEFUL
Usefulness of IRAP as a planning tool	80%	20%	-

**Table3: Time Allocation**

	YES	NO
Adequate time given for explanation of concepts and theoretical aspects	100%	-
Adequate time given for explanation and implementation of field work	70%	30%

**Table 5: Impressions of each Course Topic**

	VERY GOOD	GOOD	AVERAGE	POOR	VERY POOR
The IRAP Concept	63%	33%	4%	-	-
Data Collection	29%	63%	8%	-	-
Data Analysis and Prioritisation	30%	52%	18%	-	-
Access Profiles	8%	63%	28%		
Mapping	18%	55%	27%		
Validation	9%	57%	34%		
Identification of Access Interventions	42%	50%	8%	-	-
Overall	29%	53%	18%		

## ANNEX 20

### WORKSHOP EVALUATION RESULTS: PARTICIPANTS COMMENTS IN VERBATIM

- ❑ “In future, interviewers should understand the questionnaires prior to going in the field to ensure that the questions“
- ❑ “IRAP should integrate both quantitative and qualitative [PRA] methodology data collection”
- ❑ “I appreciate this initiative of introducing IRAP as a planning tool to the planning framework in Uganda. It certainly finds much application to the situation obtaining in this country”
- ❑ “The time allotted for IRAP concept was rather short”
- ❑ “The workshop was 95% organized”
- ❑ “Continued or follow up arrangements from MLOG”
- ❑ “A need for a follow up in the districts”
- ❑ “More concepts of the legal framework that emphasize access issues e.g. the constitutional rights for access”
- ❑ “This was a TOT workshop. We expected to be trained on the TOT training skills of trainers communication skills, etc.”
- ❑ “Include facilitators from MOWHC and LC in the workshop to provide an inclusive approach”
- ❑ “Putting in executive rooms and you have little out of pocket allowance is not economically viable. Recommendation – It would be better to use a moderate hotel and give substantive allowance”
- ❑ “I have liked the IRAP approach to planning”
- ❑ “Quite interesting that such tools of development are to be applied at local level. I am very happy that we shall go through given the good policy of bottom-up planning, decentralization plus the new one of IRAP”
- ❑ “Duration could be slashed from 5 to 4 or 3 days”

## ANNEX 21

### PRESENTATIONS MADE BY FABIO PROGRAMME MANAGER PATRICK KANYEMBA AND UGANDA NATIONAL FORUM GROUP FOR RURAL TRANSPORT CHAIRMAN PAUL KWAMUSI

#### **FIRST AFRICAN BICYCLE INFORMATION OFFICE [FABIO]**

The FABIO programme manager Patrick Kayemba introduced FABIO [an NGO which has been in existence for 10 years in Uganda] and presented its programme in Uganda. FABIO lobbies government and advocates for policy change to provide an enabling environment for the bicycle mode to flourish. FABIO is involved in a number of community projects such as introducing, on a pilot project basis, a bicycle ambulance in the hilly district of Kabale and revolving credit facilities for bicycle purchase for rural communities. FABIO is holding a pan African Bicycle Conference in Jinja [21-25 November, 2000] and urged every participant to attend the conference.

#### **NATIONAL FORUM GROUP: UGANDA**

The Convener of the National Forum of Uganda, Paul Kwamusi, introduced the National Forum Group of Uganda, its organizational structure, objectives, affiliations, sister networks, activities, etc. Like FABIO, lobbying, advocacy and information sharing are its chief platforms to influence policy makers and stakeholders. Participants were invited to be on the mailing list of this network so that they could benefit from information sharing through newsletters, National Forum group activities and so on.

## ANNEX 22

### **CLOSING REMARKS: DIRECTOR - LOCAL GOVERNMENTS ADMINISTRATION AND INSPECTION: MINISTRY OF LOCAL GOVERNMENT**

Ladies and gentlemen it now remains my singular honour to officially close this workshop. But before I do that, allow me to express my most sincere appreciation of the cooperation that you have shown my Ministry by attending and participating at this workshop. I should confess that it is not always possible or easy to bring together, over a short period, this level of high turn up especially from the District Local Governments.

Mr Chairman, this workshop has been held upon the realisation that my Ministry and ILO/ASIST would greatly benefit from your combined ideas and contributions towards the formulation of an Integrated Rural Accessibility Planning (IRAP) Strategy in Uganda. This strategy, is indeed inevitable to the extent that the rural environment, from which the majority of our population derive their well being, has a number of useful players whose activities should be harnessed and integrated for the maximum benefit of those meant to receive the fruits of that effort.

My Ministry, being the overall lead Government agency in rural planning and development, would be the first one to acknowledge with thanks, the abundant high quality infrastructure that all your Districts have developed in the rural areas, that is:

- ❑ Primary and secondary schools;
- ❑ Hospitals, clinics and rural health centres;
- ❑ Tertiary and feeder road networks;
- ❑ Water points; and
- ❑ Several other community projects – the list is endless.

However, an assessment of the ease with which these facilities and infrastructure are put to use and the time it takes to access a facility, as you heard during the course of the week, still shows a huge burden upon the rural folk that prohibits them from engaging in productive activity.

My Permanent Secretary reminded you, in his opening address to this workshop, that you need to realise immense benefits to the rural folk by identifying problems with them, select solutions and run implementation programmes for them with their maximum participation.

It is against this background that Government is pushing for the initiatives that encourage the rural folk to participate in the planning processes of their basic needs. Now, all of you have been trained to be trainers of others in order to implement the IRAP tool in this country.

Results from the group discussions are indeed very encouraging. This indicates your high level of seriousness and commitment during the deliberations. I am, therefore, glad to say that we all leave this place with a better understanding of the state of planning that currently exists in rural areas, problems or shortfalls associated with or shown by current planning approaches and how IRAP approaches could be applied or incorporated to fill the identified gaps or shortfalls on current approaches.

My personal expectations are that the workshop report will capture and provide a way forward for the formulation of more concrete proposals to be advanced by my Ministry to include:

- ❑ Application and incorporation of IRAP on current village and district level planning to effect the implementation of local level priorities;
- ❑ Facilitating capacity building initiatives upon the rural authorities i.e. the Local Governments (LGs) who are the custodians of planning and development of the respective districts; and
- ❑ The identification of possible forms of funding for IRAP tool application in Uganda derived from the IRAP process.

That said, ladies and gentlemen, before I start repeating myself and getting you bored, let me conclude my remarks by joining my PS in recognizing, with high gratitude:

- ❑ Concerted efforts of Dr Fatemeh Ali-Nejadfard, and her team from ILO-ASIST, without whose technical assistance my Ministry would not have got this far;
- ❑ ILO-ASIST for financial assistance that has enabled background work to be undertaken and the holding of workshops to introduce IRAP concept and seek views from yourselves; and
- ❑ Last, but not least, all the participants for the commitment you have shown and the invaluable contributions you have made in the debates. I hope this continues and that it will equally filter down to those at the lowest levels of your Districts through your respective individual efforts.

With these few words and indeed I mean few, I declare this workshop closed.

I wish you all safe journeys back to your stations.

I thank you.