



**UGANDA WILDLIFE SOCIETY PROMOTING THE
CONSERVATION OF WILDLIFE AND ENVIRONMENT IN
UGANDA THROUGH CONSERVATION INITIATIVES,
RESEARCH, POLICY INFLUENCE, ADVOCACY AND
MEMEBERSHIP**

Head of department Finance, Administration and Human Resource

**Uganda Wildlife Society (UWS)
Plot 1521 Mawanda Road, Kamwokya
P.O.Box 7422 Kampala, Uganda
Telephone: +256414530891
E-Mail: uws@uws.or.ug
Website: www.uws.or.ug**

December 31st 2013

UGANDA WILDLIFE SOCIETY PROMOTING THE CONSERVATION OF WILDLIFE AND ENVIRONMENT IN UGANDA THROUGH CONSERVATION INITIATIVES, RESEARCH, POLICY INFLUENCE, ADVOCACY AND MEMEBERSHIP; FINANCE, ADMINISTRATION AND HUMAN RESOURCE ANNUAL ACTIVITY REPORT 2013

Authors contributing: Ainembabazi Anne Brighet, Nabanakulya Christine, Ogolla Lastor, Nabasa Sharon, Adiikini Fiona, Ivan Niwagaba and Ben Kazarwa.

Editor

Priscilla Nyadoi.

Citation: Ainembabazi Anne Brighet, Nabanakulya Christine, Ogolla Lastor, Nabasa Sharon, Adiikini Fiona, Ivan Niwagaba and Ben Kazarwa. 2013.

Waiver (Disclaimer)

This report and the all the views expressed, the information and material presented and the Geographical and geopolitical designations used in this product are exclusively from the Society Conservation works executed by her members, staff and executive committee and Partners and do not imply the expression of any opinion whatsoever on the part of the Society Donors

COPYRIGHT (C) 2013 Uganda Wildlife Society.

Reproduction of this publication for educational or non-commercial purposes is authorized without prior written permission from the copyright holders provided the source is fully acknowledged. Publication for resale or other commercial purposes is prohibited.

December, 2013

TABLE OF CONTENTS

CONTENT.....	PAGE
COVER PAGE	1
AUTHORS CONTRIBUTING	2
TABLE OF CONTENTS	3
LIST OF TABLES.....	4
LIST OF FIGURES	5
SUMMARY	6
CHAPTER ONE.....	7
INTRODUCTION	7
<i>Background to Uganda Wildlife Society and Her Conservation Works</i>	<i>7</i>
CHAPTER TWO	8
<i>Membership Department.....</i>	<i>9</i>
CHAPTER THREE	11
<i>Production Unit.....</i>	<i>11</i>
CHAPTER FOUR	12
<i>Finance Department.....</i>	<i>13</i>
CHAPTER FIVE	14
<i>Human Resource Department</i>	<i>15</i>
REFERENCES	16

LIST OF TABLES

Table 1: Membership Incomes and Expenditures

Table 2: Production Incomes

Table 3: Finance Department

Table 4: Human Resource Department

LIST OF FIGURES

Figure 1: Fish Farming at NARO, Kajiado.

Figure 2: Nature Walk in Mabira Tropical Rain forest

SUMMARY

Uganda Wildlife Society (UWS) is a national, not for profit membership based nongovernmental conservation organization that was registered in 1998 after 38 years of operating as the East African Wild Life Society (EAWLS) Uganda Chapter. The driving force behind UWS formation was the need for the EAWLS Uganda members to get better organized in order to effectively engage with wildlife and environment management issues around the country.

To enable knowledge, experiences and lessons generated from her five strategic programmes (research, advocacy, policy influence, conservation initiatives and membership) are used for policy and practice decision making processes in Uganda's Natural Resources and Environment conservation field, Uganda Wildlife Society on annual basis produces a comprehensive end of year report detailing achievements, lessons and emerging recommendations from her conservation works.

In this Uganda Wildlife Society Annual Activity Report 2013, the Society gives her stakeholders and members details on Society achievements, lessons and recommendations that they can use as guidelines to inform design, planning and implementation of conservation programmes in Uganda and beyond.

CHAPTER ONE

Introduction and Background of Uganda Wildlife Society

Uganda Wildlife Society operations are nationwide in Uganda and to an extent in the East African Region through collaboration with the Nairobi-based East African Wildlife Society. The Society has about 530 members now and these are from academia, private sector, civil society, students, policy makers, government and the general public. The Society secretariat is presently located on plot 1521, Mawanda Road, Kamwokya, Kampala, but opens and runs field offices in other regions of the country as when need arises, particularly for smooth implementation of field projects, with communities in remote rural areas.

Uganda Wildlife Society - Organization Vision, Mission, Goal and Objectives

The Uganda Wildlife Society vision is: *Wildlife and People living in Harmony*. And in that, UWS aspires to contribute towards a harmonious co-existence between wildlife and people in Uganda and beyond. The UWS mission is to: *promote the conservation of wildlife and the environment through advocacy, knowledge generation and field demonstrations*. This mission underpins UWS's existence as an advocate and facilitator of conservation, focusing on wildlife and the environment

The UWS goal is: *sustainable utilization of wildlife and other natural resources*, which underpins the long term objective for all society programmes and activities is sustainable use and management of natural resources. Unsustainable use of natural resources tends to be the main driver of most challenges facing conservation in the country today.

The Uganda Wildlife Society Objectives are threefold, namely,

1. To influence policy formulation for environmental management through providing forums for addressing, advocating and debating conservation issues.
2. To generate knowledge on wildlife and natural resources and to provide informed non-biased environmental information to the government, private sector and other Civil Society Organizations.
3. To promote the understanding of linkage of livelihoods and sustainable use of wildlife and natural resources through raising awareness about the environment among the people of Uganda.

Therefore the Uganda Wildlife Society core business includes,

- Carrying out advocacy and lobbying for harmonious co-existence between Wildlife and environment.
- Generating and disseminating knowledge and information about wildlife and environment subsectors.
- Field demonstration projects on wildlife and environmental conservation.
- Managing the UWS (Secretariat affairs and membership).
- Mobilizing resources for the UWS

CHAPTER TWO

Membership Department

Membership

In 2013, the Society targeted to recruit additional 200 members to bring the membership size to about 530 in all the different membership categories. The Society managed to recruit 184 out of the 200 members targeted in 2013 (an achievement at 92% of the target). Some of the notable new members of the Society in 2013 include Ambassador Julius Peter Moto, the Ugandan Higher Commissioner to South Africa, the Aghakan and St Lawrence High Schools and, Environmental Alert. These were all in the category of corporate members. Special mention we also give to Mr. Albert Wabyoona and Desteo Tugume, members in the category of ordinary membership who participated in helping the Society enter conservation works collaboration partnership with Caritas Hoima Catholic Diocese Development Organization.

The Society managed to take her members for three nature walk events that were also to raise their awareness on Biodiversity in Mabira Forest and place them in touch with wildlife at the Murchison Falls National Park. Society members also received all their other benefits including Newsletter Issues, resource centre access for information, participation in society dialogues and in conservation initiatives as interns, volunteers, consultants /service providers.

Although not all the members benefited in all the services, the society implemented its set target on membership services to the level of 100%. Members on the other hand and in contrast contributed about two million seven hundred thousand shillings towards the Society works, through membership subscription and donations. This support is about 1% of the Society annual budget in 2013, much of it from new members as, majority of old members did not pay their annual subscription in 2013.

TABLE 1: MEMBERSHIP INCOME AND EXPENDITURE AS AT DEC 31, 2013

Category of Membership	Total Number of Members in Category	Number of members who have paid subscription	Number of members who have not yet paid subscription	Income from membership subscription
Students	213	79	134	330000
Individual ordinary	177	20	155	400000
Individual donor	2	1	1	100000
Corporate Ordinary	14	4	10	600,000
Corporate Donor	0	0	0	0
Life time	0	0	0	0
Totals	410	102	302	3,398,001

Some of the membership activities.

Students of St. Lawrence Crown city during a fish farming training at Kajjansi fish farm under National Fisheries and Research Institute/ NARO.

Fig 1:



Fig 2: Members of UWS on different nature walks in Mabira Tropical forest



Lessons learned and Recommendations

There was an increase in visibility and coverage for the Society’s strategic programmes and activities among the members and public at large due to several membership activities that were carried out.

Several schools were very willing to participate in the activities held and also committed to participate in future activities for the society.

However, there is still the challenge of most members who complained that there was a lack of value for their subscription, they requested for more activities to engage them throughout the year than just a few spread out in the year.

This was noted and more activities to engage members have been planned for this year than what has been happening in the past.

CHAPTER THREE

Production Unit

Production Unit was set up as an income generating department to create other income revenues for the Society. It is a fully stocked printing press and also offers other services like catering, tents and chairs hire PA systems, photography and videography.

TABLE 2: PRODUCTION INCOMES AS AT DEC 31, 2013

Period	Activities/Particulars	Expenditure	Income	Profit/loss
	Documentation Stationary sale Hire of assets	Purchases	Production income generating activities	
1 st Dec 2012 to 28 th Feb 2013		Stationary 500,000	1,242,700	742,700
TOTALS		500,000	1,242,700	742,700
March 1 st to May 31 st		Stationary 955,000	3,560,400	2,605,400
TOTALS		955,000	3,560,400	2,605,400
June 1 st to July 31 st		Cartridge (Bullisa, Secretariat) 1,130,000	787,700	(342,300)
TOTALS		1,130,000	787,700	(342,300)

Lessons Learned and Recommendations

There is still room for growth and also there is need for better marketing strategies for the unit so that it can achieve its full potential.

CHAPTER FOUR

Finance Department

Fundraising and partnership for conservation works

In 2013, for her conservation works, the Society aimed to raise a total of 387,040,000/=. The Society managed to raise about 234,000,000/=: an achievement about 60.5% of the target for fundraising in 2013. Overall, the production unit did not pick up and raise the funds it was expected to raise, the membership annual subscription realised from old members was below the expected and several proposals the Society submitted to a number of potential donors and or in response to calls did not receive funding. In summary, the Society received funds from the Ecosystems Alliance, CARITAS Hoima Catholic Diocese, CARE – the CARE FOREST Project within the Auspice of the ENR-CSO Network, Uganda Wildlife Authority and Members' subscription and donations.

In Conservation works on ground however, the Society partnerships and network increased tremendously, from about 14 partners in 2012 to over 31 by the end of 2013. The Society still 25 needs more partners to collaborate with and or support her works in kind and or with finances. The Society strategic plan remains online www.uws.or.ug under the section of society documents, for interested partners to consider. The Society fundraising capacity is also expected to improve in 2014, given that the fundraising strategy is now in place and was considered in the development of the activity and budget plan for 2014.

TABLE: FINANCE DEPARTMENT JANUARY TO DEC 31, 2013.

Period	Activities/Particulars	Expenditure	Income	Profit/loss
January 1 2013 to 31 Dec 2013	Ecosystems Alliance	188,929,970	188,893,000	(36,970)
January 1 2013 to 31 Dec 2013	Environmental Alert	6,992,000	6,992,000	
January 1 2013 to 31 Dec 2013	CARITAS Hoima Development Programme	17,950,179	18,000,000	49,821
January 1 2013 to 31 Dec 2013	Uganda Wildlife Authority	2,000,000	2,000,000	
January 1 2013 to 31 Dec 2013	Others (Sale of assets, Environmental Alert, Subletting, Total membership incomes)	20,820,843	18,554,943	7,500
Totals		236,692,992	236,713,343	20,351

Lessons Learned and Recommendations

The Society achieved only 60% of its targeted fundraising efforts which was just slightly above average. This hinders the growth of the society as a whole and stifles its conservation initiatives. There is lack of data entry books in finance like journals, files and self inking cheque vouchers which would ease work in the finance department

The Finance department recommends more effort in fundraising and proposal development. More emphasis on activities that can generate income for activities in the production unit and a general increase in partnerships with other conservation NGOs.

CHAPTER FIVE

Human Resource Department

TABLE 4: HUMAN RESOURCE JAN TO DEC 31ST, 2013.

Category	Activities/Particulars	Expenditure	Benefactors	Remarks/outputs
Capacity Building	Recruitment	salary	The Organisation	Ainembabazi Anne, Laster Ogola, Fiona Adikini, Niwagaba Ivan and Ogeatum Julius.
Raising staff awareness on Society internal policies and regulations	Organise staff personel files and talking staff about the contracts Talking about personnel manuals and Financial manuals	Salary	All staff participatory	3 meetings were carried out and staff contracts, personnel manuals and financial manuals were discussed. National policies on employment and work environment have not yet been discussed with staff
Welfare services	Payment of medical costs for staff	461,900	Mr. Benard Kazarwa, Madam Teddy Nyangoma	The health costs for some staff are too high; they exhaust their share within one medical emergency.

CAPACITY BUILDING NEEDS FOR STAFF 2014

Category	Activities/Particulars	Expenditure	Benefactors	Outputs
Capacity Building	History makers training (institute for national transformation)		Nyadoi Priscilla	
Capacity Building	Project planning and Management		Teddy Namirimu	
Capacity Building	Project Planning and Management		Owino Susan	

Capacity Building	Project planning and Management		Nabasa Sharon Magambo	
Capacity Building	Financial Management		Christine Nabanakulya	
Capacity Building	Human Resource Management/CPA(U) level 2		Ainembabazi Anne	
Capacity Building	GIS (Geographical Information Systems) and or Agronomy and Entomology		Kyalingonza Louis	
Capacity Building	-		Joel Buyinza	
Capacity Building	GIS and Remote sensing		Laster Ogolla	
Capacity Building	Policy and Governance		Julius Ogeatum	

Lessons Learned and Recommendations

- There is still gaps in each unit in the department both human resources and capacity building gaps
- There is need for proper accountability channels, procedural rules should be followed and implementing departments should always make reference to the budget in requisitioning for money for activities.

References

UWS 2013 .Department of Finance and Human Resource annual activity Report. UWS

Uganda Wildlife Society Website (www.uws.or.ug)