

# **GUIDELINES FOR PLANNING AND ORGANIZING NATIONAL FUNCTIONS**

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## **LIST OF ABBREVIATIONS/ACRONYMS**

ADC	Assistant Director of Ceremonies
DOC	District Organizing Committee
DoC	Director of Ceremonies
EAC	East African Community
EC	Electoral Commission
ESO	External Security Organization
HSC	Health Service Commission
IG	Inspectorate of General
ISO	Internal Security Organization
JSC	Judicial Service Commission
KCC	Kampala Capital City
KCCA	Kampala Capital City Authority
MAAIF	Ministry of Agriculture, Animal Industry and Fisheries
MDAs	Ministries, Departments and Agencies
MEACA	Ministry of East African Community Affairs
MEMD	Ministry of Energy and Mineral Development
MoES	Ministry of Education and Sports
MoGLSD	Ministry of Gender, Labour and Social Development
MoIA	Ministry of Internal Affairs
MoFA	Ministry of Foreign Affairs
MoFPED	Ministry of Finance Planning and Economic Development
MoH	Ministry of Health
MoLG	Ministry of Local Government
MoW&T	Ministry of Works and Transport
MoPs	Ministry of Public Service
MoWE	Ministry of Water and Environment
NGO	Non-Governmental Organization
NOC	National Organization Committee
NRA	National Resistance Army
NRM	National Resistance Movement
NWSC	National Water and Sewerage Corporation
OP	Office of the President
OPM	Office Prime Minister
PPDA	Public Procurement and Disposal of Public Assets Authority
PSFU	Private Sector Foundation Uganda
RDC	Resident District Commissioner
SFC	Special Forces Command
UMC	Uganda Media Centre
UPDF	Uganda People's Defense Forces
VIPs	Very Important Persons
VVIPs	Very Very Important Persons

# **GUIDELINES FOR PLANNING AND ORGANIZING NATIONAL FUNCTIONS**

## **1. INTRODUCTION**

During its meeting of 24<sup>th</sup> September 2018, Cabinet under **Minute Extract 432 (CT 2018)** constituted a Cabinet committee under the chairmanship of the Minister in charge of the Presidency and comprising Ministers for: Finance, Planning and Economic Development; Local Government and Public Service, to prepare and submit a Paper on the Guidelines and standard Budgets for National Functions.

Managing National Functions is a core function of Government. It is the responsibility of MDAs to plan, budget and organize National Functions that fall under their respective mandate.

Management of National Functions entails various processes and procedures. It also involves many stakeholders who do not necessarily work directly under Government. The Government of Uganda (GoU) therefore, has the overarching responsibility of coordinating all the activities for these National functions and to ensure efficiency and effectiveness in planning and implementation of the program of the day. This therefore, has necessitated the production of these Guidelines.

### **1.1 Objective of the Operating Manual**

The objective of this Manual is to provide for standard Guidelines and budgets in managing of national functions. It is intended to provide information on how activities are undertaken, streamline and standardize preparations, and clarify roles and responsibilities of key stakeholders.

## **2.0 NATIONAL FUNCTIONS ORGANIZED BY THE GOVERNMENT OF UGANDA**

### **2.1 Independence Day Anniversary Celebrations**

This is a significant day in the history of Uganda. It is a day when Uganda attained Independence on 9<sup>th</sup> October 1962 after 70 years of British rule. Uganda became a Republic in 1963 on its first Independence Anniversary. The day is celebrated every 9<sup>th</sup> of October to commemorate Uganda's freedom and honor those Ugandans who were instrumental in the attainment of Uganda's Independence. Preparations for this Day are spearheaded by the Secretary, Office of the President, who also chairs the National Organizing Committee (NOC) for this occasion.

## **2.2 NRM/NRA Victory Day Anniversary Celebrations**

This day is celebrated every 26<sup>th</sup> of January. It is a significant day in Uganda's History when NRA fighters led by Yoweri Kaguta Museveni captured power bringing to an end a five year protracted armed struggle. Preparations for this Day are led by the Secretary, Office of the President, who also chairs the National Organizing Committee (NOC) for this occasion.

## **2.3 Heroes Day Anniversary Celebrations**

The day is celebrated every 9<sup>th</sup> June. The day is celebrated in honour of those gallant and patriotic Ugandans who sacrificed their lives to restore peace and security; and better the lives of the Ugandan People. The Secretary, Office of the President is responsible for chairing the NOC for this occasion.

## **2.4 Swearing –in Ceremony for the President Elect**

This day follows the conclusion of a General Election and declaration of a President Elect. This is in line with Article 103 (8) of the Constitution of the Republic of Uganda and the relevant legislation. The Office of the President is responsible for the successful preparation of the Swearing-in and Inaugural ceremonies for the President-Elect.

## **2.5 The Janani Luwum Day:**

This day is celebrated every 16<sup>th</sup> February and is in honour of St. Janani Luwumu.

## **2.6 The Worlds AIDS Day**

This day is commemorated every 1<sup>st</sup> day of December and is under the leadership of the Uganda AIDS Commission.

## **2.7 The Terehe Sita Day:**

This day is commemorated every 6<sup>th</sup> February and is under the leadership of the Ministry of Defense and Veterans affairs.

## **2.8 The International Women's Day:**

This day is celebrated every 8<sup>th</sup> of March and is led by the Ministry of Gender, Labour and Social Development.

## **2.9 The International Labour Day:**

This day is celebrated every 1<sup>st</sup> of May and is led by the Ministry of Gender, Labour and Social Development.

## **3.0 ORGANIZATION AND COORDINATION OF PREPARATIONS**

### **3.1 The National Organizing Committee**

The National Organizing Committee (NOC) is an Inter-Ministerial Technical Committee chaired by the Permanent Secretary, under whose docket, a given national function falls. The NOC reports to the responsible Minister. The Committee is constituted for every national function and is responsible for coordinating and supervising the planning, budgeting and preparation of national functions. The NOC operates through Sub-Committees which are responsible for specific functions namely: Ceremonies; Security; Accreditation; Publicity; Construction; Protocol; Transport; Invitation, Entertainment and Reception; Decoration; Health Services; Ushering and sitting; Accommodation; State Visitors; and Finance. (See Annex A for their respective Terms of Reference). Members of NOC are expected to provide feedback to their respective Accounting Officers on the deliberations of NOC meetings.

Sub-Committee members are drawn from largely from MDAs depending on their technical expertise and specialty so as to strengthen the capacity of the various Sub-Committees. The number of members in each sub-committee depends on its role, complexity, and volume of work. The membership of each Sub-Committee should not be less than five and shall not exceed twenty five.

### **3.2 District Organizing Committee**

The District Organizing Committee (DOC) is an intra-departmental committee chaired by the Resident District Commissioner of the host district. It is responsible for coordinating the preparations and implementation of activities for national functions at the local level. The DOC works in close liaison with the NOC for proper coordination and harmonization of activities. The structure of the DOC Sub-Committees should be similar to that of the NOC to enhance coordination and create synergies to ensure successful preparations.

### **3.3 Preparatory Meetings**

#### **3.3.1 *NOC Preparatory Meetings***

NOC operates through meetings and these meetings shall start at least two months to the event. NOC preparatory meetings should be held on a weekly basis to enable members receive updates from sub-committee Chairpersons on the status of implementation of planned activities/programmes and address emerging issues and challenges promptly to ensure successful celebrations.

#### **3.3.2 *Joint NOC/DOC Meetings***

Joint NOC/DOC meetings are paramount and they should be held especially when a national function is held outside Kampala Capital City to bring the district leadership on board. This in turn, enhances joint implementation of activities, and ensures proper coordination and harmonization of programme activities.

## **4.0 PLANNING AND BUDGETING FOR NATIONAL FUNCTIONS**

### **4.1 *Budgeting***



During the budgeting process every financial year, each MDA shall adequately plan and budget for national functions under its mandate. An indicative budget showing the major cost drivers for each sub-committee involved in national functions celebrated outside Kampala is attached as **Annex A1**

#### **4.2 *Constitution of the NOC***

At the beginning of the preparations, the Chairperson NOC shall officially inform other MDAs about the impending national function and request all Permanent Secretaries and Chief Executive Officers of relevant Ministries, Statutory Corporations/Authorities e.g. Civil Aviation Authority, Uganda National Roads Authority, Kampala Capital City Authority, etc. to nominate one Officer at a Senior level and above to represent them on NOC. However, given the peculiarity of the operations of the Security Agencies, they shall be required to nominate up to three members to the NOC.

#### **4.3 *Formation of Sub-Committees of NOC***

During the first meeting, NOC shall constitute its Sub-Committees to spearhead the preparations and clearly define their roles.

#### **4.4 *Preparation of a Cabinet Paper***

A Cabinet Information Paper shall be prepared as soon as the budget for a national event has been approved. The Paper should be submitted to Cabinet two months prior to the event to inform Cabinet about the venue and preparations for the event.

### **5.0 PREPARATIONS**

#### **5.1 *Venue Selection***

Selection of venue for a National event shall approved by the line Minister. The selection process shall be guided by the following criteria:

- 5.1.1 The principle of holding national events on a rotational basis as such, no National Function shall be held in a District which has hosted a National Function in the previous 24 months.
- 5.1.2 Historical significance of the venue;
- 5.1.3 Availability of ample space to accommodate a large crowd;
- 5.1.4 Adequate parking space for VIPs and invited guests;
- 5.1.5 Security aspects and accessibility.

The NOC should make proposals to the line Minister for consideration. Districts that are desirous to host a particular national function may make a request three months before the D-day, to the Minister for consideration. Venue selection will form the basis for planning and budgeting for a national function by the Sub-Committees of NOC.

A technical team comprising officers from the Ministry chairing the NOC, Ministry of Works and Transport (MoW&T), Uganda People's Defense Forces (UPDF), Uganda Police Force, Uganda Prisons Service, Special Forces Command (SFC) as well as the Resident District Commissioner (RDC) of the host district shall visit the area(s) to determine its/ their suitability and file a report for consideration of NOC. The report shall inform the decision that shall

be taken on the venue.

## **5.2 *Development of a Theme***

The theme forms a central idea, or a dominant thought behind the celebration for a given national function. Development of a theme for a national function shall be guided by socio-economic aspects, Election Manifesto of the President; and Government programmes and policies. NOC shall make proposal(s) to the political leadership of the Ministry for their approval. Publicity programmes especially, talk shows; entertainment; and other programmes shall be prepared basing on the theme.

## **5.3 *The Synopsis***

The synopsis explains the gist of the theme for the public to appreciate the importance of the day and outcomes with regard to development trends. It also guides discussions during talk shows and other publicity activities; as well as speeches for RDCs at District celebrations. The synopsis shall be prepared and circularized to all RDCs at least two weeks to the D-day to enable them educate the public and publicize the importance of the day. The synopsis shall be included in the programme booklet for the consumption of invited guests.

## **5.4 *Invitations***

### **5.4.1 *Government Invitation List***

The Government Invitation List is a vital document for planning and budgeting as well as sitting VIPs and invited guests. The Office of the President manages the Government Invitation List in accordance with the National Order of Precedence. The list includes the different VIP categories and officials by name, designation and office for Government, Missions accredited to Uganda, Development Partners and the Private Sector. Updating the Government Invitation List will be a continuous process to ensure that the right persons are on the list to facilitate proper accreditation of guests.

All Permanent Secretaries should submit their updated invitation lists to the Secretary, Office of the President to ensure early updates of the Government Invitation List.

### **5.4.2 *District Invitation list***

The host District shall provide its invitation list and the categories shall include but not limited to the following:

- Political Leaders at the District level, Sub-County level etc.
- Political Party Leaders at the local levels in line with their various Party Structures.
- Top Management Officers at the District level, Sub-County level including Head Teachers etc.
- Chief Executives of NGOs/Civil Society Organizations in the District.
- District Religious Leaders (All denominations)
- Opinion Leaders and Elders\Chief Executives of Private Organizations.
- Business Community Leaders.

### **5.4.3 Invitation of Guests**

It is imperative that all the relevant persons including Ministers and other relevant Government officials, Members of Parliament, Local Leaders and Private Sector are invited. Invitees should therefore be drawn from the Government Invitation List and the host District Invitation List. The host District must invite officials and dignitaries from the neighboring Districts to attend the National Function. In this regard, the host District will liaise with the leadership of the neighboring Districts to compile an invitation list and consequently, incorporate it in its own invitation list. The host District shall send the consolidated Invitation List to the Chairperson NOC three weeks to the event to give ample time for accreditation.

### **5.4.4 Invitation Cards**

Invitations will be made by way of Invitation Cards. Two (02) types of cards shall be issued; VVIPs and VIP Cards. The cards will have the same specifications but distinguished by distinct features approved by the NOC. As a rule, the general public outside the Presidential and VIP tents do not require invitation cards to attend National Functions.

Invitation Cards shall be delivered to invited Guests at least two weeks to the event to enable them plan to attend the function. Invited Guests shall be required to respond to the invitation within 2 days of receiving the invitation to facilitate the making of an appropriate sitting plan.

## **5.5 Publicity Programmes**

**1<sup>st</sup> Week:** Social Media publicity which feeds largely the elite society will begin in the 1<sup>st</sup> week. Media owners and managers, who are part of the elite society will in turn begin circulating the news in their media houses and also commence the planning process of covering the event. The Theme of the celebrations will be popularized such that all Media Houses and Ugandans get to know it so as to shape the national debate.

**2<sup>nd</sup> Week:** Continuation of social media messages bringing in new dimensions to the event including discussing the venue and the main celebrants. Banners and billboards with specific information to publicize the occasion will be hanged in strategic locations where they will be viewed by very many people.

**3<sup>rd</sup> Week:** Running jingles, special announcements, talk-shows relating to the theme and also engaging the public into in-depths debates. National debates will be held where eminent scholars and senior citizens are invited to share their ideas relating to the event. Special write-ups in the print media will be made where seasoned writers and commentators are given space to write about the intended event giving critical analysis.

**4<sup>th</sup> Week:** Intensify public announcements, talk shows, hanging of fliers, live broadcast from the intended venues where the function is going to take place and branding of some advertising objects like taxis and buses. Radio and TV talk shows shall be held particularly, within the hosting region.

Mobilization drives will be organized calling people to attend in large numbers using mobile communications gadgets mounted on moving vans. Digital mobile vans will also be used with special messages and images relating to the event. Commemoration Magazines will be published with the message relating to the theme of the occasion. Copies of the Magazines will be distributed to all invited guests.

The NOC will liaise with Television and Radio Stations and request them to conduct live coverage of the event. NOC shall facilitate the accreditation of Journalists to enable them access the venue of the celebrations.

## **5.6 Mobilization**

Mobilization efforts at the local level shall be spearheaded by the host RDC who shall involve the District political leadership and Members of Parliament from the host District. This is aimed at enhancing publicity and encouraging the people to participate in the National event.

## **5.7 Decorations**

The venue of the celebrations, key roads leading to the venue, the host town and other strategic streets/roads/areas shall be decorated in National Colours.

### **5.7.1 Decorations at the Venue**

The extent and complexity of decorations at the venue of celebrations shall depend on the magnitude and profile of the national function. The venue shall be decorated using fabric and buntings in national colours plus fresh/artificial flowers. For high profile (landmark) celebrations, the decorations shall be more elaborate and magnificent. The decorations shall include fabric and buntings in national colours, fresh/artificial flowers, flower pots, archways, etc. A Service Provider sourced to decorate the venue of the celebrations shall be given clear requirements/terms and supervised closely by the MDA spearheading the celebrations and SFC.

The Host District will ensure general cleanliness of the venue and the surrounding areas i.e. trimming of trees, grass cutting and sweeping.

### **5.7.2 Decorations outside the Venue**

- I. Roads/streets leading to the venue and in the host city/town shall be decorated with buntings in national colours and local materials like banana stems, flowers etc.
- II. Where need be and funds are available, arches shall be built at strategic locations in the host town/city to enhance the decorations.
- III. Decorations outside the venue of the event shall be managed by the host District in liaison with NOC.
- IV. Regardless of the venue of the Event, the streets of Kampala Capital City, Entebbe Municipal Council including Entebbe International Airport (in case foreign guests are expected), major roundabouts along Kampala - Entebbe Road and major towns shall be decorated using buntings with the national

colours.

## **5.8 Parade**

The parade should be short but colourful and should take not more than one and a half hours. The parade participants from the disciplined forces shall adorn ceremonial uniform and each civilian group shall carry clearly marked banners. All civilian groups must be registered by the RDC of the host District, prior to the event and shall be required to take part in the joint parade rehearsals. The ceiling for civilian guards at the venue should be determined depending on the size of the parade ground but in any case, not exceed 60 groups. Participants in a civilian group / guard shall not be less than twenty five (25) individuals and not exceed thirty (30) participants.

## **5.9 Sitting Arrangement**

- I. The sitting plan shall be made in accordance to the National Order of Precedence and the layout shall be guided by the Protocol Hand Book of November 2014 or its successors.
- II. Enough Ushers should be mobilized from within Government MDAs and where the venue of the function is outside Kampala, a number of officers from the host District should be included on the team of Ushers specifically to identify and seat local officials and dignitaries.
- III. A clear deployment plan for Ushers should be prepared and strictly implemented to ensure smooth and coordinated operations.
- IV. Ushers shall ensure that guests are guided to sit in their designated places for smooth implementation of the sitting plan.

## **5.10 Entertainment**

Planning for entertainment for a National event / function should as much as possible take into account the cultural diversity of Uganda. In order to ensure consistency and implementation of the culture function, the message, presentation, stage and behavior/mannerisms for performing artists/groups should be handled in accordance to the Ministry of Gender, Labour and Social Development (MGLSD) Guidelines for Performing Artists/Groups in Uganda.

This notwithstanding, performances should take place before the arrival of the Principal or Chief Guest. A restricted number of items preferably two of high quality should be reserved for the Principal/Chief Guest and performed after he/she has delivered his/her speech.

## **5.11 Protocol**

Protocol aspects in relation to National functions shall be handled in accordance with the Protocol Handbook of November 2014 or its successors.

## **5.12 Welfare of State Visitors**

State House shall plan and budget for State Visitors and courtesies given to the guests shall be guided by the Chief of Protocol.

### **5.13 Health Services/First Aid**

The NOC through the Ministry of Health will work in partnership with stakeholders including UPDF, UPF, Red Cross Society and St. Johns Ambulance to provide first aid services at the venue of National events. The Ministry will mobilize ambulances and a medical team to be deployed at the venue of the celebrations. During high profile events, the Ministry of Health will provide emergency medical services. Ambulances and dedicated medical teams comprising doctors, nurses and paramedics will be mobilized and stationed at the venue of the celebrations. For events where there are State Visitors, Ambulances and Medical Personnel will also be deployed at Entebbe International Airport and hotels designated to accommodate the guests. A 24 hour emergency medical service will be availed throughout the event and selected Hospitals should be put on alert to receive and handle emergency cases.

### **5.14 Accommodation**

Classification of Town Hotels will be undertaken in accordance with the Criteria for Standardization of Hotels, Restaurants, and other Tourist Accommodation Facilities of East Africa of March 2009 or its successors. Identification, inspection and selection of Hotels for State Guests should be concluded well in advance to enable the Ministry of Foreign Affairs inform the Guests accordingly.

### **5.15 Programme**

The programme and speeches for National functions shall be guided by the National Order of Precedence as provided for in the Protocol Handbook of November 2014 or its successors, as well as the sample detailed program of events as annexed to these Guidelines. This notwithstanding, each prayer at a National function shall be limited to only five minutes.

In line with the Protocol Handbook, Invited Guests are expected to arrive and be seated at the time indicated on their invitation Cards. Ushering of guests should stop immediately after the arrival of H.E the Vice President and ushers will be required to take their seats. Copies of the programme shall be distributed to key Offices at least three days before the event to enable the dignitaries plan accordingly. Programme templates for the various Anniversary Celebrations is attached as **Annex B; C and D.**

## **6.0 REQUIREMENTS FOR NATIONAL FUNCTIONS**

### **6.1 Vehicles**

Planning, budgeting, requisitioning, management and payment for transport services and related requirements will be done in line with the 2010 Guidelines issued by the Ministry of Works and Transport (MoW&T) for requisitioning and managing of Vehicles for National Functions. The Permanent Secretary, Ministry of Works and Transport (custodian of records of Government fleet) shall raise a requisition of the vehicles required from the Government fleet and address it to the Head of Public Service and Secretary to Cabinet. Upon receipt of the requisition, the Head of Public

Service and Secretary to Cabinet shall direct the respective Accounting Officers to surrender the vehicles to be used for a particular function.

## **6.2 Tents:**

Tents are provided for invited guests and some sections of the public. The number and size of the tents depend on the magnitude of the Celebrations and the expected number of people. Tents shall be put up at least one day before the D-Day.

## **6.3 Podiums:**

At least four podia shall be provided and they are: Presidential Address Podium, Press Podium, Awards Podium and Entertainment Podium. These podia should be put in place at least 2 days prior to the Celebrations.

**6.4 Sanitary facilities:** Sanitary facilities include cleaning / disinfecting of: water borne toilets (where they exist e.g. Kololo Ceremonial Grounds); pit latrines in rural areas, provided they are in good condition; mobile toilets and urinals provided by Service Providers. The mobile toilets and urinals should be installed at least two days to the event. Special provision should be made for each of the following categories:

- Principal;
- Visiting Heads of State and Government; -
- VVIPs (Vice President; Speaker; Chief Justice; Prime Minister and Deputy Prime Ministers);
- Other VVIPs including Ministers; Members of Parliament; Head of Public Service & Secretary to Cabinet; Deputy Head of Public Service and Deputy Secretary to Cabinet; Permanent Secretaries; Diplomats among others. Provision shall be made to take care of the gender aspect;
- Invited Guests - provision should take care of the gender aspect;
- First Aid;
- Security;
- Public — different provision shall be made for ladies and gents.

**6.5 Flag Poles:** A minimum of three flags shall be required at the venue of the National Event and these include the Uganda Flag, EAC Flag, and Presidential Flag. These flags should be fitted on the poles a day to the function.

**6.6 Barriers:** These are for crowd control and they supplement security provisions made. They should be installed a day to the function.

**6.7 Chairs:** Chairs for the Presidential Dais, VIPs, Invited Guests and some sections of the general public shall be delivered at the venue of the Celebrations two days to the event and shall consequently be assembled and cleaned by 4:00p.m on the eve.

**6.8 Public Address:** Lay out and capacity of the public address system should depend on the magnitude of the event. Installation and testing of a public address system should be completed a day to the event.

**6.9 Giant LED Screens:** Giant LED Screens will be installed at strategic locations at the venue of the celebrations to enable the crowd at the far ends

of the ground to follow the events on the screen. The number and size of the screens shall depend on the magnitude of the event. Installation and testing of the screens should be completed two days to the event.

## **6.10 Utilities:**

**6.10.1 *Power Connection:*** This is required to power the public address system and giant LED screens. Where there is grid supply, the service provider, UMEME should be contacted at least three weeks to the function to guarantee uninterrupted power supply. A standby generator must be provided to take care of any eventualities.

**6.10.2 *Water Points:*** Where water points are available, they will be connected for use during the function. The service provider, National Water and Sewerage Corporation, will be contacted at least three weeks before the event to guarantee uninterrupted water supply.

Water bowsers:

Water bowsers shall be provided in areas where there are water points to provide water for human consumption and road works. At least 04 water bowsers should be identified well in advance and will be placed at strategic locations as and when required. For a function involving a parade, one water bower shall be deployed at the venue of the celebrations a week to the event to serve parade participants during parade rehearsals.

## **6.11 Renovations and Cleaning/Clearing of the Venue**

**6.11.1 *General Renovation Works:*** The works shall depend on the extent/scope and nature of requirements. This notwithstanding, renovations should be completed at least one week to the event.

**6.11.2 *Cleaning/Clearing of Venue:*** It shall be done early, at least two weeks prior to the D-day to facilitate the operations of other Sub-Committees.

**6.11.3 *Cleaning Venue after Celebrations:*** It shall be done immediately at the end of the function with guidance of the relevant Sub-Committee.

**6.12 *Refreshments:*** Refreshments (Soda and water) will be served to all invited Guests, parade participants, entertainment groups and First Aid teams on the D-day. Delivery of the refreshments shall be made on the eve of the event between 8:00am - 2:00pm. Ideally, the allocation for parade participants, entertainment groups and First Aid personnel should be handed over to the Sub-committee Chairpersons on the eve of the event to ease management of the drinks.

Ice flakes to chill the drinks shall be delivered late in the evening on the eve of the event to minimize the melting process. The first serving of drinks to invited guests shall be done before the arrival of the Principal while the second serving after the arrival of the Chief Guest. However, serving intervals are subject to the available resource envelope. A professional Catering group shall be sourced to serve drinks to invited guests on the D-day.

## **7.0 PROCUREMENT PROCESS FOR GOODS, SERVICES AND WORKS**



The Line Ministry and its Contracts Committee will centrally manage the procurement of all goods, services and works required for national functions in line with the PPDA Act, 2003 (as amended) and Regulations, 2014.

The MDA may however, contract out the procurement of specialized goods and services as well as big and complex requirements to another Procuring and Disposing Entity with the necessary specialized knowledge, expertise or experience in accordance with Reg. 22 and 23 of the Public Procurement and Disposal of Public Assets (Procuring and Disposal Entities) Regulations, 2014. A Memorandum of Understanding shall be concluded to that effect.



## ANNEX A

### ***TERMS OF REFERENCE (ROLES) OF SUB-COMMITTEES OF NOC***

#### **Sub-Committee:**

**Finance:** The Sub-Committee will be chaired by the Line Ministry. All Chairpersons of Sub-Committees and the representative of the Ministry of Finance, Planning and Economic Development (MoFPED) shall be members of the Finance Sub-Committee. The Sub-Committee is responsible for allocation, proper utilization and accountability of resources provided to the various Sub-Committees.

**Security and Accreditation:** The Sub-Committee will be chaired by the Uganda Police Force (Police) with membership from the External Security Organization (ESO); Internal Security Organization (ISO); Uganda Peoples Defense Forces (UPDF); and Special Forces Command (SFC).

The Sub-Committee is responsible for ensuring security of guests, participants and property. Notwithstanding the generality of the above; Special Forces Command, given their mandate, shall provide security for VIPs while Police shall take charge of general security at the venues, roads (and Hotels where necessary). The Sub-Committee is also in charge of printing and distribution of Press and Official Tags to the members of NOC.

**Ceremonies:** It is chaired by the UPDF and draws membership from the Ministries of Defense (MoD); Ministry of Internal Affairs; Education and Sports (MoE&S); Foreign Affairs (MoFA); Local Government (MoLG); Judiciary; Tourism, Wildlife and Antiquities (MoTWA); Trade Industry and Cooperatives (MoTIC). Others members are the Electoral Commission (EC); Uganda Prison Service; Uganda Police; and the RDC of the host District.

The Sub-Committee is responsible for mobilization and preparation of parade participants; catering for the welfare of the parade participants; organizing joint parade rehearsals; and drawing up a parade programme. The Sub-Committee keeps track and coordinates the activities of the Assistant Masters of Ceremonies (AMCs).

**Invitations, Refreshments and Entertainment:** The Sub-Committee is chaired by the Line Ministry with membership from: OP; MoFA; MoFPED; Ministry of Agriculture, Animal Industry and Fisheries (MAAIF); MoE&S; Ministry of Internal Affairs (MIA); MoD; Office of the Prime Minister (OPM); Ministry of Water and Environment (MoWE); MGLSD; ISO; Counter Terrorism; State House; and RDC of Host District.

The Sub-Committee is responsible for: printing, accreditation and distribution of Invitation Cards and Programme booklets; organizing cultural dancers; as well as procuring and serving refreshments to Invited Guests. Since the Ministry of Gender, Labour and Social Development (MGLSD), particularly, the Culture Department has

the technical expertise on matters relating to culture, the Ministry shall coordinate the entertainment activities and programme under the stewardship of the Line Ministry.

**Publicity:** The Sub-Committee is chaired by the Ministry of ICT and National Guidance (Uganda Media Centre) with members from the MGLSD; MTTC; OP; OPM; UPDF; SFC; and RDC of the host District. The Sub-Committee's Terms of Reference include: coordinating and production of publicity programmes; producing the synopsis; and sourcing for key discussants on both Radio and Television.

**Transport:** It is chaired by the Ministry of Works and Transport (MoW&T) and draws members from State House; MoFPED; Office of the President (OP); MoFA; and Police. It is responsible for mobilization and allocation of vehicles and fuel during National Functions.

**Decorations:** The Sub-Committee is chaired by the Line MDA with members from Ministry of Public Service (MoPS); MoW&T; MoFPED; and MoTIC; Clerk to Parliament; RDC and CAO/Town Clerk of host District. The Sub-Committee is responsible for decoration of the venue of the National event and the host District; and mobilizing buntings and flags for decorations.

**Protocol:** The Sub-Committee is chaired by the MoFA with members from OP; State House; Ministry of Internal Affairs; Ministry of East African Community Affairs (MEACA); UPDF; Special Forces Command, ISO, ESO, Uganda Police Force, Uganda Prison Services.

The Sub-Committee oversees Protocol matters; the sitting arrangement on the Presidential Dias and ushering dignitaries who have been designated to sit in the Presidential Dias and the Diplomats; and advising the Ushering and Sitting Sub-Committee on the National Order of Precedence.

**Ushering and Sitting:** The Sub-committee is chaired by the line Ministry. The members include but not limited to: Ministry of Energy and Mineral Development (MEMD); Office of the Clerk to Parliament; OP; MoE&S; MoFA; MoLG; Judiciary; MoPS, Inspectorate of Government; Health Service Commission (HSC); Public Service Commission (PSC); Education Service Commission (ESC); Judicial Service Commission (JSC); ISO; SFC; UPDF, Uganda Prisons Service; and RDC of Host District.

The Sub-Committee is in charge of Ushering and Sitting VIPs with the exception of those who sit in the Presidential Dias, Religious Leaders, Traditional Leaders, Former National Leaders, Traditional Leaders and Diplomats. It is also responsible for mobilizing and cleaning chairs and Red Carpets; and arranging chairs and laying of carpets.

**Construction:** The Sub-Committee is chaired by the MoW&T and its members include but not limited to MoD; MoIA; MoFA; MGLSD; State House; MoWE; ISO; ESO; SFC; and RDC of the Host District. It is responsible for cleaning/clearing the venue; and putting up tents and other structures required during the celebrations.

**Health Services:** The Sub-Committee is chaired by the Ministry of Health (MoH). Its membership includes RDC of the host District; St. Johns Ambulance; Ministry of Education and Sports (MoE&S); Scouts and Girl Guides; Uganda Red Cross Society; and UPDF (Medical). It is responsible for providing emergency first aid services at the function.

**Accommodation:** The Sub-Committee is chaired by the Ministry of Tourism, Wildlife and Antiquities. Other members of the Sub-Committee include State House; MoFA; MGLSD; Office of the President; MoLG; and RDC of the host district. It is responsible for identifying; and securing accommodation for Guests and organizers. It is usually constituted when State Visitors and high level foreign delegates are invited to attend a National Function.

**State Visitors:** The Sub-Committee is chaired by State House with members from the Office of the President; MoH; MTTC; MoTWA; MoFA; MGLSD; MoW&T; ISO; SFC; ESO; and RDC of the host district. It is responsible for the welfare of State Visitors. Similarly, the State Visitors Sub-Committee is constituted when State Visitors are expected to grace a National Function.

## **ANNEX B**

### **SAMPLE PROGRAMME FOR INDEPENDENCE ANNIVERSARY CELEBRATIONS**

#### **PROGRAMME**

**Date and theme of the celebrations should be indicated on both the cover page and inner page.**

**THE NATIONAL ANTHEM (Separate page)**

**EAST AFRICAN COMMUNITY (EAC) ANTHEM (Separate page)**

**OFFICIAL PORTRAIT OF H.E THE PRESIDENT (Separate page)**

**OFFICIAL PORTRAIT OF H.E THE VICE PRESIDENT (Separate page)**

**ACTIVITIES MARKING THE .....INDEPENDENCE ANNIVERSARY (List the activities preceding the D-day) - (Separate page)**

**MAIN CELEBRATIONS ON THE OCCASION OF MARKING THE .....INDEPENDENCE ANNIVERSARY (Separate Page)**

**Date:**

**Venue**

**Time (Duration):**

**DIRECTOR OF CEREMONIES (Indicate the name and title of the MC)**

**ASSISTANT DIRECTORS OF CEREMONIES (Indicate the name and titles of ADCs)**

## **PARADE COMMAND STRUCTURE (List the Commanders)**

## **COLOUR PARTY (List the Commanders)**

## **DIRECTORS OF MUSIC (List the Directors and Institutions)**

## **PARADE PARTICIPANTS (List the Institutions and groups participating in the parade e.g UPDF, Police etc.)**

## **ARRIVALS (Indicate the time of arrival of each category)**

- 8.00a.m - Public Assemble
- 8.10a.m - Parade Forms
- 8.20a.m - Invited Guests take their seats
- 8.30a.m - Cultural Performers start entertaining the public
- 9.40a.m - Rt. Hon. Prime Minister
- His Lordship the Deputy Chief Justice
- Rt. Hon Deputy Speaker of Parliament
- 1<sup>st</sup> Vice Chairman NRM
- 10.00a.m - His Lordship the Chief Justice (**Roll of drums**)
- 10.10a.m - Rt. Hon Deputy Speaker of Parliament
- 10.20a.m - H.E the President of the Republic of Uganda
- 10.40a.m **Arrival of the President of the Republic of Uganda and the First Lady.**

## **CEREMONIES**

- **National Anthem –**
- **East African Community Anthem**
- Trooping of Colours
- H.E Proceeds to inspect the Guard of Honour
- Raising of the National Flag
- **H.E the President proceeds to his seat**

## **PRAYERS**

### **PARADE**

- Director of Ceremonies of the day takes over and invites H.E the President to address the Nation.
- **H.E the President addresses the Nation.**
- Director of Ceremonies of the Chancery invites H.E the President to award Honours.
- Cultural performances (preferably two items)
- **East African Community Anthem**
- **National Anthem**
- Parade Commander asks for permission to march off the colours
- Colours marched off

- Parade marches off
  - Beating of the Retreat by Brass Band of the UPDF
  - Master of Ceremonies officially concludes the Ceremonies
  - H.E the President leaves at his leisure
  - Guests depart in reverse order of their arrival  
**(Guests Await their turn for departure while seated)**
- 2.30p.m**
- **End of Ceremonies**

**SYNOPSIS:(Separate page)**

**MEMBERS OF THE NATIONAL ORGANIZING COMMITTEE (Separate Page) -  
List all the members of the Committee**



## **ANNEX C**

### **SAMPLE PROGRAMME FOR NRM/NRA VICTORY DAYANNIVERSARY CELEBRATIONS**

#### **PROGRAMME**

**Date and theme of the celebrations should be indicated on both the cover page and inner page.**

**THE NATIONAL ANTHEM (Separate page)**

**EAST AFRICAN COMMUNITY (EAC) ANTHEM (Separate page)**

**OFFICIAL PORTRAIT OF H.E THE PRESIDENT (Separate page)**

**OFFICIAL PORTRAIT OF H.E THE VICE PRESIDENT (Separate page)**

**ACTIVITIES MARKING THE....NRM/NRA VICTORY ANNIVERSARY (List the activities preceding the D-day) - Separate page**

**MAIN CELEBRATIONS ON THE OCCASION OF MARKING THE.....NRM/NRA ANNIVERSARY (Separate Page)**

**Date:**

**Venue:**

**Time (Duration):**

**DIRECTOR OF CEREMONIES (Indicate the name and title of the MC)**

**ASSISTANT DIRECTORS OF CEREMONIES (Indicate the name and titles of ADCs)**

**PARADE COMMAND STRUCTURE (List the Commanders)**

**COLOUR PARTY (List the Commanders)**

**DIRECTORS OF MUSIC (List the Directors and Institutions)**

**PARADE PARTICIPANTS (List the Institutions and groups participating in the parade e.g UPDF, Police etc.)**

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**ARRIVALS (Indicate the time of arrival of each category)**

- 8.00a.m - Public Assemble
- 8.10a.m - Parade Forms
- 8.20a.m - Invited Guests take their seats
- 8.30a.m - Cultural Performers start entertaining the public
- 9.40a.m - Rt. Hon. Prime Minister
- His Lordship the Deputy Chief Justice
- Rt. Hon Deputy Speaker of Parliament
- 1<sup>st</sup> Vice Chairman NRM
- 10.00a.m - His Lordship the Chief Justice (**Roll of drums**)
- 10.10a.m - Rt. Hon Deputy Speaker of Parliament
- 10.20a.m - H.E the Vice President of the Republic of Uganda
- 10.40a.m - **Arrival of the President of the Republic of Uganda and the First Lady.**

#### CEREMONIES

- **National Anthem –**
- **East African Community Anthem**
- Trooping of Colours
- H.E Proceeds to inspect the Guard of Honour
- Raising of the National Flag
- **H.E the President proceeds to his seat**

#### PRAYERS

#### PARADE

- Director of Ceremonies of the Chancery invites H.E the President to award Honours.
- Director of Ceremonies of the day takes over and invites H.E the President to address the Nation.
- **H.E the President addresses the Nation.**
- Cultural performances (preferably two items)
- **East African Community Anthem**
- **National Anthem**
- Parade Commander asks for permission to march off the colours
- Colours marched off
- Parade marches off
- Beating of the Retreat by Brass Band of the UPDF
- Master of Ceremonies officially concludes the Ceremonies
- H.E the President leaves at his leisure
- Guests depart in reverse order of their arrival (**Guests Await their turn for departure while seated**)
- 2.30p.m - **End of Ceremonies**

**SYNOPSIS:(Separate page)**

**MEMBERS OF THE NATIONAL ORGANIZING COMMITTEE (Separate Page) -  
List all the members of the Committee.**

## **ANNEX D**

### **SAMPLE PROGRAMME FOR HEROES' DAY ANNIVERSARY CELEBRATIONS PROGRAMME**

**Date and Theme of the celebrations should be indicated on both the cover page and inner page**

**THE NATIONAL ANTHEM (Separate page)**

**EAST AFRICAN COMMUNITY (EAC) ANTHEM (Separate page)**

**OFFICIAL PORTRAIT OF H.E THE PRESIDENT (Separate page)**

**OFFICIAL PORTRAIT OF H.E THE VICE PRESIDENT (Separate page)**

**ACTIVITIES MARKING THE.....HEROES' DAY ANNIVERSARY (List the activities preceding the D-day) – (Separate Page)**

**MAIN CELEBRATIONS ON THE OCCASSION OF MARKING THE.....HEROES' DAY ANNIVERSARY (Separate Page)**

**Date:**

**Venue:**

**Time (Duration):**

**DIRECTOR OF CEREMONIES (Indicate the name and title of the DC)**

**ASSISTANT DIRECTORS OF CEREMONIES (Indicate the name and titles of ADCs)**

**PARADE COMMAND STRUCTURE (UPDF)**

**COLOUR PARTY (UPDF)**

**DIRECTORS OF MUSIC (UPDF)**

**ARRIVALS (Indicate the time of arrival of each category)**

8.00a.m	-	Public Assemble
8.20a.m	-	invited Guests take their seats
8.30a.m	-	Arrival of VVIPs according to their order of Precedence (List the category of VIPs beginning with the last in the Order of Precedence)
9.40a.m	-	Rt. Hon. Prime Minister

- His Lordship the Deputy Chief Justice
- Rt. Hon. Deputy Speaker of Parliament
- 1<sup>st</sup> Vice Chairman, NRM
- 10.00A.M - His Lordship the Chief Justice
- 10.10a.m - The Rt. Hon. Speaker of Parliament
- 10.20a.m - H.E the Vice President of the Republic of Uganda
- 10.40a.m - **Arrival of H.E the President of the Republic of Uganda and the First Lady) The President proceeds straight to the Monument Site.)**

## **PART ONE: CEREMONIES AT THE MONUMENT SITE**

- National Anthem
- East African Community Anthem
- Heroes' Parade
- Prayers

### **LAYING OF WREATHS**

- H.E. the President
- Rt. Hon. Speaker of Parliament
- His Lordship the Chief Justice
- Chief of Defense Forces
- Inspector General of Police
- Commissioner General of Prisons
- The Dean of the Diplomatic Corps
- National Chairman, War Veterans Association
- **National Anthem**
- His Excellency the President Proceeds to the Main Venue

## **PART TWO (MAIN CELEBRATIONS)**

- **His Excellency the President proceeds to his seat**
- **National Anthem**
- **EAC Anthem**
- **Prayers**
- Speech by the National Chairman, War Veterans Association
- Speech by the Minister of State for Luwero Triangle
- Master of Ceremonies of the Chancery invites H.E the President to award Honours.
- Master of Ceremonies makes brief remarks and invites H.E. the President to address the Nation.
- **H.E. the President addresses the Nation Cultural**

- Performances (***Two Items***)
- Master of Ceremonies officially concludes the ceremonies
- **EAC Anthem**
- **National Anthem**
- Departure of H.E. the President at his leisure
- Departures in reverse order of arrivals (VIPs and Invited Guests remain seated while awaiting their turn for departure)
  
- **End of Ceremonies**

**2.30 p.m.**

**SYNOPSIS** Separate page)

**MEMBERS OF THE NATIONAL ORGANIZING COMMITTEE**

(Separate page) - *List all the members of the Committee*