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| **MEETING TITLE** | | BIS Upgrade – Project Progress Meeting | | | | |
| **VENUE** | | UETCL Head Office, Head Finance’s Office | | | | |
| **DATE** | | June 19, 2025, 2:30 am | | | | |
| **ATTENDEES** | | | | | | |
| **#** | **Name** | | **Designation** | | **Email** |
|  | Nicholas Mbaga Garyahandere | | Head Finance – UETCL | | nicholas.mbaga@uetcl.com |
|  | Chris Oleke | | Head Information Technology – UETCL | | chris.oleke@uetcl.com |
|  | Richard Mugwanya | | Manager Information Technology (MIT) - UETCL | | richard.mugwanya@uetcl.com |
|  | Chillion Mukonyezi (Chairperson) | | Senior Systems Administrator (SSA) – UETCL and Project Manager | | chillion.mukonyezi@uetcl.com |
|  | Godfrey Luwo | | Senior Accountant Budget | | luwo.godfrey@uetcl.com |
|  | Poleen Nuwagaba | | Management Accountant | | poleen.nuwagaba@uetcl.com |
|  | Delta Karuhaga (Secretary) | | Information Systems Officer - Software (ISOS) - UETCL | | delta.karuhaga@uetcl.com |
|  | Edwin Baguma | | Lead Developer - DNT CONSULTS LTD | | [bagumaedwin@gmail.com](mailto:bagumaedwin@gmail.com); dnt@dntconsults.com |
| **AGENDA** | | | | | | |
| 1. Remarks from Head Finance 2. Remarks from Head ICT 3. Update from Project Manager 4. Presentation by DNT Consults 5. Discussions and Way Forward 6. Closure | | | | | | |
| **DETAILS** | | | | | | |
| **MINUTE NO.** | **REMARKS** | | | **RESOLUTION/ ACTION POINTS** | | |
| 1.0 | **Communication from Head Finance**   * 1. Welcomed all participants and appreciated their presence.   2. Commended the ICT team for their efforts leading up to the current stage of the BIS upgrade.   3. Reiterated the strategic importance of the project and mentioned that the Board of Directors is closely following its progress.   4. Highlighted key expectations from the upgraded BIS: * Integration with the SUN system * Ability to export reports to Microsoft Excel * Support for financial reconciliation processes | | |  | | |
| 2.0 | **Communication from Head ICT**   1. Thanked the Finance Department for championing this initiative, which enhances operational efficiency. 2. Introduced DNT Consults Ltd. as the selected service provider, noting that the procurement process followed all due procedures. | | |  | | |
| 3.0 | **Communication from Project Manager**   1. Noted that the contract was signed on October 14, 2024, with an initial duration of six months, and was later extended to June 30, 2025. 2. Confirmed that the Inception Report submitted by the service provider was received and approved. | | |  | | |
| 4.0 | **Presentation by DNT Consults**   1. Edwin Baguma conveyed apologies for the absence of his colleagues, who were unable to attend due to unforeseen circumstances. 2. Presented the upgraded BIS currently under development. 3. Explained that the system is being developed using a process-oriented approach. | | |  | | |
| 5.0 | **Discussions and Way Forward**   1. Following the presentation, the members held discussions and agreed on several action points. | | | 1. Complete the budget capture and requisition functionalities before the contract end date. 2. Include import functionalities, particularly for payroll data. 3. Integrate requests initiated via the Connect system into BIS. 4. Ensure the system supports rollover of closing balances from prior fiscal years to the current year. 5. Incorporate budget lines in BIS consistent with the SUN system. 6. Joseph Musiitwa to assess and confirm if the available SUN API is compatible with BIS integration. 7. Distinguish between annual and multi-year budgets within the system to prevent overlaps. 8. Redesign aspects of the database and perform data migration as needed based on proposed changes. 9. Enable fund reallocation across different accounts. 10. The service provider to review and incorporate proposed changes and report progress before contract expiry. 11. Organize a follow-up engagement session with core system users to align expectations and gather further feedback. | | |
| 6.0 | **Closure**   1. There being no further business to discuss, the meeting was adjourned at 5.00 pm. | | |  | | |