



Capacity Development Project Report

DATE: 10th – 11th September 2020

VENUE: Cephas Inn

Workshop: Review of KWID's strategic plan and constitution

Day One

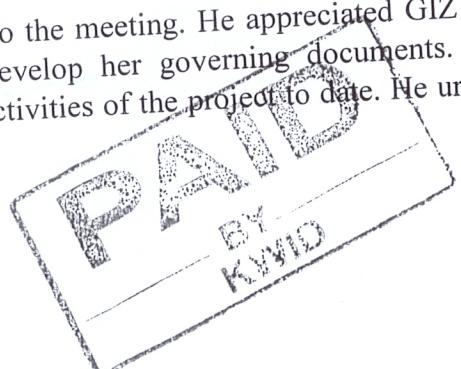
1. Arrival and Registration
2. Opening prayer
3. Adoption of the Agenda
4. Opening remarks from KWID chairperson
5. Review of KWID constitution
6. Break tea
7. Review of Constitution (Cont'd)
8. Lunch
9. Review of Constitution (Cont'd)
10. Closure

Day Two

1. Arrival and Registration
2. Opening prayer
3. Opening remarks by KWID chairperson
4. Review of Strategic Plan
5. Break tea
6. Review of Strategic Plan (Cont'd)
7. Lunch
8. Review of Strategic Plan (Cont'd)
9. Closure

Introduction:

KWID Vice-Chairperson welcomed all the participants to the meeting. He appreciated GIZ for the support they have given KWID to review and develop her governing documents. He appreciated the work KWID staff have done to run the activities of the project to date. He urged





the participants to review the Constitution and Strategic Plan diligently since they are very key document that guide the running of the organization. He officially opened the meeting.

Lessons learnt

- We learned to write the constitution with a long-term, almost visionary focus considering NGO ideals and in consultation with the guidelines of the NGO Act
- Engagement of all KWID board members, staff at all levels of the organization and other key stakeholders is very important in establishing inclusive documents
- Regularly reviewing policies keeps organizations consistent, effective and up to date with regulations and industry best practices

Way forward

- The KWID Project Officer was tasked to resolve the comments that were put by the members during the review
- Project Officer to share the draft version to all board members and the GIZ advisor for final review
- Project Officer was tasked to include all the required annexes supposed to be attached to the Strategic plan and Constitution

Closure

The chairperson closed the meeting with prayer and thanked members for fruitful deliberations

giz

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Zusammenarbeit (GIZ) GmbH



Picture Evidence

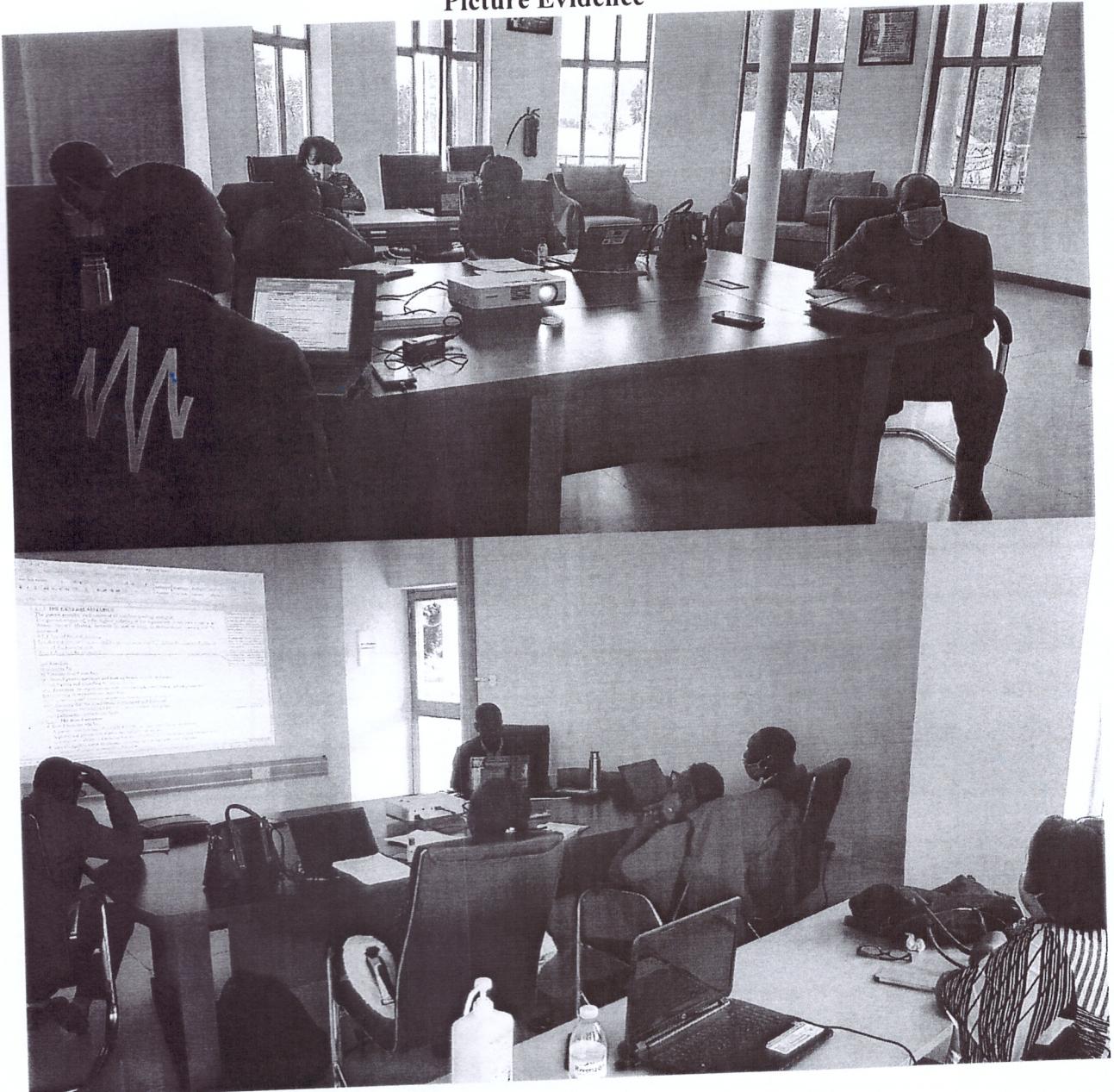


Figure 1: Review of Constitution and strategic plan in progress

Prepared by

A handwritten signature in black ink, appearing to read "Liberty Christopher".

Liberty Christopher
KWID PROJECT OFFICER

Approved by

A handwritten signature in black ink, appearing to read "Florence Tumuheirwe".

Florence Tumuheirwe
KWID EXECUTIVE DIRECTOR