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| **MINUTES TAKEN FOR CNS WEEKLY MEETING (PLANNING MEETING)** | | | | | | | |
| **VENUE:** | | CNS GENERAL OFFICE | | | | | |
| **DATE:** | | 05th/01/2016 | | | | | |
| **START TIME:** | | 10:47 AM | **FINISH TIME:** | 12:27 PM | | | |
| **MEMBERS PRESENT** | | | | | | | |
| 1. Mr. Sserwanja Stephen Ag. EIC(Chairperson) 2. Ms. Mbolanyi Mary TO 3. Andrew Mwesige Ag. PTO/SMS 4. Mr. Ndema Nicholas Ag. MCNS 5. Mr. Peter Okello Ag. PTO/P 6. Mr. Thekeronga Moses PTO/M 7. Mr. Rukundo Christopher Ag. STO 8. Ms. Caroline Mukoha TO 9. Mr. Samuel Maleka TOT 10. Mr. Enock Kawagama TOT 11. Ms. Noelina Quarta Kirabo TOT 12. Mr. Henry. H. Walusimbi TOT(Secretary) 13. Mr. Peter Asiimwe TO 14. Mr. B.H Mukiibi TO 15. Ms. Tumuhaise Fortunate Ag. STO/DB&Stores | | | | | | | |
| **MEMBERS ABSENT** | | | | | | | |
| 1. | Mr. David Macho Ag. STO/Comm | | | | Leave | | |
| 2. | Mr. Dennis Ssamula TO | | | | On Shift | | |
| 4. | Mr. Michael Kasirye EIC | | | | On Leave | | |
| 5. | Mrs. Aidah Namuyanja TO | | | | On Leave | | |
| 6. | Mr. Ronnie Sekagya TO | | | | On Shift | | |
| 8. | Mr. James Ssengooba TO | | | | On Shift | | |
| 9. | Mr. Philemon Wenganga TO | | | | Other Duties | | |
| 10. | Mr. Shamusu Zziwa TO | | | | On Leave | | |
| 11. | Mr. Iga Sunday TO | | | | Other Duties | | |
| 12. | Mr. Kato Richard Sembatya TO | | | | On Shift | | |
| 13. | Mr. Derrick Ssebuguzi STO/Radar | | | | Other Duties | | |
| 13. | Mr. Katongole Joseph TO | | | | Leave | | |
| 14. | Ms. Kyomukama Joan STO/P | | | | Leave | | |
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| 1. | Adoption of Agenda | | | | | | |
| 2. | Opening prayer | | | | | | |
| 3. | Communication from Chair | | | | | | |
| 4. | Planning Presentation | | | | | | |
| 5. | A.O.B | | | | | | |
| **MIN. 01/05/01/2016 Adoption of Agenda** | | | | | | | |
| The agenda was proposed by the chairman and adopted. | | | | | | | |
| **MIN. 02/05/01/2016 Opening prayer** | | | | | | | |
| Opening prayer was led by Mr. Samuel Maleka. | | | | | | | |
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| **MIN. 03/05/01/2016 Communication from Chair** | | | | | | | |
| ***Subject*** | | | | | | | ***Action by*** |
| The chairperson welcomed members to the meeting and wished them a Happy New Year. | | | | | | |  |
| **MIN. 04/05/01/2016 Communication from Ag. MCNS** | | | | | | | ***Action by*** |
| 1. The Ag. MCNS welcomed people to the New Year and thanked them for the work done the previous year. 2. The Director is on leave and is expected to be back next week while he is away Mr. Matovu Mgr SMS is acting in that position. 3. MCNS is on leave till February. 4. Many people seem to be on leave at the same time hence they were argued to plan the leaves in advance so as not to compromise operations. 5. Job Cards used to exist but no longer exist. 6. Members in some committees especially national radar project is on with many activities hence those involved will be busy 7. Comsoft was to do ATC Center at Nsamizi but was declared bankrupt hence contract was terminated and assigned to another company from Germany who will be here next week to assess. 8. It is budgeting period hence members were argued to give inputs as soon as possible. 9. The Ag. MCNS was very much concerned about the R&D section, since of resent no one was present in the office which meant that there may be nothing going on. 10. Project reminder of CMMS contract was awarded and Mr. Micheal Kasirye (EIC) was selected to manage the contract and Mr. Kato Richard Sembatya was requested to follow up during EIC’s absence. 11. Mr. Mukiibi manages another project about toolkits to cover all the units and people. It was realised that toolkits keep on disappearing hence EIC was requested to take charge. 12. It was noted that suppliers for the toolkits were on leave during the festive season and were to resume work on 5th January 2016. 13. It was noted by EIC that tools are distributed in various sections and may be locked up and EIC was requested to take charge of the store. | | | | | | | Kasirye & Kato  Mukiibi  Ag. EIC |
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| **MIN. 05/05/01/2016 Planning Presentation** | | | | | | | |
| ***Subject*** | | | | | | ***Action by*** | |
| 1. It was noted that highlights of performance system for the current financial year will be presented when the procurement is back in place since the existing was discontinued and the new one is not yet in place. Planning office is in touch with procurement and they promised that by 6th January 2016 the system will ready. Two people were trained but other people will be required to be trained.   **CAPITAL EXPENDITURE PROJECTS PRESENTATION**   1. Procurement of the Soroti DME was initiated in the 1st quarter. It was noted that procurement had progressed and PTO/M, Mr. Mukone and Ms. Joan attended. 2. Equipping of procedure unit waiting for software specifications in 1st quarter. 3. Equipping of Tower and ACC with consoles, specifications not ready. Challenges still occurring included being very difficult to get people to do the work. Teams had been created but were not very effective. 4. KOICA Project – Funding from Korean government was received to enable installations of NAVAIDS yet to be decoded on and do PBN procedures in touch with Korean embassy. Korean government trying to appoint the project management team and by the end of January they will be around to commence work, MOU already presented. 5. Training – 48% of the budget already consumed, remaining courses now linked to projects which include MSSR & AMS upgrade of radar and AIM Automation training phase 3. AIM Automation was taken to boards which gave a go ahead and currently on the level of drafting the contract and will be signed any time. 6. R & D Bench Marking – Fortunate in contact with team in South Africa but yet to get info since the South African team has been off for the festive season. 7. Preparing budget estimates for next year. Budget call was made for inputs and was already submitted. 8. Currently working on the recurrent expenditure. Inputs from EIC and PTO/M on training were obtained 9. A presentation of the DANS budget (Capital & Recurrent) was done. | | | | | | Ag. PTO Planning | |
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| **MIN. 06/05/01/2016 A.O.B** | | | | | | | |
| ***Subject*** | | | | | | | ***Action by*** |
| 1. It was noted that the 5th newly recruited trainee had not reported yet he was expected to report on 4th January 2016, hence EIC was requested to follow up. 2. The new staff started orientation on 4th January 2016 and are expected to depart for Nairobi on the 23rd January 2016 for ATC basic course, aerodrome course and CNS systems basic course. The new staff were also required to compile a report for what had been covered so far and endeavour to submit before departing for Nairobi.      1. Maintenance team was requested to find a way of securing the toolkits. It was noted that only 4 toolkits would be provided next year. 2. Framework contract waiting for clearance from the board. 3. Airport undergoing Expansion hence Ag. MCNS requested for links to have backup preferably radio links. 4. Ag. MCNS noted that there was no JAVA feedback yet it was needed. 5. DF declined to pay the money attributed for acting and combining duties saying that the person whose duties have been assumed should also be mentioned. It was however noted that ATM receives this money hence Ag. EIC was requested to find out the procedure ATM uses to acquire the money. | | | | | | | Ag. EIC |
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**SECRETARY CHAIRPERSON**

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Mr. Herbert H. Walusimbi Mr. Stephen Serwanja