

FEDERATION OF EAST AFRICAN FREIGHT FORWARDERS ASSOCIATIONS

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An advocate of the freight logistics profession

Document: Monthly Report

Grantee: FEAFFA

Report for the month of: May 2012

Grant No. FEA-STA-012-028

Activity	Comment
Enhancing accountability and financial report	The new accountant underwent training at COMPETE on management of grant funds. An automated accounting software (quick books) was also procured and installed and is now in use.
To develop organizational policy manuals for FEAFFA	As part of finalization and validation of the draft organizational manuals for the Federation, FEAFFA Secretariat reviewed the draft manuals and provided feedback to consultants after which the drafts were enhanced. The final draft manuals will be completed on the first week of June after which they will be presented to the Board for approval followed by implementation. A training for FEAFFA staff on the usage of the manual is slated for the first week of June. The policy manuals include: Human Resource, Procurement, Accounting, Communications, Data Back-up and Code of Ethics (Leadership Code) policies and procedure manuals.
Oversight management of the Association	FEAFFA held the first meeting of the Board for the year 2012 at Hotel Club Du Lac Tanganyika in Bujumbura on 17 th May 2012. The meeting reviewed and approved the audited accounts for the years 2010 and 2011 for presentation to the AGM, reviewed the annual report, and recommended strategies for addressing internal wrangling in some of the

	national associations in preparation for the general assembly.																																				
Organize the FEAFFA General meeting for 2012	<p>FEAFFA held its general assembly for the year 2012 at Hotel Club Du Lac Tanganyika in Bujumbura on 18th May 2012. The meeting was attended by representatives of all the national associations affiliated to FEAFFA. The general meeting elected a new Executive Board and addressed governance issues within some of the national associations. The new Board was also inaugurated in a colorful handover ceremony witnessed by the Commissioner General of Burundi Revenue Authority. The new executive board includes;</p> <table border="1"> <thead> <tr> <th><u>Name</u></th> <th><u>Title</u></th> <th><u>Country</u></th> </tr> </thead> <tbody> <tr> <td>Mathew Bizimana</td> <td>President</td> <td>Burundi</td> </tr> <tr> <td>Merian Sebunya</td> <td>1st Vice President</td> <td>Uganda</td> </tr> <tr> <td>Hezron Awiti</td> <td>2nd Vice President</td> <td>Kenya</td> </tr> <tr> <td>Stephen Ngatunga</td> <td>Sec General</td> <td>Tanzania</td> </tr> <tr> <td>Sseka Fred</td> <td>Treasurer</td> <td>Rwanda</td> </tr> <tr> <td>Deo Ntibubuka</td> <td>Member</td> <td>Burundi</td> </tr> <tr> <td>Josephine Nyebaza</td> <td>Member</td> <td>Rwanda</td> </tr> <tr> <td>Hussein Kidede</td> <td>Member</td> <td>Uganda</td> </tr> <tr> <td>Boaz Makomere</td> <td>Member</td> <td>Kenya</td> </tr> <tr> <td>Edwin Mlay</td> <td>Member</td> <td>Tanzania</td> </tr> <tr> <td>John Bosco Rusagara</td> <td>Immediate Past President</td> <td>Rwanda</td> </tr> </tbody> </table>	<u>Name</u>	<u>Title</u>	<u>Country</u>	Mathew Bizimana	President	Burundi	Merian Sebunya	1st Vice President	Uganda	Hezron Awiti	2 nd Vice President	Kenya	Stephen Ngatunga	Sec General	Tanzania	Sseka Fred	Treasurer	Rwanda	Deo Ntibubuka	Member	Burundi	Josephine Nyebaza	Member	Rwanda	Hussein Kidede	Member	Uganda	Boaz Makomere	Member	Kenya	Edwin Mlay	Member	Tanzania	John Bosco Rusagara	Immediate Past President	Rwanda
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Develop three position papers on:	<i>(This activity is not being funded from the grant funds)</i>																																				
<ul style="list-style-type: none"> i. Customs Warehouse rent ii. Mutual recognition of Customs agent licences iii. Self regulation of Customs agents 	The SOWs for these three activities were finalized after review with COMPETE transit team. The next step is procurement of consultancy service to execute the tasks. This step is being handled by COMPETE and it is expected that the work will commence mid June 2012.																																				
Develop border clearance manuals for the key borders in the EAC Region.	<i>(This activity is not being funded from the grant funds)</i>																																				
	Development of the scope of work for this activity is in the final stage after, which procurement of the consultancy services will follow. Review of the draft SOWs is being done																																				

	in consultation with COMPETE transit team.
To train and certify 400 freight forwarders	21 students that had successfully completed the East Africa Customs and Freight Forwarding Practicing Certificate graduated on the 18 th May 2012 in a colorful ceremony at Hotel Club du Lac Tanganyika in Bujumbura. The function was presided over by the Minister for EAC of Burundi and the Commissioner General of Burundi Revenue Authority who all pledged their support to the training program. The function was also attended by representatives of all the other FEAFFA affiliate national associations. This was the first group of students in Burundi. The graduation marked the rollout of the training program in the entire region.
Concept Note on assessment of the impact of the proposed EAC Single Customs Territory on Clearing and Forwarding Agents.	FEAFFA finalized drafting a concept note to justify the proposed activity to assess the likely impact of the implementation of the proposed EAC Single Customs Territory on the clearing and forwarding sector. The draft concept note has been submitted to the COMPETE Transit team for review and consideration.
To carry out financial audit for the year 2011	The audit of the books of account of the Federation for the year 2011 was finalized and the audit report was signed by the Board. The Audit report is attached.

Submitted on 5th May 2012