



## Access and Quality thematic group

Notes from 27<sup>th</sup> August 2013

### Introduction

The Forum for Education NGOs in Uganda is a national coalition of civil society organisations working to bring about education rights in Uganda. This document outlines Access & Quality notes made at the meeting on 27<sup>th</sup> August 2013 at the UNATU offices.

### Notes from meeting

#### Teacher Payroll

Mr. Baguma Filbert (UNATU) explained the teacher payroll system to the group. He informed the members that teacher ceiling is the number of teachers set for individual schools depending on the number of pupils or students in a District (using enrolment figures).

The teacher ceiling is, however also dependent on the wage bill set by the Ministry of Finance. If there is not enough money allocated in the wage bill not enough teachers will be able to be recruited to reach the teacher ceiling.

The Ministry of Public service will use the teacher ceiling and allocation in the wage bill to inform the districts of the number of teachers to recruit. These teachers will then be recruited by the District.

Successful teachers get appointment letters which must be signed by the CAO with posting instructions thereafter, the teacher starts work on the date indicated in the appointment letter, and it is from this date that the teacher should be paid.

Within the first 2 weeks of work, the new teacher should fill in two forms to access payroll. The forms need a stamp from both the CAO and the District Internal Auditor. These forms, along with accompanying academic papers and posting instructions, are then submitted. The DEO writes a duplicate submission letter to the Ministry of Public Service. One letter remains and the other is sent back to the district as evidence that the forms have been received. At the same time the DEO should submit a summary of all the changes in teacher payroll being submitted (promotion, new teachers, underpaid teachers etc). \* This was one of the steps highlighted as being particularly problematic\*

Ministry Of Public Service will receive and check all forms before sending them to verifiers for cross checking.

After cross checking, the data entrants will enter information into the Integrated Personnel Payroll System (IPPS) which is designed to send information on for approval. The approvers will look at information like; date of birth, right date of start for payment and more before approval.

The payroll-processing unit will calculate the approved payment basing on the right scale. The Ministry of Public Service sends this information to Ministry of Finance, which also does a pay roll audit of what is

submitted to them. After this audit, they will approve the payroll and send it to Bank of Uganda, which then sends the money to each teacher's individual bank account.

### **Key issues**

- ✓ Mr. Baguma Filbert informed members that one problem is that if any information is entered inaccurately in this complex process then the money will bounce. Finding and correcting the mistake can be a very difficult process for teachers to navigate.
- ✓ Mr. Tweheyo James (UNATU) informed members that the plight of people with disability has been ignored and that the system does not cater well for disabled teachers or anyone who has difficulty accessing the MoES. For instance if teachers with physical disability wanted to access the relevant offices at the Ministry of Education and Sports, they had to carry their wheel chairs because lifts are out of service.
- ✓ UNATU has asked the government to affect the 20% salary increment promised however; government has insisted that there is no money. UNATU together with a technical team appointed by the president have identified areas where money can be recovered, for example from ghost teachers, luxuries, entertainment and allowances to travel abroad.
- ✓ Teachers should have received late salaries by the end of the financial year (June 30<sup>th</sup>), as all arrears should have been submitted. Teachers need to follow up if they have not received their late payments, but unfortunately teachers are not aware of this.
- ✓ UNATU is making sure that whenever they get circulars they send them out to the district chairpersons who should be able to distribute them so that teachers can know when and how to react. However, they may not get them immediately, which may create a communication gap.
- ✓ Even if teacher forms are overdue once they bear a stamp and signature from the CAO, they can be submitted.
- ✓ UNATU has tried to distribute the circulars from public service in relation to salaries to the head teachers so that the teachers can easily access them much as sometimes.
- ✓ Head teachers do not have access to pay roll information so do not know how many teachers at their school are registered to receive a salary. Sometimes those who have left continue to receive a salary while those currently teaching don't.
- ✓ Sometimes documents delivered are stamped and signed but there is no follow-up done on earlier submissions so they are kept lying in office without concern.
- ✓ The group identified many problems with the payroll and NGOS identified areas where they can support UNATUs work. For example NGOs working in the Districts can be in contact with the CAO to ask why local teachers who are not receiving salary. This will ease UNATUs work.

- ✓ After information has been submitted to the Ministry of Public Service, it should be put on the notice board for every teacher to access. NGOs could follow up by checking if information is being put on notice boards and if not asking why not.
- ✓ There is a need for follow up at a District level. CAO and the local government should be held accountable for the absence of payrolls and payslips
- ✓ The group agreed that there is need to sensitize teachers on the payroll system(develop teacher briefings)

## **ESSR**

The Education and Sports Sector Review (ESSR) will take place from 25<sup>th</sup>- 26<sup>th</sup> September 2013. The theme for this year's ESSR is '**Improving teacher effectiveness for quality learning outcomes**'.

In preparation to the ESSR, FENU secretariat is working with the membership to identify key issues to raise during the ESSR

FENU's access and quality thematic group has already done extensive work looking at key advocacy issues in education. These were discussed and key issues identified. Below are some of the key issues discussed by the group for inclusion in FENU's submission to the ESSR:

### **General**

- ✓ The ESSR should advocate for timely release of funds for adequate instructional materials

### **Access**

- ✓ **Education for all** – All children should have access to education. This includes those with disabilities, child mothers, those who drop out or never enrol refugee children and all marginalised.
- ✓ **Special needs and inclusive education** – The Inclusive and Special Needs department needs a larger budget to be able to work towards implementation of the education act (10% allocation of funds to SNE)
- ✓ **Non-Formal Education** –
  - i) Pay teachers in non-formal centres that have been corded.
  - ii) Increase Funds and reformat the curriculum for non-formal education.
  - iii) Provide exams for non-formal teachers.

### **Quality**

- ✓ **Teachers** – recruit more, deploy more, pay them well
- ✓ **School Management** – develop/capacity of School Management Committees, strengthen clear guidelines on who should be on SMCS, ongoing supervision of SMCS, clear messaging around school feeding for instance if education is free doesn't involve lunch.

- ✓ **Inspection** – Every school should be inspected once a term. Districts must be adequately equipped (particularly with transport) to enable inspection of schools.
- ✓ **Instruction materials** – Distribute reading materials in different languages to the correct area.

### Action points

Action agreed upon	Responsible person/ organization
Develop teacher briefing on payroll	Filbert (UNATU), Anya (FENU) and ABATO Foundation
Discuss distribution of the above document at the next meeting	FENU
Look at developing case studies on teachers with disability	NUDIPU, UNATU
Encourage teachers to register with UNATU	UNATU
Follow up on distribution of pay slips	NGOs
Discuss district level payroll problems at next meeting	FENU
UNATU to share case studies with FENU	FENU and UNATU
Circulate EFA guidelines	Anya (FENU)
Send an update on ESSR messages	Anya
Discuss the increase of teacher salary at next meeting.	FENU

### AOB

- ✓ Educate Uganda is doing a mapping on schools so will share the information with UNATU.
- ✓ Mvule Trust is training teachers

### Next meeting

The group agreed that the next meeting would be at Aga Kan Foundation or Save the Children on 7<sup>th</sup> / 14<sup>th</sup> of November subject to confirmation.