



GUIDELINES FOR USE AND MANAGEMENT OF THE COMPUTERS,
SURVEY EQUIPMENT(GNSS) AND MOTORCYCLES GIVEN TO THE
LGs BY THE MINISTRY OF LANDS, HOUSING AND URBAN
DEVELOPMENT

AUGUST 2025

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Foreword

During FY 2023/24, the Ministry of Lands, Housing and Urban Development joined as a supporting entity for the Uganda Intergovernmental Fiscal Transfer (UgIFT) Project, a project under the Ministry of Finance, Planning and Economic Development.

The Ministry's role under UgIFT was to strengthen tenure security for all Health, Education and irrigation sites. This was after routine monitoring reports revealed serious land tenure risks for the sites, including the potential loss of investments.

The process of land titling was slow, largely due to limited involvement of the Ministry, District stakeholders, and Land Management Institutions such as District Land Boards, District Physical Planning Committees, and Area Land Committees, as well as a lack of essential tools like survey equipment, transport vehicles, and computers among others.

While the Ministry's intervention successfully brought District stakeholders and Land Management Institutions on board, and enhanced their capacity for titling land under health and education facilities, there remained a need to increase land titling across the country, which is currently estimated at only 30%. Additionally, challenges such as the high cost of surveying and limited capacity within land management persist. To address these issues, the Ministry proposed the establishment of a grant and I am happy the Ministry of Finance made this grant available, which the Ministry has Piloted in **12 Local Governments: Amuria, Buyende, Kapchorwa, Napak, Nebbi, Kwanja, Kitagwenda, Ssembabule, Mityana, Nakaseke, Rukiga, and Kikuube**. Under the project, the Government has also acquired **12 motorcycles** for the above Local Governments.

Take note that this is a pilot and experimental phase and as such the Ministry will continue to monitor performance of the grant with the aim of rolling out the same model across the country.

I am so far pleased with the overall performance so far, with the exception of a few complaints, such as in Ssembabule where surveyors are reportedly charging exorbitant fees.

The grant alone was not sufficient without the necessary tools and to address this gap, the Ministry requested additional support for motorcycles for the Districts, which UgIFT provided.

To further strengthen these efforts, the Ministry, under the Land and Economic Competitiveness Project (LECP), acquired **12 advanced survey equipment and 12 computers** for the Local Governments. The Land and Economic Competitiveness Project is designed to improve land economic competitiveness by unlocking land potential to improve revenue generation, stabilizing and improving the real estate market, job creation, facilitating access to credit for financial inclusion, promoting optimal land use, and ensuring safe investments.

I am issuing these guidelines to ensure that the equipment is used for its intended purpose, properly managed, and fully maintained.

As you receive this equipment, I urge you to prioritize land management activities in your jurisdictions.

I wish to thank the Ministry of Finance, Planning and Economic Development, my Heads of Departments, the Project Coordinator of LECP, and the Research, Monitoring and Evaluation Department for the coordination efforts.



Dorcas W. Okalany (Mrs.)

PERMANENT SECRETARY

MINISTRY OF LANDS, HOUSING AND URBAN DEVELOPMENT

a) Introduction

The Ministry of lands, housing and Urban development has acquired the following to support the Land management activities in 12 LGs of Amuria, Buyende, Kapchorwa, Napak, Nebbi, Kwanja, Kitagwenda, Ssembabule, Mityana, Nakaseke, Rukiga, and Kikuube;

- 12 motorcycles with support from Ministry of Finance, Planning and Economic Development under Uganda Inter-Fiscal Transfer (UGiFT),
- 12 sets of advanced Global Navigation Satellite System (GNSS) survey equipment, and
- 12 computers under the Land and Economic Competitiveness Project (LECP).

These guidelines are therefore issued by the Ministry of Lands, Housing and Urban to Local Governments to provide guidance on the use and management of the above equipment.

b) Guidelines for Proper Use and Management of the Equipment

1. Purpose

To ensure optimal utilization, custody, and longevity of equipment provided to the Local Governments (LGs) and to promote accountability and service delivery.

2. Scope

These guidelines apply to the following equipment:

- Desktop computers
- Advanced Global Navigation Satellite System (GNSS) survey equipment and
- Motorcycles

3. Equipment Usage Protocols and Guidelines

- The management of the equipment shall follow Government guidelines on asset management.
- Equipment must be stored in a secure office designated by the Chief Administrative Officer (CAO).
- Use equipment only for official duties.
- Report faults or misuse immediately to the immediate supervisor or the Ministry of Lands, Housing and Urban Development.
- Budget for regular operation and maintenance of the equipment.
- For computers, avoid unauthorized software installations.
- Ensure that the equipment are used/operated by qualified and trained personnel

3.1 Motorcycles

- The Motorcycles must be used strictly for official land management activities mainly field visits.
- The motorcycles are to be used to implement functions of the District Land Office i.e physical planning and surveys & mapping.
- Local Governments should adequately budget for operation and maintenance of the equipment.

3.2 GNSS

- The Head of District land office shall be the custodian of the GNSS equipment.
- The GNSS equipment shall not be removed from district custody without formal authorization.
- The equipment shall be operated and used by a competent surveyor.
- The GNSS equipment shall be used strictly for:
 - 1) Surveying and demarcation of government land (for example schools, health centres, administrative buildings, forest reserves, etc.).
 - 2) Supporting systematic adjudication and registration programmes within the district.
 - 3) Assisting in resolving land disputes involving government land.
 - 4) Supporting official survey work assigned by the Commissioner for Surveys and Mapping.

3.3 Computers

- The computer should be installed in the District Land Office.
- Only licensed and approved software should be installed by a qualified staff at the LGs.
- Ensure sensitive data is encrypted and backed up regularly.

NB: All the provided equipment **shall not** be used for:

1. Private/commercial work by District Staff.
2. Hiring out equipment for commercial work.
3. Any non-official activities (e.g., political, personal, or unrelated administrative errands).

4. Maintenance and Support

- **Routine Checks:** Conduct quarterly maintenance and performance reviews. This shall apply to all the provided equipment.
- **Repairs:** Faulty equipment must be reported and repaired by certified technicians. This shall apply to all the provided equipment.

- **Upgrades:** Software and hardware upgrades for the computers should be planned and budgeted.
- **O&M:** The LG should plan and adequately budget for the maintenance of the provided equipment.
- **For the GNSS,** Routine servicing, calibration, and software updates of the equipment shall be done through MLHUD in coordination with the Surveys and Mapping Department.

5. Inventory and Asset Management

- **Tagging:** The equipment has been tagged with unique asset numbers to ensure easy traceability.
- **Inventory Register:** Maintain a digital and physical register of all the assets. Each item shall be entered in the district asset register, with the unique asset number.
- **Borrowing of Equipment:** A neighbouring District can borrow the equipment strictly for official use upon request from the CAO with fully endorsed forms. The lending form should indicate the borrowing district and show the status, batch number of equipment, date of borrowing and period of intended use.

6. Security and Risk Management

- **Physical Security:** Equipment should be stored in secure and lockable rooms.
- **Cybersecurity:** The computer should be maintained free of malware. Install antivirus software and enable firewalls on the computers.
- **Incident Reporting:** Any breach or theft must be reported within 24 hours. In case of accidents or theft of the equipment, inform the Police Immediately and record a statement at the nearest Police Station. In case of motorcycle accident or theft, the LG mechanical engineer/fleet coordinator should be contacted with a written incident report by the user and a copy provided to the Ministry.
- **Loss and Damage:** In case of loss or damage due to negligence, the responsible officer shall be held accountable in accordance with the Public Service Standing Orders

7. Training and Capacity Building

- The District shall conduct annual training sessions for staff on equipment handling.
- MLHUD shall organize training and refresher courses for District Staff Surveyors and assistants on GNSS operation, data management, and field safety.

- No untrained officer should operate the equipment.

8. Monitoring and Evaluation

1. **Quarterly Reports:** LGs must submit periodic output reports for deliverables arising out of use of the equipment.

For reporting on use of the GNSS, The District Staff Surveyor shall prepare a comprehensive quarterly report to MLHUD on:

- i. The status of geodetic and CORS stations within their jurisdictions.
 - ii. Parcels and acreage of land surveyed.
 - iii. Government land registered.
 - iv. Equipment usage and condition.
 - v. Any incidents of breakdown, loss, or misuse.
2. **Audits:** Annual audits will be conducted to assess compliance and recommend improvements.
 3. **Feedback Mechanism:** Users can submit feedback to the Ministry through the Chief Administrative Officer or Ministry staff during routine Monitoring and evaluation exercises.
 4. MLHUD shall conduct Quarterly monitoring visits to ensure compliance where districts may be required to demonstrate output (e.g., number of government parcels surveyed and registered) as a measure of equipment utilization.

9. Compliance and Sanctions

Any misuse of the equipment contrary to these guidelines shall result in:

- Disciplinary action
- Written warning and recovery of costs incurred due to misuse.
- Suspension /Withdrawal of equipment from the district in case of persistent abuse.
- Recovery of misused assets
- Reporting to the Public Service Commission for further sanctions.

10. Support Services Contact

For any inquiries, you can contact the Ministry through the following channels;

lecp@mlhud.go.ug

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