

**Strengthening of mechanisms for collection of Gender
Based Violence (GBV) data in the Justice, Law and Order
Sector (JLOS)**

Final Consultancy Report

Uganda Bureau of Statistics

November 2020

About this Report

There is growing demand for information on Crime and Criminal Justice at national and international levels. Information on the incidence of various forms of Gender Based Violence (GBV), the causes and consequences of such violence as well as access to justice services is required to gauge the magnitude and dimensions of the problem. Such information is the starting point for developing effective mechanisms, at the policy level, to inform meaningful and effective response and prevention interventions for better justice outcomes.

The Uganda Bureau of Statistics (UBOS) carried out a Gender Based Violence (GBV) data quality assessment in October 2019. This was a follow-up of the United Nations Office of Drug and Crimes (UNODC) assessment of the data production chain in 2017 and the United Nations Development Programme (UNDP) Data Gap Analysis of sixteen (16) indicators under two Sustainable Development Goals (SDGs). The key recommendations from these studies were 1) to review data collection tools and systems in the Justice, Law and Order Sector (JLOS)¹ and 2) to develop guidelines on the statistical data production.

In response to the above recommendations, the Uganda Bureau of Statistics as the coordinator of the National Statistical System (NSS), and in collaboration with the UN Women² introduced an initiative to strengthen the mechanisms for collection, analysis, dissemination and use of data on GBV from administrative sources in the JLOS. The process started with six (6) core data producing institutions. The institutions are the Uganda Police Force (UPF), Uganda Prisons Services (UPS), Office of the Director of Public Prosecutions (ODPP), the Judiciary, the Directorate of Government Analytical Laboratory (DGAL) of the Ministry of Internal Affairs and the Remand Homes under the Ministry of Gender Labour and Social Development (MGLSD).

As part of the process, an assessment for the six (6) core data producing institutions was undertaken to establish the institutional capacity to produce data on Gender Based Violence (GBV). The assessment covered three aspects. Those were: 1) the data collection systems; 2) the data management systems; and 3) human and infrastructure capacity needs assessment.

This report presents findings from the assessment and makes recommendations aimed at ensuring that the JLOS institutions can generate the requisite statistical information for national, regional and international development frameworks. The recommendations of this report are made with a focus of having fully automated information management in the JLOS institutions.

¹ The Government of Uganda switched from a Sector approach to a Programme based approach to planning. Subsequently, the functions of the then Justice, Law and Order Sector (JLOS) are being implemented under the Programme on Governance and Security (Programme 15) of the third National Development Plan (NDP III).

² UN Women leads and coordinates the United Nations system efforts to ensure that commitments on gender equality are translated into action throughout the world

Chapter One of the report provides general background information about the sector, the need for information on Gender Based Violence and situation analysis in the country. Chapter Two presents the findings from the assessment, while Chapter Three and Chapter Four present proposals for strengthening the systems for generation and management of information on GBV. The report further makes proposals on the possible revisions that the institutions of the, Law and Order Sector would require to incorporate into their data collection and management systems in order to explore the feasibility of integrating, harmonising and standardising the existing information management systems.

Table of contents

1. Introduction	1
1.1 The Justice, Law and Order Sector	1
1.2 The need for information on Gender Based Violence	2
1.3 Status of Gender Based Violence in Uganda	3
2. Situation Analysis of the Data Production Systems in the JLOS	4
2.1 Introduction	4
2.2 The Uganda Police Force	5
2.3 Directorate of Government Analytical Laboratory	8
2.4 Office of the Directorate of Public Prosecutions	10
2.5 The Judiciary	11
2.6 The Uganda Prisons Service	13
2.7 The Ministry of Gender, Labour and Social Development	14
2.8 Cross-cutting issues across the JLOS	17
3. Proposals for strengthening of Data Collection Systems	21
3.1 Revision of the Data Collection and Reporting Tools	21
3.2 Proposed changes to the Information Collection Systems	25
3.3 Proposed changes to the data reporting tools	27
4.0 Strengthening of the Data and Information Management	29
4.1 Proposals for improvements in the Information Management Systems	29
4.2 Institution-specific proposals for improvements in the information management	31
4.3 The Integrated Management Information System	33
5.0 Strengthening capacity for data collection and management	38
5.1 The Capacity Needs Assessment	38
5.2 Collaborative Arrangements	40
5.3 Recommendations common to the JLOS institutions	42
6.0 Implementation of the Recommendations	45
6.1 Short-term Interventions	45
6.2 Medium-term Interventions	46
References	47

Appendices	48
Appendix 1: Persons and institutions who contributed to this report	48
Appendix 2: Indicators routinely expected from the JLOS Institutions	49
Appendix 3: Tools and Registers used by the JLOS Institutions	52
Appendix 4: Monthly/Quarterly/Annual Return Form for the JLOS Institutions	59
Appendix 5: Reported cases of Domestic Violence in Uganda	61
Appendix 6: Proposal Revised Tools for the JLOS Institutions	65
Appendix 7: Proposal for harmonization of offences in the JLOS Institutions	82
Appendix 8: Proposed harmonised list of Offences	83
Appendix 9: Proposal coding of the socio-economic characteristics of persons	87
Appendix 10: Proposed revisions to the Reporting Tools for the JLOS Institutions	96
Appendix 11: Proposed Information (Variables) to be stored in the CCJ-MIS	98
Appendix 12: Proposed New Registers/Tools for the JLOS Institutions	104
Appendix 13: CCJ-MIS Documentation	105
Appendix 14: Data and Capacity Needs Assessment Reports	110

1. Introduction

1.1 The Justice, Law and Order Sector

The Justice Law and Order Sector (JLOS) was constituted to bring together institutions responsible for administering justice, maintaining law and order as well as promoting the observance of human rights. The JLOS sector brings together state and non-state actors who play complementary roles in improving access to and administration of justice through a sector-wide approach to planning, budgeting, programme implementation then monitoring and evaluation. The sector directs its efforts to transform the justice and law enforcement system into one that respects, promotes, protects and fulfils the fundamental rights stipulated in the Constitution of the Republic of Uganda, and the realization of the National Vision 2040. With the introduction of Programme based approach to planning, the functions of the JLOS are implemented under the Programme on Governance and Security (*Programme 15*) of the third National Development Plan (NDP III).

The institutions responsible for administering justice, maintaining law and order as well as promoting the observance of human rights include the Centre for Arbitration and Dispute Resolution, the Directorate of Citizenship and Immigration Control (DCIC), Judicial Service Commission (JSC), the Judiciary, the Law Development Centre (LDC), the Justice for Children, Labour and Probation functions in the Ministry of Gender, Labour and Social Development (MGLSD), the Ministry of Internal Affairs (MIA), the Ministry of Justice and Constitutional Affairs (MoJCA), the Local Council Courts under the Ministry of Local Government (MoLG), the National Identification Registration Authority (NIRA), the Office of the Director of Public Prosecutions (ODPP), the Tax Appeals Tribunal, the Uganda Human Rights Commission (UHRC), the Uganda Law Reform Commission (ULRC), Uganda Law Society (ULS), Uganda Police Force (UPF), Uganda Prison Service (UPS) and Uganda Registration Services Bureau (UPRS). The key JLOS partners include Non-Governmental Organisations, Academia, traditional and faith-based organisations, private sector groups, statutory bodies and parastatals as well as other players deriving or rendering value from the Justice, Law and Order system.

The goal of the sector is to improve adherence to the rule of law and capacity to contain prevailing and emerging security threats. Hence, the sector seeks to deepen and broaden access to JLOS services through well targeted interventions aimed at enhancing access to services, mainstreaming human rights and gender equality, fighting corruption and strengthening competitiveness and commercial justice. The sector's major priorities include:

1. Widening and deepening access to services of JLOS institutions;
2. Eliminating case-backlog;
3. Addressing the wider civil and criminal justice challenges;
4. Development and funding of special programs to target gender, age, poverty and other forms of vulnerability;
5. Mainstreaming national priorities and the Sustainable Development Goals;

6. Innovations to bridge the gap between formal and informal justice systems, whilst being committed to national and international human rights standards;
7. Tackling the growing concerns of corruption and human rights observance; and
8. Proactive engagement and reaching out to actors outside the constitution of the Sector.

The Sector seeks to deepen and broaden access to JLOS services through well-targeted interventions that are aimed at enhancing access to services, mainstreaming human rights and gender equality, fighting corruption as well as strengthening competitiveness and commercial justice. The Uganda budget for Financial Year 2020/2021 outlined five interventions aimed at improving access to Justice. These are:

1. Construct additional five one-stop service centres for JLOS across the country;
2. Implement the Electronic Court Case Management Information System (ECCMIS) in the Judiciary in order to increase efficiency in case management;
3. De-concentrate services for Government Analytical Laboratories and business registration services to regional centers in Arua, Fort Portal, Gulu, Mbale, Mbarara and Moroto;
4. Build capacity of Local Council courts in adjudication in order to decongest courts of petty cases and increase access to justice (To-date, 38,000 Local Council Court officials have been trained and a further 78,000 are targeted for training in 2020/21); and
5. Eliminate case-backlog by implementing a case reduction strategy (including by the use of non-custodial sentences such as Community Service to reduce remand population).

1.2 The need for information on Gender Based Violence

The national policy on ‘Elimination of Gender Based Violence in Uganda’ defines Gender Based Violence (GBV) as physical, sexual, economic or psychological violations which are subjected to individuals and/or a group of persons based on social expectations of men and women. The different forms of GBV include, physical violence, sexual violence, Harmful traditional practices, Economic violence and Emotional and psychological violence. GBV is a safety, dignity, health and human rights issue that can have a devastating impact on women and children in particular, as well as families and communities. It is a human rights violation, public health challenge and barrier to civic, social, political, and economic participation. The different forms of violence include physical, sexual and psychological violence.

Information on Gender Based Violence (GBV) is required for planning, policy formulation and evidence-based decision-making. The Committee on the Elimination of Discrimination against Women (CEDAW), the treaty body established to monitor implementation of the United Nations Convention on the Elimination of All Forms of Discrimination against Women, regularly addresses the issue of data collection, urging reporting states to strengthen and systematise efforts to gather statistics on the various forms of GBV.

The Government of Uganda recognises the need for adequate data on GBV for planning, policy formulation and decision-making. The Uganda National Gender Based Violence Policy 2016 emphasizes, for instance, the need for coherent and common systems for GBV data that will ease monitoring and evaluation of plans and policy interventions to ensure

accountability and elimination of impunity for GBV. Besides, the JLOS is mandated under the National Action Plan on Elimination of Gender Based Violence in Uganda (2016 – 2021) to record and manage GBV statistics.

The sector recognises that the collection and dissemination of data on reporting, access to justice services and the incidence of various forms of violence against women, as well as on the causes and consequences of such violence, is the starting point for developing effective mechanisms at the policy level to inform the design of meaningful and effective response and prevention interventions for better justice outcomes. The JLOS Sector Development Plan IV (Strategic Outcome 1.8) also recognises the need to promote gender equality and equitable access to justice by strengthening the collection, analysis and dissemination of sex disaggregated data.

1.3 Status of Gender Based Violence in Uganda

Information on GBV can be obtained from population-based surveys or administrative sources. The Ministry of Gender, Labour and Social Development (MGLSD) established the National Gender Based Violence Database (NGBVD) in 2013, as a central repository for all GBV cases handled by the various state and non-state service providers in order to monitor and evaluate GBV interventions in both humanitarian and non-humanitarian settings. By 2020, out of the 135 districts 99 were using the database.

Between 2015 and 2019, a total of 227,888 cases of GBV were reported, constituting 18.9% of all the cases reported to the NGBVD. The most common among the reported GBV cases were defilement (34.7%), Child-related offences (30.9%) and Domestic Violence (29.3%). Between 2013 and 2018, a total of 31,049 cases were registered on the database. The majority of the GBV cases reported by the victims/survivors were cases of ‘denial of resources, opportunities and services’ (40%), followed by psychological abuse and physical assault. The three (‘denial of resources, opportunities and services’, psychological abuse and physical assault’) collectively constituted three quarters of the reported GBV cases.

Information from the NGBVD shows that females are more vulnerable to the various forms of GBV compared to their male counter parts, while the males are more likely to be the perpetrators. About three quarters (75.4%) of the victims/survivors of reported GBV/VAGW cases were females, while four in every five (80.2%) of the perpetrators were males. The majority (59.6%) of the GBV Perpetrators were intimate partners, both current and former partners. However, among the child GBV victims, the more than half (56.3%) of the perpetrators of the GBV/VAGW were relatives.

2. Situation Analysis of the Data Production Systems in the JLOS

2.1 Introduction

In Uganda, there are several state institutions that collect and compile information on crime and criminal justice as part of their routine administrative systems. These include the institutions in the JLOS, the Ministry of Gender, Labour and Social Development (MGLSD), the Ministry of Finance, Planning and Economic Development (MOFPED), the Ministry of Health (MoH), the Ministry of Education and Sports (MoES), Ministry of Local Government (MoLG) and the Local Governments (LGs). The mid-term evaluation of Uganda's second Plan for National Statistical Development (PNSD II) revealed that the systems being used to compile administrative data, operate parallel in nature and are lacking in quality and completeness, and hence not able to answer the data needs of budget-performance monitoring.

The Uganda Bureau of Statistics (UBOS), in collaboration with UN Women) started an initiative to strengthen the mechanisms for collection, analysis, dissemination and use of data on Gender Based Violence (GBV) from administrative sources in order to address the above weakness. This initiative would lead to generation of comparable and coherent data on and GBV across the JLOS institutions so as to:

1. Understand the nature and patterns of GBV and improve service delivery and mitigation measures; and
2. Inform planning, budgeting and monitoring the implementation of national, regional and international GBV frameworks.

The initiative also explores the feasibility of integrating, harmonising and standardising existing systems, with a view of amalgamating information from the various agencies in order to generate data that provides a holistic national picture on the status of GBV in Uganda.

The sector is composed of many institutions. However, it was decided that the initiative should start with the six (6) core data producing institutions. These are; the Uganda Police Force, the Directorate of Government Analytical Laboratory (DGAL) in the Ministry of Internal Affairs, the MGLSD, Office of the Directorate of Public Prosecutions (ODPP), the Judiciary and the Uganda Prisons Services (UPS). The Uganda Bureau of Statistics (UBOS) and the JLOS Secretariat are included as oversight institutions.

UBOS undertook a Data and Capacity Needs Assessment Study to establish capacity of the institutions that produce statistics including those related to GBV. The study involved a review of the data collection systems, information management systems, as well as the capacity needs of the institutions. The findings from the data and capacity needs assessment informed the strengthening of the generation of the GBV data across the JLOS institutions. The assessment results also guided the development of a training programme for staff involved in data processing and management of the GBV related data.

2.2 The Uganda Police Force

The mandate of Uganda Police Force (UPF) is protection of life and property, prevention and detection of crime, keeping law and order, and maintenance of overall security and public safety in Uganda. The Uganda Police Force has various departments whose functions support the work of the Directorate of Criminal Investigations. These include the Forensics Department as well as the Child and Family Protection Department. The UPF field force is composed of 29 policing regions, 156 police districts/divisions, 1,552 Police stations and about 2,000 police posts.

2.2.1 Collection of information

All information reported at a Police Station whether of a criminal or administrative nature, is recorded in the Station Diary and assigned a record number (SD No). The criminal offences are forwarded to the Criminal Investigation Directorate (CID), while the cases of noncriminal offences (such as land and family matters) are referred to the responsible departments within the Uganda Police Force. A similar record is kept for road traffic accidents and traffic offences, except those penalised under the Express Penalty Scheme.

The criminal offences reported at each police station are recorded in the Crime Record Book (CRB). The entries in the CRB of any given police station are recorded serially within a calendar year (starting with 001). The CRB records 13 sets of information (variables) for every crime incident reported (see Appendix 3.1). The information relating to the prosecution and the court proceedings is updated as and when they become available from the court. The CRB may get information from other UPF records such as:

1. Statements written by suspects.
2. Police Form 3 – Request for Medical Examination of an injured person.
3. Police Form 3A – Request for Medical Examination of a victim of sexual assault.
4. Police Form 17A – Toxicological and Forensic Examination Report.
5. Police Form 24 – Request for Medical Examination of a person accused of serious crime.
6. Police Form 24A – Request for Medical Examination of a person accused of sexual assault.

2.2.2 Information Management in the Uganda Police Force

The various departments of the Uganda Police Force routinely compile information about their operations. Information relating to GBV cases is compiled by the Directorate of Criminal Investigations and the Child and Family Protection Department.

a) Criminal Investigations Directorate

Information management in the Uganda Police Force is semi-automated. Information about the criminal offences reported to a given police station within a given month and recorded in the Crime Record Book is manually summarised by a Police Records Officer using Police Form 1 (*PFI*).

- The PF1 from each of the police stations is sent to the mother police division/district, where the Division/District PF1s are compiled by manually summing up the information from the PF1s of the constituent police stations.
- The Division/District PF1s are in turn forwarded to the Regional Office where the Regional PF1 is manually compiled.
- The Regional PF1s are submitted to the Directorate of Criminal Investigations at the UPF headquarters. The District/Division PF1s are also included as annexes.
- At the UPF – CID headquarters, the Police Records Officer carries out data capture of the District and Regional PF1s³ using Microsoft Excel. The Information management officers are responsible for the other information management processes, including data quality assurance/validation, data analysis and report writing as well as data/information dissemination. These post-data capture operations are performed on a full-time basis.

The reported offences within a given calendar year are summarised using Police Form 66 (*PF66*) at the police stations. The compilation and flow of the information on the PF66 is similar to that for the PF1.

The information management follows well-documented procedures for data capture and cleaning processes. However, the other processes do not have documented procedures. Microsoft Excel software is utilised for all the information management processes while Microsoft Word is used for report-generation and sharing. A manual filing system is used for storage of the hard copies, and Microsoft Excel for the electronic data storage. Data from the Uganda Police Force are shared on the basis of authenticated requests. There is, however, no independent system for management of GBV information. The GBV data are, instead, generated as part of the data management for the entire Uganda Police Force.

b) Child and Family Protection Department

The Child and Family Protection Department (CFPD) was established in 2015 to respond to the needs of the Domestic Violence Act 2010. The department has a Child and Family Protection Unit (CFPU) at each of the gazzeted police stations in the country. The CFPD compiles information about the cases of domestic violence that is handled by CFPU, as well as the sensitisation activities carried out. Each CFPU compiles a Monthly Return Form for the unit. The process of compilation and flow of information is similar to that for the criminal offences by the CID.

The UPF through its Child and Family Protection with support from UN Women established a GBV Call Centre for receiving and responding to GBV and domestic violence cases, which were believed to have escalated during the period of the COVID-19 pandemic. The GBV Call Centre was established in May 2020, and is based at the UPF National Command Centre in Naguru. The purpose of the call centre was to ease reporting of cases of domestic violence in a lock-down situation occasioned by the need to curb the control of the coronavirus.

³ Data capture is carried out as a part-time activity

c) The Crime Records Management System

The Uganda Police developed the Crime Records Management System (CRMS) with several modules (including the case-portal) which captures information on individual offences and monitors its progression in the process of administration of justice. The CRMS is currently operational in the Kampala Metropolitan Policing Area (KMPA), which accounted for about 15.8 percent (about one in every six) of the reported criminal offences in 2019.

2.2.3 Data production and dissemination

The Uganda Police Force periodically (*monthly, quarterly and annually*) compiles information on reported crimes in the country, for their internal use and for dissemination to a wide range of stakeholders. The key report is the Annual Crime Report, which presents number of criminal offences reported, disaggregated at district and region levels. A summary of the data produced by the Uganda Police is presented in Table A5.1. The 2019 Annual Crime Report was the most recent publication and it revealed a total of 215,224 criminal offences that were reported to the Police in 2019. A key indicator published in the Annual Crime Report is the Crime Rate, which is one of the outcome indicators of the sector under the third National Development Plan (NDP III).

The Annual Crime Report is shared with the external data users who include Ministries, Departments and Agencies (MDAs), Non-Governmental Organisations (NGOs) and the general public. The detailed data are shared on a need-to-know basis and upon authenticated requests.

The UPF information management system also compiles information on Traffic and Road Safety offences and accidents, fire emergencies, marine accidents, as well as rescue and recovery incidents. The Annual Traffic Report is released concurrently with the Annual Crime Report. The UPF's Child and Family Protection Department compiles information on cases of domestic violence, child abuse and offences by children 'handled' by the CFPU's as well as 'supportive roles' offered by the CFPU's at the Police Stations. For each category, the CFPD monthly report gives details of the victim, suspect and action taken (see Appendix 4).

2.2.4 Data gaps

There is a need for regular information on GBV that is disaggregated at district and regional levels. However, there is no well-documented system for reporting on some forms of GBV. The data on GBV are generated and reported as part of the routine information management system arrangements of the Uganda Police Force.

2.2.5 Challenges

The challenges relating to information management in the Uganda Police Force are presented below:

1. The PF66 summarises information on what has transpired within a given year. Proceedings about a case undertaken in the subsequent years are not captured in the PF66s of the current year, nor in the ones for the subsequent years.
2. The offences are classified into 100 different types. The PF1 (in its current format) reports on 36 different items (columns of the FP1) per offence category, thus generating a

matrix of 3,600 cells. The process of tallying the information at the police station, as well as generating the summaries at the District and Regional Police headquarters is done manually. Given the number of cells on the PF1, therefore, there are high chances of human error during the tallying and/or compilation of the summaries.

3. The information from the Crime Record Book is summarised into aggregates at the Police Station to generate the PF1 Report. Therefore, it is not feasible to generate some levels of disaggregation of information desired policy/intervention.
4. The Police field units (Regions, Districts/Divisions, Police Stations, Police Posts and Booths) are identified by their area names e.g. Kawuku Police Post. Where multiple places have the same names, this poses a challenge for management of electronic information at national level.

2.3 Directorate of Government Analytical Laboratory

The Directorate of Government Analytical Laboratory (DGAL) is based in the Ministry of Internal Affairs. The DGAL provides a full range of general scientific analytical, forensic and advisory services that facilitate effective legal proceedings to dispense fair justice as well as safeguard people's environmental health and safety. The DGAL provides services to a wide range of clientele including Government departments responsible for the administration of justice and other agencies of Government, mainly the Uganda Police Force, the Judiciary, ODPP, the private sector and members of the public.

The Directorate has the central laboratory in Kampala and four regional laboratories in Mbale, Moroto, Gulu and Mbarara. Some regional laboratories are not fully equipped to carry out the necessary tests. However, they serve as collection centres for samples which are eventually transported to the headquarters for testing.

2.3.1 Collection of information

The Directorate carries out testing of exhibits relating to criminal offences as well as cases of a non-criminal nature. The data value chain involves case-receipt at general reception; case-receipt at division; actual case-analysis; interpretation of results; report-generation, review, approval and sealing; and report dispatch and collection. On a monthly basis, a total of 200 records are registered.

There are no structured formats for delivery of exhibits and requests for examination on exhibits, relating to non-criminal cases. The delivery and testing instructions are handwritten and received at the Directorate reception. However, in the case of exhibits relating to criminal offences, the Directorate receives exhibits from the Uganda Police using the Police Form 17A. The information recorded on the Police Form 17A is given in Appendix 3.2. The exhibits are allocated to the appropriate laboratory division depending on the type of examination that is required. Each exhibit that is received has to be recorded in the Record Receiving Book (bound-book register). The information recorded in this Book is given in Appendix 3.3. The cases relating to sexual Gender Based Violence (GBV) are mainly handled by the Forensic Biology laboratory.

On completion of the analysis of the exhibits, the results are presented back to the Uganda Police Force in form of a Police Report. It is mainly a scientific report with a few remarks as a conclusion of the report. The Record Receiving Book records the date of collection of the results, by whom and remarks, where necessary.

2.3.2 Information management

Microsoft Excel is used to record all processes of information management. There are no written procedures for the information management processes. The Police liaison officers and secretaries are responsible for data capture, while the Government analysts, economist and statistician are responsible for data processing and storage. Data quality assurance and validation is a responsibility of the economist and statistician. The DGAL has no dedicated system for management of GBV information.

A manual filing system is used for the storage of hard copies, and Microsoft Excel is used for the electronic data storage. The director, heads of department, division, and units were the protocols employed for data sharing. Emails/reports published/hand delivery were the approaches employed for data exchange.

A Laboratory Information Management System (LIMS) has been developed and is currently being tested. Thereafter, it will be rolled out to the laboratories at the headquarters in Kampala.

2.3.3 Data production and dissemination

The information is summarised to generate a report on the performance of the DGAL with respect to cases received and reported to each laboratory. The reporting is done on a monthly and annual basis. The DGAL produces monthly reports on ‘Performance of Case Analysis/Case-backlog’. The Heads of Division are responsible for carrying out the data-analysis and report-writing. The dissemination of information was being carried out by the director/commissioner/ economist. The DGAL has ever produced a special report of SGBV, but this was a one-off on request. The major users of the DGAL’s information are the Ministry of Internal Affairs (MIA), Office of the Prime Minister (OPM), and the JLOS Secretariat.

2.3.4 Challenges

1. There is no unique identification of exhibits. Given that a laboratory receives exhibits from an entire region, it is possible for several exhibits from different police stations, delivered to the same Laboratory and to have the same Police Reference Number (usually a CRB No).
2. The information recorded on the Police Form 17A about the ‘Nature of Crime’ does not, in some cases, provide sufficient detail to enable classification of an incident on whether it is a GBV offence or not.
3. The Police Form 17A captures the names of the accused and deceased (or victim/survivor), but does not capture other person characteristics. Therefore, although it is possible to identify some GBV cases, it is not feasible to identify all cases of GBV that are handled by the DGAL. Further, even when identified, one cannot profile the characteristics of the perpetrators and/or victims.

2.4 Office of the Directorate of Public Prosecutions

The Office of the Directorate of Public Prosecutions (ODPP) is charged with the duty of instituting criminal proceedings in all Courts with competent jurisdiction, except the court martial. Its mission is ‘to handle and prosecute criminal cases in a just, effective and efficient manner’. The functions of the Director of Public Prosecutions include:

1. To direct the Police to investigate any information of a criminal nature.
2. To institute criminal proceedings against any person or authority in any court other than a court martial.
3. To take over and continue any criminal proceedings instituted by any person or authority.
4. To discontinue at any stage before judgment any criminal proceedings.

The ODPP is organized in 16 regions with a total of 146 field stations. The field stations include the Resident State Attorney’s offices and Resident State Prosecutor’s Offices.

2.4.1 Collection of the information

The ODPP handles only criminal offences, and uses four different types of registers. These include (1) Criminal Offence (2) Criminal Revision (3) Criminal Appeals and (4) Criminal Miscellaneous applications. In addition, the DPP has other registers that are used in the management and monitoring of the cases as they progress through the process of prosecution (see Appendix 3).

2.4.2 Information Management at the Office of the DPP

The ODPP uses the Prosecution Case Management Information System (PROCAMIS) to capture basic information about the case, the accused, victims and witnesses. The information captured in the PROCAMIS is shown in Appendix 3.4. The case information is updated continuously. The ODPP is currently planning to upgrade the PROCAMIS so as to capture all the information contained in the case file such as information relating to evidence of the case.

The data entry clerks are responsible for data capture, processing and storage, while the Senior System Administrator is responsible for the data quality and validation, analysis, report-writing, and dissemination stages. There are written procedures for every stage of information management.

Registry shelves are used for storage of the case files, while the Oracle Database Management System is used for electronic data storage and information management. There are programmable interfaces to facilitate data exchange. The protocols would be determined when the linkages have been developed.

The ODPP does not, however, have a separate GBV specific database. Information on GBV cases is captured and data generated as part of the overall ODPP’s Information Management System.

2.4.3 Data Production and Dissemination

The ODPP collects data on the criminal cases, case stages, accused persons, victims of crime, witness of crime, and complainants. The key report produced is the number of public complaints and cases prosecuted. The findings are disaggregated by sex and produced on a quarterly basis. The ODPP also produces monthly reports on the number of cases handled at each station by case stage, as well as disaggregation by offence type, sex of the accused and level of court (High Court or Magistrate Court).

The users of the information from the ODPP include are Ministries, Departments and Agencies (MDAs), NGOs, UN Agencies, and other international organisations. The most recent report is the second quarter case prosecutions' performance.

2.4.4 Data gaps in the Office of the DPP

There is a need for case and forensic records data from Uganda Police Force and DGAL to be integrated in the DPP Case Management Information System. The data should be disaggregated by sex, age and location.

2.4.5 Challenges

The ODPP is running two parallel information management systems. The PROCAMIS is currently operational in 42 out of the 146 ODPP stations in the country. In the other ODPP stations where the PROCAMIS is not operational, a manual system is used to record, store and manage information about the cases.

2.5 The Judiciary

The Judiciary is an independent legal organ entrusted to administer justice through courts of judicature. The core functions of the Judiciary are:

1. Administer justice through resolving disputes between individuals, and between the State and individuals;
2. Interpret the Constitution and the laws of Uganda;
3. Promote the rule of law and contribute to the maintenance of order in society;
4. Safeguard the Constitution and uphold democratic principles; and
5. Protect human rights of individuals.

The Judiciary has six levels of courts and 261 Courts. These include one Supreme Court, one Court of Appeal/Constitutional Court, 14 operational High Court Circuits, 8 High Court Divisions, 80 Chief Magistrate Courts with substantive Chief Magistrates, 139 operational Magistrate Grade One Courts and 18 Magistrate Grade Two Courts. The Judiciary also has supervisory powers over other judicial and quasi-judicial institutions, including the Local Council Courts, Family and Children Courts, and other institutions from which appeals are lodged to the High Court.

2.5.1 Collection of Information in the Judiciary

The Judiciary uses the case file to manage court proceedings of a given case. Hence, the case file serves as the primary source of criminal justice information from the Judiciary. The information about a particular case is recorded in the appropriate registers. The Judiciary uses different registers for the different types of court cases (Appendix 3). The registers that capture offences related to GBV include the Criminal Offences Register. The information collected on the Criminal Offences Register is given in *Appendix 3.5*. The Judiciary is currently revising the case registers to ensure that all the required variables are captured.

2.5.2 Information Management in the Judiciary

The Judiciary uses a combination of both semi-automated and manual systems of information management. The electronic systems in use include the Court Case Administrative System (CCAS) and Judiciary Information Management System (JDMS). The manual systems are used to compile information at the stations where the electronic systems are not functional.

The semi-automated component includes maintaining records in the Case Register and replicating the same information in the CCAS/JDMS from which statistics are automatically generated. The information management software used includes the MIS, Stata, Microsoft Excel and R software. The manual component includes extracting aggregated estimates for key KPIs directly from the Case Register and making submissions to headquarters for compilation. The validation and analysis of data from the two components is done by the Statistics Team which generates draft reports for review by the Technical Committee. After incorporating the input from the Technical Committee, the draft reports are submitted to the Judiciary Information Management Committee for validation before being submitted to the Chief Justice for wider dissemination.

The hard copy files are stored in shelves at the Registry for Magistrates Affairs while the electronic information is backed up in compliance with the Judiciary Back-up and business recovery guidelines. The level of computerization is generally low, given that the courts (especially the lower-level courts) which serve as the primary data generation points are not computerized.

The Judiciary is in the process of developing the Electronic Court Case Management Information System (ECCMIS). The ECCMIS would be piloted in 19 courts. When finalized, the ECCMIS would be rolled out to all courts in the country and all records and data in the Judiciary would be electronically managed.

2.5.3 Data Production and Dissemination

The Judiciary generates monthly reports about the performance of the entire judicial system in the country. The information is mainly compiled from the CCAS. However, for the courts where the CCAS is not operational, the information is compiled manually from the judicial registers. The main statistical publication produced by the Judiciary is the ‘Statistical Report on Court Performance’ (see Table 2.3). The report shows the performance of the Judiciary by case type (Civil or criminal), Level of court and the rank of the judicial officers.

The information from the judiciary is disseminated for oversight purposes to the top management in the Judiciary, the JLOS Secretariat; Ministry of Finance, Planning and Economic Development (MOFPED) and the Office of the Prime Minister (OPM). Statistical information is also shared for external use to the MDAs. The statistical reports are also shared with a wider clientele using the Judiciary website, although this is not very regular.

2.5.4 Data gaps

1. The court registers do not record information about the victim in the event that the victim is not the complainant.
2. The court registers record information about the ‘Nature of Disposal’ of a completed case, but does not record the details on the actual sentences where applicable.
3. The data published from the Judiciary are still lacking in the level of disaggregation. The desired dimensions of disaggregation include Age, Sex, Education Level, and Disability Status of the persons involved.

2.5.5 Challenges

1. The Judiciary lacks dedicated personnel to carry out data capture of the court register information. The data captured is done by Court Clerks or Office Attendants on a part-time basis.
2. There is limited capacity (equipment and human resource skill) to capture the information from the cases files into the CCAS. In addition, the CCAS is currently operational in only 48 out of the 261 courts in the country. Thus, some of the information is summarised manually.

2.6 The Uganda Prisons Service

The role of the Uganda Prisons Service (UPS) is to protect, promote and fulfill the rights of those incarcerated. The UPS structured into 16 Regions, 52 Prison districts and 259 prisons, including Central and former Local Government Prisons.

2.6.1 Collection of information in the Uganda Prisons Service

The UPS collects information about convicted persons using two major tools. These are the Long Sentence Prisoner’s Record (Prisons Form 3) and Short Sentence Prisoner’s Record (Prisons Form 4). The information recorded on the Long Sentence Prisoner’s Record is given in Appendix 3.6.

The prisoners’ information is summarised on various forms (*mainly for internal used*). These include:

1. ‘Prisons Form 1: Return of Prisoners in [Name of Prison] Prison for the Month ended [mm/yyyy]’
2. Prison Form 30: Return of Prisoners on Remand or Awaiting Trial in Custody on the Last date of the Month of [mm/yyyy]
3. Return of Convicted Prisoners in Custody

4. Average Prisoners' Population (on Remand, convicts and Debtors) for 'Month of [mm/yyyy]'
5. Monthly Return of Prisoners Normally Released from Custody (*under development*)
6. Quarterly Return of All Recidivists Admitted Custody (*under development*)

2.6.2 Information management in the Uganda Prisons Service

Information management in the Uganda Prisons Service is predominantly manual. The information about inmates is captured from all the prison units in the country and aggregated at regional level. The merged data at regional level is submitted to the UPS headquarters. The electronic data are stored on the recovery drive of the computer while filing cabinets are used to store the hard copies.

An automated information management system (the Prisoners Management Information System) is still under development. The sub-systems for data capture, cleaning, report generation, report sharing, storage and backup had not been developed.

2.6.3 Data production and dissemination

The Uganda Prisons Service generates statistics on the population of prisoners, prison staff, as well as production activities within the Prisons Service including health, agriculture and industries. The information is published in the Annual Statistics Abstract. The most recent report is the Uganda Prisons Annual Statistical Report for Financial Year 2018/19. The data compiled by the Uganda Prisons are disseminated to external users including MDAs, NGOs, UN agencies and the general public.

2.6.4 Data gaps

The data collection tools (Prison Form 3 and 4) do not record information on the sex and disability status of the prison population.

2.6.5 Challenges

Information at the Prisons level is compiled manually due to low levels of computerization.

2.7 The Ministry of Gender, Labour and Social Development

This Ministry of Gender, Labour and Social Development (MGLSD) is a Government agency responsible to empower communities in diverse areas. The MGLSD promotes cultural growth, skills development and labour productivity while promoting gender equality, labour administration, social protection and transformation of communities. The goal of the ministry is to promote employment and productivity, positive cultural values, rights of vulnerable groups and gender responsive development.

The Orphans and other Vulnerable Children Management Information System (OVCMIS) was designed so that all OVC service providers collect relevant and functional information on a routine basis for use in planning and making decisions to improve service delivery. The OVCMIS enables service providers to report through it and, to aggregate the data. The Service Provider uses the Integrated OVC Register (Form 004) to register Orphans and other Vulnerable Children (OVC) and document services received. On a quarterly basis, the

Service Provider summarize the information onto the OVC MIS Quarterly Data Collection Tool (Form 100) and reported to the District Community Development Officers (DCOs), with a copy to the sub-county CDO for entry into the OVC MIS. The District CDOs, Probation and Social Welfare Officers (PSWOs), data entry clerks and focal point persons, CDOs were responsible for data capture on a part-time basis. Some DCDOs, PSWOs, Statisticians, District planners and IT officers were handling data processing and storage (a preserve of the statisticians) on part-time and full-time. Data quality assurance, validation, data analysis, and report-writing roles were a responsibility of the statisticians at the national level, on a full-time basis. On the other hand, the statisticians, PSWOs and DCDOs were handling information dissemination on a full-time basis.

2.7.1 Collection of Information in the MGLSD

The MGLSD has several programmes aimed at promoting gender equality and providing social protection. These include the National Gender Based Violence Database (NGBVD), External Employment, the Orphans and Vulnerable Children (OVC), the Remand Homes, the Social Assistance Grant for Empowerment (SAGE), the Uganda Child Helpline (UCHL) also known by its brand name *Sauti 116*, the Uganda Women Entrepreneurship Programme and the Youth Livelihood Programme. In the routine execution of their duties, these programmes collect information on gender equality, social protection as well as incidence and management of GBV.

2.7.2 GBV Information Management in MGLSD

The Ministry of Gender, Labour and Social Development has two independent systems which collect information on Gender Based Violence/Harmful Practices (GBV/HP). These include the National GBV Database (NGBVD) and the Remand Homes Integrated Management Information System (RHIMIS) while the Uganda Child Helpline (*SAUTI 116*) serves as a notifier to both systems.

The NGBVD is an online Management Information System designed to collect, store and analyse GBV/HP information. GBV actors use the GBV Incident Report Form for documenting information and collecting data about reported GBV/HP incidents. The form is filled at the service provision points such as the Office of the Community Development Officer, the Police, the GBV Shelters or any other GBV actor and then entered into the NGBVD by authorized users at the Community Development Office or Civil Society Organisations (CSOs). By the end of to 2019, however, the NGBVD was operational in only 99 out of 122 districts in the country.

The data flow along the value chain of information management varied from one system to another, but generally the data was flowing from the sub-county CDOs, Para Social Workers, and CSOs at the sub-county levels to the District CDOs, PSWOs, planners at the district level and then the data was being passed on to the National level to be further managed by the national technical Committees/secretariats for the various Management Information Systems (MISs).

Lockable cabins were being used for the storage of hard copies, and the Ministry server for the electronic data storage. EPIINFO, STATA, and Microsoft Excel were the types of software used for information management.

Provisions were in place for exporting the data in various formats (*Microsoft Excel, CSV, etc*) to the desk top for further management. For UCHL the system is connected to You-tube and social media platforms. All the systems are online and data can be accessed on data portals created by IT officers and also on the Ministry Website. All the procedures and processes of information management are explained in the various Standards of Operations developed for the individual systems. All the Management Information Systems are managed by the IT department and information management processes are managed by the statistics unit under Policy and planning division. Data accessibility is usually through the Permanent Secretary's office. There were written procedures to guide information management. Report-sharing was, however, being carried out manually.

The mechanisms in place for upgrading the UCHL MIS include:

1. Harmonisation of the GBV/VAC Helpline;
2. Increase of call volume capacity of Call Center by upgrade to E1 Technology;
3. Procurement of ICT Equipment/Infrastructure for additional staff at Helpline;
4. Upgradint the current UCHL System to a Harmonised National GBV/VAC Helpline;
5. General Office refurbishment including furniture;
6. Local Area Network (LAN) Expansion to accommodate additional users at Helpline;
7. Procurement of Consultancy to rebrand Helpline; and
8. Securing of additional Space for the Helpline.

Plans were underway to have the Remand Home Management Information System (RHMIS) upgraded to enable it function better than it is at the moment and to have it linked to the other systems. The MGLSD also has plans to develop the Single Registry so that it may serve as a single platform and linked to all the various systems in the ministry. The expansion of the coding scheme was being done within the upgrading processes of the systems, to also accommodate emerging current issues. Adopting to newer technologies, such as the use of hand-held information management devices was on-going. For instance, under the OVCMIS, all the probation officers were provided with tablets for data collection. The Literacy and Community Department was also equipped with Android tablet phones for electronic data capture.

2.7.3 Data production and dissemination

Manual paper-based tools and Android tablets were being used for data collection, and computers for all the other data management processes. The key reports produced from the data compiled were the Remand Home Annual Report, the Social Development Sector Statistical Abstract and the NGBVD. Information is disaggregated by sex, district, region and institution for the remand homes. The reports are shared with the external data users who include Government MDAs, Local Governments, NGOs, UN agencies and the general public. The most recent publications where statistics relating to GBV were disseminated include:

1. Social Development Sector Statistics Abstract 2018-19;
2. Remand Home Annual Report 2018-19;
3. Uganda Child Helpline Report 2018-19;
4. GBV Report 2018-19; and
5. Statistical Report on Gender Based Violence January – June 2020.

NGBVD are also disseminated using the MGLSD websites and data portals.

2.7.4 Challenges

1. The NGBVD captures very few of the GBV cases compared to those reported to the Uganda Police Force, and hence the ODPP and Judiciary. For instance, between 2013 and 2018, the NGBVD registered 27,560 GBV cases compared to 187, 812 reported to the Uganda Police Force.
2. The Remand Homes template records information about the juvenile inmates. However, it does not record information about the victim of the offence.

2.8 Cross-cutting issues across the JLOS

There are some issues (observations and challenges) that are common across JLOS institutions.

2.8.1 Cross-cutting observations

1. The data collection systems (including the registers/tools) were designed with the primary aim of managing the routine operations within the institutions. Therefore, crime and criminal justice statistics are produced as a by-product of the process.
2. All the six (6) core institutions (Police, Prisons, Judiciary, ODPP, DGAL and MGLSD) compile monthly performance of the individual stations. In addition, the judiciary also compiles monthly performance of the individual Judicial Officers.
3. The institutions have automated information management systems in place. However, the MISs are not operational in most of the field units in the entire country (see Table 2.1). Where the automated systems are not operational, the monthly reports are compiled manually.

Table 2.1: Number of Field Units in the JLOS Institution, 2020

Institution	Administrative composition	Number		Percent Computerised
		Total	Computerised	
Uganda Police Force	UPF Headquarters (CID and other related Departments)	1	1	100.0%
	Policing Regions	28	0	0.0%
	Police Districts/ Divisions	156	0	0.0%
	Police Stations	1,552	0	0.0%
	Police Posts	1,807	0	0.0%
DGAL	Central Laboratory (Headquarters)	1	1	100.0%
	Regional Laboratories	4	0	0.0%
Office of the DPP	ODPP Headquarters	1	1	100.0%
	DPP Regions	16	62	42.5%
	RSA Offices	74		
	RSP Offices	28		
Judiciary	Supreme Court	1	48	18.4%
	Court of Appeal/ Constitutional Court	1		
	High Court Circuits	14		
	High Court Divisions	8		
	Chief Magistrate Courts with substantive Chief Magistrates	80		
	Operational Magistrate Grade One Courts	139		
	Magistrate Grade Two Courts	18		
Uganda Prisons Service	UPS Headquarters	1	1	100.0%
	16 Regions	16	16	100.0%
	51 Prison Districts	51	0	0.0%
	259 Prisons	259	0	0.0%
MGLSD – Remand Homes		7	7	100%

4. The NGBVD was developed exclusively to capture, manage and disseminate information about GBV. However, the rest of the MISs within the JLOS institutions do not have a sub-system dedicated to the generation of GBV data. Thus, the data on GBV statistics are generated as part of the Crime and Criminal Justice statistics.
5. The JLOS institutions do have MISs but are at different stages of operationalization, and they are not inter-operable. Therefore, there is duplication of efforts when the same information about a case is captured afresh by the different institutions.
6. Some of the JLOS institutions do not have Standard Operating Procedures (SOPs) that guide the data collection and information management processes.

Table 2.2: Source of information for the MISs in the JLOS Institution, 2020

Institution	MIS	Stage of Development	Source of Information
Uganda Police Force	Crime Records Management Systems (CRMS)	Deployed in Kampala Metropolitan Policing Area	Crime Record Book
DGAL	Laboratory Information Management System	Under development	Record Receiving Book
Office of the DPP	Procurement Case Management Information System	Partly deployed	ODPP Registers
Judiciary	Court Case Assessment System	Partly deployed	Charge Sheet
Prisons	Prisons MIS	Under development	
MGLSD - NGBVD	NGBVD	Deployed in 99 out of the 135 districts	NGBVD Incident Report Form
MGLSD – Remand Homes	Remand Homes Integrated Management Information System (RHIMIS)	Deployed but has operational constraints.	Remand Home Registers

2.8.2 Cross-cutting Challenges

1. A complete profile of crime and criminal justice information requires information about the offence as well as the characteristics of the persons involved (Perpetrators and the victims). However, currently, none of the institutions' registers/tools, collects all the desired information to fully profile a case/offence. Further, the information management systems of the individual institutions operate in isolation and are not complementing each other to share information about a given incidence of crime in the country.
2. The Uganda Police Force identifies a criminal offence using the CRB No (or another reference number such as GEF, MCB, TAR, TOR), which is also captured by the ODPP. However, the court registers at the Judiciary do not record this number. This makes it difficult to electronically link information between the Police CRB and the Judiciary registers.

3. The different JLOS institutions have regional offices with varying areas of jurisdiction. For instance, the UPF has 29 Police Regions, the ODPP has 17 Regional Offices and UPS has 16 Regional Offices. This makes it difficult to link the information from the different institutions and carry out data analysis sub-national levels.
4. All the six (6) core institutions reported lack of human resource and technological infrastructure to carry out the data capture of the case information at the source (*field units*). This leads to many records being kept in the physical file format and is, hence, not conducive for statistical analysis.
5. The categorisations (codes) of the information on ‘Case Type/ Offence’ are not directly matched with the requirements for the International Classification of Crimes for Statistics Purposes (ICCS).

2.9 Conclusion

The six (6) core institutions collect useful information which can be used for generating statistics on crime and criminal justice, including those relating to Gender Based Violence (GBV). Currently, the institutions use a combination of manual or automated systems for information management. However, the systems are not capable of generating detailed information about crime and criminal justice in the country. Therefore, there is need to strengthen the information recording and management systems to ease administration of justice as well as generating the desired statistical information. Strengthening of the information management systems will address three aspects namely; 1) Data collection systems; 2) Management and sharing of information; and 3) Capacity development.

3. Proposals for strengthening of Data Collection Systems

Chapter Two has shown that the information management systems in the JLOS institutions are generally weak and operates in a disjointed manner. Strengthening of the data collection mechanisms focuses on two broad areas. Those are (1) review of the data collection and reporting tools; and (2) streamlining the system for collection and transmission of information. The ultimate aim of the initiative is to have comprehensive crime and criminal justice information, with quality data from all the institutions which are comparable and can be used to generate a comprehensive national crime and criminal justice profile.

3.1 Revision of the Data Collection and Reporting Tools

The process of reviewing the data collection and reporting tools started with internal review meetings within the respective institutions. UBOS and the JLOS Secretariat organised several meetings where data collection and reporting tools were reviewed. The recommendations from the meetings are given in Table 3.1 while the proposed revised tools are given in Appendix 6.

Table 3.1: Proposed common changes to the Data Collection Tools

Institution and proposed change	Responsible agency
<p>All six (6) core JLOS institutions</p> <ol style="list-style-type: none"> 1. Adopt a standard system for recording of common variables <ul style="list-style-type: none"> • Recording the dates using the DD/MM/YYYY format; • Recording time using the 24-hour clock; • Person names as Last Name, First Name, Other Names/initials. 2. To adopt a numeric format of coding information as opposed to the current alpha-numeric. 3. To adopt a common coding scheme for the physical location (geographical areas) <ul style="list-style-type: none"> • It is recommended that the JLOS institutions should use the system of coding of administrative areas being used by UBOS. This will ease combining the data from the JLOS institutions with those from other sources during data analysis. 	<p>All JLOS institutions</p>

Institution and proposed change	Responsible agency
<p>4. To adopt a harmonised recording of offence and their coding system</p> <ul style="list-style-type: none"> • <i>A proposal is presented in Appendix 7</i> <p>5. To explicitly list out offences that constitute ‘Gender Based Violence (GBV)’. These are given below:</p> <ol style="list-style-type: none"> i. Child Related Offences ii. Sex Related Offences iii. Domestic Violence <ul style="list-style-type: none"> • Under the Penal Code Act • Under the Domestic Violence Act iv. Harmful practices <ul style="list-style-type: none"> • Child marriages • Female Genital Mutilation 	All JLOS institutions
<p>6. To develop a common description of offences which is applicable to all institutions.</p>	JLOS Secretariat
<p>7. To develop a common coding scheme for socio-economic characteristics of persons related to cases. The areas of harmonization include;</p> <ol style="list-style-type: none"> i. Education level ii. Employers iii. Marital Status iv. Occupations v. Religion vi. Tribe/Nationality vii. Disability status <p>NB: The details are given in Appendix 9.</p>	Consulting Team
<p>8. Some JLOS institutions did not have standard tools for compilation of information about their activities. It is thus proposed that standardised tools be developed for this purpose. The proposed tools include;</p> <ol style="list-style-type: none"> i. The CFPD should develop standard formats for recording of information about the activities of the CFPD field units ii. The DGAL should develop a tool for receiving and recording exhibits which are not associated with criminal offences <p>NB: The proposals are given in Appendix 12.</p>	JLOS institutions

The review of the information gathering systems also made recommendations which are with respect to specific tools/registers used by the JLOS institutions.

Table 3.2: Proposed changes to the Registers/Tools of the six (6) core JLOS Institutions

Institution and proposed change	Responsible agency
<p>Uganda Police Force - Crime Record Book (CRB)</p> <ol style="list-style-type: none"> 1. The CRB record should include the NIN (where available) 2. To separate ‘Column I’ into a) SD (Station Diary) Ref and b) CRB No. <ul style="list-style-type: none"> • The columns for SD Ref. and CRB No should be mandatory fields for any offence 3. The CRB record should record the CFPU Number 4. Column 6 (Complainant) – to record the ‘Telephone contact of complainant’ 5. To include a new column to record the characteristics of the victims <ul style="list-style-type: none"> • Name, Date of Birth, age, sex, tribe or nationality, occupation and address of complainant Disability Status, Marital Status and relationship to accused 6. Column 7 - Include Telephone contact, Marital Status of the accused 	UPF
<p>DGAL – Police Form 17A</p> <ol style="list-style-type: none"> 1. The Police Form 17A does not record information about the personal characteristics of the accused and deceased/victim. <ul style="list-style-type: none"> • There is a need to amend the form to include personal characteristics (Sex, Age, and Location) of the Accused and deceased/Survivor. 2. The description of ‘NATURE OF CRIME’ on Police Form 17A should be detailed enough to enable easy identification of the GBV cases. 3. The Police Form 17A does not record information about the detailed location of the incident <ul style="list-style-type: none"> • To amend the Police Form 17A to include detailed location where the incident took place i.e. District, County, Sub-county, Parish and Village 	UPF
<p>MGLSD – NGBVD Incident Report Form</p> <ol style="list-style-type: none"> 1. The NGBVD Incident Report Form should spell out all categories of GBV as listed in the Penal Code Act and the Domestic Violence Act. 	MGLSD
<p>MGLSD – Remand Homes</p> <ol style="list-style-type: none"> 1. The ‘Remand Home Excel template’ should collect information on ‘Home County’ of the juvenile offender. 2. The ‘Remand Home Excel template’ should collect information on ‘Nationality’ and ‘Disability Status’ of the Juvenile offenders. 	MGLSD

Institution and proposed change	Responsible agency
<p>Office of the DPP - PROCAMIS</p> <ol style="list-style-type: none"> 1. The PROCAMIS should capture information on ‘Date of Birth’ in addition to the ‘Age’ of the accused. 2. The PROCAMIS should capture information on the Marital Status and Disability Status and Type of Disability of persons involved (accused and victims) 3. The PROCAMIS should generate information about the age-category of the accused persons, differentiating between ‘Juveniles only, Adults Only and Mixed (i.e., Juveniles and Adults)’ <p>NB: During the Validation meeting with the ODPP, the consulting team was informed that the variables are already included in the PROCAMIS.</p>	ODPP
<p>The Judiciary – Criminal Offences Register</p> <ol style="list-style-type: none"> 1. The court registers should include the NIN and the location of the incident (<i>i.e. where the field has been filled</i>). <p>NB: The Judiciary reported that they are planning to include the variables on age, sex and disability status in the Electronic Court Case Management Information System (ECCMIS), that is currently under development.</p> <ol style="list-style-type: none"> 2. The different types of registers have some common information but coded differently. A case in point is the coding of Case stage (<i>for pending cases</i>) or Nature of Disposal (<i>for completed cases</i>). 3. The Judiciary should harmonise the coding of information on ‘Case stage’ and ‘Nature of Disposal’ of cases across all Court registers. The Court Registers record information on ‘Nature of Disposal’ of a case (<i>for completed cases</i>)’ but does not capture the actual sentence (<i>where applicable</i>). 4. The Court registers and the ECCMIS should record the following information (for completed cases); <ol style="list-style-type: none"> a) Mode of disposal b) Result of the Hearing c) Type of sentence (including the magnitude) <p>(<i>See revised Register in Appendix 6</i>)</p> 	Judiciary

Institution and proposed change	Responsible agency
<p>Uganda Prisons Services</p> <ol style="list-style-type: none"> 1. Although the Reporting Tools (PF 1 and others) present information by sex, the Data collection tools do not explicitly reflect this information. Therefore, the forms PF3 & 4 should include an explicit variable on ‘sex of prisoner’. 2. The Prisons Form 3 and Prisons Form 4 collects detailed information about the physical appearance of the convict but does not have an explicit question about the disability status of the convict. <ul style="list-style-type: none"> • The Form 3A is to include an explicit question on disability status in the Prison Forms 3 & 3. This should also include the ‘Type of Disability’. 3. There is need to link the information from Uganda Prisons Service with that from other institutions including NIRA. The Form 3 should capture the NIN and finger prints. <p>NB: It should be noted that capturing of finger-prints poses enormous logistical problems.</p> 4. The Prison Form 3A is to include a field for Recidivism by type i.e., Same, Similar and Different. 	<p>UPS</p>

3.2 Proposed changes to the Information Collection Systems

Table 3.3 presents institution-specific issues and proposed recommendations to the data.

Table 3.3. Proposed changes to the information collection systems for the six (6) core JLOS Institutions

Observation	Proposed Solutions
<p>All the JLOS institutions produce monthly and annual reports, but the period of reporting is not aligned.</p> <ul style="list-style-type: none"> • The DGAL, Judiciary and UPS produce reports for the Financial Year while the UPF produces a report for the Calendar Year. 	<ol style="list-style-type: none"> 1. The JLOS institutions should harmonise the annual reporting periods for ease of comparing information across institutions.
<p>The basic information about an offence and persons involved is the same. However, the same information is captured afresh by each institution where the offence is handled. This is not only time-consuming but may also lead to inconsistent information about the same individual or case.</p>	<ol style="list-style-type: none"> 2. The basic information about an offence and the persons involved should be collected at the point of first contact with the judicial system. The case files would only be updated with extra information as the case progresses through the system.
	<ol style="list-style-type: none"> 3. With computerisation, basic information about an offence and the persons involved should be shared electronically between institutions.

Observation	Proposed Solutions
Some institutions lack standard guidelines/procedures on how to record information.	4. The JLOS institutions should have written standard guidelines on how to record information onto the registers. This will help ensure consistency and comparability of the information compiled by the different institutions.
<p>Some criminal incidents (including GBV cases) may not go through the Criminal Justice System:</p> <p>a) Cases that are reported and resolved in Family/LC Courts or other units of Government.</p> <p>b) Cases that are not reported at all.</p>	<p>5. The JLOS Secretariat should institute a mechanism of capturing such criminal incidents (including GBV incidents) that are not reported to Police.</p> <ul style="list-style-type: none"> • Periodic population-based crime victimization surveys could be used to estimate the magnitude and character of the unreported cases, including the reasons why they are not reported.
There is a desire to track criminal offences as they progress through the justice system. However, this is currently not possible because an offence is identified by a number allocated by each institution.	<p>6. This is a need for a unique identifier for each offence. The registers and information systems of the six JLOS core institutions should include the Police Reference No, to be used for linking information about the offence from the different institutions.</p> <ul style="list-style-type: none"> • NB: The non-criminal offences do not have a Police Reference Number. In such cases, the Reference number allocated by the Judiciary would be used.
<p>There is a need to develop a unique identification of individuals who come in contact with the law.</p> <ul style="list-style-type: none"> • Personal biometrics (finger prints) would be the ideal unique identifier. However, these pose enormous logistical challenges to operationalize. 	7. The National Identification Number (NIN) should be used as a unique identifier.
The offences are classified according to the Penal Code Act and other national laws and do not necessarily match with the ICCS.	8. There is a need to develop a mechanism for aligning the national classification of offences to that of the ICCS.

3.3 Proposed changes to the data reporting tools

3.3.1 Uganda Police Force

The record of the Uganda Police Force was identified to be key in the provision of information about criminal offences. The UPF reports monthly and annual incidences of crime using the Uganda Police PF1 (Monthly) and PF 66 (Annually). Below are some of the proposed changes to the PF1 reporting template:

Table 3.4: Proposed changes to the information collection systems for the six (6) core JLOS Institutions

Observation	Proposed change
Proposed PF1 – Variables (Columns)	1. Change ‘Persons taken to Court’ i.e. Columns 10 – 14, to ‘Offences taken to Court’
List Offences (Rows)	2. Update the list of offences and uniquely spell out the GBV offences as spelt out in the Penal Code Act and the Domestic Violence Act.
<p>Proposed PF1 – Format</p> <p>The PF1/PF66 in its current form has 36 columns and 100 rows, generating a matrix of 3,600 cells printed on A0 paper. This makes it very difficult to be used during compilation or use.</p>	<p>3. It is proposed to split the PF1 table into 81 small tables.</p> <p>The proposed layout is given in Appendix Table A10.1.</p>
<p>The CFPUs manage some cases through mediation, home visits and Guidance and Counseling, without proceeding for criminal investigation. However, the PF1 reports only those cases that are taken for criminal investigation.</p>	<p>4. The PF1 should be able to report on all types of cases and action taken as listed below;</p> <ul style="list-style-type: none"> • Cases taken for criminal investigation only; • Cases taken for Psycho-socio Management only; • Cases taken for both criminal investigation and Psycho-socio Management only;

3.3.2 The Directorate of Government Analytical Laboratory

The Directorate of Government Analytical Laboratory (DGAL) uses the Police Form 17A and the Receiving Record Book as tools for collection of information on exhibits handled. On a monthly basis, they report on performance using the ‘DGAL Performance on Case Analysis/Case-Backlog Analysis’ Report. Below are the proposed revisions to the report format:

Observation	Proposed change
The DGAL monthly reports indicate the number of cases, irrespective of the number of exhibits per case.	In order to measure accurately the work rate and performance of the DGAL, the monthly reports should report on both ‘Number of Cases handled’ as well as ‘Number of Exhibits tested’.

3.3.3 The Judiciary

The judiciary records information about the court case proceedings into the Court Case Administration System (CCAS). The CCAS is currently being upgraded into the Electronic Court Case Management Information System (ECCMIS). When completed, the ECCMIS will be rolled out to all courts in the country, and hence the information for all courts in the country would be electronically managed. Below are the proposed revisions to the data collection tools (Court registers):

Observation	Proposed Solutions
The reports from the Judiciary report on the cases disposed, case stage and backlog, but not on the direction of the judgement.	The Judiciary should start reporting on the ‘Mode of Disposal of case’, ‘Judgement’ and the ‘Sentence per count (whenever applicable)’.

4.0 Strengthening of the Data and Information Management

Accurate and comprehensive information about criminal offences and the characteristics of the persons involved (Complainant, Accused, Victims and Witnesses) is required to build a national picture on state of Crime and Criminal Justice in the country. Currently, the six (6) core JLOS institutions compile and publish monthly, quarterly and annual reports about their performance. However, the information management systems in the six (6) core JLOS institutions are faced with several challenges, as follows:

1. Information management uses a combination of manual and automated systems. The manual systems are limited in content compared to the automated systems.
2. The field units of the JLOS institutions are identified by their geographical/administrative area names. Where multiple places have similar names, this poses a challenge for digitalized management of information at national level.
3. There is no unique identification of exhibits at the Directorate of Government Analytical Laboratory (DGAL). Given laboratory handles exhibits from an entire region, there is a possibility of exhibits from different Police Stations delivered to the same laboratory, and to have the same Police Reference Number (usually a CRB No).
4. The JLOS institutions lack personnel dedicated to data management activities. In particular, the data capture function is performed on a part-time basis.

4.1 Proposals for improvements in the Information Management Systems

The long-term vision of the JLOS is an integrated and well-coordinated JLOS wide data/information management system, capable of producing the required quality, timely and reliable information. The strengthening of the information management systems in the Justice, Law and Order Sector entails developing information systems that are compatible across institutions and can be used to easily generate the desired statistics. Below are some proposed changes that will ease management and access to information from the various information systems:

1. Currently, manual compilation of monthly returns exists side-by-side with automated systems. The institutions should ensure that the content of both manual and automated systems, mirror each other so as to be able to produce one consolidated report of the crime status in the country and from each of the institutions.
2. The JLOS institutions should fully roll-out their MISs so as to digitalize the individual case and person records in their respective institutions. The estimated number of annual records that is to be captured by each institution is given in Table 4.1.

Table 4.1: Monthly and Annual Data capture workload for the JLOS Institutions

Source of Information	Criminal offences	Number of records to be captured			Annual Estimate
		Period	Monthly	Annual	
Uganda Police PF1/PF6	Offence Complainant Suspects Victims	2018		238,746	240,000
UPF - CFPD ⁴	Offence Victims- Management				
DGAL Record Receiving Books	Suspects Victims	2018/19	200		2,500
ODPP PROCAMIS	Offence Accused persons Victims Witness	2018/19	34,356		420,000
The Judiciary Various Registers	Offence Accused persons Complainant	2018/19	15,842		200,000
Uganda Prisons Form 3 & 4	Remand Population Convicted persons Debtors	2018/19		126,215	130,000
MGLSD Remand Homes	Offence Juvenile Offenders	2017/18		1,388	1,500
MGLSD NGBVD	Offence Accused persons Victims Offence - Management	Jan – June 2020		3,477	7,000
Total					1,001,000

3. The field units⁵ are key elements in the administration of justice, and their identification information is captured on most of the registers used by the JLOS institutions. However, the field units in the JLOS institutions are identified by the area name of their geographical area of jurisdiction (e.g. Busaana Prison). This is prone to creation of duplicates when the information from all field units is merged into a single database.

⁴ The CFPD is expected to refer the criminal offences to the CID offices for investigation.

⁵ The Field units include: Police Districts/Divisions, Police Stations, Police Posts, Prison Stations, ODPP Stations, Courts, DGALs Regional Laboratories, etc.

- It is recommended that the JLOS institutions should assign codes that uniquely identify their field units. Such codes are essential during the development of a national database.
4. The information about JLOS personnel⁶ handling a given case is recorded on most of the tools/registers used by JLOS institutions. However, most of the personnel are only identified by their person name.
 - It is recommended that the JLOS institutions assign codes that uniquely identify the personnel involved in the management of a case. Such codes are a requirement during the process of database development.
 5. The classification of offences should uniquely identify Gender Based Violence offences as listed in the Penal Code Act and Domestic Violence Act.
 6. The six (6) core institutions are at different stages of developing an information management system. It is thus, neither prudent nor practical to design a single Management Information System for all the six institutions.
 - It is recommended that each institution develops, maintains and fully rolls-out an independent information management system which is capable of supporting management and monitoring operations of the institutions. The information management system should be capable of generating crime and criminal justice statistics as well as of sharing of information among the different institutions, so as to allow for linking of information as the cases progresses through the justice system.

4.2 Institution-specific proposals for improvements in the information management

4.2.1 Recommendations to the Uganda Police Force

The ideal situation for compilation of crime and criminal justice information is to capture and analyse the individual crime records. However, the PF1 aggregates information for all subordinate units within its area of jurisdiction. The aggregation of the information at the police station, police district/division, regional or national level, limits the ability and ease of carrying out detailed data analyses especially with respect to localised trends.

In the interim, the Uganda Police should create a database of information about criminal offences, as recorded in the Monthly Police Station PF1s. The database of crime records should include all information as recorded on the PF1 i.e. each row on the PF1 (*Offence type*) for a given month. Each record should also have extra identification information (*variables*) including:

- 1) Reference date for the information (mm/yyyy).
- 2) Unique identification Code Police Unit reporting.
- 3) Code for the type of crime incidence.
- 4) Nature of incidence.

⁶ The personnel include: the officers of the institutions, as well as the offenders/accused/ victims etc.

Table 4.2: Number of Records to be captured under data capture of the PF1s

Unit of Capture	No of data capture offices	No of PF1s to be captured	Monthly workload per Data Capture office
Police District/ Division PF1 captured at UPF HQs	1	156	156
Police District/ Division PF1 captured at UPF District Offices	156	156	1
Police Station PF1 captured at UPF District Offices	156	1,552	10
Police Station PF1 captured at Police Station	1,552	1,552	1

1. In the medium term, the Uganda Police Force should capture individual records crime incidences as recorded in the CRB/CFPU registers. The estimated workload is presented in Table 4.3.

Table 4.3: Estimated annual workload during the UPF capture of individual records

Point of data capture	Total records to be captured	No of data capture centres	Average work load per data capture centre
Regional Headquarters	240,000	29	9,000
District/ Division Headquarter	240,000	156	1,540
Police Station	240,000	1,552	155

4.2.2 Recommendations to the Directorate of Government Analytical Laboratory

The Directorate of Government Analytical Laboratory (DGAL) is developing a Laboratory Information Management System (LIMS). When completed, the LIMS will be deployed at the DGAL headquarters in Kampala. The upcountry laboratories will continue compiling of monthly and annual reports manually. It is recommended that the DGAL rolls out the LIMS to the regional laboratories.

In the interim, the DGAL should develop a standard template that can be used by the regional laboratories to capture information, similar to that captured by the LIMS. On a monthly basis, the regional laboratories would electronically transfer the information to the DGAL headquarters for uploading into the LIMS, so as to generate a nationwide picture of the operations of the DGAL.

4.2.3 Recommendations to the Office of the Director of Public Prosecutions

The ODPP uses the PROCAMIS for information management. However, this is operational in only 62 out of the 146 ODPP field stations. It is recommended that the ODPP should expedite rolling out the PROCAMIS to all its field stations.

4.2.4 Recommendations to the judiciary

The Judiciary is in the process of upgrading the CCAS to the Electronic Court Case Management Information System (ECCMIS).

1. The ECCMIS should be extended to capture all dimensions of a case, including multiple offenders, multiple counts for given offenders and multiple sentences for given offenders; and
2. The ECCMIS system should be able to identify a given offence category (*such as GBV*) even in the case of multiple counts, and the sentence for each of the counts.

4.3 The Integrated Management Information System

The capacity assessment study found that all the six (6) core JLOS institutions are having an operational Management Information System or are in the process of developing one. The MISs contain information about Crime and Criminal Justice as well as administrative/management information about the respective institution. However, the MISs are facing some challenges:

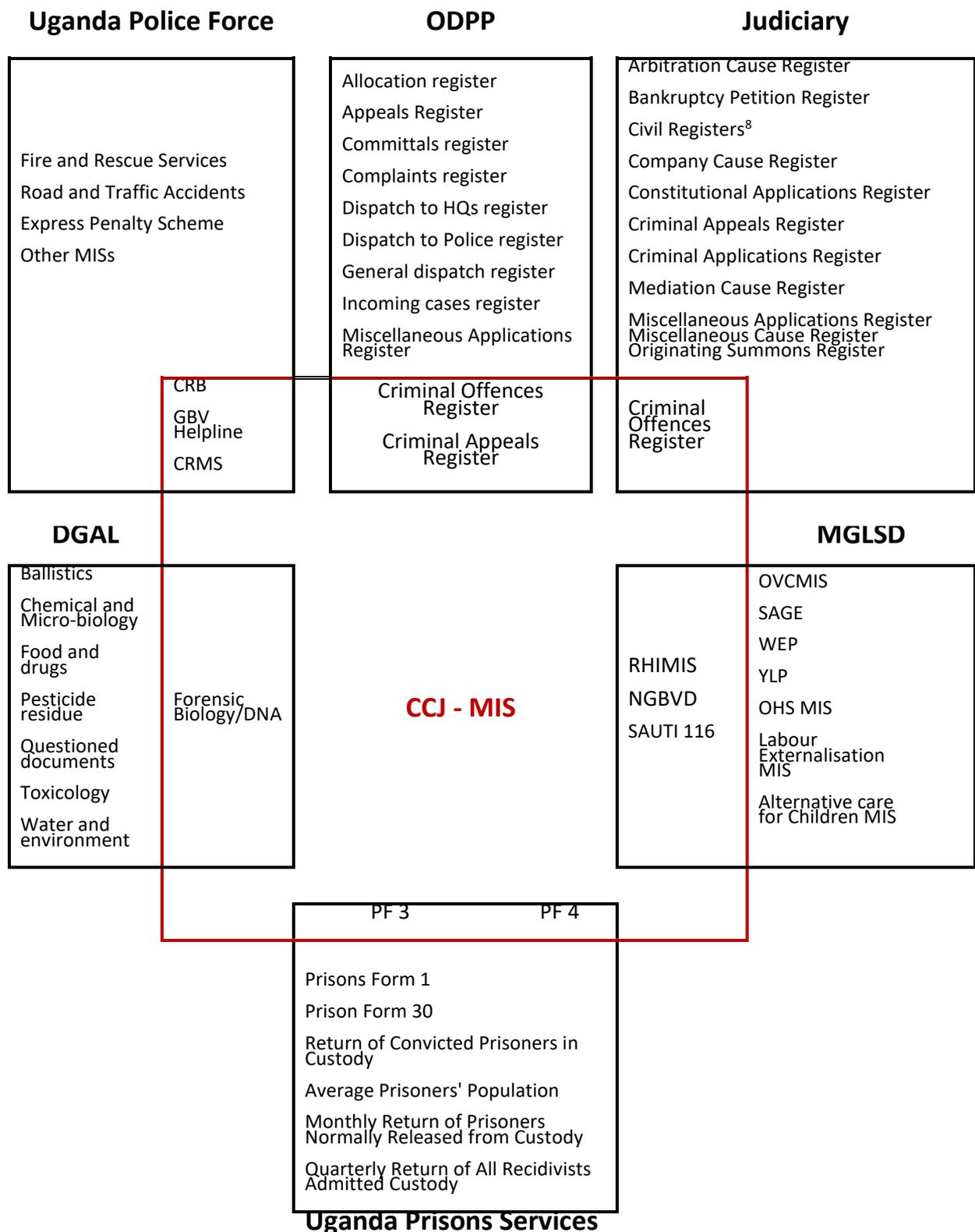
1. None of the MISs contain all the desired information to profile a criminal offence i.e. information about the offences, the persons involved (The complainant, Perpetrators/accused persons, Survivors/Victims, Parents/Guardians of the Victims in case of Juvenile Offenders, Witnesses and Next of Kin in case of the convicts);
2. The coverage of the MISs is not countrywide. Thus, information management is a combination of both manual and automated systems; and
3. The Remand Home Integrated Management Information System (RHIMIS) has operational challenges such as internet connectivity.

It is neither prudent nor practical to design a single Management Information System (MIS) for all the six institutions. It is, therefore, recommended that a Crime and Criminal Justice Management Information System (CCJ – MIS) be developed. The CCJ-MIS would be populated by combining the micro-records from the different institutions to create a comprehensive record (from reporting to the UPF to disposal by the Judiciary) about any given offence⁷.

⁷ A major assumption in the design of the CCJ-MIS is that all the six (6) core institutions digitize the individual person information.

The CCJ-MIS will include information about all criminal offences in the criminal justice system, and the information about GBV offences will be identified using the variable on type of offence. The type of information (variables) from the JLOS Institutions to be included in the CCJ-MIS is given in Appendix 11. The CCJ-MIS would be updated as and when new information about the offence becomes available. Figure 4.1 illustrates the relationship between the CCJ-MIS and the existing information systems in the JLOS institutions.

Figure 4.1: Relationship between the CCJ-MIS and other MISs



⁸ The Civil Registers include; Civil Appeals Register, Civil Applications Register, Civil Constitutional Applications Register, Civil Suit Register

The CCJ-MIS is proposed to have three modules as shown below;

1. The **Case module** – giving information about the case and case management.
2. The **Persons module** giving information about the persons involved in the case such as:
 - a) The complainant;
 - b) The Perpetrators/accused persons;
 - c) The Survivors/Victims;
 - d) Parents/Guardians of the Victims in case of Juvenile Offenders;
 - e) Witnesses in the case; and
 - f) Next of Kin in case of the Convicts.
3. The **Charges module** which will include the specific counts per person.

When fully developed, the CCJ-MIS will also generate comprehensive individual level Crime and Criminal Justice information. The JLOS Secretariat would then use the information in the CCJ – MIS to generate information on the '*State of Crime and Criminal Justice in Uganda*', which among others, reports on the various sector-level indicators. The CCJ-MIS will also generate detailed individual level Crime and Criminal Justice information which will enable carrying out detailed analysis such as:

- a) Number of GBV Victims cross tabulated by GBV Perpetrators
- b) Incidence of GBV Crime by characteristics of its occurrence (geographical location, place of occurrence, time of occurrence);
- c) Trend analysis of crime by type of crime e.g. Economic Crimes, Child and Sex related crimes, Civil offences, etc.;
- d) Incidence of GBV Crime by socio-demographic characteristics of perpetrators and/or victims;
- e) Crime by characteristics of its occurrence (geographical location, place of occurrence, time of occurrence).
- f) Trend analysis of crime by type of crime e.g. economic crimes, child and sex-related crimes, civil offences, etc.
- g) Incidence of crime by socio-demographic characteristics of perpetrators and/or victims.;

Appendix 13 documents the next stages that have to be undertaken in operationalization of the CCJ-MIS.

4.4 Conclusion

The six core JLOS institutions are having an operational Management Information System or are in the process of developing one. The MISs contain information about Crime and Criminal Justice as well as administrative/management information about the institution. However, the coverage of the MISs is not country wide. In addition, none of the MISs collects all the information desired to profile a criminal offence i.e. information about the offences, the persons involved. Therefore, it is neither prudent nor currently practical to design a single Management Information System (MIS) for all the six institutions. An alternative is to create a Crime and Criminal Justice Management Information System (CCJ – MIS). The CCJ-MIS would have three modules namely the Case module, the Persons Module and the Charges module, and the modules would be periodically populated with information (micro-records) from the different MISs to create a comprehensive information about any given offence.

5.0 Strengthening capacity for data collection and management

5.1 The Capacity Needs Assessment

A Data and Capacity Needs Assessment (DCAS) was conducted to establish institutional capacity to produce GBV-related data in the six (6) core JLOS institutions (Uganda Police Force, Directorate of Government Analytical Laboratory, MGLSD - Remand Homes, Judiciary, Uganda Prisons Services, and the Office of the Director of Public Prosecutions). The data and capacity needs assessment undertook a review of the data collection tools and aligning them to national, regional and international development frameworks. It also examined the key components of good data management. The data needs are summarised in Table 5.1.

Table 5.1. Data Needs of the JLOS Institutions

Name of Institution	Data Needs	Source of Information	Level of Disaggregation	Periodicity
Uganda Police Force	Incidence of Crime	Police Stations	District, Region	Monthly
MGLSD – Remand Homes	Incidence of Crime by Juveniles (including GBV)	Remand Homes Registers	District, Region	Annually
Office of the Director of Public Prosecutions	Case Records	Uganda Police Force	Sex, Age and Location	Monthly
	Forensic Records	DGAL	Sex, Age and Location	Monthly
The Judiciary	Court Case Data	Case Registers	Sex, Age, Education Level, Disability Status, Region	Monthly, Quarterly, Annually
Uganda Prisons Service	Projected mid-year Population	UBOS	Sex, Religion and District	Annually
	Number of Courts	The Judiciary	District and Jurisdiction	Annually
	Incidence of Crime (including GBV)	Uganda Police Force		

The assessment also captured the human resource capacity needs for the six (6) core JLOS institutions. The assessment revealed that the staff responsible for data management in the six (6) core institutions (except those for the Uganda Prisons Service) have basic training in data collection and management but they require further training to enhance the capacity of staff managing the data. The specific areas of interest are ICT skills, data collection (design of tools and management of the collection exercises), data management (including cleaning,

storage and warehousing), data analysis, report writing and presentation skills, database development. some institutions also require soft skills such as project management, project monitoring as well as evaluation and records management. In addition, the ODPP would like some para-legal training for its Data Entry Clerks. The specific requirements of each institution are given in Table 5.2.

Table 5.2. Staffing Levels of the Data Management Departments in the JLOS Institutions

Name of Institution	Category of Staff				Capacity Building Requirements
	Policy Analysts	Statistician Economist	Systems Analysts	Data Entrants	
Uganda Police Force	No	Yes	No	Yes	<ul style="list-style-type: none"> IT Equipment for data management Data Entry and Analysis Records Management Monitoring and Evaluation.
Directorate of Government Analytical Laboratory	No	Yes	No	Yes	<ul style="list-style-type: none"> IT Equipment for data management Database Management Data Analysis and Reporting using various Software Data Production Database Development
MGLSD – Remand Homes & NGBVD	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> Equipment for data, management and storage Training in data collection, analysis, data cleaning, storage and presentation of data, development of data bases, Report writing skills Development of Data Collection Tools Data Capture using EPIDATA Data Cleaning Data, Storage Development of Data Bases Data Analysis using packages such as CsPro, Stata Report Writing and Presentation Skills,
Office of the Director of Public Prosecutions	No	No	Yes	Yes	<ul style="list-style-type: none"> Data Management Generation of Statistics Data Analysis Mining and Presentation Data Warehousing Para-legal Studies (for the Data Entry Clerks).
The Judiciary	No	Yes (7)	Yes	Court Clerks	<ul style="list-style-type: none"> Project Management Certification Project Monitoring and Evaluation. Basic ICT Skills
Uganda Prisons Service	No	Yes (2)	Yes (2)	Yes (20)	<ul style="list-style-type: none"> IT Equipment for data management Computer Studies and Data Management

With respect to the skills, all the institutions reported lack of hardware for data management. These included desk-top computers, laptops and tablets. In addition, the Uganda Police and Uganda Prisons reported the need for External Hard Drives for Data Storage, while the Judiciary reported a gap in Servers, cabins and shelves for data storage. The Remand Homes also expressed a need for websites and Data Portals for information dissemination.

The assessment also revealed that collaborative arrangements with respect to data production and utilization do exist between the JLOS institutions, as well as between the JLOS institutions and other players in the National Statistical System. The Uganda Police Force has a collaboration with UBOS in the production of statistics. The collaboration covers data sharing, sharing statistical reports, and capacity development. However, this collaboration faces challenges of failure to share some sensitive data and failure to adhere to the set timelines.

The Uganda Prisons Services collaborates with UPF, Ministry of Internal Affairs (Directorate of Community Service), and Judiciary in the production of statistics. There is also, collaboration on data production work through the Inter-Agency meeting at sectoral level, and the formal communication among institutions.

5.2 Collaborative Arrangements

The key actors/stakeholders working with the ODPP in the production of statistics were UPF, DGAL, the Judiciary, UBOS, and the JLOS Secretariat. The collaborative arrangements involved completeness of cases involved, validating of data, and accuracy of data/Information. The challenges encountered in the collaboration were: varying levels of computerization, changing demands by the institutional focal persons, and no formal forum for handling the issues. The ODPP was collaborating with UBOS to streamline the production of data. In order to improve the relationship with UBOS, ODPP suggested holding periodic workshops/meetings, training of data producers, and monitoring and evaluation performance of data production.

The key actors/stakeholders that the Judiciary collaborates with in data production include the Office of the Prime Minister (OPM), the Ministry of Finance, Planning and Economic Development (MOFPED), and UBOS. The OPM and MOFPED guide on the indicators to report on, while UBOS provides the technical support in data production.

The major challenge encountered in the collaborative arrangements for the Judiciary is lack of clear terms to guide the collaboration with UBOS. It is suggested that a Memorandum of Understanding between Judiciary and UBOS is developed in order to guide the collaboration.

The Ministry of Gender, Labour and Social Development (MGLSD) collaborates with CSOs, GBV actors, Health workers, Para-social workers, Remand Homes, Local Governments, data managers at the sub-county and district levels, Uganda Police and Development Partners in the production of statistics. The collaboration included teamwork and supporting one another to ensure that the required data was collected from the lower levels and passed on to the district level, and eventually to the national levels, through regional review meetings especially for OVC-MIS, and through constant reminders.

The ministry also collaborates with UBOS in several aspects, including:

- 1) Support in the development of data collection tools;
- 2) Support in carrying out data analysis especially on GBV, UCHL and Remand Home data;
- 3) Producing and submitting statistical reports to UBOS through the PNSD arrangement;
- 4) Holding regular Inter-Agency meetings with UBOS in which various data production-related developments are discussed and shared.;
- 5) UBOS does quality assurance for the data produced and shared by MGLSD; and
- 6) UBOS recruited and seconded a statistician to help MGLSD in the development of statistics.

However, the collaboration of the Ministry with other stakeholders are faced with some challenges such as:

- 1) The Uganda Police Force was not submitting GBV data to the district CDOs for entry into the NGBVD in a timely manner, with some units not submitting at all;
- 2) Some focal point persons for GBV, for instances Remand Homes were not making timely data entry into the system;
- 3) The data managers at the ministry headquarters did not have full access rights to district data. This made it very difficult for the statisticians to effectively monitor data entry at district level.

The suggestions in relation to the improvement of the relationship between MGLSD and UBOS were:

- More efforts should be put in supporting MDAs in data management needed;
- A project should be designed through UBOS to help the MDAs to get financial assistance from development partners as it was under the DFID arrangement.

The Government of Uganda was funding the data production activities in the six core JLOS institutions. However, the MGLSD was also receiving financial support from UNICEF for some of the social welfare programmes.

5.3 Recommendations common to the JLOS institutions

5.3.1 Common recommendations to the six core JLOS institutions

The critical areas that best contribute to reforms in the National Statistical System (NSS) are:

- 1) The Bureau should fully support MDAs that are planning to undertake surveys, especially in the area of developing a sound methodology for data collection and other stages along the data production chain.
- 2) MDAs that produce administrative data should be supported to develop Management Information Systems that are inter-operable;
- 3) All JLOS institutions should have standardised data parameters since uniformity in data production and linkages among the JLOS institutions were reported as critical areas that best contribute to reforms in the NSS; and
- 4) There is a need for functional Sector Statistics Committee to coordinate statistics activities on a regular basis. The committee should
 - a) Advocate for production and use JLOS statistics;
 - b) Mobilise resources so that the scheduled activities under the Sector Strategic Plan for Statistics (SSPS) are implemented. These include strengthening the data management systems in JLOS;
 - c) Organise regular review meetings among the data producers, data users, and UBOS to improve performance, especially with respect to harmonization of efforts and minimizing the duplication.
- 5) There is a need to develop a monitoring and evaluation strategy for operationalizing the Sector Strategic Plan for statistics.
- 6) MDAs that collect and analyse administrative data should submit it to UBOS for quality assurance in order to build confidence among users of the information.

5.3.2 Institution-specific recommendations

The recommendations to enhance coordination with stakeholders in implementing the Sector Strategic Plan for Statistics are:

a) Uganda Prison Services

There is a need to have regular engagement in order to discuss data management issues and the challenges faced while executing the mandates in statistical production; and

b) The Judiciary

There is a need for more high-level engagement between the leadership of the JLOS Secretariat and the Judiciary Top Management to ensure buy-in and ownership.

c) Government Analytical Laboratory

1. There is a need for strengthened coordination between DGAL and Uganda Police.
2. The Police Form 17A should be revised to collect additional Information in order to improve data capturing and extraction of relevant information for statistical analysis.

d) MGLSD - Remand Homes

1. There is need for supporting the statistics units in organising coordination meetings in order to discuss implementation of the plan.
2. There is also need for developing a Monitoring and Evaluation (M&E) plan for operationalising the Sector Strategic Plan for Statistics.
3. The funding for the implementation of the Sector Strategic Plan for Statistics needs to be provided for in totality.
4. The stakeholders need to come in and support/advocate for statistical activities.

5.4 Conclusion

Proper data management is very essential to the production of reliable statistics. This calls for proper documentation to ensure that all the information is captured well, following standard guidelines.

The JLOS institutions compile Crime and Criminal Justice information from their respective administrative records. The findings from the assessment show that all the JLOS institutions are striving to ensure proper data management, though they are faced with many challenges, including insufficient funding, inadequate capacity for data management, limited staffing levels, and inadequate documentation/ guidelines of the processes. The levels of disaggregation of data is not standardized, neither is the data management software. The JLOS institutions are at different levels of data management.

Therefore, the capacity development of efforts should take into consideration those concerns to achieve an effective and efficient information management within the JLOS institutions. Based on the findings from assessment, the recommendations are:

1. There is a need to strengthen the data management systems.
2. The collaboration and coordination mechanisms should be enhanced through regular meetings attended by all the key stakeholders.
3. The operations should be standardized to ensure that the data management systems talk to each other, in order to minimise on the duplication of efforts in the JLOS.
4. There is a need to recruit and train staff in all the data management processes.
5. There is need for capacity building for statistical production. This would take various forms such as;

- a) The JLOS institutions could also benefit from the internship arrangements for university statistics students which are organized by UBOS and the collaborating universities.
 - b) The staff engaged in data management in the JLOS institutions, improve in data collection and management, through peer-to-peer Mentoring and attachment.
6. The dissemination of data and publications from JLOS should be widened within the institutions and externally.
 7. There is a need to increase the funding levels for data management in the JLOS.

6.0 Implementation of the Recommendations

The policy on Elimination of Gender Based Violence (GBV) of 2016 recognises the need for data to ensure accountability and elimination of impunity for Gender Based Violence. There is a need for adequate data on GBV, for planning, policy formulation and decision-making. The National Action Plan on the Elimination of Gender Based Violence in Uganda (2016 – 2021) mandates the Justice, Law and Order Sector (JLOS) to record and manage GBV statistics. This calls for putting in place coherent and common systems for management of GBV information.

Assessment of the data systems in six (6) core JLOS institutions revealed that:

1. The six institutions collect information (including that on GBV) on a continuous basis, in the process of execution of their respective mandates.
2. The six institutions use a combination of manual and automated systems to manage their information, and generate monthly reports.
3. All institutions are either developing or upgrading the data management systems with a view to full automation.
4. The information management systems in the JLOS institutions are currently disjointed, not interlinked and limited sharing of electronic data. Thus, there is no single comprehensive source of GBV data in Uganda.

The Uganda Bureau of Statistics in collaboration with UN Women (with support from DFID) launched an initiative to strengthen collection, analysis and dissemination of administrative data on GBV in the JLOS. This would be done through improving and streamlining data collection, information management, and reporting systems across the JLOS institutions. The ultimate aim of the reforms is to not only have a strong and coherent JLOS data system capable of supporting the processes of administering justice but also to generate crime and criminal justice statistics for purposes of evidence-based decision-making. The strengthening of the system would take a phased approach as presented below:

6.1 Short-term Interventions

In the very short term, the emphasis will be on the individual institutions adopting the commonly agreed upon interventions, within their own information management systems.

The six (6) core institutions will implement the following interventions>

1. Adopt and roll out the revised data collection tools as given in Section 3.1.
2. Adopt a common recording of common information such as date (dd/mm/yyyy), time (24-hour system), etc.
3. Adopt a common coding of information such as ‘Type of Offence’, ‘Occupation’, as given in Appendix 6.

4. Automate compilation of the respective aggregate information at district or lower levels. Specifically, to carry out data capture of aggregate information at the lowest level:
 - UPF – Police Post PF 1
 - UPS – Prison Unit PF 1
5. Assign unique codes to their respective field units for the purpose of enabling the creation of a database of aggregate information at sub-national level.
6. Update the Standard of Procedures to take into consideration, the revised tools and coding nomenclature.
7. Build capacity of staff on the use of the revised tools, codes and systems.

The JLOS secretariat will be required to implement the following interventions:

8. Develop a compendium of definition of concepts relating to crime and criminal justice statistics.

6.2 Medium-term Interventions

In the medium-term (2 - 3 years), the emphasis should be on developing a coherent JLOS-MIS populated with micro-records from the MISs of the respective institutions.

All institutions will undertake the following:

9. Capture the detailed individual records of cases with all their characteristics.
10. Provide the JLOS Secretariat with selected information about cases and persons (accused and victims).

The JLOS secretariat will:

11. Develop and operationalise a JLOS MIS populated with micro-records from the individual institutions.
12. Compile and publish a comprehensive report on the state of crime and criminal justice in the country, based on individual records.
13. Integrate information on crime and criminal justice from other JLOS institutions (e.g. Uganda Human Rights Commission, Equal Opportunities Commission, etc.) into the JLOS-MIS.

References

1. Ministry of Finance Planning and Economic Development (2020), Budget Speech for Financial Year 2020/21
 2. Ministry of Gender, Labour and Social Development (2018), National GBV Statistical Analysis Report on Cases of Violence against Children, May 2015- November 2018
 3. Ministry of Gender, Labour and Social Development (2018), *Uganda Violence against Children Survey* - Findings from a National Survey
 4. The Judiciary (2019), Statistical Report on Court Performance for the FY 2016/17 – FY2018/19
 5. The Justice Law and Order Sector, Fourth Strategic Development Plan (SDP IV) 2017-2020
 6. Uganda Bureau of Statistics (2019), Data Gap Analysis for SDG 16 - Final Report
 7. Uganda Bureau of Statistics (2017), Female Genital Mutilation/Cutting Survey Report
 8. Uganda Bureau of Statistics (UBOS) and ICF (2018), Uganda Demographic and Health Survey, Kampala, Uganda and Rockville, Maryland, USA
 9. Uganda Police Force (2019), 2018 Annual Crime Report
 10. Uganda Police Force (2020), 2019 Annual Crime Report
 11. Uganda Prisons Service (2019), FY 2018/19 Annual Statistical Report
-

Appendices

Appendix 1: Persons and institutions who contributed to this report

This report was written by the consultancy team that comprised of Mukulu Andrew Lutakome (Lead Consultant), Johnson Lubega Kagugube, and Stanley Mugambe. The team wishes to register its gratitude and appreciation to all those persons and institutions who contributed to this important assignment.

1. Uganda Bureau of Statistics UBOS
2. UN Women
3. JLOS Secretariat
4. Focal Persons for statistics in the six core JLOS Institutions
 - DGAL
 - Judiciary
 - MGLSD
 - ODPP
 - Uganda Police
 - Uganda Prisons
5. Other UN agencies
6. Other stakeholders
 - Selected CSOs
 - MGLSD – Remand Homes
 - ODPP – Gender Department
 - Uganda Police – Gender Department
 - Uganda Police – CFPD

Appendix 2: Indicators routinely expected from the JLOS Institutions

The JLOS institutions are required to generate data requirements for 1) national and international reporting requirements; and 2) internal monitoring of the operations of the institutions in the sector.

A. National Development Plan III Results Matrix

The NDP III Programme on Governance and Security is monitored based on a set of 21 indicators. These are

- 1) Turnaround time (hours/days)
- 2) Peace Index
- 3) Average time taken to respond to emergencies
- 4) Percentage of youth engaged in national service
- 5) Absence of IDPs due to conflicts
- 6) Laws enacted as a percentage of those presented
- 7) Index of Judicial independence
- 8) Percentage of backlog cases in the system
- 9) Rate of recidivism
- 10) Crime rate
- 11) Public satisfaction in the Justice system
- 12) Disposal rate of cases
- 13) Percentage of districts with one stop frontline JLOS service points
- 14) Corruption Perception Index
- 15) Percentage expenditure on R&D by Security Sector (UGX Billion)
- 16) Democratic index
- 17) Proportion of eligible voters registered
- 18) Percentage of citizens engaged in electoral process
- 19) Proportion of registered election disputes analysed and resolved
- 20) Proportion of human rights recommendations adopted
- 21) Disposal rate of Human Rights cases

B. Data requirements for monitoring institutions of the JLOS Institutions

The JLOS institutions also require some indicators for monitoring the performance of the sector. The Sector Outcome Indicators are presented below:

1. Crime rate
2. Accident fatality rate
3. Proportion of public satisfied with police services
4. Proportion of the population that feels safe walking alone at night
5. Proportion of districts with a complete chain of frontline JLOS services
6. Percent of backlog cases in the system
7. Conviction rate
8. Disposal rate of cases
9. Recidivism rate
10. Length of Stay on Remand
11. Percentage of remand prisoners to total prisoner population
12. Index of Judicial Independence
13. JLOS Corruption perception index
14. Disposal rate of corruption cases
15. Average time taken to dispose of corruption cases
16. Proportion of the public confident in the enforcement of existing laws
17. Proportion of Citizens that report that they are satisfied with the registration process
18. Proportion of persons in Uganda who are legally Identified

C. The 2030 Global Agenda for Sustainable Development

Goal 16 of the 2030 Global Agenda for Sustainable Development has five targets and eight indicators. These expected to be produced by the JLOS institutions are;

Target 16.1 Significantly reduce all forms of violence and related death rates everywhere

16.1.1 Number of victims of intentional homicide per 100,000 population, by sex and age

16.1.2 Conflict-related deaths per 100,000 population, by sex, age and cause

16.1.3 Proportion of population subjected to (a) physical violence, (b) psychological violence and (c) sexual violence in the previous 12 months

Target 16.2 End abuse, exploitation, trafficking and all forms of violence against and torture of children

16.2.1 Proportion of children aged 1–17 years who experienced any physical punishment and/or psychological aggression by caregivers in the past month

16.2.2 Number of victims of human trafficking per 100,000 population, by sex, age and form of exploitation

Target 16.3 Promote the rule of law at the national and international levels and ensure equal access to justice for all

16.3.2 Un-sentenced detainees as a proportion of overall prison population

Target 16.5 Substantially reduce corruption and bribery in all their forms

16.5.1 Proportion of persons who had at least one contact with a public official and who paid a bribe to a public official, or were asked for a bribe by those public officials, during the previous 12 months

16.5.2 Proportion of businesses that had at least one contact with a public official and that paid a bribe to a public official, or were asked for a bribe by those public officials during the previous 12 months

Target 16.10 Ensure public access to information and protect fundamental freedoms, in accordance with national legislation and international agreements

16.10.1 Number of verified cases of killing, kidnapping, enforced disappearance, arbitrary detention and torture of journalists, associated media personnel, trade unionists and human rights advocates in the previous 12 months

16.10.2 Number of countries that adopt and implement constitutional, statutory and/or policy guarantees for public access to information.

Appendix 3: Tools and Registers used by the JLOS Institutions

Tools/Registers used by the Uganda Police Force	Tools/Registers used by the Judiciary
<ol style="list-style-type: none"> 1. Station Dairy 2. Crime Record Book 3. Traffic Accident register 4. Traffic Offences register 	<ol style="list-style-type: none"> 1. Arbitration Cause Register 2. Bankruptcy Petition Register 3. Civil Register 4. Civil Appeals Register 5. Civil Applications Register
<p>Tools/Registers used by the ODPP</p> <ol style="list-style-type: none"> 1. Allocation register 2. Appeals Register 3. Committals register 4. Complaints register 5. Criminal Appeals Register 6. Criminal Offences Register 7. Dispatch to HQs register 8. Dispatch to Police register 9. General dispatch register 10. Incoming cases register 11. Miscellaneous Applications Register 	<ol style="list-style-type: none"> 6. Civil Constitutional Applications Register 7. Civil Suit Register 8. Company Cause Register 9. Constitutional Applications Register 10. Criminal Appeals Register 11. Criminal Applications Register 12. Mediation Cause Register 13. Miscellaneous Applications Register 14. Miscellaneous Cause Register 15. Originating Summons Register

Appendix 3.1: Information recorded in Crime Record Book (CRB) of the UPF

1. Serial Number (*CRB No*) and Cross reference to the SD (*Station Dairy*)
2. Date and time of
 - Occurrence
 - Report to Police
3. Nature of Report, how it was made, by whom
 - Brief particulars of the alleged offence.
 - How, when and where committed.
 - General description of property involved (*if any*) with identity and particulars of the owner, the value of property involved; details of any witness.
 - (*If Police Officer reporting, state unit*)
 - (*Vehicle No. and class to be included in case of traffic cases*)
4. Classification of the offence
 - Initial classification
 - final classification giving the Section of the Law.
5. Police Officers
 - Complaint recorded by (*Name and Rank of*)
 - Name of officer investigating.
6. Name, age, sex, tribe or nationality, occupation and address of complainant
7. Name, age, sex, tribe or nationality, occupation and address of accused
8. Process
 - summary arrest; arrest on warrant; summons; discharged by Police
9. If due to drunkenness (*Red tick only*)
10. Property
 - Stolen (Shs, Cts);
 - Recovered (Shs, Cts).
11. Date sent to court
12. Amount of fine paid
13. Court
 - Date, court and result.
 - Details of transfer or closure (*including Results from African Courts*).

Appendix 3.2: Information recorded on the Police Form 17A

Police Form 17A

1. Police Station
2. Police Ref No
3. Date received
4. Name of the accused
5. Name of the deceased (**NB: Could be a Survivor**)
6. Exhibit No
7. Description of Exhibit
8. Examination required
9. Lab No
10. Received from (Police No, Rank, Name and Date)
11. Date of offence
12. Time of offence
13. Place of offence
14. Weather conditions considered relevant
15. Nature of crime

(Brief history, with all information likely to be of assistance to laboratory staff including description trade or profession of prisoner(s) or suspect(s) if relevant to the material. Submitted).

16. Time and Date (**the exhibits are**) handed to Government Chemist.

NB: Each Laboratory has eight subject-specific divisions. These are Ballistics (FA), Chemical and Microbiology (CMB), Forensic Biology/DNA samples (FB), Food and drugs (DFD), Pesticide residue (PRL), Questioned documents (QD), Toxicology (TX) and Water and environment (WE)

Appendix 3.3: Information recorded on the DGAL Record Receiving Book

1. Date and time (*exhibits are*) received
2. Police Station received from
3. Police Reference No
4. Exhibit No
5. Laboratory No
6. Description of exhibit
7. Date collected
8. Collected by
9. Remarks

Appendix 3.4: Information captured in the PROCAMIS

Case Module	Accused Module	Victim & Witness Module
DPP Station	Legal Entity (Y/N)	Information not available (Y/N)
Registration Date	National ID	Legal Entity (Y/N)
Assigned to	First Name	Security Entity
Case Type	Last Name	National ID
Year of Registration	Middle Name	First Name
Physical File Location	Age	Last Name
Sequence No	Gender	Middle Name
File location date	Religion/Faith	Age
Offence	Occupation	Gender
Sum involved	Nationality	Religion/Faith
Currency	Tribe	Occupation
Police Station	District	Nationality
Date of registration at Police	County	Tribe
Police Case Number	Sub-county	District
Location of crime	Parish	County
County	Village	Sub-county
Sub-county	Status	Parish
Parish	Date	Village
Village	Charge (<i>as many as committed</i>)	
	Repeat charges (Y/N)	

Appendix 3.5. Information recorded on the Criminal Offences Register (of the Judiciary)

1. Serial No
2. Case Category
3. File Case Number
4. Date of Filing
5. Parties
 - a) Plaintiff/Applicant
 - Name (*Tel. No, Email, Occupation, Education Level, Marital Status, Religion*)
 - Sex (M/F)
 - Age
 - Disabled (Yes/No)
 - b) Accused/Appellant
 - Name (*Tel. No, Email, Occupation, Education Level, Marital Status, Religion*)
 - Sex (M/F)
 - Age
 - Disabled (Yes/No)
6. Offence
7. Date of Cause listing
8. Date of Commencing for Hearing /Proceedings
9. Date of Closing Hearing
10. Case Stage
11. Date of Disposal
12. Nature of Disposal
13. Name(s) of Judicial officer(s) presiding over the matter

Appendix 3.6. Information recorded in Short Sentence Prisoner's Record (Prisons Form 4)

1. PRISON
2. Name
3. Prisoner's Number
4. S/O
5. Property Book Number
6. Date of Admission
7. Date of Conviction
8. Court
9. Offence (s)
10. EPD (Expected Possible Date of Release)
11. LPD (Latest Possible Date of Release)
12. Date of Sentence expires
13. PHOTOGRAPHY
14. Next of Kin information
 - Name, Relationship, Tel No
 - District, Sub county, Parish, Village
- PERSONAL DESCRIPTION
15. Age on Admission
16. Tribe
17. Colour of hair
18. Religion
19. Nationality
20. Marital Status
21. Place of Birth (District, Sub county, Village, and Parish)
22. Previous Conviction
23. Occupation
24. Level of Education
25. Description of marking on the body
26. PARTICULARS OF LETTERS, VISITS, PETITION, APPEAL, TRANSFERS OR UNUSUAL OCCURRENCES
27. LABOUR ALLOCATION
28. MEDICAL HISTORY
29. PREVIOUS CONVICTIONS
30. RECORD OF OFFENCE AND PUNISHMENT
31. PARTICULARS OF AFTERCARE ASSISTANCE

Appendix 3.7. Information recorded in Long Sentence Prisoner's Record⁹ (Prisons Form 3)

1. General Register No
2. Tribe
3. Serial No
4. Name
5. Place of Birth
6. Age of Conviction
7. Married or Single
8. Number of Children (if any)
9. Occupation when free
10. Employed or not
11. Address at the time of arrest
 - Village, Parish, Subcounty, County, District
12. Next of Kin
 - Name and Address
 - Relationship
 - Telephone No
13. Place where crime was committed
14. Date
15. Court
16. Sentence
17. Standard of Education
18. Religion
19. Record of Previous Crime (*Takes multiple cases*)
 - Station, Court, Place, Date, Crime, Name, Prisons in which undergone

⁹ NB: The Prisons Form 3 also contains information about the physical appearance of the convict, as well as information about management of the prisoner during the period of incarceration.

Appendix 4: Monthly/Quarterly/Annual Return Form for the JLOS Institutions

UPF – Criminal Investigation Department		UPF - Child and Family Protection Department
<p>REPORTED CASES</p> <p>1. Total Cases</p> <p>2. Cases under inquiry</p> <p>3. Cases not detected/NPW</p> <p>4. Cass taken to court</p> <p>CASE PERFORMANCE</p> <p>5. Cases submitted to DPP/RSA</p> <p>6. Cases with convictions</p> <p>7. Cases with Acquittals</p> <p>8. Cases dismissed</p> <p>9. Cases pending in court</p> <p>PERSONS TAKEN TO COURT</p> <p>10. Accused Charged</p> <ul style="list-style-type: none"> • Charged Male Adults • Charged Male Juveniles • Charged Female Adults • Charged Female Juveniles <p>11. Accused convicted</p> <ul style="list-style-type: none"> • Convicted Male Adults • Convicted Male Juveniles • Convicted Female Adults • Convicted Female Juveniles 	<p>12. Acquitted</p> <p>13. Discharged</p> <p>14. Awaiting trial</p> <p>SENTENCES IMPOSED BY COURTS</p> <p>15. Imprisonment</p> <ul style="list-style-type: none"> • Imprisoned Male Adults • Imprisoned Male Juveniles • Imprisoned Female Adults • Imprisoned Female Juveniles <p>16. Death</p> <p>17. Fined</p> <p>18. Probation Bound Over</p> <p>19. Cautioned</p> <p>20. Community Service</p> <p>21. Fines awarded</p> <p>22. Victims of Crime</p> <ul style="list-style-type: none"> • Male Adult Victims • Male Juvenile Victims • Female Adult Victims • Female Juvenile Victims <p>23. Value of Property lost</p> <p>24. Value of Property Recovered</p>	<p>1. Serial No.</p> <p>2. CASES handle by CFPU</p> <p>3. No. of cases reported</p> <p>4. Victim</p> <ul style="list-style-type: none"> • Sex • Special Needs (by sex) • Age <ul style="list-style-type: none"> ➤ 0-11 ➤ 12—17 ➤ 18-35 ➤ 35 and Above <ul style="list-style-type: none"> • Relationship with suspect <ul style="list-style-type: none"> ➤ Related ➤ Not related <p>5. Suspect</p> <ul style="list-style-type: none"> • Sex • Special Needs • Age <p>6. Action Taken</p> <ul style="list-style-type: none"> • Put Away <ul style="list-style-type: none"> ➤ By Court ➤ By Police <ul style="list-style-type: none"> • Referred <ul style="list-style-type: none"> ➤ Court ➤ PSWO ➤ LC ➤ Others <ul style="list-style-type: none"> • Diverted • Under investigation • Taken to court • Pending in court • Dismissal • Acquitted • Convicted • Guidance and Counseling (by sex)

Monthly/Quarterly/Annual Return Form for the JLOS Institutions – Cont'd

DGAL	ODPP
<ol style="list-style-type: none"> 1. DIVISION (of the Laboratory) 2. Case backlog as of end of MM/YYYY 3. Backlog as of end of MM/YYYY 4. Cumulative backlog for FY YYYY/YYYYYY 5. Old backlog cases CLEARED in FY YYYY/YYYYYY 6. Total Backlog as of end of MM/YYYY 7. Backlog cases CLEARED in FY YYYY/YYYY 8. Total backlog 9. Cumulative Backlog in FY YYYY/YYYY 	<ol style="list-style-type: none"> 1. Offences/Case stages 2. Newly registered Cases 3. Male 4. Female 5. Juveniles 6. Public Complaints 7. Sanctioned 8. On Mention 9. Consented to charge 10. Further Inquiries 11. Under Hearing 12. Committed 13. Convicted 14. Acquitted 15. Dismissed 16. Withdrawn 17. Revised 18. Appeals 19. Closed Files (for No evidence)

Appendix 5: Reported cases of Domestic Violence in Uganda

Table A5.1: Number of Crimes by Category, Uganda, 2017 - 2019

Crime Category	Reporting period		
	2017	2018	2019
Homicides	4,473	4,497	4,718
Economic crimes	16,031	15,099	13,264
Sex Related crimes	16,862	17,521	15,638
Child Related crimes	15,093	11,589	10,596
Breakings	13,883	14,018	12,919
Thefts	66,539	61,533	55,704
Robbery	6,850	7,354	6,761
Assaults	36,541	36,323	31,895
Domestic Violence	15,325	13,916	13,639
Threatening Violence	13,474	13,357	11,529
Criminal Trespass	**	9,500	7,920
Malicious damage to Property	**	8,339	7,841
Arson (General)	**	2,196	1,614
Escapes from Lawful Custody	**	1,557	1,329
Abduction/Kidnap	**	507	424
Trafficking in Persons	177	286	120
Other Crimes in general	39,316	28,112	13,320
Terrorism	12	16	10
Political/Media crimes	193	442	169
Corruption	37	32	64
Narcotics	2,854	2,890	2,750
Local laws	4,405	3,006	3,000
Total	252,065	238,746	215,224

** Included as part of 'Other crimes in general'

Source: Uganda Police Force – Annual Crime Reports 2018, 2019

Table A5.2: Cases of Domestic Violence in Uganda Reported to the Health Facilities, 2014 - 2018

Period	Injuries Due to Gender Based Violence	Sexually Transmitted Infection Due to SGBV	Abortions Due to Gender Based Violence (GBV)	TOTAL
2014	49,542	46,418	4,326	100,286
2015	51,343	46,467	3,203	101,013
2016	49,893	37,899	1,999	89,791
2017	47,450	35,680	1,971	85,101
2018	50,450	27,539	1,891	79,880
2014 - 2018	248,678	194,003	13,390	456,071

Source: HMIS 2018

Table A5.3: Number of cases registered in the NGBVD, Uganda, 2013 - 2018

Period	GBV Cases	Period	Child GBV Cases
2013	432	2013/14	542
2014	3,027	2014/15	3,690
2015	10,933	2015/16	2,852
2016	7,667	2016/17	2,702
2017	8,400	2017/18	1,693
2018	590		
Total	31,049	Total	11,479

Source: NGBVD 2017/18

Table A5.4: Number of cases of GBV against children registered in the NGBVD, Uganda, 2014 – 2018

Incident Type	Sex			Sex Composition	
	Female	Male	Total	Female	Male
Child Marriage	384	6	390	98.5	1.5
Defilement	279	23	302	92.4	7.6
Denial of Resources, opportunities & services	1,597	1,268	2,865	55.7	44.3
Female Genital Mutilation	8		8	100.0	0.0
Forced Marriage	728	10	738	98.6	1.4
Physical Assault	488	297	785	62.2	37.8
Psychological Abuse	1118	736	1,854	60.3	39.7
Rape	187	12	199	94.0	6.0
Sexual Assault	1593	67	1,660	96.0	4.0
Grand Total	6,382	2,419	8,801	72.5	27.5

Source: National GBV Statistical Analysis Report on Cases of Violence against Children (May 2015- November 2018)

Table A5.5: Overall Court performance for the month of October 2019

S/No.	Court Level	Brought Forward	Registered	Cases Disposed of in October 2019	Cumulative Cases Disposed of in the year 2019 (Jan to Oct)	Pending
1	Supreme Court	148	16	9	54	155
2	Court of Appeal/ Constitutional Court	7,382	127	91	1,234	7,418
3	High Courts	79,966	3,100	2,643	22,556	80,423
4	Chief Magistrate Courts	49,636	8,517	7,721	80,438	50,432
5	Grade One courts	17,127	3,822	3,285	35,976	17,664
6	Grade Two Courts	980	260	200	2,519	1,040
	Total	155,239	15,842	13,949	142,777	157,132

Source: *The Judiciary (Court case Administration System and Monthly Case returns).*

Table A5.6: Capital offenders in custody by offences

Capital Offence	Convicts			Remands			Total	% Share
	M	F	TOT	M	F	TOT		
Murder	4,166	501	4,667	4,380	488	4,868	9,535	37.3
Aggravated Defilement	4,979	31	5,010	3,932	24	3,956	8,966	35.1
Aggravated Robbery	1,923	18	1,941	2,352	36	2,388	4,329	16.9
Rape	1,279		1,279	1,134		1,134	2,413	9.4
Terrorism	15		15	111	5	116	131	0.5
Kidnap with intent to murder	27	4	31	83	12	95	126	0.5
Trafficking in Children	3	3	6	22	2	24	30	0.1
Treachery	3		3	15		15	18	0.1
Aiding and Abetting Terrorism				10	1	11	11	0.0
Treason	1		1	9		9	10	0.0
TOTAL	12,396	557	12,953	12,048	568	12,616	25,569	100.0

Source: Annual Statistical Abstract, FY 2018/19

Table A5.7: Offences Committed by Juveniles in different Remand Homes

Types of Offences committed by Juveniles.	Remand Home							Percent ages (%)
	Arua	Fort Portal	Gulu	Ihungu	Mbale	Naguru	Total	
Aggravated Robbery	2	3	2	0	0	8	15	1.1
Aggravated Defilement	17	33	26	3	86	52	217	15.6
Arson	2	0	4	0	1	0	7	0.5
Assault	1	2	13	0	16	4	36	2.6
Attempted Defilement	1	0	0	0	1	1	3	0.2
Attempted Murder	0	0	4	0	0	0	4	0.3
Attempting Theft	0	0	0	0	0	2	2	0.1
Auto Theft	0	1	2	0	12	20	35	2.5
Being Rogue & Vagabond	0	3	1	0	14	0	18	1.3
Burglary & Theft	0	0	9	0	29	0	38	2.7
Burglary	2	12	2	0	1	9	26	1.9
Child to Child Sex	1	3	4	0	6	1	15	1.1
Criminal Trespass	0	3	1	0	9	1	14	1.0
Curfew Violations	0	1	0	0	0	1	2	0.1
Doing Grievous Harm	0	5	7	0	4	0	16	1.2
Driving under the influence (DUI)	2	0	0	0	0	0	2	0.1
Drug Abuse	0	0	0	0	0	1	1	0.1
Drug Possession	0	1	18	0	21	5	45	3.2
Homicide	2	0	0	0	0	0	2	0.1
Larceny/Theft	79	79	71	0	232	29	490	35.3
Liquor law violations	0	1	0	0	0	0	1	0.1
Malicious Damage	19	1	5		10	0	35	2.5
Murder	3	1	10	2	9	17	42	3.0
Possessing an Instrument of house breaking	3	0	10	0	0	0	13	0.9
Possession of Stolen Property	0	3	1	0	0	0	4	0.3
Rape	3	1	7	1	22	3	37	2.7
Robbery	1	6	1	0	1	18	27	1.9
Running away/escaping from custody	2	0	0	0	0	0	2	0.1
Simple Defilement	5	3	4	0	0	0	12	0.9
Simple Robbery	3	1	11	0	29	0	44	3.2
Threatening violence	2	3	3	0	5	0	13	0.9
Aggravated Trafficking		0	0	0	3	0	3	0.2
Abduction	0	0	0	0	1	0	1	0.1
Attempted Rape	0	0	0	0	2	0	2	0.1
Manslaughter	0	0	0	0	3	0	3	0.2
Truancy	0	1	0	0	0	3	4	0.3
Written Threats to Murder	0	1	1	0	0	0	2	0.1
Others	74	18	1	2	54	6	155	11.2
Grand Total	224	186	218	8	571	181	1388	100

Source: Child Data FY 2017/18 RHIMIS

Appendix 6: Proposal Revised Tools for the JLOS Institutions

The consultancy has made several proposals for the revision of the Registers/data collection tools. The revisions are presented below:

Uganda Police – Crime Record Book

- i. Separate the SD (Station Diary) No from the CRB No
- ii. Include particulars of the victim
- iii. Include a column for sub-offence

DGAL

The Police Form 17A should include information on;

- i. Personal characteristics of the Accused and deceased/ Survivor
- ii. Location where the incident took place

ODPP

The PROCAMIS should capture information on

- i. Date of Birth, Marital Status, Disability Status and Type of Disability of persons (accused and victims)
- ii. Auto generate information about the age-category of the accused persons, differentiating between ‘Juveniles only, Adults Only and Mixed i.e. Juveniles and Adults’

Judiciary

The Criminal Offences Register should capture information on

- i. Include the NIN and the location of the incident
- ii. Mode of disposal
- iii. Result of the Hearing
- iv. Type of sentence (including the magnitude)

Uganda Prisons (PF 3 and PF 4)

- i. NIN
- ii. Date of Birth
- iii. No of times in Prisons as a convict
- iv. Disability Status
- v. Nature of Disability
- vi. Presiding Court

Having implemented the above proposals, the revised tools are presented below.

A6-: Proposed revision to Crime Record Book of the Uganda Police Force

The table below shows the proposals to be made to the Crime Record Book.

Column		Title	Detailed description
1		SD REF	Capture Station name for referral purposes
2	2a	CRB No.	
3	3a	DATE AND TIME (dd/mm/yyyy) 24-hour system	DATE AND TIME of occurrence
	3b		DATE AND TIME of report made to Police
4		PLACE OF OCCURRENCE	(Home, Highway, Work place/ School, etc.)
5	5a	NATURE OF REPORT	How made, by whom. (Brief particulars of the alleged offence; How, when and where committed; Details of any witness) General description of property involved, Particulars of the owner, Value of the property involved;
6	6a	OFFENCE	Initial classification in blue/black ink. Final classification in red ink, giving the Section of the Law
	6b	Sub-category of the OFFENCE	Codes for the sub-categories should be sub-divisions of the main categories To uniquely identify GBV offences listed in the DV Act;
7		COMPLAINANT	Name, age, sex, NIN, tribe, nationality, marital status, Disability status, occupation, physical address, Telephone contact
8		VICTIM	Name, age, sex, NIN, tribe, nationality, marital status, Disability status, occupation, physical address and Telephone Contact and Relationship to the perpetrator
9		ACCUSED	Name, age, sex, NIN, tribe, nationality, marital status, Disability status, occupation, physical address
10	11a - 11d	PROCESS (Tick if applicable)	Summary Arrest, Arrest on warrant, Summons, Discharged by Police
11		UNDER THE INFLUENCE OF ALCOHOLIC SUBSTANCES	(Red tick only)
12	13a	VALUE OF PROPERTY	VALUE OF PROPERTY Stolen (Ug.Shs)
13	13b		VALUE OF PROPERTY Recovered (Ug.Shs)

Column	Title	Detailed description
	DATE FILE SENT TO COURT (dd/mm/ yyyy)	Give date, court, results, details of transfer or closure.
14	AMOUNT OF FINE PAID (Ug. Shs)	
15	OFFICERS DETAILS	Rank & Name of Investigating officer. Officer making CRB entry (Name & Rank)
16	COURT DETAILS	Give date, court, results, details of transfer or closure.

A6-C: Proposed ODPP PROCAMIS Data capture sheets

1) Case details

1.1 DPP Station

1.2 Date (*DD/MM/YYYY*)

1.3 Assigned to

1.4 Case type¹⁰

1.5 Year of registration (*YYY*)

1.6 Physical file location

1.7 Auto Generated Number

1.8 Manual Generated File Number

1.9 File locations Date (*DD/MM/YYYY*)

1.10 Offence

1.11 Sum (currency & amount)

1.12 Police station

1.13 Police Reg. Date (*DD/MM/YYYY*)

1.14 Police Case Number

1.15 Location of crime¹¹

1.16 City/District

1.17 County

1.18 Sub county

1.19 Parish

1.20 Village/LCI

1.21 Residence (Rural/ Urban)

1.22 No. of Persons Involved:

a) Victims b) Accused/Suspects c) Age category of the Accused/Suspect d) Witnesses

¹⁰ *Criminal Offence, criminal appeals, miscellaneous applications, asset recovery etc.*

¹¹ *Highway, Street, School, Home, Forest, Bush, Other (specify)*

2) Accused details

2.1 Accused Number ,,,,,, of ,,,,,, (Repeat this form entry for each Accused/suspects)

2.2 File number

2.3 Legal entity

2.4 National ID Number (NIN)

2.5 PWD (Yes/No) (briefly state the disabilities)

2.6 Last Name

2.7 First Name

2.8 Other names

2.9 Marital Status

2.10 Date of Birth/ Age (*DD/MM/YYYY*)

2.11 Sex

2.12 Religion

2.13 Occupation

2.14 Nationality

2.15 Tribe

Residence details:

2.16 District/City

2.17 County

2.18 Sub-county

2.19 Parish

2.20 Village/LCI

2.21 Residence (Urban, Rural, Concentration camp etc.)

2.22 Status

2.23 Date of

Offences Preferred:

2.24 Charge – 1 2.25 No. of Counts

2.26 Charge – 2 2.27 No. of Counts

2.28 Charge - 3 2.29 No. of Counts

2.30 Repeat Offender* 2.31 Number of Repeated Occurrences

Accused and Victims

<p>3) Victim details <i>(Repeat this form entry for each Victim)</i></p> <p>3.1 File number</p> <p>3.2 Victim of</p> <p>3.3 Information unavailable</p> <p>3.4 Legal entity</p> <p>3.5 Secure entity</p> <p>3.6 National ID Number (NIN)</p> <p>3.7 PWD (Yes/No) - (briefly state the disabilities)</p> <p>3.8 Last name</p> <p>3.9 First name</p> <p>3.10 Other names</p> <p>3.11 Marital Status</p> <p>3.12 Birth Date (<i>DD/MM/YYYY</i>)</p> <p>3.13 Sex</p> <p>3.14 Religion</p> <p>3.15 Occupation</p> <p>3.16 Nationality</p> <p>3.17 Tribe</p> <p>Residence details:</p> <p>3.18 District</p> <p>3.19 County</p> <p>3.20 Sub-county</p> <p>3.21 Parish</p> <p>3.22 Village</p>	<p>4) Witness details <i>(Repeat this form entry for each witness)</i></p> <p>4.1 File number></p> <p>4.2 Witness..... of</p> <p>4.3 Information unavailable</p> <p>4.4 Legal entity</p> <p>4.5 Secure Entity</p> <p>4.6 National ID Number (NIN)</p> <p>4.7 PWD (briefly state the disabilities)</p> <p>4.8 Last name</p> <p>4.9 First name</p> <p>4.10 Other names</p> <p>4.11 Marital Status</p> <p>4.12 Date of Birth (<i>DD/MM/YYYY</i>)</p> <p>4.13 Sex</p> <p>4.14 Religion</p> <p>4.15 Occupation</p> <p>4.16 Nationality</p> <p>4.17 Tribe</p> <p>Residence details:</p> <p>4.18 District</p> <p>4.19 County</p> <p>4.20 Sub-county</p> <p>4.21 Parish</p> <p>4.22 Village</p>						
<p>4.23 Data Captured by:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">• Name</td> <td style="width: 33%; border: none;">Signature</td> <td style="width: 33%; border: none;">Date</td> </tr> </table> <p>4.24 Data Input to PROCAMIS by</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">• Name</td> <td style="width: 33%; border: none;">Signature</td> <td style="width: 33%; border: none;">Date</td> </tr> </table>		• Name	Signature	Date	• Name	Signature	Date
• Name	Signature	Date					
• Name	Signature	Date					

NB: The ODPP requires some extra information to be provided by the Uganda Police Force. The required information includes;

- i. Location details (County, Subcounty, Parish, Village/LC 1)
- ii. Residence (Rural/Urban)
- iii. Witnesses
- iv. National ID Number
- v. Disability Status
- vi. Marital Status
- vii. Date of Birth
- viii. Religion
- ix. Repeat Offender
- x. Number of Repeated Occurrences

A6-D: Proposed changes to Criminal Offences Register of the Judiciary

Serial No.	Police Reference No	Case type	Case Category	File Case Number	Date of Filing	Parties								Offence	Date of first Hearing /Proceedings	Date of Closing Hearing	Date of Disposal	Mode of Disposal	Result of the decision	Type of Sentence per accused per count		Names of Judicial Officer Presiding over the Matter
						PROSECUTOR		Accused				Victims										
						Name (e.g. Uganda)	Delegated prosecutor	1. Names	2. Sex (M/F)	3. Age	4. Vulnerability Status e.	5. Resident Status (Citizens/Non-Citizens)	6. NIN (citizens)							7. Passport No./other (Non-citizens)	8. TIN	

NB: The characteristics of the Accused and Victims include Names (Tel. No., National Identification Number (NIN), Email, Occupation, Education Level, Marital Status, and Religion)

Key.

a) Case Category

- a. Criminal Appeals
- b. Criminal Applications
- c. Miscellaneous Applications

b) Result of hearing

1. Dismissal
2. Withdrawal
3. Judgment/Ruling
4. Nolle
5. Consent

c) Mode of Disposal

1. Full hearing
2. Plea Bargain

d) Result of decision

1. Conviction
2. Acquittal
3. Case abated

e) Type of Sentence and Magnitude per accused per count

1. Fined
2. Imprisonment
3. Community Service
4. Death
5. Caution
6. Probation/suspended sentence

7. Compensation

8. Other

f) Vulnerability

1. Minor

2. Elderly

3. Poor

4. Disabled

5. Pregnant Women

6. Ethnic Minority

7. Refugee

8. IDPs

Proposed changes to the Civil Suit Register (of the Judiciary)

Serial No.	Case Type	Case Category	File Case Number	Date of Filing	Payments		Parties								Claim Description	Value of Claim	Cause of Action	Date of first Allocation	Date of Commencing Hearing /Proceedings	Date of Closing Hearing	Date of Disposal	Mode of disposal	End Result of Hearing	Decree/Order	Names of Judicial Officer Presiding over the Matter			
					Court fees	Fees Waived	APPLICANT/ APPELLANT				RESPONDENT																	
							1. Names	2. Sex (M/F)	3. Age	4. Vulnerability Status	5. Resident Status (Citizens/Non-Citizens)	6. NIN (citizens)	7. Passport No./other (Non-citizens)	8. TIN														

NB: The characteristics of the Applicant/Appellant, Respondent and Victims include Names (Tel. No., Email, Occupation, Education Level, Marital Status, and Religion)

Key

<p>a) Case Category i. Civil Appeals</p>	<p>b) End result of hearing (For Completed Cases) i. Judgement/ruling ii. Dismissal iii. withdrawal</p>	<p>c) Vulnerability i. Minors ii. Elderly iii. Poor iv. Disabled v. Pregnant Women vi. Ethnic Minority vii. Refugee viii. IDPs</p>
<p>d) Decree/orders i. Payment of interest ii. Payment of cost iii. Special damages iv. Punitive damages v. Exemplary damages vi. Declarations</p>	<p>e) Mode of Disposal i. Mediation ii. Full hearing iii. Small Claims Procedure</p>	

A6-F: Proposed changes to Remand Homes (RHIMIS) Reporting Form

Remand Home Integrated Management Information System (RHIMIS) Reporting Form

Instructions:

- i. This form must be filled out by the Remand Home Heads/Data Entrants.
An additional page may be added, if needed, for useful narrative information.
- ii. Before beginning the interview, please be sure to remind your client that all information given will be kept confidential. Explain the purpose of collecting this information and explain that s/he may choose not to answer any of the questions being asked.
- iii. A unique code should be assigned to a Juvenile admitted to a RH.

Name of Institution..... Code:

Section A: General information		
Name of the Child: Correct Names: Nick Names:	Sex of Child: Code of Child:	PP photograph of Child
Age in Single years:	NIN (if known):	
Exact Date of Birth (if known): dd/mm/yyyy	Birth Reg. No. (if known):	
Place of origin/Home district (record as is known by child) District: _____ County: _____ Sub County/Division: _____ Parish/Ward: _____ Village/Cell: _____	Place of Residence (record as is known by child) District: _____ County: _____ Sub County/Division: _____ Parish/Ward: _____ Village/Cell: _____	

Other Information

Section A2: General information	
Admission Number*: <input style="width: 100px; height: 20px;" type="text"/>	Place of Occurrence of Offence District: _____ County: _____ Sub County/Division: _____ Parish/Ward: _____ Village/Cell: _____
Date of Admission (dd/mm/yyyy): <input style="width: 100px; height: 20px;" type="text"/>	Child remanded till (dd/mm/yyyy): <input style="width: 100px; height: 20px;" type="text"/>
RH Case Number <input style="width: 100px; height: 20px;" type="text"/>	Police Case Ref Book No: <input style="width: 100px; height: 20px;" type="text"/>
Offence category: Offence type:	Category of the Offended: (Male Juvenile, Female Juvenile, Male adult, Female Adult, Mixed) Relationship the Offended: (Relative, Guardian, Intimate Partner, Non-relative, Not known)
Is child a new admission or re-admission (Yes or No)? <input style="width: 100px; height: 20px;" type="text"/>	
Previous admission numbers for this juvenile (if any) *: <input style="width: 100px; height: 20px;" type="text"/>	
Previous detention (if any) Institution: _____ Court: _____ Offence: _____ Nature of Order:	

Was this juvenile brought to the Remand home from the Probation Office, Police, Prisons or any other place

Probation Office

Police

Prisons

Other

Specify:

Section B: Bio-data				
Nationality:	Tribe:	School Attendance Status (Never, Attending, Left Sch):	Highest Education level attained:	Religion:
<p>Working status of Child (Tick as appropriate): Not Working_____Working:</p> <p>If working, specify the following:</p> <p>Nature of work done: _____ Place of work done: _____ (Porter, Hawker, etc.) (Factory, Market, Stone Quarry, etc.)</p> <p>Health status of Child (Tick as appropriate): Not sick/III:_____Sick/III:</p> <p>If Sick, specify the nature of sickness:</p> <p>Disability Status of Child (Tick as appropriate): With a Disability_____Without a Disability:</p> <p>If disabled, specify the type of disability:</p>				
Names, Survival Status and NIN of Father			Names, Survival Status and NIN of Mother	
<p>Guardian's/Next of Kin/ Friend's name:</p> <p>Relationship to Child:_____Sex:</p> <p>Tel Contact</p>				
<p>Officer recording the Information:</p> <p>Names_____Designation:</p> <p>Signature_____Date:</p>				

Section C: Child Case Management Information

Court: _____

Date of first appearance in Court:

Number of appearances in court:

Date of most recent appearance in Court:

Date of next appearance in Court (N/APC):

Status of the case:

a)

b)

c)

Type of order granted:

(Case dismissed, Caution, Suspended Order, Probation Supervision, Rehabilitation/Custodial, etc.)

Date of discharge:

Reason for Discharge from Remand home:

(Released on Bond, Case Dismissed, Transferred to a Prison, etc.)

Name of Prison (if transferred to a Prison):

Months spent in Remand home (MID):

Days spent in Remand home (DID):

Officer recording the Information:

Names _____ Designation:

Signature _____ Date:

Explanatory Notes:

- i. The actual formatting of the Reporting Form will be done after finalizing the content of the form
- ii. Information on pages 1 – 3 is filled in on receipt of the juvenile, while that page 4 is updated as and when it becomes available.
- iii. The Reporting Form will include brief explanatory notes on how to fill in each set of information;

Appendix 7: Proposal for harmonization of offences in the JLOS Institutions

The harmonised list of offences was obtained by pooling all the types of offences recorded by the JLOS institutions. These were then classified according to the broad categories used by the Uganda Police as listed below;

1. Homicides
2. Economic crimes
3. Sex Related crimes
4. Child Related crimes
5. Breakings
6. Thefts
7. Robbery
8. Assaults
9. Domestic Violence
10. Threatening Violence
11. Criminal Trespass
12. Malicious damage to Property
13. Arson (General)
14. Escapes from Lawful Custody
15. Abduction/Kidnap
16. Trafficking in Persons
17. Other Crimes in general
18. Terrorism
19. Political/Media crimes
20. Corruption
21. Narcotics
22. Local laws

To be able to appropriately identify the GBV cases for purposes of policy intervention, some of the offence categories were sub-divided into sub-categories. Therefore, for purposes of data capture for the GBV analysis, the sub-categories should be utilized, while the main categories are maintained for purposes of criminal prosecution.

Appendix 8: Proposed harmonised list of Offences

Main offences	Possible Code	Sub-category of offences
Homicides		
Murder		Sub-categories as presented by UPF
Manslaughter		Manslaughter
Attempted Murder		Sub-categories as presented by UPF
Economic Crimes		
Counterfeiting		Counterfeiting
Forgeries and uttering false documents		Forgeries Uttering false documents
Issuing false documents		Issuing false documents
Issuing false cheques		Issuing false cheques
False Pretense		Obtain Money False Pretense Other false pretenses
Cyber (Computer) crimes		Other cyber crimes
Frauds		Land frauds Bank and other corporate frauds
Debt		Debt
Other economic Crimes		Other economic Crimes
Corruption-related offences		
Embezzlement		Embezzlement
Causing Financial Loss		Causing Financial Loss
Abuse of Office		Abuse of Office
Corruption		Corruption
Sex-related crimes		
Rape		Marital Rape Other Rape
Attempted rape		Attempted rape
Aggravated Defilement		Aggravated Defilement
Simple Defilement		Simple Defilement
Procuring defilement		Procuring defilement
Attempted defilement		Attempted defilement
Indecent Assault		Sexual harassment in the work place Sexual harassment in the public place; Cyber/online sexual harassment Other indecent assault
Incest		Incest
Unnatural offences		Unnatural offences
Child to Child sex		Child to Child sex
Carnal Knowledge		Carnal Knowledge
Elopement		Elopement
Offences against children		

Main offences	Possible Code	Sub-category of offences
Child Neglect		Child Neglect
Child Desertion		Child Desertion
Child Stealing		Child Stealing
Child Trafficking		Child Trafficking
Child Disappearing/ Missing		Child Disappearing/ Missing
Child Abuse/Torture		Child Abuse/Torture
Infanticide		Child sacrifice Other Infanticide
Abortion		Abortion
Other child related offences		Child Marriages Others
Breakings		
Burglaries		Sub-categories as presented by UPF
Breaking		Sub-categories as presented by UPF
Thefts		
Theft		Sub-categories as presented by UPF
Stealing Cattle		Stealing Cattle
Receiving & Retaining (Stolen property)		Receiving & Retaining (Stolen property)
Unlawful possession of Government stores		Unlawful possession of Government stores
Robberies		
Aggravated Robbery		Sub-categories as presented by UPF
Cattle rustling		Cattle rustling
Simple Robbery		Simple Robbery
Attempted robbery		Attempted robbery
Attempted theft		Attempted theft
Assault		
Assault		Aggravated Assault (Acid cases) Aggravated Assault (Domestic violence) Aggravated Assault (General) Common Assault
Causing grievous harm		Causing grievous harm
Torture		Torture
Other Crimes in General		
Threatening Violence		Threatening Violence
Missing/Disappearance of persons		Missing/Disappearance of persons
Trafficking in persons (TIP)		Aggravated TIP TIP for sexual exploitation TIP for Forced Labour TIP for Other Purposes

Main offences	Possible Code	Sub-category of offences
Abduction/Kidnap		Abduction/Kidnap with intent to confine Abduction/Kidnap with intent to murder
Attempted Kidnap		Attempted Kidnap with intent to confine Attempted Kidnap with intent to murder
Arson		Arson
Malicious Damage		Malicious damage of Public property Malicious damage of Personal property
Escapes from lawful custody		Escapes from lawful custody
Rescues from lawful custody		Rescues from lawful custody
Examination Leakage and Stealing		Examination Leakage and Stealing
Piracy (Copy Right Law)		Piracy (Copy Right Law)
Criminal Trespass		Criminal Trespass
Domestic Violence		Psychical violence Psychological/emotional violence Economic violence/ abuse
Desertions		Desertions
Neglects & Negligence		Neglects & Negligence
Rogue & Vagabond		Rogue & Vagabond
Other Penal Code Offences (Not categorized)		Other Penal Code Offences (Not categorized)
Media offences		
Defamation		Defamation
Criminal libel		Criminal libel
Offensive communication		Offensive communication
Publication of offensive posts		Publication of offensive posts
Other media offences		Other media offences
Narcotics		
Narcotics		Sub-categories as presented by UPF
Offences against the state		
Terrorism		Terrorism
Aiding and Abetting Terrorism		Aiding and Abetting Terrorism
Belonging to a terrorist organization		Belonging to a terrorist organization
Treason		Treason
Treachery		Treachery
Failure to protect war material		Failure to protect war material
Election Offences		Election Offences
Promoting Sectarianism		Promoting Sectarianism
Incitement to violence		Incitement to violence
Unlawful assembly		Unlawful assembly
Disobedience of Lawful Orders		Disobedience of Lawful Orders

Main offences	Possible Code	Sub-category of offences
Conspiracy		Conspiracy
Sedition		Sedition
Other offences under POM Act		Other offences under POM Act
All other Laws		
Traffic Offence		Traffic Offence
Immigration		Immigration
Environmental/NEMA Act		Environmental/NEMA Act
Fish/Crocodile		Fish/Crocodile
Fire Arms		Fire Arms
Wildlife related offences		Wildlife related offences
Local Governments Act		Local Governments Act
NDA related offences		NDA related offences
Cross Border		Cross Border
Other assorted cases		FGM Liquor law violations All other Acts

Appendix 9: Proposal coding of the socio-economic characteristics of persons

The coding scheme has been developed taking into consideration the following;

1. Use the same code for the same response across all registers.
 - Where a response does not apply to a given register, that particular code and response may be excluded from the coding guidelines to minimize on reporting errors.
2. The coding scheme should be scalable to allow for revision/expansion to accommodate more codes as more reporting categories become more prominent;
3. In order to ease trend analysis, the code for a particular response/characteristic should not be changed when revisions/upgrades to the coding scheme are being made.
4. Minimise the use of leading zeroes to only numerical responses such as Age, Dates or time;
5. Standardising the codes for responses like ‘Others’ and ‘Don’t know’ as follows;
 - Others – the largest figure ending in 6
 - Don’t Know – the largest figure ending in 8
6. Occupation – identification of the common occupations based on the National Labour Force Surveys, but maintaining classification within the International Standard Classification of Occupations (ISCO)

Code List for person characteristics on the JLOS Tools

Place of occurrence of an offence

- 11 = Rural Areas
- 12 = Urban Areas
- 13 = Street /Highway
- 14 = Refugee Camp/Concentration Camp
- 16 = Other

Home

- 21 = Survivors Home (even if it is also the Perpetrators Home)
- 22 = Perpetrators Home
- 23 = Other Home

30 = Other Formal Location

- 31 = Workplace
- 32 = School

40 = Other Location

- 41 = Forest
- 42 = Bush
- 96 = Other
- 97 = No Specific Location/Location Not Applicable

98 = Not Known

Relationship of Perpetuator (NB: these categories on this list are not mutually exclusive)

Intimate Partners

11 = Current Partner

12 = Former Partner

Relative/Guardian

21 = Father

22 = Mother

23 = Step Father

24 = Step Mother

25 = Brother

26 = Sister

28 = Other Relative

31 = Guardian

Other Household Member

41 = Household Worker (Housemaid/Shamba boy)

42 = Household Visitor

School/Work related

51 = Employer

52 = Work colleague

53 = Teacher

54 = Fellow Pupil/Student

Non-relative

61 = Neighbor

62 = Cultural Leader

63 = Religious Leaders

64 = Political Leader

65 = Policeman

66 = Soldier

96 = Other

98 = Not known

Socio-demographic Characteristics

Religion (from the IRCU)	Marital Status
10 = No Religion	10 = Never married
11 = Catholic	<ul style="list-style-type: none"> • 11 = Under-age • 12 = Other Never Marrieds
12 = Church of Uganda /Anglican	20 = Married/Cohabiting
13 = Muslim	<ul style="list-style-type: none"> • 21 = Cohabiting (Monogamous) • 22 = Cohabiting (Polygamous) • 31 = Currently married – Civil • 32 = Currently married – Customary (Monogamous) • 33 = currently married – Customary (Polygamous) • 34 = Currently Married – Religious (Monogamous) • 35 = Currently Married – Religious (Polygamous)
14 = Seventh - day Adventist	40 = Formerly married
15 = Orthodox	<ul style="list-style-type: none"> • 41 = Widowed • 42 = Separated
16 = Pentecostal/Born Again/Evangelical	43 = Divorced
17 = Baha'i	98 = Not Known
18 = Baptist	
19 = Jews	
20 = Presbyterian	
21 = Mammon	
22 = Hindus	
22 = Buddhist	
24 = Jehovah's Witness	
25 = Salvation Army	
26 = Traditional	
96 = Other	
98 = Not Known	

Schooling Status

- 1 = Never been to School
- 2 = Attending School
- 3 = Left School

Highest Education Level completed

Detailed Version (UPS)	Condensed Version
10 = No Education	10 = No Education
20 = Early childhood education	20 = Early childhood education
30 = Primary education	30 = Primary education
<ul style="list-style-type: none"> • 31 = Primary 1 • 32 = Primary 2 • 33 = Primary 3 • 34 = Primary 4 • 35 = Primary 5 • 36 = Primary 6 • 37 = Primary 7 	40 = Lower Secondary Education
40 = Lower Secondary Education	50 = Upper Secondary Education
<ul style="list-style-type: none"> • 38 = Junior 1 – Junior 3 • 41 = Secondary 1 • 42 = Secondary 2 • 43 = Secondary 3 • 44 = Secondary 4 	60 = Post-secondary non-tertiary education
50 = Upper Secondary Education	70 = Short-cycle tertiary education
<ul style="list-style-type: none"> • 55 = Secondary 5 • 56 = Secondary 6 	80 = Bachelor's Degree or higher
60 = Post-secondary non-tertiary education	96 = Other
70 = Short-cycle tertiary education	98 = Not Known
80 = Bachelor's Degree or higher	

96 = Other	
98 = Not Known	

Disability Status

- 1 = No Difficulty
- 2 = Single Difficulty (Walking, Seeing, Hearing, Speaking)
- 3 = Multiple Difficulties
- 6 = Any Other Difficulty – Cleft lip, etc
- 8 = Not Known

Major type of Disability

- 1 = No Difficulty/Disability
- 2 = Difficulty in Walking/Climbing Steps
- 3 = Difficulty in Seeing
- 4 = Difficulty in Hearing
- 5 = Difficulty in Speaking
- 7 = Multiple Difficulty
- 8 = Not Known

Employment Status

Current	Current logically aligned
Employed by Government	Employment Status
Employed by Private Sector	
Self Employed	<ul style="list-style-type: none"> • Self Employed • Unemployed • Students/Pupils
Unemployed	Occupation
Students/Pupils	
Peasants	<ul style="list-style-type: none"> • Peasants • Teachers
Teachers	Employer
Security - Private	
Security - Govt	
	<ul style="list-style-type: none"> • Employed by Government • Employed by Private Sector • Security - Private • Security - Govt

NB: The current categories used by the UPS are a combination of Employment Status, Occupation and Employer. In addition, it is not mutually exclusive i.e. a teacher in Government can be classified as a ‘Teacher’ or ‘Employed by Government’.

Employment Status

- 1 = Employee
- 2 = Self Employed
- 3 = Full-time Pupils/Students
- 4 = Not working - other reasons
- 6 = Other
- 8 = Not Known

Occupation

ISCO (3-digit) based on common occupations listed in National Labour Force Surveys

<p>Not Working Full-time Pupils/Students Not working - Other reasons</p> <p>Managers & Administrators National-level political Leaders CEOs of organisations Administrators Technical Managers in Organisations</p> <p>Science & Engineering Professionals Engineers Architects Other Science Professionals</p> <p>Medical & Health Professionals Doctors/Surgeons/Dentist Vet Doctors Pharmacists Clinical Officers Nurses & Midwives Laboratory Technicians Traditional Medicine Men</p> <p>Teachers Teachers – Pre-primary & Primary Teachers – Secondary Lecturers & Tutors - Tertiary Level</p> <p>Other Professionals Accountants, Economist, etc. ICT professionals Judicial Officers Lawyers and Legal Experts Journalists</p> <p>Brokers and Agents Land and Real Estate Brokers Other Brokers and Agents</p> <p>Clerical Works Clerks Secretaries Cashiers Office attendants</p>	<p>Sales & Service Workers Taxi Conductors and Guides Bar Attendant/Bartenders Hotel Waiters/Waitresses Barbers Hair Dressers and Beauticians Pedicure/Manicure Domestic Workers (Housemaid) Hawkers/Door-to-Door Sales Persons Stall and Market Vendors Shop keepers Other Business Persons (Businessman)</p> <p>Personal Care Workers Personal Care Workers</p> <p>Protective Service Workers Police Officers Prison Guards Other state-owned Security agencies Security Guards - Private</p> <p>Agricultural Workers Commercial Crop Farmers Flower Gardening Animal/Poultry/Bee Keepers Butcher men Fish Mongers Other Food Vendors Peasant Farmers Fishermen</p> <p>Building Workers Builders/Brick Layers Carpenters Roofers Plumbers Painters</p>
--	---

ISCO (3-digit) based on common occupations listed in National Labour Force Surveys

<p><i>Craftsmen and mechanics Workers</i> Welders and other metal Workers Bicycle Repairers Motor vehicle Mechanics Other Mechanics Other craft and related workers</p> <p><i>Drivers & Other Machine Operators</i> Taxi Drivers Special Hire Drivers Drivers of Cars Vans Drivers Heavy Truck Drivers Boda boda Riders Other Drivers Other Machine Operators</p> <p><i>Elementary Occupations</i> Cleaners in Hotels and Offices Vehicle Cleaners (<i>Kanaabe</i>) Agricultural Labourers Building Construction Labourers Casual Labourers Domestic Cleaners House Maids Shamba Boy</p>	<p><i>Armed forces occupations</i> Commissioned armed forces officers Non-commissioned armed forces officers Armed forces occupations, other ranks</p> <p>Others NEC Not Known</p>
---	---

Employer

<p><i>Not Working</i> 11 = Full-time Pupils/Students 12 = Not working - Other reasons</p> <p><i>Government Ministry</i> 21 = Office of the President 22 = Office of the Vice President 23 = Office of the Prime Minister 24 = Ministry of Agriculture, Animal Industry and Fisheries 25 = Ministry of Defense 26 = Ministry of Education and Sports 27 = Ministry of Finance, Planning and Economic Development 28 = Ministry of Foreign Affairs 29 = Ministry of Health 30 = Ministry of Internal Affairs 31 = Ministry of Justice and Constitutional Affairs 32 = Ministry of Local Government 33 = Ministry of Public Service 46 = Other Government Ministries 48 = Statutory Organisations & State Agencies</p>	<p><i>Government Security Agency</i> 51 = UPDF 52 = Uganda Police Force 53 = Uganda Prisons Services 54 = SFC 55 = DISO 56 = GISO 57 = PISO</p> <p><i>Private Security Agency</i> 61 = Private Security Firm 62 = Security Department of a Public Entity</p> <p><i>Others</i> 91 = Private Enterprise 92 = NGO/CSO/CBO 93 = FBO/Cultural Institution 94 = Private Household 95 = Self Employed 96 = Other 98 = Not Know</p>
---	--

Physical Location (Usual Residence) and Nationality

The current proposal seeks to attain harmonization of codes for ‘Country’ and ‘Citizenship/Nationality’ as illustrated below

Attribute	Uganda	Outside Uganda
Ethnicity/Nationality	Tribes	Nationality
Physical location	District	Country

Thus, the proposed codes are:

101 – 426 District
 511 - 596 Tribes
 670 – 689 Nationality/Country

For Lower Level Administrative Units – It is recommended to Use the code-list for administrative areas generated by UBOS

Tribe/Ethnicity/Nationality

Ugandan Tribe				Nationality
511 Acholi	533 Banyaruguru	555 Kakwa		670 Ugandan
512 Aliba	534 Banyarwanda	556 Karimojong		671 Kenya
513 Alur	535 Banyole	557 Kebu (Okebu)		672 Tanzania
514 Aringa	536 Banyoro	558 Kuku		673 Rwanda
515 Baamba	537 Baruli	559 Kumam		674 Burundi
516 Babukusu	538 Barundi	560 Lango		675 South Sudan
517 Babwisi	539 Basamia	561 Lendu		676 DR Congo
518 Bafumbira	540 Basoga	562 Lugbara		677 Somalia
519 Baganda	541 Basongora	563 Madi		678 Other Africa
520 Bagisu	542 Batagwenda	564 Mening		681 United Kingdom
521 Bagungu	543 Batoro	565 Mvuba		682 Other Europe
522 Bagwe	544 Batuku	566 Napore		683 Asia
523 Bagwere	545 Batwa	567 Ngikutio		684 USA
524 Bahehe	546 Chope	568 Nubi		685 Canada
525 Bahororo	547 Dodoth	569 Nyangia		686 Central & Latin America
526 Bakenyi	548 Ethur	570 Pokot		687 Australia
527 Bakiga	549 Gimara	571 Reli		688 Oceania
528 Bakonzo	550 Ik (Teuso)	572 Sabiny		689 Non-Ugandan-Not Stated
529 Banyabindi	551 Iteso	573 Shana		998 Not Known
530 Banyabutumbi	552 Jie	574 So (Tepeth)		
531 Banyankore	553 Jonam	575 Vonoma		
532 Banyara	554 Jopadhola	596 Other Ugandan		

NB: The tribes are as included in the Constitution of the Republic of Uganda – 2012

Physical Location

A: District/Nationality

		Districts				Nationality ¹²
Central	Eastern	Northern	Western			
117 Buikwe	216 Amuria	314 Abim	420 Buhweju	670 Ugandan		
118 Bukomasimbi	217 Budaka	301 Adjumani	416 Buliisa	671 Kenya		
119 Butambala	218 Bududa	322 Agago	401 Bundibugyo	672 Tanzania		
120 Buvuma	201 Bugiri	323 Alebtong	402 Bushenyi	673 Rwanda		
121 Gomba	219 Bukedea	315 Amolatar	403 Hoima	674 Burundi		
101 Kalangala	220 Bukwo	324 Amudat	417 Ibanda	675 South Sudan		
122 Kalungu	225 Bulambuli	316 Amuru	418 Isingiro	676 DR Congo		
102 Kampala	202 Busia	302 Apac	404 Kabale	677 Somalia		
112 Kayunga	221 Butaleja	303 Arua	405 Kabarole	678 Other Africa		
103 Kiboga	226 Buyende	317 Dokolo	413 Kamwenge	681 United Kingdom		
123 Kyankwanzi	203 Iganga	304 Gulu	414 Kanungu	682 Other Europe		
104 Luwero	204 Jinja	318 Kaabong	406 Kasese	683 Asia		
124 Lwengo	213 Kaberamaido	305 Kitgum	407 Kibaale	684 USA		
114 Lyantonde	222 Kaliro	319 Koboko	419 Kiruhura	685 Canada		
105 Masaka	205 Kamuli	325 Kole	421 Kiryandongo	686 Central & Latin America		
115 Mityana	206 Kapchorwa	306 Kotido	408 Kisoro	687 Australia		
106 Mpigi	207 Katakwi	326 Lamwo	422 Kyegegwa	688 Oceania		
107 Mubende	227 Kibuku	307 Lira	415 Kyenjojo	689 Non-Ugandan-Not Stated		
108 Mukono	208 Kumi	320 Maracha	409 Masindi			
116 Nakaseke	228 Kween	308 Moroto	410 Mbarara			
109 Nakasongola	229 Luuka	309 Moyo	423 Mitooma			
110 Rakai	223 Manafwa	311 Nakapiripirit	424 Ntoroko			
111 Sembabule	214 Mayuge	327 Napak	411 Ntungamo			
113 Wakiso	209 Mbale	310 Nebbi	425 Rubirizi			
	230 Namayingo	328 Nwoya	412 Rukungiri			
	224 Namutumba	329 Otuke	426 Sheema			
	231 Ngora	321 Oyam				
	210 Pallisa	312 Pader				
	232 Serere	313 Yumbe				
	215 Sironko	330 Zombo				
	211 Soroti					
	212 Tororo					

¹² **NB:** The UPS lists all 180 countries

Appendix 10: Proposed revisions to the Reporting Tools for the JLOS Institutions

The PF1 (in its current format) reports on 36 different items (*columns of the PF1*) per offence category and there are 100 different types of offences, thus generating a matrix of 3,600 cells. The process of tallying the information at the Police Station, as well as generating the summaries at the District and Regional Police headquarters is done manually. It is proposed to split the PF1 table into 81 small tables (*A4 – Landscape layout*).

Table A10.1: Content of the 81 tables proposed to replace the Uganda Police PF 1

Crime Category	Reported Cases & Performance	Accused Charged	Persons Taken to Court		Fines Awarded (UG.SHS)	Victims Male/Female (Age, Citizenship, Relationship to Perpetuator)	Value of Property
			Accused Convicted	Sentences Imposed by Courts			
		Male/Female (Age, Citizenship)					Lost, Recovered
Intentional Homicides ¹³	A1	A2	A3	A4		A5	
Economic Crimes	B1	B2	B3	B3.1	B3.2	B5	B6
Sex-related Crimes	C1	C2	C3	C3.1	C3.2	C5	
Offences against Children	D1	D2	D3	D3.1	D3.2	D5	
Breakings	E1	E2	E3	E3.1	E3.2	E5	E6
Thefts	F1	F2	F3	F3.1	F3.2	F5	F6
Robberies	G1	G2	G3	G3.1	G3.2	G5	G6
Assaults	H1	H2	H3	H3.1	H3.2	H5	H6
Other Crimes in General	I1	I2	I3	I3.1	I3.2	I5	I6
Offences Against the State	J1	J2	J3	J3.1	J3.2	J5	J6
Narcotics/Drugs	K1	K2	K3	K3.1	K3.2	K5	K6
Other Laws	L1	L2	L3	L3.1	L3.2	L5	L6

¹³ Includes Attempted Intentional Homicides

Key

Reported Cases	Total Cases, Cases under inquiry, Not Detected/NPW, Cases Taken to Court
Performance	Cases submitted to DPP/RSA, Cases with Convictions, Cases with Acquittals, Cases Dismissed, Cases Pending in Court
Age	A(0 – 9), B(10 – 14), C(15 – 17), D(18 – 19), E(20 – 24), F(25 – 29), G(30 – 44), H(45 – 59), I(60 & Older), and J(Unknown)
Citizenship	N (National/Ugandan) and F (Foreigner)
Perpetuator Relationship	P (Intimate Partner), Q (Family Member), R (Other Perpetuator Known to Victim), S (Perpetuator Unknown to the Victim)
Sentences	Acquitted, Discharged, Awaiting trial, Imprisoned, Death, Fined, Probation Bound Over, Caution, Community work

Appendix 11: Proposed Information (Variables) to be stored in the CCJ-MIS

The Crime and Criminal Justice Management Information System (CCJ – MIS) will combine information about a particular offence as collected by the various JLOS institutions (Police, MGLSD – Remand Homes, ODPP, Judiciary and Prisons). The system will have 3 modules namely;

- 1) **Case module** – The offence and circumstances of the offence e.g. date, time and location of occurrence, case management, outcome of court proceedings (judgment), etc.
- 2) **Person module** – identification, socio-demographic and location characteristics of the persons involved.
- 3) **Charges module** – the specific charges against the accused persons, the Judgment/Ruling (Convicted, Dismissed, Acquitted, Case abated) and Type of Sentence per Count (Case) per Person (including the Magnitude of Sentence)

The detailed list of variables is given below.

a) Case Module

Type of Information	Elaboration	Source Register	Question Number
1. SD (Station Diary) No		UPF - CRB	
2. Police Case No (CRB No)		UPF - CRB	
3. Unique case identifier		System generated	
4. Case Stage		Judiciary	
5. Police Station		UPF - CRB	
6. Name, Age and Sex of Claimant		UPF - CRB	
7. Initial Classification of the offence by the Police		UPF - CRB	
8. If due to drunk		UPF - CRB	
9. Type of property involved (if any)		UPF - CRB	
10. Owner, the value of the property involved		UPF - CRB	
11. Value of the property Stolen/destroyed		UPF - CRB	
12. ODPP Sequence No		PROCAMIS	
13. Date of registration with ODPP		PROCAMIS	

Type of Information	Elaboration	Source Register	Question Number
14. Offence preferred by the ODPP		PROCAMIS	
15. Date and time of Occurrence		PROCAMIS	
16. Date and time of registration at Police		PROCAMIS	
17. Location of crime	<ul style="list-style-type: none"> • District • County • Subcounty • Parish • Village 	PROCAMIS	
18. Residence	Rural/Urban	PROCAMIS	
19. Place of occurrence	Highway, etc.	PROCAMIS	
20. Number of accused persons		PROCAMIS	
21. Number of Victims		PROCAMIS	
22. Age Category of Victims	<ul style="list-style-type: none"> • Adults only • Juveniles Only • Mixed – Adults & Juveniles 	To be generated and automatically updated from the Persons module	
23. Number of witnesses		PROCAMIS	
24. Type of supporting evidence	<ul style="list-style-type: none"> • Police Form 3 • Police Form 3A • Police Form 17A • Police Form 24 • Police Form 24A – 	PROCAMIS	
25. Case type	Criminal Offence, Criminal Appeals, Miscellaneous Applications, Asset Recovery etc.	Judiciary	
26. Case Category	<ul style="list-style-type: none"> a. Criminal Appeals b. Criminal Applications c. Miscellaneous Applications 	Judiciary	
27. File Case Number		Judiciary	

Type of Information	Elaboration	Source Register	Question Number
28. Date of Filing		Judiciary	
29. Prosecutor	e.g. The Republic of Uganda	Judiciary	
30. Delegated Prosecutor		Judiciary	
31. Date of first Hearing		Judiciary	
32. Date of Closing Hearing		Judiciary	
33. Date of Disposal		Judiciary	
34. Mode of Disposal	1. Full hearing 2. Plea Bargain	Judiciary	
35. Result of the Hearing	1. Dismissal 2. Withdrawal 3. Judgment/Ruling 4. Nolle 5. Consent	Judiciary	
36. Result of the decision	1. Conviction 2. Acquittal 3. Case abated	Judiciary	

b) Persons Module

Type of Information	Elaboration	Source Register	Question Number
1. SD (Station Diary) No		UPF - CRB	
2. Police Case No (CRB No)		UPF - CRB	
3. Unique case identifier			
4. Legal Entity		PROCAMIS	
5. Category of person	1. Accused 2. Victim 3. Witness 4. Convict	PROCAMIS	
6. Person Code (e.g. A1, V1, W1, C1)		PROCAMIS	
7. First Name		PROCAMIS	
8. Last Name		PROCAMIS	
9. Middle Name, Other Names, Initials		PROCAMIS	
10. Crime Name		RH Register	
11. Age		PROCAMIS	
12. Sex/Gender		PROCAMIS	
13. NIN		PROCAMIS	
14. Usual Residence		PROCAMIS	
15. Marital status		PROCAMIS	
16. Schooling Status		PROCAMIS	
17. Educational Attainment		PROCAMIS	
18. Religion/Faith		PROCAMIS	
19. Nationality		PROCAMIS	
20. Tribe	Ugandans only	PROCAMIS	
21. Disability Status		PROCAMIS	
22. Occupation		PROCAMIS	
23. Employer		UPF to collect this	

Type of Information	Elaboration	Source Register	Question Number
24. Relationship to Perpetuator (for the victim only)			
25. Number of counts (accused persons only)		PROCAMIS	
26. Repeater Offender	1. Yes, Same 2. Yes, Similar 3. No	Generated from the charges module	
27. Number of Repeated Counts		Generated from the charges module	

c) Charges Module

Type of Information	Elaboration	Source Register	Question Number
1. SD (Station Diary) No		UPF - CRB	
2. Police Case No (CRB No)		UPF - CRB	
3. Unique case identifier			
4. Main Offence	From the case Module	PROCAMIS	
5. Accused Code (A1, A2, etc.).	From the Person Module	PROCAMIS	
6. Charge		PROCAMIS	
7. Repeater charge	1. Yes, Same 2. Yes, Similar 3. No	PROCAMIS	
8. Type of Sentence per accused per count	1. Fined 2. Imprisonment 3. Community Service 4. Death 5. Caution 6. Probation/suspended sentence 7. Compensation 8. Other	Judiciary	
9. Magnitude per accused per count		Judiciary	
10. Currency for the fines		Judiciary	
11. Fines awarded		Judiciary	
12. Fines paid		Judiciary	

Appendix 12: Proposed New Registers/Tools for the JLOS Institutions

The assessment realized that JLOS institutions did not have standard tools for compilation of information about their activities. It is thus proposed that standardized tools be developed for this purpose.

A12.1: Proposed Laboratory Request Form for the DGAL

Date:

Name of Person Requesting:

Exhibit		Details of the Person involved			Examination Required
Number	Description	Names	Age	Sex	

Laboratory	Lab No.

.....

Name

.....

Signature

Appendix 13: CCJ-MIS Documentation

Transition from Development to Testing Phase

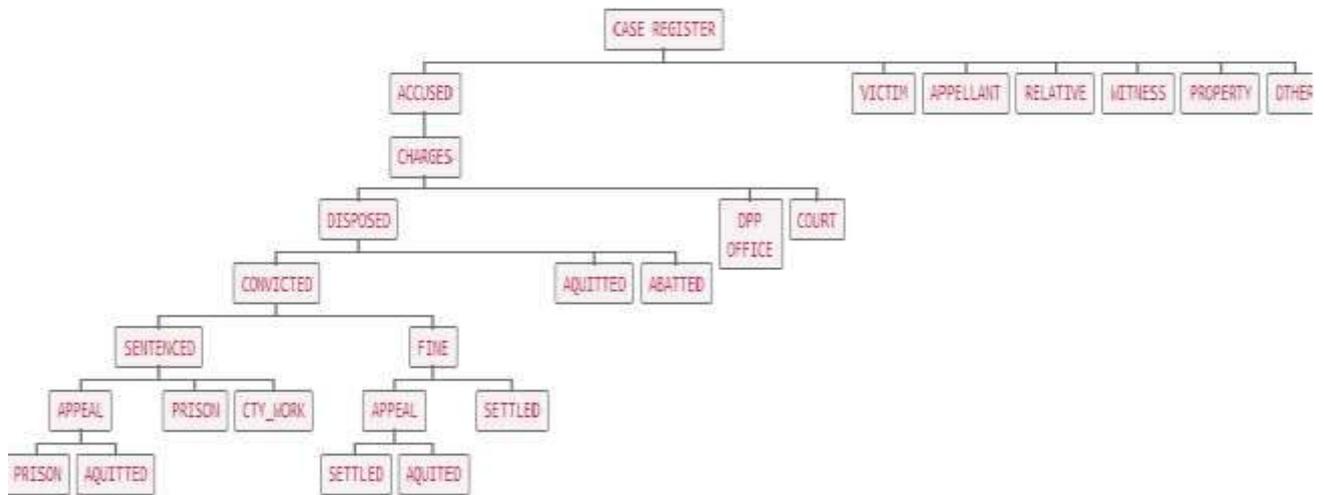
A transfer of a software system from a party responsible for its development to a party responsible for its maintenance is referred to as software system handover or transition. It does not only include a transfer of a software system or system part, but also a transfer of all the knowledge, experience and responsibilities that are required for managing the system during a software system lifecycle. It is a complex process overarching many different processes such as development, testing, version and configuration management, deployment, and maintenance, just to mention a few. Handover is a critical process in the software lifecycle and it is important that it is performed as smoothly as possible. It can become very expensive and protracted if the organizations are not well prepared for performing it.

Expected Results:

The system must be able to read excel reports provided by the revised report tools from the different management Information systems. As stated in the systems' Requirements Specification Document, the system is expected to have the modules below;

1. **Case module** – giving information about the case and case management;
2. **Persons module** - giving information about the persons involved in the case (The complainants, Perpetuators/accused persons, Survivors/Victims and Witnesses). These should be linked to the case.
3. **Charges module** - which will include the specific counts per person. These should be linked to the accused person and the case.

System business flow diagram and Process Flows



Functional description of the software

For ease of transferring information from the different MISs, the information will be converted into excel files. Then, the information in the excel files will be read into the database.

1. The system must allow an authorized user to upload data sheets on an excel workbook into the system.
2. The system/database administrator will review the uploaded file and submit it to the database.
3. The technical authorized user will be able to query the system through the command line interface to extract data and aggregated tables.
4. The system should be export data to excel sheets for more data interpretation.

System progress and check list

Function name	Description	Tested	Next-level	Status
File upload (Excel import)	Uploads user file	Local host tested	Platform testing-Implementation	stable
File management	Manage uploaded files	Local host tested	Plat form testing-implementation	stable
File reading	Reading file data to system database	Local host tested	Platform testing-implementation	stable
Data extraction	Extracting data tables from the database	Local host tested	Platform testing-implementation	stable
Excel export	Committing data to the excel file	Local host tested	Platform testing-implementation	stable
Aggregated tables and charts	Analyzed tables	tested	tested	stable
User module	Allow user privileges	tested	Waiting for data sharing protocol Document-Implementation	stable

System deployment, environment and configuration

The CCJ-MIS is a web application and it applies all the methodologies of web technologies to function. While the system is fully tested on the local machine, it must be tested on the web platform for performance optimization.

CCJ-MIS has been built using pure JavaScript both on the front-end and back-end and nodejs has been applied using the expressJS framework. The system is therefore expected to be very fast if all factors are constant and stable.

The software components needed are;

1. Web browser will enable access to the host URL; Mozilla Firefox or Google chrome are recommended for best performance; Internet explorer and edge have some technical issues when it comes to parsing JavaScript applications
2. A web server which will post the web page to the caller.

3. A database server for hosting the system database; This can be locally hosted or hosted on the cloud: MYSQL 8.0.18 has been used for development and testing with PHP 7.3.12. For performance an equal or better platform should be applied.
4. The server should have a good admin console or GUI, recommend are WAMP or XAMP incase MYSQL is adopted as the system database.
5. The system database can be migrated to another platform like oracle, postgres, mssql if there is sufficient need to do so and this will call for server code revision.
6. Users should be trained on how to use the system and a training/User manual will be developed after all the key revision are completed at the end of the testing/ implementation phase and it will be attached to the system for accessibility.
7. A highly technical database administrator excellent and experienced in database sql language.

The steps required are;

- a. After deciding on who should physically host the system
- b. Set up a reliable, secure, fast and accessible domain address
- c. Ensure the database is easily manageable by the system administrator and data can easily be backed up.
- d. Set up the database engine and the database
- e. Upload the test data
- f. Query the database
- g. Review the out put
- h. Make revisions if needed
- i. Test the system on a number of devices and see the interface responsiveness
- j. Revisions will be made where necessary.

Software Licenses

8. The software product is the property of the funder and the code therein is the intellectual property of the developer.
9. There will be no periodic licenses required to use the software.
10. In cases where the code in the software is required for use in another software, then developer's consent MUST be attained.

System users, roles and privileges

Since the system has multiple users from the different JLOS institutions, system user roles may differ and this will be applied at the implementation phase when the **data sharing protocol document** is well defined.

Currently the system applies a two level authentication model

Super user: Has access to all the system resource.

Clerk: Can only upload file to the system

System roll-out plan

Rolling out the system can start during the implementation phase.

Recommendation

Now that the system development phase has ended it has to transit to the testing and implementation phase here real case data must be applied to the system and all the different system variables tested and adjusted to apply to the intended purpose of the system.

Appendix 14: Data and Capacity Needs Assessment Reports

Activity	Uganda Police Force (UPF)	Directorate of Government Analytical Laboratories (DGAL)	Office of the DPP	The Judiciary	MGLSD (Remand Homes)	Uganda Prisons Service (UPF)
<i>Average Number of records registered every month</i>						
All records	7,884	200	34,356	15,000	103,370	62,628
GBV Cases	1,001	-	-	-	1,500	-
Publications of the JLOS data						
Publications	Annual Crime Report	-	Public complaints; cases prosecuted	Statistical Report on Court Performance	Remand Home Annual Report Social Development Sector Statistical Abstract Gender Based Violence Data Report	Annual statistics/Performance report Annual Statistical Abstracts Monthly statistics report
List of data issues	-	Criminal cases	-	Limited Disaggregation, incomplete submissions, Lack of documented standard operating procedures and quality standards, Limited coverage of the Data Management Information System	Juvenile crime data Social development sector issues GBV data	Prisoners statistics Staff statistics Health statistics Agriculture statistics Industrial statistics
Level of disaggregation	Districts and regions	-	Gender	Case type, Court type, and judicial officer rank	Sex, Region, Institution, District	-
Periodicity	Annual	Monthly and Annual	Quarterly	Monthly, quarterly, semi-annual, and annual	Annual	Annual Monthly

Activity	Uganda Police Force (UPF)	Directorate of Government Analytical Laboratories (DGAL)	Office of the DPP	The Judiciary	MGLSD (Remand Homes)	Uganda Prisons Service (UPF)
Source of data	Police stations	Forensic biology division	Field stations	Case register	Remand Homes MIS Ministry MIS' NGBVD	UPS
Information disseminated for external use	Yes	Yes	Yes	Yes	Yes	Yes
Users of the information	General public MDAs NGOs	Ministry of Internal Affairs (MIA) OPM JLOS secretariat	MDAs, NGOs, UN agencies, other international organisations	MDAs	General public Local governments MDAs NGOs UN Agencies	General public, MDAs NGOs, UN Agencies

Activity	Uganda Police Force (UPF)	Directorate of Government Analytical Laboratories (DGAL)	Office of the DPP	The Judiciary	MGLSD (Remand Homes)	Uganda Prisons Service (UPF)
Most recent publications	2018 Annual Crime Report	JLOS Quarterly report MIA semi-annual report Ministerial policy statement	Second quarter case prosecutions performance report	Statistical Report on Court Performance for the month of January 2020	1. Social development Sector statistics abstract 2018-19 2. Remand Home Annual Report 2018-19 3. Uganda Child Helpline Report 2018-19 4. GBV Report 2018-19 5. statistical analysis Report on externalization of labour 2018-19 6. MGLSD labour Market Report 2018	Annual Statistics Abstract FY2018/19 Monthly Statistics report for February 2020
Target Audience	General public MDAs NGOs	JLOS	OPM, MOFPED	Top Management, Senior Management, Ministries Department and Agencies	General Public, LGs, NGOs, UN Agencies, JLOS Sector Institutions and the Remand Home Institutions	General public
Data needs of the institution						

Activity	Uganda Police Force (UPF)	Directorate of Government Analytical Laboratories (DGAL)	Office of the DPP	The Judiciary	MGLSD (Remand Homes)	Uganda Prisons Service (UPF)
Data type	GBV data	-	Case records/ forensic records	Court case data	GBV data set Remand Home data set UCHL data set Externalization of labour data sets Internal Employment data set	Country population Number of courts in the country Crime data
Level of disaggregation	Region and district	-	Gender/ age/ location	Age, sex, educational level, disability status and region	Sex, District, Regional, Country of destination (labour), and education and job category for Internal employment	By National, region, District, religion, sex, Jurisdiction
Frequency	Monthly	-	Real time	Monthly, Quarterly, Semi Annual, and Annual	Annual	Annually Whenever there is an update
Source of information	Police stations	-	UPF/ DGAL	Case register	NGBVD, RHIMIS, UCHL, EEU- MGLSD, Internal Employment Unit MGLSD	UBOS Judiciary Uganda Police Force
System used for GBV Data	None	Not available	PROCAMIS)	A web-based Management Information System	NGBVD, UCHL	System is still under development
Name/Title of the MIS	None	None	PROCAMIS	The Court Case Administration System (CCAS) The Judiciary Data Management System (JDMS)	National Gender Based Violence data base System	Prisoners Management Information System

Activity	Uganda Police Force (UPF)	Directorate of Government Analytical Laboratories (DGAL)	Office of the DPP	The Judiciary	MGLSD (Remand Homes)	Uganda Prisons Service (UPF)
Handling of GBV Data	GBV data part of entire dataset	No	GBV a module in the MIS	GBV data is a module on the entire institutions MIS	The system handles GBV data exclusively	-
Sub-systems/ Software used for Data Management						
Data capture/ entry	Ms Excel, handbook on data production and crime recording	Ms Excel, No written procedures	PROCAMIS; there are written procedures	CCAS/JDMS; <ul style="list-style-type: none"> • Yes, for CCAS • No for the rest 	Computers, there are written procedures	Not yet
Data cleaning	Ms Excel, there are written procedures	Ms Excel, No written procedures	PROCAMIS; there are written procedures	CCAS/JDMS/ STATA/EXCEL; <ul style="list-style-type: none"> • Yes, for CCAS • No for the rest 	Soft copies of Excel sheets, there are standard operating procedures	Not yet
Data storage	Ms Excel, no written procedures	Ms Excel, No written procedures	PROCAMIS; there are written procedures	CCAS/JDMS; <ul style="list-style-type: none"> • Yes, for CCAS • No for the rest 	Electronic in-built systems, there are standard operating procedures	Not yet
Data backup	Ms Excel, no written procedures	Ms Excel, No written procedures	PROCAMIS; there are written procedures	CCAS/JDMS; <ul style="list-style-type: none"> • Yes, for CCAS • No for the rest 	On the main Ministry server and desk tops of computers, cloud computing; there are standard operating procedures	Not yet
Report generation	Ms Excel and Word, no written procedures	Ms Excel, No written procedures	PROCAMIS; there are written procedures	CCAS/JDMS/STATA/EXCEL; <ul style="list-style-type: none"> • Yes, for CCAS • No for the rest 	For many of the systems reports can be generated electronically including graphs; there are standard operating procedures	Not yet

Activity	Uganda Police Force (UPF)	Directorate of Government Analytical Laboratories (DGAL)	Office of the DPP	The Judiciary	MGLSD (Remand Homes)	Uganda Prisons Service (UPF)
Report sharing	Ms Excel and Word, no written procedures	Ms Excel, No written procedures	PROCAMIS; there are written procedures	Microsoft Outlook; Written procedures exist	Done manually but reports can also be exported and shared; there are no written procedures	Not yet
Responsibility for data Management & Status						
Data input/ entry	Records officer/ <ul style="list-style-type: none"> Part-time basis 	Police Liaison Officers/ secretaries; <ul style="list-style-type: none"> Full-time basis 	Data Entry Clerks; <ul style="list-style-type: none"> Full-time basis 	Registrar/Magistrate In charge of the Court; <ul style="list-style-type: none"> Part-time basis 	DCDOs, PSWOs, data entry clerks and Focal point persons, CDOs; <ul style="list-style-type: none"> Part-time basis 	System under development
Data processing and Storage	Data Management Officer/ <ul style="list-style-type: none"> Full-time basis 	Government Analysts/ Economist/ Statistician; <ul style="list-style-type: none"> Full-time basis 	Data Entry Clerks; <ul style="list-style-type: none"> Full-time basis 	Head - Statistics Team; <ul style="list-style-type: none"> Part-time basis 	Some DCDOs, PSWOs, statisticians, District planners and IT Officers; <ul style="list-style-type: none"> Full-time basis for the statisticians Part-time for others 	System under development
Data quality assurance/ Validation	Data Management Officer / <ul style="list-style-type: none"> Full-time basis 	Economist/ Statistician; <ul style="list-style-type: none"> Full-time basis 	Senior Systems Administrator; <ul style="list-style-type: none"> Full-time basis 	Chairperson Technical Committee; <ul style="list-style-type: none"> Part-time basis 	Statisticians at the National Level Statisticians <ul style="list-style-type: none"> Full-time basis 	System under development
Data analysis and Report writing	Data Management Officers of various Directorates/ <ul style="list-style-type: none"> Full-time basis 	Heads of divisions	<ul style="list-style-type: none"> Senior Systems Administrator; Full-time basis 	Head - Statistics Team; <ul style="list-style-type: none"> Part-time basis 	Statisticians; <ul style="list-style-type: none"> Full-time basis 	System under development

Activity	Uganda Police Force (UPF)	Directorate of Government Analytical Laboratories (DGAL)	Office of the DPP	The Judiciary	MGLSD (Remand Homes)	Uganda Prisons Service (UPF)
Data/ information dissemination	Data Management Officers of various Directorates/ <ul style="list-style-type: none"> • Full-time basis 	Director/Commissioner/ Economist	Senior Systems Administrator; <ul style="list-style-type: none"> • Full-time basis 	Chairperson-Data Management Committee; <ul style="list-style-type: none"> • Part-time basis 	Statisticians, PSWOs, DCDOs; <ul style="list-style-type: none"> • Full-time basis 	System under development
Data flow along the value chain	Data is captured from police stations, summarised at the districts/divisions, merged at the regions, Consolidated and Analyzed at Police headquarters.	Case receipt at general reception; case receipt at division; actual case analysis; interpretation of results; report generation, review, approval and sealing; and report dispatch and collection	Police criminal case files are delivered at ODPP office; they are registered; entered into PROCAMIS; and information is updated regularly	Statistical production in the Judiciary is both semi-automated and manual. The semi-automated component includes maintaining records in the Case Registers and replicating the same in the CCAS from which statistics are automatically generated.	Varies from one system to another, but generally the flow is from the sub county CDOs, para social Workers, and CSOs at the sub county levels to the DCDOs, PSWOs, planners at the district level and then the data is passed on to the National level to be further managed by the national technical Committees/secretariat for the various MISs	Data is captured from the prison units, then submitted to the region. At the region, it is merged together and later submitted at Prisons headquarters for management.

Activity	Uganda Police Force (UPF)	Directorate of Government Analytical Laboratories (DGAL)	Office of the DPP	The Judiciary	MGLSD (Remand Homes)	Uganda Prisons Service (UPF)
				<p>The manual component includes extracting aggregated estimates for key KPIs directly from the Case Registers and making submissions to Headquarters for compilation.</p> <p>The validation and analysis of data from the two components is done by the Statistics Team which generates draft reports for review by the Technical Committee.</p> <p>After incorporating the input from the Technical Committee, the draft reports are submitted to the Judiciary Data Management Committee for validation.</p> <p>After the report validation, the reports are submitted to the Office of the Hon. The Chief Justice for, ownership and dissemination.</p>		
Storage of Collected data/ level of computerization/ software used/ level of satisfaction						
Storage of hard copies	Filling system	Filling system	Registry shelves	In shelves at the Registry for Magistrates Affairs and Data Management	In lockable cabins,	Kept in cabinets
Electronic data storage	Excel	Computer storage	Oracle Database Management System	Backed up in compliance with the Judiciary Back up and business recovery guidelines.	Ministry server	Saved on recovery drive of the computer

Activity	Uganda Police Force (UPF)	Directorate of Government Analytical Laboratories (DGAL)	Office of the DPP	The Judiciary	MGLSD (Remand Homes)	Uganda Prisons Service (UPF)
Level of computerisation	Low	Moderate		The Courts, which are the primary data generation points, are not well computerized.	Adequate but more is needed	Still low especially in the field
Data management software used	Excel	Ms Excel	Oracle	MIS, Stata, Excel, R	Epi-info, STATA, Excel	None. Still managed in excel
Level of satisfaction with the data management process ¹⁴	Average	Average	Average	Average	Satisfied	Satisfied
Mechanisms for data exchange/ sharing						
Technology	System is entirely manual	Emails/ reports published/ hand delivery	Programmable interfaces in place for data exchange	Some of the Statistical Reports are shared on the Judiciary website but this is not regular.	Provisions are in place for exporting the data in various forms (excel, cvs, Jpng etc.) to the desk top for further management, For UCHL the system is connected to U-tube and social media platforms All the systems are on line and data can be accessed on data portals created by IT officers and also on the Ministry Website	None

¹⁴ 1-Not satisfied, 2-Average, 3-Satisfied, 4-Highly satisfied

Activity	Uganda Police Force (UPF)	Directorate of Government Analytical Laboratories (DGAL)	Office of the DPP	The Judiciary	MGLSD (Remand Homes)	Uganda Prisons Service (UPF)
Protocols	Data is shared on a need to know basis and upon authenticated requests.	Director; Heads of department; heads of divisions; and heads of units	Will be determined when the linkages have been developed	Statistical information is shared as part of the reports to the Ministry of Finance, Planning and Economic Development, the Justice Law and Order Secretariat; and the Office of the Prime Minister.	All the procedures and processes of data management are explained in the various SOPs developed for the individual systems. All the Management Information Systems are Managed by the IT Department and data management processes are managed by the statistics Unit under Policy and planning Division Data accessibility is usually through the office of the Permanent Secretary	None
Mechanisms in place for upgrading the system						
Expansion of coding system	On-going	-	Administration position and the Annual Maintenance Contract (AMC)	We are currently in the process of revising our Case Registers which are our primary data collection tools to ensure capture of all required variables.	This is expected to be done within the upgrading processes of the systems to also accommodate emerging current issues	-
Incorporation of new variables/ dropping redundant variables	On-going	-	Administrative position for in-house changes	The review of data collection tools, which we are currently undertaking, will take care of this aspect.	This is being done as the systems are upgraded	Always updated as and when need be.

Activity	Uganda Police Force (UPF)	Directorate of Government Analytical Laboratories (DGAL)	Office of the DPP	The Judiciary	MGLSD (Remand Homes)	Uganda Prisons Service (UPF)
Adopting new technologies	Not yet planned	-	-	Currently, our data collection does not involve these newer technologies.	This is already being done for instance under the OVCNIS all the probation Officers are equipped with tablets that are good electronic data collection tools. The Literacy and Community department is equally equipped with Android tablet phones that are used for electronic data capture	Work in progress
Staff involved in generation of statistics						
Economists	Available	Available; Masters degree	-	-	Two graduates with training on good data management	Two graduates
Statisticians	Available	Available; degree	-	7 Staff (Masters in Statistical Engineering, Bachelors in Statistics, Bachelors in Business Statistics, Bachelors in Statistics and Economics); - Certified Project Management Certification from the Project Management Institute, USA PGD in Project Monitoring and Evaluation	Two graduates with Training on good data management practices, training in data analysis, trainings in management of Gender statistics,	Two graduates
Statistical Assistants					Three (3) graduates with training on good data management practices	

Activity	Uganda Police Force (UPF)	Directorate of Government Analytical Laboratories (DGAL)	Office of the DPP	The Judiciary	MGLSD (Remand Homes)	Uganda Prisons Service (UPF)
Data entrant	-	Available; degree	Available with ICT related training; 2006	-	Available	20, diploma holders
Systems Administrator	-	-	Available with a degree in ICT, systems administration, and data management	-	-	-
Policy Analysts	-	-	-	-	Two graduates	-
Training needed by staff compiling data	Data entry and analysis Records management Monitoring and evaluation	Training in database management, Computerized data analysis and reporting using different software Data production Database development	Data management Statistics Data analysis and presentation Data mining Data warehousing Para-legal studies	Basic ICT skills Relevance of statistics in the day to day operations of the Judiciary.	Training on data collection, analysis, data cleaning, storage and presentation of data, training on development of data bases, training on good report writing skills, Training on data analysis using packages such as CS-PRO, STATA Data capture using epidata Training in development of data collection tools	Training in computer studies and data management
Equipment used to support data collection						

Activity	Uganda Police Force (UPF)	Directorate of Government Analytical Laboratories (DGAL)	Office of the DPP	The Judiciary	MGLSD (Remand Homes)	Uganda Prisons Service (UPF)
Data collection	NONE	Computers (desktops and laptops)	Desktops and manual recording	Not Available	Manual paper-based tools and Android tablets	Computers
Data capture/ entry	NONE	Computers (desktops and laptops)	Desktops and manual recording	Computers	Computers	Computers
Data analysis	Computers	Computers (desktops and laptops)	Desktops and laptops	Computers	Computers	Computers
Data storage and retrieval	Computers and External hard drives	Computers (desktops and laptops)	Desktops and laptops	Computers, servers, cabins, shelves a	Computers	Computers and hard drives
Data dissemination	Computers	Computers (desktops and laptops)	Ipads and laptops	Computers	Computers and websites, data portals,	Computers
Key actors/ stakeholders in production of statistics	UBOS	Not stated	UPF, DGAL, Judiciary, UBOS, and JLOS Secretariat	Ministry of Finance, Planning and Economic Development Office of the Prime Minister UBOS	CSOs, GBV actors, Health workers, Para Social Workers, Remand Home Heads, Local Governments, data managers at the sub county and district levels, Police, IT Officers and Development partners	Uganda Police Force Ministry of Internal Affairs Directorate of Community Service Judiciary
Collaborative arrangement	Share data, reports and capacity building	Not stated	Completeness of case involved Validating of data Accuracy of data/	Ministry of Finance, Planning and Economic Development and Office of the Prime Minister guide provide the indicators to report on UBOS provide technical support	Through team work and supporting one another to ensure that the required data is collected from the lower levels and passed on to the district level and eventually to the	Through inter-agency meeting at Sector Level Formal communication between institutions

Activity	Uganda Police Force (UPF)	Directorate of Government Analytical Laboratories (DGAL)	Office of the DPP	The Judiciary	MGLSD (Remand Homes)	Uganda Prisons Service (UPF)
			Information		National Levels. Through regional review meetings especially for OVC MIS Through constant reminders	
Challenges encountered in collaboration	Share sensitive data; failure to adhere to set timelines	Not stated	Varying levels of computerization Changing demands by the institutional focal persons No formal forum for handling the issues	Lack of clear terms to guide the collaboration with UBOS	Some of the focal point persons are not very committed with their work. For instance, DCDOs for some districts are not constantly in touch with the GBV system and some even forgot their passwords Police does not submit GBV data to the district for entry into the system Some focal point persons do not make timely data entry into the systems e.g. for GBV, Remand Homes and OVC MIS IT officers at the Ministry have never given the data managers at the Ministry all the access rights of district data and this has made	None

Activity	Uganda Police Force (UPF)	Directorate of Government Analytical Laboratories (DGAL)	Office of the DPP	The Judiciary	MGLSD (Remand Homes)	Uganda Prisons Service (UPF)
					it very difficult for the statisticians to effectively monitor data entry at the district just by monitoring at the ministry level	
Relationship with UBOS on data production	Not stated	Not stated	Streamlining the production of data in ODPP	Receive technical support from UBOS	<p>Seeking guidance on the development of data collection tools</p> <p>Seeking help at times in doing data analysis especially on GBV, UCHL and Remand Home data</p> <p>Producing and submitting statistical reports to UBOS through the PNSD arrangement</p> <p>Holding Regular Inter-Agency meetings with UBOS in which various data production related developments are discussed and shared</p> <p>UBOS does quality assurance for the data produced and shared by MGLSD with the various stakeholders</p> <p>Acting as key focal</p>	Having regular engagements and discuss matters concerning data production

Activity	Uganda Police Force (UPF)	Directorate of Government Analytical Laboratories (DGAL)	Office of the DPP	The Judiciary	MGLSD (Remand Homes)	Uganda Prisons Service (UPF)
					<p>point person in relying and securing survey data and making it available to the Ministry</p> <p>UBOS seconded and Employed a statistician to help MGLSD in data management point person in relying and securing survey data and making it available to the Ministry</p> <p>UBOS seconded and Employed a statistician to help MGLSD in data management point person in relying and securing survey data and making it available to the Ministry</p> <p>UBOS seconded and Employed a statistician to help MGLSD in data management</p>	

Activity	Uganda Police Force (UPF)	Directorate of Government Analytical Laboratories (DGAL)	Office of the DPP	The Judiciary	MGLSD (Remand Homes)	Uganda Prisons Service (UPF)
Suggestions to improve relationship with UBOS	Standard defined parameters; timely production of required data	Not stated	Holding periodic workshops/ meetings Training of data producers M&E performance of data production	Need a Memorandum and Understanding to guide the collaboration	More efforts in supporting MDAs in data management needed Through UBOS, a project should be designed to help the MDAs to get financial assistance from the world Bank as it was under the DFID arrangement	The relationship should not be only for routine periodic meetings but emphasis should also be put to supporting institution both financially and technically in ensuring that quality statistics is produced at all times
Financial requirement for data production						
Data collection and capture	Source of funds GOU; Challenges faced late submissions; proposed ways of addressing the challenges automation	-	Source of funds-GOU; challenge faced insufficient funding; need to provide adequate funds for facilitation of data managers, monitoring nationwide and data collection	Source of funds-GOU-JLOS; challenges faced inadequate funds; there is a need to increase funding	Source of funding UNICEF and GOU; the challenge is inadequate funding; the proposed ways of addressing the challenges are; more funding to be prioritized, specific budget for this to be included in the main budget stream of government	Source of funds-GOU; the challenges are inadequate computer equipment and lack of reliable data storage system; the proposed way of addressing the challenge is to enhance the budget

Activity	Uganda Police Force (UPF)	Directorate of Government Analytical Laboratories (DGAL)	Office of the DPP	The Judiciary	MGLSD (Remand Homes)	Uganda Prisons Service (UPF)
Data processing and analysis	Source of funds GOU; Challenges faced late submissions; proposed ways of addressing the challenges automation	-	Source of funds-GOU; challenge faced insufficient funding; need to provide adequate funds for facilitation of data managers, monitoring countrywide and data collection	Source of funds-GOU-JLOS; challenges faced inadequate funds; there is a need to increase funding	The source of funding is UNICEF; the challenge is that the funder is mainly interested in funding child statistics; to address the challenge, there is a need to prioritize statistics in the mainstream budget to cover data processing and analysis	Source of funds-GOU; the challenge is inadequate computer equipment
Data storage and retrieval	Source of funds GOU; Challenges faced lack of management information system; proposed ways of addressing the challenges automation	Source of funding GOU; the challenge is inadequate funding	Source of funds-GOU; challenge faced insufficient funding; need to provide adequate funds for facilitation of data managers, monitoring countrywide and data collection	Source of funds-GOU-JLOS; challenges faced inadequate funds; there is a need to increase funding	The source of funding is GOU; the challenge is inadequate funding; there is a need to prioritize statistics in the mainstream budget so as to be able to build further and improve data storage and retrieval systems.	Source of funds-GOU; the challenge is lack of reliable data storage system

Activity	Uganda Police Force (UPF)	Directorate of Government Analytical Laboratories (DGAL)	Office of the DPP	The Judiciary	MGLSD (Remand Homes)	Uganda Prisons Service (UPF)
Data dissemination	Source of funds GOU; Challenges faced delays in analysis; proposed ways of addressing the challenges automation	-	Source of funds-GOU; challenge faced insufficient funding; need to provide adequate funds for facilitation of data managers, monitoring countrywide and data collection	Source of funds-GOU-JLOS; challenges faced inadequate funds; there is a need to increase funding	The source of funding is UNICEF, The challenge is that the funder is mainly interested in funding child statistics	-
Report writing	Source of funds GOU; Challenges faced delays in data production; proposed ways of addressing the challenges automation	-	Source of funds-GOU; challenge faced insufficient funding; need to provide adequate funds for facilitation of data managers, monitoring countrywide and data collection	Source of funds-GOU-JLOS; challenges faced inadequate funds; there is a need to increase funding	The source of funding is UNICEF; the main challenge is that the funder is interested in child statistics; there is a need to prioritize statistics in the mainstream budget	The source of funds is GOU; there are no challenges.
Recommendations for improved data generation						
Production of statistics guided by strategic plan	Yes	No strategic plan	Yes	No	Yes	To some extent

Activity	Uganda Police Force (UPF)	Directorate of Government Analytical Laboratories (DGAL)	Office of the DPP	The Judiciary	MGLSD (Remand Homes)	Uganda Prisons Service (UPF)
Recommendations to enhance coordination	All JLOS institutions to have standardized parameters	<p>1. Better coordination between DGAL and Police. The police Form 17A should have additional data fields to improve data capturing and extraction of relevant information for statistical analysis.</p> <p>2. Police should provide a soft copy of the Form 17A.</p>	Holding regular review meeting between the data producers, data users, and UBOS for improved performance	<p>More high-level engagement between the leadership of the JLOS Secretariat and the Judiciary Top Management to ensure buy-in and ownership.</p> <p>Funding to Judiciary specific to the implementation of the Strategy from the JLOS Secretariat</p>	<p>Supporting the statistics Units in organizing coordination meetings to discuss the implementation of the plan</p> <p>Coming up with M and E plan for operationalizing the Sector strategic Plan for statistics</p> <p>The funding for the Implementation of the Sector Strategic Plan for statistics needs to be provided for in totality</p> <p>Stakeholders need to come in and support/advocate for statistical activities</p>	<p>Need to have regular engagement to discuss data management and challenges we face while executing our mandates in statistical production.</p> <p>Having a functional Sector statistics committee to coordinate statistics activities on a regular basis and making sure that the plans in the SSPS are implemented and ensuring resources are provided as required for the scheduled activities</p>

Activity	Uganda Police Force (UPF)	Directorate of Government Analytical Laboratories (DGAL)	Office of the DPP	The Judiciary	MGLSD (Remand Homes)	Uganda Prisons Service (UPF)
Critical areas that best contribute to reforms in NSS	Uniformity in data production; linkages between JLOS institutions	-	Coordination in data production Conducting coordinated training of the data producers	Production of Gender statistics Strategic approach to Statistical production	MDAs that are able to conduct surveys should be fully supported by UBOS especially in the area of developing an effective methodology for the surveys and collaborating with the MDAs to the final conclusion of the surveys More need for finances for statistics Central coordination and support to all the Management Information Systems in the MDAs that produce Administrative data Ensuring that the administrative data produced by all the MDAs and submitted to UBOS is of quality and improved. This will go a long way in building confidence in data use by the relevant stakeholders of the administrative data	Coordination Capacity building

