

## ISFEA ANNUAL WORKPLAN FOR FY 2007

Information Science Foundation for Eastern Africa (ISFEA) is an organisation that was registered in January 2006. ISFEA was started in response to the challenges of perception of the Information Science fields that results from limited awareness of the human resource skills possessed by Information Science professionals. It brings together a number of highly qualified and experienced Information Science professionals in various disciplines including; Library Science, Records/Registry Management, Knowledge Management, Information Communication and Technology (ICT) management; Data management; Archive and Documentation management; Book trade and Industry ready to handle all kinds of Information work in diversified fields in the region.

### **Mandate**

Establish the Information Science identity within the African context so that it is perceived as the cornerstone for Democracy, Education and Regional Development.

### **Vision**

To have a knowledgeable, Information driven society at organisation/Departmental, community, national and Regional level.

### **Mission**

To contribute to National and Regional development through generation, processing, storage, retrieval and dissemination of Information to users and reduce the Information gap, increase awareness and achieve a knowledgeable society.

| Output                                 | Activity                   | Activity Indicator   | Target  | Budget Ug Shs | J | F | M | A | M | J | J | A | S | O | N | D | Resp. Person                         | Source of Funding                           | Document ation                              | Comments  |
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| <b>Motivated and Informed Officers</b> | Retreat for ISFEA Officers | Having the venue, date, budget details disseminated to concerned members in time | The ISFEA Board and ISFEA Kampala Chapter Committee | -             |   | X |   |   |   |   |   |   | X |   |   |   | Board Chairman and Chapter President | The Board Treasury and The Chapter Treasury | Reports Attendance list Signed Action plans | Participants might be asked to meet part of the costs |
| <b>Talks during</b>                    | ISFEA Monthly              | Paid up venue List of  | Information Science                                 |               |   |   | X | X | X | X | X | X | X |   | X |   | Chapter President                    | Chapter Treasury                            | ISFEAs' Magazine                            | Members Suggested to                                  |

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| <b>Fellowship gathering every month</b>                   | Foundation Fellowships                        | speakers every month up to December<br>List of Topics for every speaker<br>Public Relations and Motivation Strategy | Professionals and well-wishers<br>Government Policy makers<br>Civil organizations<br>EASLIS/Other institutions<br>ULIA/NA<br>BOTU/CU<br>UL etc |  |  |  |   |   |   |   |   |   |  |  | nt Secretary and Projects and Events Secretary |                      | Attendance lists<br>Presentations<br>Fellowship invitations  | conduct fellowships at the beginning of the month. This activity is looked as a knowledge sharing/networking activity and a friendship/meeting opportunity.                                 |
| <b>Interactive ISFEA website and Blog</b>                 | Having an Interactive ISFEA website and Blog. | Procuring Experts<br>Content Selection<br>Logistical Requirements   | Skilled, Experienced, cheap experts<br>Accumulating ISFEA documents and photography<br>Regional and International audience                     |  |  |  | X |   |   |   |   |   |  |  | ISFEA Board                                    | Board Treasury       | Site map<br>Prototype  | The facility is looked as a window or gateway to the world (just like an opening as in who we are, what we can do or offer as Information Science Professionals in the East African Region) |
| <b>Over 50 paid up members and 5 paid up Institutions</b> | Membership Drive                              | Wide distribution of registration letters and forms<br>ISFEA Awareness and sensitization strategy                   | Information Science Professionals and well-wishers.  |  |  |  | X | X | X | X | X | X |  |  | Chapter President and Chapter Secretary        | The Chapter Treasury | Activity reports<br>List of paid up members and Institutions | Membership reflects the strength of ISFEA and its commitment to contribution to the dev't in the region.  |
| <b>Recognition Documents</b>                              | Registration with                             | Having a checklist of   | -  |  |  |  | X |   | X |   | X |   |  |  | Board Chair                                    | Development Partners | Reports indicating   | Activity not yet started.   |

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| <b>at the 3 levels of registration</b>                   | NGO Board, East African Civil Organizations and IFLA | requirements for registration at all levels. Identifying contact People   |   |  |  |  |  |   |   |   |   |   |   |   | an and Trustees   |   | progress  | Registration is an avenue for audience on relevant policy matters   |
| <b>ISFEA Central treasury growth by 50%</b>              | Fundraising Drive                                    | Checklist of promotional materials Marketing strategy and ISFEA Profile Checklist of methods of fundraising Checklist of Development Partners Technical/research Proposals and Bids | Information Science Professionals and well-wishers. Funding organizations Business and service organizations Collaboration and Development Partners |  |  |  |  | X | X | X | X | X | X | X | Board Chairman Finance Director Chapter President Chapter Treasurer | The Board Treasury and The Chapter Treasury | Activity reports Response Dev't Partners Letters of Successful completion of works Profile of competent Information Science Persons | This activity reflects the sustainability of ISFEA activities and hence the existence of ISFEA for a greater period of time. A lot of good will and better friendship should be in place. |
| <b>Office Space/premises with rent paid for 12months</b> | ISFEA new Physical Address                           | Checklist of requirements Office furniture and equipment  | Spacious, accessible (around Kampala or Wandegeya), Cheap,  |  |  |  |  | X |   |   |   |   |   |   | ISFEA Board   | Board Treasury                              | Tenant Agreement Procurement Documents  | The Office is intended to be open for use by ISFEA paid up members. Expected to be a place for various meetings and will be looked at as an administrative post for ISFEA                 |
| <b>Direct Impact of Information</b>                      | Kabubu Rural Library                                 | Twinning/collaboration initiations with   | Primary and Secondary   |  |  |  |  |   | X | X | X | X | X | X | ISFEA Board   | Board Treasury                              | Twinning/Collaboration  | Collaborative arrangements have already   |

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| <b>n Science to the Rural Poor</b>   | Project  | the Proprietors Diagnostic Information Needs Assessment Checklist of requirements | School students at Kabubu Education Centre Health Treatment seekers at the Centre Hospital Neighboring Rural Community |  |  |  |  |  |  |   |   |   |  |  |                                  |  |   | Documents Diagnostic Information Needs Assessment Report Project Activity Reports  | begun with Mrs Geraldine ... the Proprietor. ISFEA is looking at original ideas of transforming Information Science into an agent that can improve the Livelihood of the rural poor |
| <b>Regional Office for Certified Knowledge Manager</b>                                 | Regional Coordination office of Knowledge Management Professionals | Checklist of requirements for the office Public Relations and Publicity Strategy  | Information Science Professionals and well-wishers.  |  |  |  |  |  |  | X | X |   |  |  | Board Chairman Chapter President | The Board Treasury and The Chapter Treasury  | Activity Reports Agreements and contracts   | Activity at idea level. Might be viewed as one of the ways ISFEA shows its impact to the Information Science professionals in the region |   |
| <b>Well attended workshop that appears in the Newspapers, Television and FM Radios</b> | Information Science Media tailored and Advocacy Workshop           | Theme Call for presenters Workshop program Sponsors Public Relations strategy     | Information Science Professionals and well-wishers Government Policy makers Civil organizations Leading media          |  |  |  |  |  |  |   |   | X |  | Chapter President and Project and Events Secretary | Chapter Treasury                 | Activity report or article Attendance list List of sponsors Hard/soft copy presentations book. | The theme and content should reflect the Difference between ICT, Information Science and Information Technology. Public should understand that Info Sci |  |   |

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|  |  |  | EASLIS/Ot<br>her<br>institutions   |  |  |  |  |  |  |  |  |  |  |   |  |                                       |   |   | is vital for<br>Regional<br>Dev't  |
| <b>Gathering<br/>of ISFEA<br/>Members<br/>and Elected<br/>Foundation<br/>SACCO<br/>Committee</b> | ISFEA<br>General<br>Assembly<br>and<br>Foundation<br>SACCO     | ISFEA<br>Activity report<br>Foundation<br>SACCO<br>Constitution<br>and<br>Instruments<br>Roles and<br>Responsibilitie<br>s of<br>Committee                             | ISFEA<br>Members   |  |  |  |  |  |  |  |  |  |  | X |  | ISFEA<br>Board                        | Board<br>Treasury                                   | Attendance<br>list<br>List of<br>Members<br>of the<br>SACCO<br>Committee<br>Roles and<br>Responsibil<br>ities of<br>Committee               | This Activity<br>is intended to<br>close the<br>advocacy<br>workshop.<br>It is looked at<br>as a source of<br>momentum of<br>strength for<br>ISFEA<br>Existence  |
| <b>Bank<br/>Account<br/>with funds<br/>and<br/>running<br/>activity<br/>funded</b>               | IMN<br>Kigongo-<br>Bukenya<br>Capacity<br>Enhanceme<br>nt Fund | Fund<br>documentation<br>showing<br>Purpose,<br>Eligibility,<br>selection<br>criteria.<br>Sources of<br>Funds<br>Presentation<br>from Prof.<br>IMN Kigongo-<br>Bukenya | Informatio<br>n Science<br>Professiona<br>ls and well-<br>wishers<br>Business<br>service<br>people and<br>organizatio<br>ns  |  |  |  |  |  |  |  |  |  |  | X |  | ISFEA<br>Board<br>and The<br>Trustees | IMN<br>Kigongo-<br>Bukenya<br>and Board<br>Treasury | Fund<br>Policy<br>List of<br>applicants<br>List of<br>funded<br>activities<br>List of<br>Sponsors<br>Activity<br>report<br>Presentatio<br>n | Capacity<br>Enhancement<br>is very<br>essential to<br>this young<br>Profession in<br>the region<br>This Activity<br>is intended to<br>be part of the<br>proceedings<br>of the<br>General<br>Assembly at<br>close the<br>advocacy<br>workshop |
| <b>Bank<br/>Account<br/>with funds<br/>and<br/>running<br/>activity<br/>funded</b>               | S.A.H<br>Abidi<br>Academic<br>and<br>Research<br>Scholarship   | Fund<br>documentation<br>showing<br>Purpose,<br>Eligibility,<br>selection<br>criteria.<br>Sources of<br>Funds<br>Presentation<br>from Assoc.                           | Informatio<br>n Science<br>Professiona<br>ls and well-<br>wishers<br>Business<br>service<br>people and<br>organizatio<br>ns. |  |  |  |  |  |  |  |  |  |  | X |  | ISFEA<br>Board<br>and The<br>Trustees | S.A.H Abidi<br>and Board<br>Treasury                | Fund<br>Policy<br>List of<br>applicants<br>List of<br>funded<br>activities<br>List of<br>Sponsors<br>Activity<br>report                     | This fund is<br>looked at as a<br>direct<br>contribution<br>to the<br>Professional<br>This Activity<br>is intended to<br>be part of the<br>proceedings<br>of the   |

