

**QUARTERLY DGF ACTIVITY WORKPLAN JANUARY-MARCH 2020**

<b>NO.</b>	<b>ACTIVITY</b>	<b>DURATION</b>	<b>TARGET</b>	<b>RESPONSIBLE PERSON</b>	<b>DATE</b>	<b>NOTES</b>
1.	Conduct Semi-Annual Interface Meeting with New Paralegals	1 day	20 Paralegals	Human Rights Officer	<b>16/01/2020</b>	Conducted at Zeu Hotel Mayuge, 19 Paralegals from both Mayuge and Bugiri attended
2.	Meeting with Paralegals in Eastern Uganda	1 day	20 Paralegals	Project Manager/President	<b>5/03/2020</b>	Dialogue with Paralegals in Eastern Uganda was held at the MCJL Mayuge Skilling Centre
3.	Board Meeting	1 day	9 Board Members	Project Manager/President	<b>6/03/2020</b>	Conducted at Kolping Hotel, 6 Board members attended
4.	Collaboration Meeting with LASPNET	1 day	3 Staff	Project Manager/President, M, E&L Manager	<b>11/03/2020</b>	Attended a meeting with the Executive Director, LASPNET
5.	Collaboration Meeting with TROCAIRE Uganda	1 day	4 MCJL staff	Project Manager/President	<b>12/03/2020</b>	Attended a meeting with the Program Manager TROCAIRE-Uganda to discuss the launch of the LAC in Omoro District
6.	Meeting with Paralegals in Central	1 day	20 Paralegals	Project Manager/President	<b>13/03/2020</b>	Dialogue with Paralegals in Central region to be held at the MCJL Head Offices
7.	Conduct Prison outreaches to support		100 clients	Legal Officer, Mpigi	<b>17/03/2020 and</b>	To be conducted in

	inmates that cannot afford legal services				<b>20/03/2020 respectively</b>	Mpigi and Nkozi Prisons respectively
8.	Conduct community sensitisations through outreaches and legal aid camps for communities in the target areas to cover various issues such as GBV prevention	2 days	140 people	Human Rights Officer	<b>19/03/2020</b>	To be conducted in Kawempe Division and Bugiri District
9.	Quarterly Monitoring and Evaluation visits	4 days		M&E Department	<b>22 - 23<sup>rd</sup> March 2020 (Mpigi)</b> <b>24 - 25 March 2020 (Bugiri)</b>	To Interface with duty bearers and data verification for the field offices
10.	Launch of Legal Aid Clinic in Omoro District in collaboration with LASPNET	1 day		President	<b>26/03/2020</b>	MCJL to begin a Legal Aid Project in collaboration with Omoro District, LASPNET and PILAC
11.	Staff reflection meeting	1 day	MCJL staff	Administrative Assistant	<b>27/03/2020</b>	To be conducted at MCJL office and HODs to present and discuss progress reports, the way forward and plan for next quarter
12.	Conduct Semi-Annual Meeting with Muslim Structures on GBV	1 day	30 Muslim Religious Leaders	Human Rights Officer	<b>31/03/2020</b>	To be conducted in Kawempe Division to dialogue with Muslim Religious Leaders on GBV and Human Rights

						Issues
13.	Hold Lobby Meeting with Key Stakeholders to Steer the passing of Regulations for Qadhi Courts	1 day	30 Policy makers	Research, Advocacy and Information Officer	<b>Date to be confirmed after contacting key stakeholders</b>	Tentatively scheduled for 30 <sup>th</sup> March 2020