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THE UGANDA WILDLIFE TROPHY HUNTING REVENUE SHARING

GUIDELINES 2021
The Uganda Wildlife Authority 9th Board of Trustees approved the Uganda Wildlife (Trophy Hunting Revenue Sharing) Guidelines for implementation at their 15th sitting held on the 26th November, 2021.

Chairperson, Board of Trustees
Uganda Wildlife Authority

Executive Director
Uganda Wildlife Authority
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PART I

PRELIMINARY

Citation

a) These Guidelines may be cited as the Uganda Wildlife (Trophy Hunting Revenue Sharing) Guidelines 2021.

b) These Guidelines shall apply to individuals, companies’, associations, District Local Government (DLG) and the Authority involved in Collaborative Management arrangements in Uganda.

Interpretation

In these Guidelines, unless the context otherwise requires;

“Act” means the Uganda Wildlife Act of 2019;

“Authority” means the Uganda Wildlife Authority established under Section 5 of the Uganda Wildlife Act, 2019;

“Collaborative Management” means a negotiated process whereby protected area management genuinely shares benefits, costs, decision-making authority and responsibility, rights and roles in the management of wildlife resources with local communities and other stakeholders;

“Common good project” Means a project that is shared and beneficial for all or most members of a given community;

“Community Wildlife farm/ranch” means an arrangement where land has been set aside for purposes of wildlife conservation by a community, group of landowners or farmers that share common land borders with a common interest of conserving wildlife on their land;
“Executive Director” means the Executive Director of the Uganda Wildlife Authority, appointed under Section 17 of the Wildlife Act 2019;

“Land Owner” those with undisputed individual, corporate and or joint ownership rights to land on which wildlife occurs;

“Management Partner” means a company, community or organization granted a right utilize wildlife in accordance with Section 35(1)(a) of the Wildlife Act 2019;

“Management Plan” This means the area management plan of action designed by the management partner in collaboration with the supervisory partners to develop and manage the area which action plan is to be approved by the supervisory partners;

“Partnership agreement” An agreement to use land in the defined areas granted by local communities and the District Local Government to the management partner for a fixed period to manage the area, and operate auxiliary facilities and related services, with ownership of the land retained by the area residents;

“Professional hunter” means a hunting expert licensed by the Authority to escort and directly assist a hunting client in hunting a wild animal;

“Quota” means a regulated number of individuals that can be harvested from an animal population on a sustainable basis. This can be in the form of a sport hunting quota for trophy purposes or a management quota for cropping, live sales or wild meat;

“Species” means a population of individual organisms capable of mating with one another and producing fertile offspring in a natural setting and that share common and specialized characteristics from others;

“Supervisory partners” In the order of precedence, they are Uganda Wildlife Authority, the District Local Government, and the Community Wildlife Association;

“Trophy” means the wild animal or part of the animal kept or usually displayed after a successful hunting expedition;
“Trophy hunting” means hunting wild animals for human recreation;

“Wildlife” means any wild plant or animal species or their derivative products that are indigenous, migrated to or introduced in Uganda;

“Year A” Means a calendar year that begins from January to the end of December;

“Year B” Means the calendar year that follows the previous year A;

“Youth” means both men and women between 17 and 31 years.
1.0 PURPOSE

To provide an elaborate, effective and efficient mechanism for utilizing funds generated from trophy hunting activities.

2.0 OBJECTIVES

a) To provide clear procedures and mechanisms for sharing funds from trophy hunting.
b) To guide the use of revenue share funds to support project selection, implementation, monitoring, and evaluation.
c) To enhance benefits to communities and other stakeholders.
d) To strengthen community and district participation in wildlife conservation.
e) To provide incentives to influence community acceptance, appreciation, and support for wildlife conservation.
f) To improve the governance of Community Wildlife Associations and Wildlife Management Boards through the promotion of transparency and accountability.
g) To enhance transparency, efficient and effective monitoring, and accountability.

3.0 SCOPE

These guidelines will apply to areas where Uganda Wildlife Authority (UWA) has signed Collaborative Wildlife Management Agreements with District Local Governments, local communities, and management partners to manage wildlife.
This guideline shall also apply to the management of revenue in Community Wildlife ranches that exist within a Collaborative Management Area.

4.0 GUIDING PRINCIPLES

a) Benefit-sharing
b) Participatory stakeholder engagement
c) Information sharing
d) Transparency and accountability
e) Equity and fairness
f) Sustainable utilization of wildlife resources
5.0 COMMITTEES AND FUNCTIONS

a) Committees shall be formed in Collaborative Management areas as provided for in the various Collaborative Management Agreements

b) The Committees are intended to facilitate efficient implementation of the Collaborative Management program and these include;

h) Wildlife Management Board
i) Wildlife Technical Management Committee
j) Community Wildlife Association Executive Committee
k) Project Management Committee and other Authority offices.

5.1.0 Wildlife Management Board

A Wildlife Management Board shall be established in collaborative management areas as provided in the collaborative management agreements to provide an oversight role in the implementation of the Partnership Agreement.

a. These will comprise the Chief Administrative Officer(s), District Chairperson(s) Local Council V, Uganda Wildlife Authority representatives, Chairperson of Community Wildlife Association Executive Committee, Wildlife Technical Management Committee representative, and the management partner who shall have no voting rights in the meetings.
b. The Chairperson and Vice-Chairperson shall be elected by members at the first meeting to operationalize the Wildlife Management Board.
c. Where applicable, the position of the Chairperson shall be rotational across districts after every three years.
d. Uganda Wildlife Authority shall be the Secretariat to the respective Wildlife Management Boards.
e. The Management Partner shall not take up any executive position on the Wildlife Management Board.

5.1.1 Wildlife Management Board Meetings

a) The Management Board shall hold an ordinary annual meeting.
b) The MB shall regulate its business in accordance with the work load and availability of resources.

c) Where possible, the MB members shall receive meeting notices and Agenda at least seven days prior to the meeting.

d) Any member of the MB with a conflict of interest shall declare it prior to the discussion of the respective agenda items.

e) The quorum for the MB meetings shall be one representative from the DLG, one representative from UWA, one representative from the Community Wildlife Association, and one representative from the Management Partner.

f) The meetings and operations of the MB shall be supported and financed by an approved percentage of the animal trophy fees and shall be managed by UWA.

5.1.2 Functions of the Wildlife Management Board

a) Provide oversight in the implementation of the Partnership Agreement.

b) Review the Management Plan of the Collaborative Management Area and recommend for Uganda Wildlife Authority Board’s approval.

c) Oversee the performance of the Management Partner in implementing the Management Plan and other obligations.

d) Oversee the operations of all partners in the implementation of the partnership agreements as per the roles defined in the various collaborative management agreements.

e) Receive, review and approve the Annual Operation Plans of the Management Partner and Community Wildlife Association. Oversee and monitor implementation of community projects supported under the collaborative management arrangement.

f) Receive, review and approve Annual reports submitted by the Community Wildlife Association Executive Committee and the Management Partner.

5.2.0 Wildlife Technical Management Committee

Wildlife Technical Management Committees shall be established in the collaborative management areas as provided in the management agreements and with the overall responsibility of conducting bi-annual assessments of the
performance of the Community Wildlife Association and Management Partner on behalf of the Wildlife Management Board.

a) The Wildlife Technical Committee shall be of utmost 11 members or and shall be an odd number, composed of technical staff from the District Local Government including; Vermin Officers, Tourism and Wildlife officers, Natural Resources Officers, District Community Development Officer, two (2) representatives from the Community Wildlife Association Executive Committee, the operations manager from the Management partner and Uganda Wildlife Authority representative

b) The committee shall co-opt external expertise whenever necessary.

c) The Chairperson and Vice-Chairperson shall be elected at the first meeting to operationalize the Wildlife Technical Management committee.

d) Uganda Wildlife Authority shall be the secretariat to the Wildlife Management Committee.

e) The management partner shall not take up any position on the Wildlife Technical Management Committee.

5.2.1 Wildlife Technical Management Committee Meetings

a. The Wildlife Technical Management Committee shall hold quarterly meetings.

b. The WTMC shall regulate its business in accordance with the work load and availability of resources.

c. Where possible, the WTMC members shall receive meeting notices and Agenda at least seven days prior to the meeting.

d. Any member of the WTMC with a conflict of interest shall declare it prior to the discussion of the respective agenda items.

e. The quorum for the WTMC meetings shall be one representative from the DLG, one representative from UWA, one representative from the Wildlife Association, and one representative from the Management Partner.

f. The meetings and operations of the WTMC shall be supported and financed by an approved percentage of the animal trophy fees and shall be managed by UWA.
5.2.2 Functions of the Wildlife Technical Management Committee

a. Review development plans and proposals and recommend them for approval by the Wildlife Management Board.
b. Monitor events and programs within the District which may positively or negatively impact the successful implementation of the Management Plan as provided in the Collaborative management agreements.
c. Assess the progress of the implementation of the objectives of the Collaborative Management Agreement and make recommendations for appropriate action to the Wildlife Management Board.
d. Provide technical guidance to the leadership of the Community Wildlife Association.
e. Monitor the implementation and progress of community projects.
f. Prepare regular reports as may be required by the Wildlife Management Board.

5.3.0 Community Wildlife Association

Community Wildlife Associations shall be formed in all areas of Collaborative Management as provided in the various collaborative management agreements.

5.3.1 Formation of the Community Wildlife Association

a) Community Wildlife Associations shall be formed after sensitizing communities within the potential areas identified by Uganda Wildlife Authority for Collaborative Management arrangement.
b) The Community Wildlife Associations shall form an executive committee as prescribed in the association constitutions.
a) A member of the executive shall not be a civil servant or hold any public office to avoid conflict of interest. The political leaders from Local Council I to Local Council III may be elected to the Community Wildlife Association Executive Committee.
b) The term of office of the Community Wildlife Association Executive Committee shall be clearly stated and guided by the constitution of the Community Wildlife Association and the elections shall be overseen by the partners to the Collaborative Management Agreement.
c) Registration of the Community Wildlife Association shall be done at the relevant District Local Government following established Community-based organization registration guidelines.
d) In areas or blocks that traverse different (many) districts one umbrella body shall be formed and registered as a company limited by a guarantee with representatives for each participating District Local Government.

5.3.2 Obligations of the Community Wildlife Association

e) Operations of the Community Wildlife Association shall be guided by a Constitution and all members shall be bound by the constitution while executing their duties.

f) The constitution shall specify how the office bearers will be elected, duration, and related terms of reference.

g) The Community Wildlife Association shall open a bank account with three (3) principal signatories including; the Chairperson and Treasurer of the Community Wildlife Association and the Uganda Wildlife Authority representative.

h) The bank account will be used for only Community Wildlife Association transactions.

i) The Community Wildlife Association will share annual bank statements as well as audited books of accounts as part of their annual report to the Wildlife Management Board.

j) The association shall have a contact address and a physical office.

5.3.3 Composition of the Community Wildlife Association Executive Committee

The Community Wildlife Association shall establish an Executive Committee. The members of the Executive Committee shall be nominated by each parish and sub-county of the relevant District Local Governments within a hunting block (collaborative management area).

a) The composition of the Community Wildlife Association Executive Committee shall comprise the following;

   I. The Chairperson
   II. The vice Chairperson
   III. Secretary
   IV. Treasurer
   V. Mobiliser
   VI. Four (4) committee members
b) At least one-third of the Executive Committee shall be women and youth.

c) Where applicable, the holder of the position of the Chairperson, Vice-Chairperson, Treasurer, and Secretary shall be rotational and equitably allocated in the respective districts.

d) A member of the Community Wildlife Association Executive Committee shall not be a civil servant or hold any public office to avoid conflict of interest.

e) The Chairperson, the Vice-Chairperson, Treasurer, and the Secretary shall have at least a Uganda Certificate of Education or its equivalent as a minimum academic qualification.

5.3.4 Functions of the Community Wildlife Association Executive Committee

The Community Wildlife Association Executive Committee shall be responsible for;

a) Taking the lead in the identification, development, implementation, and monitoring of community development projects.

b) Establishing and annually updating a register of the association’s assets and continuously managing the assets on behalf of the Community Wildlife Association.

c) Creating awareness among the community on wildlife conservation benefits and potential contribution to their livelihoods.

d) Mobilizing communities to generate project proposals for funding from trophy hunting revenue.

e) Mobilizing and sensitizing to allow the Management Partner access to wildlife resources living on their land.

f) Ensuring the efficient and effective distribution of benefits accruing from trophy hunting activities.

g) Supervising the implementation of the Community projects.

h) Mobilizing resources from other potential donors.

i) Taking the lead in planning for and assisting problem animal victims.

j) Participating in meetings of the Wildlife Technical Management Committee and Wildlife Management Board.

k) Preparing plans and budgets for approval by the Wildlife Management Board.

l) Preparing reports for consideration by the Wildlife Management Board.
5.4.0 Project Management Committee

A Project Management Committee shall be established by the Community Wildlife Association Executive Committee in line with the provisions of the Community Wildlife Association Constitution to implement and manage community projects.

a) The Community Wildlife Association Executive Committee shall ensure that a Project Management Committee for each project responsible for overseeing the implementation of the project is in place.

b) The Project Management Committee shall be composed of five (5) members from within the project location and shall include; a Chairperson, Treasurer, Secretary, and two other members.

c) The LCII of the parish where the project is located and the Parish chief shall be part of the Project Management Committee.

d) The Project Management Committee shall report to the Community Wildlife Association Executive Committee.

e) The term of the Project Management Committee shall be defined by the proposed duration of specific community projects The Project Management Committee shall monitor the implementation of the community projects to completion on behalf of the Community Wildlife Association Executive Committee.

5.5.0 The Chief Warden

The Chief Warden in consultation and collaboration with the Wildlife Technical Management Committee and Community Wildlife Association Executive Committee shall be responsible for the following;

a) Monitor the hunting activities in line with the approved wildlife quotas.

b) Supporting the Community Wildlife Association Executive in identifying potential projects for funding, review, selecting, and implementing the Community Livelihoods Support Programme (CLSP) at the protected area level.

c) Widely disseminate revenue sharing guidelines to all relevant stakeholders including District Local Governments and other stakeholders.

d) Conduct baseline surveys to ascertain prevailing (current) conditions before project development and implementation.

e) Review and vet potential projects for funding consideration.
f) Forward the proposed projects to the Wildlife Management Board for final verification and approval.

g) Guide the procurement and ensure timely delivery of services, materials, and inputs by service providers as per approved proposals and in accordance with Public Procurement and Disposal Act provisions and guidelines.

h) Ensure that service providers deliver quality service(s).

i) Facilitate capacity building of Community Wildlife Association Executive Committee members and other beneficiaries.

j) Advise the Wildlife Management Board on improved wildlife management in their respective areas of operation.

k) Monitor events and programs within the District which may positively or negatively impact the successful implementation of the Management Plan.

l) Assess the progress of the implementation of the objectives of the Collaborative Management Agreement and make recommendations to the Wildlife Management Board.

m) Provide technical guidance to the Community Wildlife Association Executive Committee.

n) Monitor, evaluate and provide periodic reports to the UWA Executive Director on the implementation of community projects.

o) Prepare regular reports as may be required by the Wildlife Management Board.

5.6.0 National Coordination

The UWA office responsible for promoting community benefits shall coordinate the identification, selection, and implementation of community projects for the Collaborative Management Areas that are outside gazetted wildlife protected areas. The office shall also oversee and coordinate the utilization of funds and monitoring of revenue-sharing projects nationally.

6.0 REVENUE SOURCES

The funds shall be generated from trophy hunting activities and the fees charged therein include; trophy hunting fees, annual hunting block fees, conservation fees, anti-poaching fees, and landowner fees. The fees are
indicated in the wildlife use right tariff and form the total amount of revenue share to be utilized by the partners.

Other sources of revenue may include grants, donations, and fees generated from activities such as eco-tourism, photography, and accommodation facilities.

7.0 REVENUE SHARING

a) The trophy hunting revenue sharing mechanism shall be negotiated and agreed upon by all partners during the formulation and review of the Collaborative Management Agreement.

b) The funds shall be transparently and equitably allocated to partners and beneficiaries using a ratio agreed upon by partners at each respective block and approved by UWA Board as stipulated in paragraph 7 (f) below.

c) Unless the Collaborative Management Agreement specifies otherwise or the local situation/conditions in specific hunting blocks dictate, the revenue sharing ratio outlined in paragraph 7 (f) below shall apply.

d) In exceptional circumstances and at the discretion of the UWA Board of Trustees, the existing revenue sharing ratio may be negotiated and amended in consultation with the relevant beneficiaries and partners.

e) The revenue from annual hunting block fees, conservation fees, anti-poaching fees, and landowner fees shall be paid to stakeholders as per the existing Wildlife Use Right Tariff.

f) The revenue from trophy hunting fees shall be shared with stakeholders according to the following ratios and as prescribed in the Collaborative Management Agreements;

   I. the District Local Government- 10%
   II. The land Owner- 45%
   III. The Community Wildlife Association- 35%
   IV. The Wildlife Management Board and Wildlife Technical Management Committee- 5%
   V. Uganda Wildlife Authority 5%

8.0 DECLARATION OF INDICATIVE PLANNING FIGURES (IPFS)

The Indicative planning figures shall be provided by September of year A for the purpose of initiating community project identification. The actual
revenue generated shall be declared by March of each calendar year B after a verification exercise carried out by UWA and the management partner.

Declaration and disbursement of the revenue share funds due to the Landlords shall be made quarterly.

9.0 DISBURSEMENT SCHEDULE

The revenue generated from the relevant activities of the Collaborative Management Agreement shall be disbursed to the supervisory partners according to the following schedule;

a) The disbursement of the revenue share funds due to the Community Wildlife Association and the District Local Governments shall be done annually between March - June of year B. The disbursement shall be carried out at a public function supported by Uganda Wildlife Authority and the Management Partner and shall be attended by the Chairperson of the Wildlife Management Board of the area or/ and the Minister for Tourism, Wildlife and Antiquities depending on the amount to be disbursed.

a) The revenue share funds due to the landlords shall be disbursed quarterly.

a) The revenue share funds due to Uganda Wildlife Authority shall be disbursed quarterly or as and when the Management Partner prepares to export the wildlife trophy.

In the event that the Management Partner fails to release the accrued revenue sharing funds within the prescribed disbursement period without any justifiable reason or authorization by the area Wildlife Management Board, the funds shall accumulate interest as per the prevailing rate of Bank of Uganda and as stipulated in the Collaborative Management Agreements.

10.0 REVENUE UTILISATION

a) Individual landowners shall use their share of the funds to support private projects. Landlords are encouraged to invest in wildlife conservation or related environmentally friendly ventures.

b) Uganda Wildlife Authority’s share of the funds shall be part of the statutory Wildlife Fund to be used to support the implementation of conservation activities.

c) The percentage allocation of the revenue funds for the District Local
Governments shall be used for conducting inspections and monitoring community projects.

d) In the case where there are several Districts within one Collaborative Management area, revenue sharing allocation for the District Local Governments shall be distributed equally amongst the respective District Local Governments.

e) The revenue-sharing fund’s allocation for the Wildlife Management Board shall be used for organizing Wildlife Management Board meetings and Wildlife Technical Management Committee meetings. Uganda Wildlife Authority shall be the custodian of the Wildlife Management Board funds and shall be responsible for organizing such meetings.

f) The share of the revenue funds for the Community Wildlife Association shall be used to implement community development projects. The projects shall be identified by the community Wildlife Association Executive Committee through meetings with the communities and approved by the Wildlife Management Board.

10.1 Allocation of the Community Wildlife Association’s revenue

The total amount of revenue sharing funds that accrue to the Community Wildlife Association shall be used according to the following ratios:

a) 10% shall be used for administrative costs (rent, stationary, meetings, and allowances of the CWA Executive Committee, Annual General Meeting (AGM), supervision of projects, and audits).

b) 10% shall be used to address human-wildlife conflicts (the Community Wildlife Association Executive Committee shall develop specific guidelines to utilize these funds that shall include preventive measures).

c) 10% shall be used to facilitate Community Wildlife Scouts within the area (or community development projects for areas without Community Wildlife Scouts).

d) 10% shall be used to support Community sensitization initiatives.

e) 60% shall be used to support Community development and conservation projects (community development projects).

To the extent possible, community development projects shall be equitably distributed in all areas (districts/sub-counties) within the relevant Collaborative Management area in equal amounts or to support the implementation of cross-cutting mega projects.
10.1.1 Categories of community projects to be funded

a) Common good projects may include, school/classroom blocks, health centers, boreholes, valley dams, and roads
b) Livelihood projects may include (livestock, apiary, woodlot, poultry, group farming, etc.)
c) Revolving funds
d) Bursary for education
e) Capacity building through training and study tours
f) Any other projects as the Wildlife Management Board may approve.

Where applicable and appropriate the Wildlife Management Board shall approve funds for training and study/exposure visits to enhance the capacity of the Community Wildlife Association members to identify viable projects and effectively manage the affairs of the Community Wildlife Association.

Some projects may require the acquisition of land through direct purchase or donation. In either case, the requisite land ownership documents (transfer agreements or certificate of title) shall be obtained and registered in the name of the Community Wildlife Association. The original copies of the documents shall be held in the custody of CWA and certified copies may be deposited with the Uganda Wildlife Authority and the Chief Administrative Officer (CAO) of the beneficiary community.

10.2 Utilisation of anti-poaching fee

Anti-poaching fees shall be collected by the Management Partner from his/her client as per the approved tariff or Collaborative Management Agreement.

a) The Management Partner shall retain the anti-poaching funds generated within the hunting block.
b) The Management Partner in liaison with the Community Wildlife Association, UWA, and the District Local Government, shall jointly plan for the use of the anti-poaching funds specifically to support anti-poaching activities following the budget approved by the Wildlife Management Board.
The amount and source of the anti-poaching funds shall be indicated in the reports from the Management Partner to the Wildlife Management Board of the area.

10.3 Utilisation of donations and grants

a) Funding from sources other than from the Collaborative Management Arrangement shall be used to comply with the purpose for which the funds were donated.

b) To the extent possible, such donations shall be used to contribute to wildlife conservation and community livelihood improvement.

11.0 COMMUNITY PROJECT IDENTIFICATION

a) The Community Wildlife Association Executive Committee shall mobilise communities into a general meeting at every parish and facilitate the identification of viable community development projects for funding using revenue generated from activities of the Collaborative Management Agreement.

b) The Community Wildlife Association Executive Committee shall involve the Uganda Wildlife Authority and the sub-county Community Development Officer of the beneficiary sub-county to participate in the project identification process.

c) The sub-county Community Development Officer shall integrate the community development projects into the relevant sub-county development plan.

d) The Community Wildlife Association Executive Committee shall keep records of attendance (names, village, sub-county, gender, age, and signatures) and the minutes of the meeting(s) convened to identify community development projects.

e) The community project development identification process shall start from September of every calendar year.

11.1 COMMUNITY PROJECT DEVELOPMENT AND APPROVAL PROCESS

a) The Community Wildlife Association Executive Committee shall guide beneficiary communities to develop project proposals with goals,
objectives, outputs, detailed activity, budget and bills of quantities (BOQs), community contribution, project location, number of beneficiaries, implementation time frame, maintenance plan, and sustainability aspects, among others.

b) Proposal development shall be undertaken between October and December of every calendar year after obtaining Indicative Planning Figures (IPF) from the management partner.

c) The Community Wildlife Association Executive Committee shall make a summary of the community project proposal as per the application form attached.

d) Selected proposals shall be forwarded to the Wildlife Technical Management Committee for review and recommendation of the community projects to the Wildlife Management Board for funding consideration.

e) The Wildlife Management Board shall convene a meeting every February of year B to review and approve funding proposals.

f) For purposes of emphasis, other than the share of the trophy hunting funds for landowners, Uganda Wildlife Authority, Wildlife Management Board, and District Local Governments, the funds for Community Wildlife Association and anti-poaching shall only be spent after approval by the Wildlife Management Board.

g) The Management Partner(s) shall only be authorized by the Wildlife Management Board to release the funds to Community Wildlife Association after approval of community projects.

12.0 PROCUREMENT PROCESS

a) The utilisation of funds by the Community Wildlife Association Executive Committee shall be based on approved work plans, budgets, and community development project proposals approved by the Wildlife Management Board.

b) The Community Wildlife Association Executive Committee, the relevant District Chief Administrative Officer, and Uganda Wildlife Authority shall procure service providers/contractors using the Community Procurement Guidelines for implementation of the projects as provided for in PPDA (section 42 of the local government procurement regulations 2006).

c) The relevant Chief Administrative officer shall delegate the functions to the lower District local governments.
No new revenue-sharing funds shall be disbursed to Community Wildlife Association unless they have fully accounted for the previous allocation of revenue-sharing funds and a project implementation report is approved by the Wildlife Management Board.

13.0 COMMUNITY PROJECT IMPLEMENTATION

The community development projects shall be implemented under the supervision of the Community Wildlife Association Executive Committee supported by the Wildlife Technical Management Committee.

13.1 Supervision of Projects

a) The Community Wildlife Association Executive Committee shall supervise the implementation of community development projects which are overseen by the Project Management Committees.

b) All community development projects to be implemented shall be given appropriate labels indicating the project name, year of implementation, and source of funding.

c) The Community Wildlife Association Executive Committee shall ensure that Signage’s are erected at every community project implemented indicating the project name, year of implementation, beneficiary community and source of funding. The signage shall have four logos including that of the Uganda Wildlife Authority, the relevant District Local Government, the Community Wildlife Association, and the Management Partner.

13.2 Project Completion Report

a) All the community development projects must be evaluated on completion and signed by both the Wildlife Technical Management Committee, the Community Wildlife Association Executive Committee, and a completion report submitted to the Wildlife Management Board.

b) The Wildlife Management Board shall ensure bi-annual inspection of the implemented projects to ensure that project implementation is effectively and efficiently managed and that there is value for money.
c) The Community Wildlife Association Executive Committee and the project management committees shall organize to launch all community projects implemented under the trophy hunting revenue sharing program. The beneficiary communities and representatives of the Wildlife Management Board shall be invited to attend the launch event.

13.3 Accountability for revenue share funds

a) The Uganda Wildlife Authority in consultation with all stakeholders shall develop financial management and accountability guidelines to ensure proper accountability of revenue share funds.

b) The Community Wildlife Association Executive Committee shall ensure that all revenue sharing funds received are accounted for in line with the financial management and accountability guidelines in 13.3 (a) and submit a report of the accountability to the relevant Wildlife Management Board.

c) The Community Wildlife Association Executive Committee shall submit to the Chief Administrative Officer, a copy of the accountability of the revenue sharing funds received.

d) The Community Wildlife Association Executive Committee shall also submit an annual performance report to the Wildlife Management Board for consideration.

e) The Wildlife Management Board shall not accept unsatisfactory accountability reports and shall recommend that no further disbursement of revenue sharing funds be made to the Community Wildlife Association until the accountability reports meet acceptable and satisfactory thresholds.

f) The Community Wildlife Association shall appoint auditors at the Annual General Meeting (AGM) who will review books of accounts and other operational processes and report to the audit committee of the Wildlife management board.

g) Any form of suspected corruption shall be reported to the audit committee instituted by the Wildlife Management Board.

h) Uganda Wildlife Authority and the District Internal Auditor shall audit the community development projects to assess and ascertain value for money.
i) The Wildlife Management Board may engage the Uganda Police Force for further investigation and management of suspected corruption cases.

j) In the event that the funds are found to have been misappropriated or misused, the Community Wildlife Association Executive Committee with support from the Management Board shall engage legal experts to prosecute suspected culprits in courts of law.

13.4 Record keeping

a) The Community Wildlife Association Executive Committee shall keep a record of the amount of revenue sharing money received, its utilization including projects funded and their locations, and proceedings of meetings in connection with the receipt and utilization of the funds.

b) The Management Partner shall keep records of the number and species of animals utilized or wounded, payment made or due to parties, trophy sizes, professional hunters and other visitors or observers hosted, trophy exports and import countries.

c) The Management Partner shall provide quarterly and annual reports on the hunting activities as well as payments made or due to all parties.

d) The UWA’s office in charge of community benefits shall track and keep records of quota utilization, compile and verify trophy hunting revenue due to all beneficiaries, trophy measurements, and exports to ensure traceability and sustainability.

14.0 PROJECT MONITORING AND EVALUATION

a) The Wildlife Technical Management Committee shall develop a monitoring tool to be used at different levels of supervision of the implementation of the community development projects.

b) The Community Wildlife Association Executive Committee shall routinely monitor the implementation of community development projects.

c) Routine monitoring of the implementation of funded projects shall be carried out by the Wildlife Technical Management Committee in collaboration with the District Chairpersons and the Resident District Commissioner(s).
15.0 DATA MANAGEMENT

a) The Management Partner shall fill the datasheet (Appendix E) on the off-take levels which shall be verified, signed, and stamped by the relevant Uganda Wildlife Authority field officer.

b) The Uganda Wildlife Authority official shall capture the Global Positioning System (GPS) coordinates of the hunting location for each animal hunted to guide the determination of the coverage and beneficiary individuals/districts.

c) The professional hunter shall take trophy measurements during trophy hunting exercises.

d) The professional hunter shall submit data sheets to the Uganda Wildlife Authority office responsible for the community benefit sharing program within two weeks of completion of the hunting session to enable entry and processing before trophy export.

e) A community member shall accompany the hunting team to participate in data entry and verification.

f) The Management Partner shall carry out all the hunting within the 21 days permitted failure of which he/she shall be obliged to apply and pay for another hunting permit.

16.0 GENERAL PROVISIONS

a) Uganda Wildlife Authority in collaboration with Management Partner shall under a cost-sharing arrangement orient and train Community Wildlife Association members in project planning and management, record keeping, administration, basic business management improved wildlife management practices, among others. Uganda Wildlife Authority may solicit funding from other stakeholders to support capacity building.

b) Uganda Wildlife Authority shall make guidelines for the management of meat donated by clients from trophy hunting activities. The guidelines will include clauses that ensure equitable sharing of the meat with communities within the Collaborative Management area.

c) If game meat generated from trophy hunting is donated to the communities, it shall be distributed after a veterinary inspection
procedure is carried out by UWA veterinary officers. The distribution of the meat shall be managed and guided by the Uganda Wildlife Authority in accordance with the Public Health Act, 2000.

d) The Community Wildlife Association Executive Committee in consultation with Uganda Wildlife Authority and the Management Partner shall develop an appropriate, transparent, and efficient mechanism for sharing and distributing the meat generated from trophy hunting.

e) The Community Wildlife Association in consultation with Uganda Wildlife Authority may consider adding value to the meat from trophy hunting operations.

f) Uganda Wildlife Authority shall use available appropriate media platforms to share experiences, achievements, and challenges with the various Community Wildlife Associations.

g) The Management Partner and Community Wildlife Association shall also keep records of the quantity of meat distributed, the species involved, and the number of beneficiaries.

h) Uganda Wildlife Authority shall deploy staff to monitor hunting activities, collect data and ensure regular reporting to the UWA office responsible for community benefit-sharing arrangements.

i) Every hunting expedition must be accompanied by Uganda Wildlife Authority staff.

j) The trophy hunting revenue sharing guidelines shall be reviewed after two years of the first implementation to address omissions and thereafter every five years.
APPENDIX

A: The Collaborative Management Agreements
B: Wildlife Use Right Tariff
C: Community Wildlife Association Constitution
D: Summary form for community project proposal
E: Schedule of activities
F: Diagram for approval process
Appendix D: Summary Form of Community Project Proposal

1. District ______________________________________________________
2. Sub-County __________________________________________________
3. Parish _______________________________ Village _________________
4. Project Site __________________________________________________

i. Type of project
ii. Amount of money required
iii. Community contribution (cash or in-kind)
iv. Total project cost (attach budget)

A detailed description of the project:
  i. Background (why this project? what problems/challenges will it address?)
  ii. Goal (what do you want to achieve at the end of this project?)
  iii. Objectives (How will it help you to reach your goal?)
  iv. How will the project be managed?
  v. How will the project improve the quality of the environment? (specify)
  vi. How will the project improve the quality of life of the community? (specify)
  vii. What environmental effects are anticipated and what are the mitigation measures?
  viii. Implementation plan
      • Start date
      • End date
      • How will you implement the project?
  ix. How will you manage and control the finances (bank account, simple cash book, financial records)
  x. How do you intend to operate and maintain the project?
  xi. Intended beneficiaries (mention category, gender, number of people)
  xii. Other beneficiaries (list them)

Secretary Community Wildlife Association (Name)_____ Signature_____ Date

Chairperson Community Wildlife Association (Name)____ Signature ____ Date

Recommendation from the Village Chairperson (Project site)
Name________________________ Signature & Stamp _________________ Date __________
### Appendix E: Table of schedule of activities

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>TIME</th>
<th>RESPONSIBILITY</th>
<th>OTHERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Identification</td>
<td>Sept-Oct</td>
<td>Community Wildlife Association Executive Committee</td>
<td>● The Community Development officer at the Sub-county level</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>● Uganda Wildlife Authority representative</td>
</tr>
<tr>
<td>Proposal development</td>
<td>Oct-Dec</td>
<td>Community Wildlife Association Executive Committee</td>
<td>● Community Development Officers</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>● Uganda Wildlife Authority representative</td>
</tr>
<tr>
<td>Presentation to the wildlife technical management committee</td>
<td>Jan-Mar</td>
<td>Community Wildlife Association Executive Committee</td>
<td>Wildlife technical management committee</td>
</tr>
<tr>
<td>Declaration of Revenue</td>
<td>Jan-Mar</td>
<td>Uganda Wildlife Authority</td>
<td>Concessionaire</td>
</tr>
<tr>
<td>Presentation of community projects for Wildlife Management Board approval</td>
<td>Jan-May</td>
<td>Chairperson Community Wildlife Association Executive Committee</td>
<td>Chair and Secretary Wildlife Management Technical Committee</td>
</tr>
<tr>
<td>Disbursement of funds</td>
<td>Mar-Jun</td>
<td>Management Partner</td>
<td>Uganda Wildlife Authority</td>
</tr>
<tr>
<td>Implementation of community projects</td>
<td>July-Oct</td>
<td>Community Wildlife Association Executive Committee</td>
<td>Project management committee</td>
</tr>
<tr>
<td>Community Project Inspection</td>
<td>Sept-Dec</td>
<td>Wildlife management Board</td>
<td>● Wildlife technical management committee</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>● Community Wildlife Association Executive Committee</td>
</tr>
</tbody>
</table>
Appendix F: Approval process

1. Identification
   - Community Project Identification

2. Development
   - Project Development
   - Wildlife Technical Management Committee consideration

3. Implementation
   - Area Management Board approval
   - Community Project Implementation

4. Reporting, Monitoring, Evaluation, Certification and project launch
The Uganda Wildlife Trophy Hunting Revenue Sharing Guidelines 2021

VISION:
Community led conservation that encourages harmonious co-existence of wildlife and human.

MISSION:
Provide a legally acceptable and sustainable site to raise funds and humanization (co-existence) of wildlife and human through the development of programs that address socio-economic transformation.

CORE VALUES:
Conservation

TRANSPARENCY

Accountability, and Transparency

Equality and Respect for humanity

Brotherhood and Team work

STRATEGIC OBJECTIVES:

- Ensure that the entire community is involved and understands the guidelines.
- Ensure that the guidelines are understood and applied by all stakeholders.
- Ensure that the guidelines are enforceable and accountable.
- Ensure that the guidelines are sustainable and adaptable.
- Ensure that the guidelines are relevant and responsive.
- Ensure that the guidelines are transparent and accountable.
- Ensure that the guidelines are accessible and understandable.
- Ensure that the guidelines are participatory and inclusive.
- Ensure that the guidelines are monitored and evaluated.

If you have any questions or need further information, please contact us.

KKAKKA COMMUNITY WILDLIFE ASSOCIATION UGANDA LTD

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If you have any questions or need further information, please contact us.

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Email: kakka@gmail.com