

Vote: 105 Law Reform Commission

Structure of Submission

QUARTER 2 Performance Report

Summary of Vote Performance

Cumulative Progress Report for Projects and Programme

Quarterly Progress Report for Projects and Programmes

QUARTER 3: Workplans for Projects and Programmes

QUARTER 4: Cash Request

Submission Checklist

Vote: 105 Law Reform Commission

HALF-YEAR: Highlights of Vote Performance

V1: Summary of Issues in Budget Execution

This section provides an overview of Vote expenditure

(i) Snapshot of Vote Releases and Expenditures

Table V1.1 below summarises cumulative releases and expenditures by the end of the quarter:

Table V1.1: Overview of Vote Expenditures (US\$ Billion)

(i) Excluding Arrears, Taxes	Approved Budget	Cashlimits by End	Released by End	Spent by End Dec	% Budget Released	% Budget Spent	% Releases Spent
Recurrent Wage	2.399	1.199	1.064	1.064	44.4%	44.4%	100.0%
Recurrent Non Wage	4.427	2.208	2.208	2.067	49.9%	46.7%	93.6%
Development GoU	0.200	0.200	0.200	0.137	100.0%	68.4%	68.4%
Development Ext Fin.	0.000	N/A	0.000	0.000	N/A	N/A	N/A
GoU Total	7.026	3.607	3.472	3.268	49.4%	46.5%	94.1%
Total GoU+Ext Fin. (MTEF)	7.026	N/A	3.472	3.268	49.4%	46.5%	94.1%
(ii) Arrears and Taxes Arrears	0.000	N/A	0.000	0.000	N/A	N/A	N/A
(ii) Arrears and Taxes Taxes**	0.035	N/A	0.000	0.000	0.0%	0.0%	N/A
Total Budget	7.061	3.607	3.472	3.268	49.2%	46.3%	94.1%

The table below shows cumulative releases and expenditures to the Vote by Vote Function :

Table V1.2: Releases and Expenditure by Vote Function*

Billion Uganda Shillings	Approved Budget	Released	Spent	% Budget Released	% Budget Spent	% Releases Spent
VF: 1252 Legal Reform	7.03	3.47	3.27	49.4%	46.5%	94.1%
Total For Vote	7.03	3.47	3.27	49.4%	46.5%	94.1%

* Excluding Taxes and Arrears

(ii) Matters to note in budget execution

There were no major variances in the budget execution.

Table V1.3: High Unspent Balances and Over-Expenditure in the Domestic Budget (US\$ Bn)

(i) Major unspent balances
(ii) Expenditures in excess of the original approved budget
* Excluding Taxes and Arrears

V2: Performance Highlights

This section provides highlights of output performance, focusing on key outputs and actions implemented to improve section performance.

Table V2.1: Key Vote Output Indicators and Expenditures*

Vote, Vote Function Key Output	Approved Budget and Planned outputs	Cumulative Expenditure and Performance	Status and Reasons for any Variation from Plans
Vote Function: 1252 Legal Reform			

Vote: 105 Law Reform Commission**HALF-YEAR: Highlights of Vote Performance**

<i>Vote, Vote Function Key Output</i>	Approved Budget and Planned outputs	Cumulative Expenditure and Performance	Status and Reasons for any Variation from Plans
Output: 125201	Reform and simplification of laws		
<i>Description of Performance:</i>	<p>Reform of the following Acts; Registration of Births and Deaths Act, Penal code Act, Review of the Prisons Act.</p> <p>Legislation to govern Electronic Funds Transfer. Finalisation of the Financial Leasing Bill.</p>	<p>5 issues papers developed for reform of the Births and Deaths Registration Act, Prisons Act, Electoral laws, Money Lenders Act and development of legislation to regulate Electronic Funds Transfer for purposes of framing issues to guide the consultative process.</p> <p>5 Concept papers were developed for reform of the Births and Deaths Registration Act, Prisons Act, Electoral laws, Money Lenders Act and development of legislation to regulate Electronic Funds Transfer, which articulates the methodology to adopt in the reform process and the expected deliverables at the end of the project cycle.</p> <p>The Final reports on Financial leasing, Witness protection and Markets Act were finalised for submission to line ministries.</p> <p>Study instruments were developed to guide field consultations for the reform of Births and Deaths, Electoral laws, Prisons Act and Electronic Funds Transfer</p>	<p>The bills submitted to line ministries include Financial leasing Bill, Markets Act and witness protection Bill. All projects started this year have not reached the bill stage</p>
<i>Performance Indicators:</i>			
No. Of field consultation reports prepared and submitted to the Commission	2	1	
No. of bills submitted to line ministries	4	3	
<i>Output Cost:</i>	US\$ Bn: 2.762	US\$ Bn: 1.272	% Budget Spent: 46.0%
Output: 125202	Revision of laws		
<i>Description of Performance:</i>	<p>Preparation of the final report on revision of principal laws for submission to Attorney General (consolidation of variou reports on obsolete provisions, laws identified for repeal, reform).</p> <p>Preparation of the disposition table and review of subsidiary laws.</p>	<p>Legal Audit of statutory instruments in the blue volumes and those passed between 2000 and 2013 completed. Over 3,000 statutory instruments reviewed.</p> <p>Methodology for online publication identified.</p> <p>Typesetting volumes I,II,III,IV,V,VI,VIII,IX and X</p>	<p>The laws identified for ammendment include; Evidence Act, Medical Practioners Act, Proceeds of Crime Act, Succession laws (Probate, Receiving and Missing Persons Act). The laws revised were hose passed in 2013.</p>

Vote: 105 Law Reform Commission**HALF-YEAR: Highlights of Vote Performance**

<i>Vote, Vote Function Key Output</i>	Approved Budget and Planned outputs	Cumulative Expenditure and Performance	Status and Reasons for any Variation from Plans
		completed, proofreading volumes IV,V and IX of the Principal laws completed.	
<i>Performance Indicators:</i>			
No. of laws identified for amendment	3	5	
No. of laws revised	4	12	
<i>Output Cost:</i>	US\$ Bn: 0.770	US\$ Bn: 0.367	% Budget Spent: 47.7%
Output: 125203	Publication and translation of laws		
<i>Description of Performance:</i>	Simplification of the Land Act Cap 227, Publication of the following; Principal Laws, translated LCCA, simplified Land Act, Living Law Journal, drafting manual, Law reform manual. Reprint of the following: English version of the Simplified and abridged Constitution, Constitution, translated Constitution in Acholi and Langi	Proofreading of the translated constitution into Luganda and typesetting completed. Procurement process for printing commenced. Update of Index as at December, 2013 completed Review of Constitution for printing completed Printed and distributed the Living law journal	Funds for printing Principal laws were not secured
<i>Performance Indicators:</i>			
No. of laws translated	2	0	
No. of laws published	1	1	
<i>Output Cost:</i>	US\$ Bn: 0.515	US\$ Bn: 0.214	% Budget Spent: 41.5%
Vote Function Cost	US\$ Bn: 7.026	US\$ Bn: 3.268	% Budget Spent: 46.5%
Cost of Vote Services:	US\$ Bn: 7.026	US\$ Bn: 3.268	% Budget Spent: 46.5%

* Excluding Taxes and Arrears

The Commission was able to conduct recruitment for vacant posts, Source for the supplier of a station wagon, conducted pre enactment advocacy for members of parliament on selected bills, accomplish the typesetting of the principal laws and participated in a number of EAC meetings.

Table V2.2: Implementing Actions to Improve Vote Performance

Planned Actions:	Actual Actions:	Reasons for Variation
Vote: 105 Law Reform Commission		
Vote Function: 12 52 Legal Reform		
6 EAC meetings attended	Chaired the EAC meetings of the subcommittee and task force on approximation of laws in the EAC context, consequent to which;a. Model contract law for EAC partner states draftedb. Principles for harmonization of Intellectual Property laws in the EAC context identifiedii) Participated in meetings of the Legal and Judicial Affairs Committee and the Council of Ministers, leading to the development of protocols e.g. Monetary Union iii) Second batch	N/A

Vote: 105 Law Reform Commission

HALF-YEAR: Highlights of Vote Performance

Planned Actions:	Actual Actions:	Reasons for Variation
	of laws for alignment to the Common Market protocol identifiediv) Terms of Reference for the consultant for alignment of laws to the Common Market Protocol developed and contracting process commenced in partnership with Trade mark East Africa"	
Continue training staff on both long term basis and short term basis on relevant skills.	Held a performance management training for senior staff at Garuga, Held a performance review workshop to sensitize staff on quality performance reporting at Esella Hotel Najera, Supported staff on longterm training in MBA at ESSAMI and Bachelor of Information and Management, One organisational development workshop held for all staff in december 2013 to enhance team spirit and team work	N/A
Reform of the following Acts; Registration of Births and Deaths Act, Penal code Act, Review of the Prisons Act. Legislation to govern Electronic Funds Transfer. Finalisation of the Financial Leasing Bill.	The Final report on Financial leasing Bill is being edited for consideration by the Commission before it is submitted to the line ministry.	The Commission has prioritised the completion of projects from previous financial year. However, the new projects are also being implemented

V3: Details of Releases and Expenditure

This section provides a comprehensive summary of the outputs delivered by the Vote and further details of Vote expenditures by Vote Function and Expenditure Item.

Table V3.1: GoU Releases and Expenditure by Output*

Billion Uganda Shillings	Approved Budget	Released	Spent	% GoU Budget Released	% GoU Budget Spent	% GoU Releases Spent
VF:1252 Legal Reform	7.03	3.47	3.27	49.4%	46.5%	94.1%
<i>Class: Outputs Provided</i>	6.83	3.27	3.13	47.9%	45.9%	95.7%
125201 Reform and simplification of laws	2.76	1.28	1.27	46.3%	46.0%	99.5%
125202 Revision of laws	0.77	0.38	0.37	49.1%	47.7%	97.1%
125203 Publication and translation of laws	0.52	0.26	0.21	49.7%	41.5%	83.4%
125204 Capacity building to revise and reform laws	0.49	0.24	0.23	49.4%	46.9%	95.0%
125205 Advocacy for Law Reform	0.56	0.27	0.24	48.6%	43.2%	88.9%
125206 LRC Support Services	1.72	0.84	0.80	48.9%	46.7%	95.4%
<i>Class: Capital Purchases</i>	0.20	0.20	0.14	100.0%	68.4%	68.4%
125275 Purchase of Motor Vehicles and Other Transport Equipment	0.14	0.14	0.13	100.0%	90.1%	90.1%
125276 Purchase of Office and ICT Equipment, including Software	0.04	0.04	0.00	100.0%	0.0%	0.0%
125278 Purchase of Office and Residential Furniture and Fittings	0.02	0.02	0.01	100.0%	60.6%	60.6%
Total For Vote	7.03	3.47	3.27	49.4%	46.5%	94.1%

* Excluding Taxes and Arrears

Table V3.2: 2013/14 GoU Expenditure by Item

Billion Uganda Shillings	Approved Budget	Releases	Expenditure	% Budget Released	% Budget Spent	% Releases Spent
Output Class: Outputs Provided	6.83	3.27	3.13	47.9%	45.9%	95.7%
211103 Allowances	2.14	1.06	1.06	49.7%	49.5%	99.5%
211104 Statutory salaries	2.40	1.06	1.06	44.4%	44.4%	100.0%
212101 Social Security Contributions	0.24	0.12	0.12	50.0%	50.0%	100.0%
213001 Medical expenses (To employees)	0.02	0.01	0.01	50.0%	42.4%	84.7%

Vote: 105 Law Reform Commission

HALF-YEAR: Highlights of Vote Performance

<i>Billion Uganda Shillings</i>	Approved Budget	Releases	Expenditure	% Budget Released	% Budget Spent	% Releases Spent
213002 Incapacity, death benefits and funeral expenses	0.01	0.00	0.00	50.0%	21.1%	42.2%
213004 Gratuity Expenses	0.01	0.01	0.00	50.0%	0.0%	0.0%
221001 Advertising and Public Relations	0.07	0.03	0.02	50.0%	28.0%	56.1%
221002 Workshops and Seminars	0.23	0.11	0.11	50.0%	50.0%	100.0%
221003 Staff Training	0.07	0.04	0.03	50.0%	37.7%	75.5%
221004 Recruitment Expenses	0.06	0.03	0.02	50.0%	38.3%	76.7%
221005 Hire of Venue (chairs, projector, etc)	0.01	0.00	0.00	50.0%	39.3%	78.6%
221006 Commissions and related charges	0.13	0.07	0.06	50.0%	48.2%	96.5%
221007 Books, Periodicals & Newspapers	0.01	0.00	0.00	50.0%	21.6%	43.1%
221008 Computer supplies and Information Technology (IT	0.03	0.01	0.01	50.0%	50.0%	100.0%
221009 Welfare and Entertainment	0.03	0.01	0.01	50.0%	34.9%	69.8%
221011 Printing, Stationery, Photocopying and Binding	0.29	0.15	0.10	50.0%	33.6%	67.2%
221012 Small Office Equipment	0.00	0.00	0.00	50.0%	25.0%	50.0%
222001 Telecommunications	0.02	0.01	0.01	50.0%	49.1%	98.2%
222002 Postage and Courier	0.00	0.00	0.00	50.0%	21.7%	43.4%
223003 Rent – (Produced Assets) to private entities	0.60	0.30	0.30	50.0%	49.5%	98.9%
223005 Electricity	0.05	0.02	0.02	50.0%	46.0%	92.0%
224002 General Supply of Goods and Services	0.01	0.00	0.00	50.0%	38.4%	76.8%
227001 Travel inland	0.06	0.03	0.02	50.0%	31.2%	62.5%
227002 Travel abroad	0.07	0.04	0.03	50.0%	47.9%	95.8%
227004 Fuel, Lubricants and Oils	0.14	0.07	0.07	50.0%	49.2%	98.4%
228001 Maintenance - Civil	0.02	0.01	0.01	50.0%	45.3%	90.7%
228002 Maintenance - Vehicles	0.11	0.05	0.04	50.0%	36.4%	72.9%
228003 Maintenance – Machinery, Equipment & Furniture	0.01	0.01	0.00	50.0%	25.0%	50.0%
228004 Maintenance – Other	0.00	0.00	0.00	50.0%	25.0%	50.0%
Output Class: Capital Purchases	0.24	0.20	0.14	85.1%	58.2%	68.4%
231004 Transport equipment	0.14	0.14	0.13	100.0%	90.1%	90.1%
231005 Machinery and equipment	0.04	0.04	0.00	100.0%	0.0%	0.0%
231006 Furniture and fittings (Depreciation)	0.02	0.02	0.01	100.0%	60.6%	60.6%
312206 Gross Tax	0.04	0.00	0.00	0.0%	0.0%	N/A
Grand Total:	7.06	3.47	3.27	49.2%	46.3%	94.1%
Total Excluding Taxes and Arrears:	7.03	3.47	3.27	49.4%	46.5%	94.1%

Table V3.3: GoU Releases and Expenditure by Project and Programme*

<i>Billion Uganda Shillings</i>	Approved Budget	Released	Spent	% GoU Budget Released	% GoU Budget Spent	% GoU Releases Spent
VF:1252 Legal Reform	7.03	3.47	3.27	49.4%	46.5%	94.1%
<i>Recurrent Programmes</i>						
01 Headquarters	6.83	3.27	3.13	47.9%	45.9%	95.7%
<i>Development Projects</i>						
0356 Law Reform Commission	0.20	0.20	0.14	100.0%	68.4%	68.4%
Total For Vote	7.03	3.47	3.27	49.4%	46.5%	94.1%

* Excluding Taxes and Arrears

Table V3.4: External Financing Releases and Expenditure by Project and Programme*

Vote: 105 Law Reform Commission**QUARTER 2: Cumulative Outputs and Expenditure by End of Quarter**

Annual Planned Outputs	Cumulative Outputs Achieved by End of Quarter (Quantity and Location)	Cumulative Expenditures made by the End of the Quarter to Deliver Cumulative Outputs	<i>US\$ Thousand</i>
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Vote Function: 1252 Legal Reform*Recurrent Programmes***Programme 01 Headquarters***Outputs Provided***Output: 12 5201 Reform and simplification of laws**

	<i>Item</i>	<i>Spent</i>	
Study report on reform of registration of Births and Deaths Act, Penal code Act, Business names Act produced. Study report on review of the Prisons Act produced. Research on legislation to govern Electronic Funds Transfer commenced. Financial Leasing Bill finalised. Land Act Cap 227simplified.	i) 5 issues papers developed for reform of the Births and Deaths Registration Act, Prisons Act, Electoral laws, Money Lenders Act and development of legislation to regulate Electronic Funds Transfer for purposes of framing issues to guide the consultative process.	211103 Allowances 211104 Statutory salaries 212101 Social Security Contributions 221001 Advertising and Public Relations 221002 Workshops and Seminars 221006 Commissions and related charges 221008 Computer supplies and Information Technology (IT)	
	ii) 5 Concept papers were developed for reform of the Births and Deaths Registration Act, Prisons Act, Electoral laws, Money Lenders Act and development of legislation to regulate Electronic Funds Transfer, which articulates the methodology to adopt in the reform process and the expected deliverables at the end of the project cycle.	221009 Welfare and Entertainment 221011 Printing, Stationery, Photocopying and Binding 222001 Telecommunications 227001 Travel inland 227002 Travel abroad 227004 Fuel, Lubricants and Oils 228002 Maintenance - Vehicles	269,224 817,434 92,341 5,202 12,674 8,750 3,000
	iii) The Final reports on Financial leasing, Witness protection and Markets Act were finalised for submission to line ministries.		1,750 10,430 2,550 5,000 17,850 22,500 2,572
	iv) Study instruments were developed to guide field consultations for the reform of Births and Deaths, Electoral laws, Prisons Act and Electronic Funds Transfer		

Reasons for Variation in performance

N/A

Total	1,271,776
Wage Recurrent	817,434
Non Wage Recurrent	454,342
NTR	0

Output: 12 5202 Revision of laws

	<i>Item</i>	<i>Spent</i>
Final report on revision of principal laws for submission to Attorney General (consolidation of various reports on obsolete provisions, laws identified for repeal, reform) completed. An updated disposition table in place, Subsidiary laws reviewed. Living law journal produced	i) Legal Audit of statutory instruments in the blue volumes and those passed between 2000 and 2013 completed. Over 3,000 statutory instruments reviewed.	211103 Allowances 211104 Statutory salaries 212101 Social Security Contributions 221002 Workshops and Seminars 221003 Staff Training 221005 Hire of Venue (chairs, projector, etc) 221006 Commissions and related charges 221008 Computer supplies and Information Technology (IT)
	ii) Methodology for online publication identified.	
	iii) Typsetting volumes I,II,III,IV, V, VI, VIII, IX and X completed, proofreading volumes IV, V and IX of the Principal laws completed.	

Vote: 105 Law Reform Commission**QUARTER 2: Cumulative Outputs and Expenditure by End of Quarter**

Annual Planned Outputs	Cumulative Outputs Achieved by End of Quarter (Quantity and Location)	Cumulative Expenditures made by the End of the Quarter to Deliver Cumulative Outputs	US\$ Thousand
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Vote Function: 1252 Legal Reform*Recurrent Programmes***Programme 01 Headquarters***Reasons for Variation in performance*

N/A

221009 Welfare and Entertainment	2,250
221011 Printing, Stationery, Photocopying and Binding	29,869
222001 Telecommunications	1,250
224002 General Supply of Goods and Services	625
227002 Travel abroad	5,000
227004 Fuel, Lubricants and Oils	12,500
228002 Maintenance - Vehicles	4,667
Total	366,713
Wage Recurrent	60,405
Non Wage Recurrent	306,308
NTR	0

Output: 12 5203 Publication and translation of laws

Principal Laws, translated LCCA, simplified Land Act, Living Law Journal, drafting manual, Law reform manual published. English version of the Simplified and abridged Constitution, Constitution, translated Constitution in Acholi and Langi reprinted.

- i) Proofreading of the translated constitution into Luganda and typesetting completed. Procurement process for printing commenced.
- ii) Update of Index as at December, 2013 completed
- iii) Review of Constitution for printing completed
- iv) Printed and distributed the Living law journal

Item	Spent
211103 Allowances	91,500
211104 Statutory salaries	11,522
212101 Social Security Contributions	1,300
221002 Workshops and Seminars	21,000
221006 Commissions and related charges	25,946
221007 Books, Periodicals & Newspapers	911
221008 Computer supplies and Information Technology (IT)	2,500
221011 Printing, Stationery, Photocopying and Binding	40,472
222001 Telecommunications	500
227001 Travel inland	3,125
227004 Fuel, Lubricants and Oils	11,000
228002 Maintenance - Vehicles	1,554
Total	213,830
Wage Recurrent	11,522
Non Wage Recurrent	202,308
NTR	0

Reasons for Variation in performance

Funds for printing the revised principal laws were not secured

Output: 12 5204 Capacity building to revise and reform laws

New staff inducted, 15 members of staff trained in project management skills, Senior managers trained in supervisory skills, 1 member of staff trained in legislative drafting, 1 staff trained in balanced scorecard training, staff trained in successful law reform. Ongoing long term training of 4 members of staff completed.

- i) Held a performance management training for senior staff at Garuga,
- ii) Held a performance review workshop to sensitize staff on quality performance reporting at Esella Hotel Najera,
- iii) Supported staff on longterm training in MBA at ESSAMI and Bachelor of Information and Management
- iv) One organisational development workshop held for all staff in december 2013 to enhance team spirit and team work
- v) One Commission meeting was held in October to review commission activities

Item	Spent
211103 Allowances	174,787
211104 Statutory salaries	25,952
212101 Social Security Contributions	2,900
221001 Advertising and Public Relations	407
221003 Staff Training	14,287
221008 Computer supplies and Information Technology (IT)	250
221011 Printing, Stationery, Photocopying and Binding	6,383
222001 Telecommunications	250
227004 Fuel, Lubricants and Oils	4,423
228002 Maintenance - Vehicles	1,018

Vote: 105 Law Reform Commission**QUARTER 2: Cumulative Outputs and Expenditure by End of Quarter**

Annual Planned Outputs	Cumulative Outputs Achieved by End of Quarter (Quantity and Location)	Cumulative Expenditures made by the End of the Quarter to Deliver Cumulative Outputs	<i>US\$ Thousands</i>
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Vote Function: 1252 Legal Reform*Recurrent Programmes***Programme 01 Headquarters***Reasons for Variation in performance*

N/A

Total	232,203
Wage Recurrent	25,952
Non Wage Recurrent	206,251
NTR	0

Output: 12 5205 Advocacy for Law Reform

	<i>Item</i>	<i>Spent</i>
Pre- enactment advocacy workshops for quick passage of 2 selected bills held. Post enactment advocacy workshops on selected Acts held.	i) Information documents prepared for advocacy on Trial procedure, Succession laws, Witness protection Bill, Marriage and Divorce Bill, Administrator general (Amendment) Bill.	211103 Allowances 145,426
		211104 Statutory salaries 34,900
		212101 Social Security Contributions 3,900
		221001 Advertising and Public Relations 2,160
	ii) Regional consultative workshops held in Mbarara and Fort Portal (Western region), Mbale and Soroti (Eastern region), Gulu and Arua (Northern region), Hotel Africana and Golf Hotel (Central region) for Witness protection Bill	221002 Workshops and Seminars 14,794
		221006 Commissions and related charges 2,480
		221007 Books, Periodicals & Newspapers 127
		221008 Computer supplies and Information Technology (IT) 2,500
		221011 Printing, Stationery, Photocopying and Binding 4,336
		222001 Telecommunications 1,000
	iii) One advocacy workshop on succession laws (Succession Amendment Bill & Administrator Generals Amendment Bill) was conducted for members of Parliament	227002 Travel abroad 11,007
		227004 Fuel, Lubricants and Oils 7,923
	iv) One stakeholders meeting was conducted in preparation for advocacy of the Trial Procedure Laws(TIA & MCA Amendment Bills)	228002 Maintenance - Vehicles 7,445
	v) Two advocacy workshops on witness protection law were conducted for members of parliament	

Reasons for Variation in performance

N/A

Total	243,698
Wage Recurrent	34,900
Non Wage Recurrent	208,798
NTR	0

Output: 12 5206 LRC Support Services

Vote: 105 Law Reform Commission**QUARTER 2: Cumulative Outputs and Expenditure by End of Quarter**

Annual Planned Outputs	Cumulative Outputs Achieved by End of Quarter (Quantity and Location)	Cumulative Expenditures made by the End of the Quarter to Deliver Cumulative Outputs	US\$ Thousand
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Vote Function: 1252 Legal Reform*Recurrent Programmes***Programme 01 Headquarters**

New staff Recruited , staff welfare through payment of staff allowances maintained, office requirements procured, office equipment maintained, Office rent, parking and stores paid, internal control processes strengthened, utility bills paid, Commission website updated, MPS and Annual report printed. Quarterly performance review workshops held, BFP workshop held

Staff allowances and salaries were paid, annual performance review workshop was held, Utility bills were paid. Office rent paid for. 50 copies of the MPS were printed and distributed to various stakeholders. 1000 copies of Commissions annual reports printed, Commission website fully updated and running, A draft BFP was produced in November 2013.

Item	Spent
211103 Allowances	214,001
211104 Statutory salaries	114,097
212101 Social Security Contributions	12,749
213001 Medical expenses (To employees)	7,626
221001 Advertising and Public Relations	7,500
221002 Workshops and Seminars	30,233
221004 Recruitment Expenses	22,088
221006 Commissions and related charges	4,500
221008 Computer supplies and Information Technology (IT)	2,000
221009 Welfare and Entertainment	3,022
221011 Printing, Stationery, Photocopying and Binding	6,100
222001 Telecommunications	6,233
222002 Postage and Courier	434
223003 Rent – (Produced Assets) to private entities	298,511
223005 Electricity	22,071
224002 General Supply of Goods and Services	1,411
227004 Fuel, Lubricants and Oils	12,484
228001 Maintenance - Civil	9,831
228002 Maintenance - Vehicles	21,000
Total	803,089
Wage Recurrent	114,097
Non Wage Recurrent	688,992
NTR	0

Reasons for Variation in performance

N/A

*Development Projects***Project 0356 Law Reform Commission***Capital Purchases***Output: 12 5275 Purchase of Motor Vehicles and Other Transport Equipment**

one station wagon purchased

Procurement process ongoing with funds already committed. Final delivery is expected in 3rd quarter.

Item	Spent
231004 Transport equipment	126,144

Reasons for Variation in performance

The supplier did not have the specified vehicle in stock hence had to make an order from the source

Total	126,144
GoU Development	126,144
External Financing	0
NTR	0

Output: 12 5276 Purchase of Office and ICT Equipment, including Software

Vote: 105 Law Reform Commission**QUARTER 2: Cumulative Outputs and Expenditure by End of Quarter**

Annual Planned Outputs	Cumulative Outputs Achieved by End of Quarter (Quantity and Location)	Cumulative Expenditures made by the End of the Quarter to Deliver Cumulative Outputs	<i>UShs Thousand</i>
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Vote Function: 1252 Legal Reform*Development Projects***Project 0356 Law Reform Commission**

7 Desktop computers, 2 laptops, 1 server and 3 printers procured
one Ipad was procured

Reasons for Variation in performance

N/A

Total	0
<i>GoU Development</i>	0
<i>External Financing</i>	0
<i>NTR</i>	0

Output: 12 5278 Purchase of Office and Residential Furniture and Fittings

	<i>Item</i>	<i>Spent</i>
2 bookshelves, 10 shivel chairs, 6 filling cabinets purchased	1 filing cabinet, 1 metallic cabinet, 2 bookshelves, 1 visitors chair five seater, 5 ergonomic chairs, 1 executive desk, 1 computer rack, 1 glass coffee table were procured	231006 Furniture and fittings (Depreciation) 10,580

Reasons for Variation in performance

N/A

Total	10,580
<i>GoU Development</i>	10,580
<i>External Financing</i>	0
<i>NTR</i>	0

GRAND TOTAL	3,268,032
<i>Wage Recurrent</i>	1,064,309
<i>Non Wage Recurrent</i>	2,066,999
<i>GoU Development</i>	136,724
<i>External Financing</i>	0
<i>NTR</i>	0

Vote: 105 Law Reform Commission**QUARTER 2: Outputs and Expenditure in Quarter**

Outputs Planned in Quarter	Actual Outputs Achieved in Quarter	Expenditures incurred in the Quarter to deliver outputs
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US\$ Thousand

Vote Function: 1252 Legal Reform*Recurrent Programmes***Programme 01 Headquarters***Outputs Provided***Output: 12 5201 Reform and simplification of laws**

		<i>Item</i>	<i>Spent</i>
i) Proposals for reform of the Prisons Act, Electoral Laws, Money lenders Act, Registration of Births and Deaths Act and development of Electronic Funds Transfer law.	i) The Final report on Financial leasing Bill is being edited for consideration by the Commission before it is submitted to the line ministry.	211103 Allowances	134,362
ii) Draft Financial Leasing Bill	ii) Study instruments were developed to guide field consultations for the reform of Births and Deaths, Electoral laws, Prisons Act and Electronic Funds Transfer.	211104 Statutory salaries	427,853
		212101 Social Security Contributions	92,341
		221001 Advertising and Public Relations	3,202
		221002 Workshops and Seminars	9,337
		221006 Commissions and related charges	2,500
		221008 Computer supplies and Information Technology (IT)	1,500
		221009 Welfare and Entertainment	875
		221011 Printing, Stationery, Photocopying and Binding	7,215
		222001 Telecommunications	1,275
		227001 Travel inland	2,500
		227002 Travel abroad	8,925
		227004 Fuel, Lubricants and Oils	11,250
		228002 Maintenance - Vehicles	1,880
		Total	705,014
		<i>Wage Recurrent</i>	<i>427,853</i>
		<i>Non Wage Recurrent</i>	<i>277,162</i>
		<i>NTR</i>	<i>0</i>

Reasons for Variation in performance

N/A

Output: 12 5202 Revision of laws

		<i>Item</i>	<i>Spent</i>
i) 3,000 statutory instruments revised	Typsetting volumes	211103 Allowances	81,613
ii) the 7th Revised Edition of the Principal laws camera ready	I,II,III,IV,V,VI,VIII,IX and X completed, proofreading volumes IV,V and IX of the Principal laws completed.	211104 Statutory salaries	30,999
iii) Enabling law revision law		212101 Social Security Contributions	6,810
		221002 Workshops and Seminars	27,500
		221003 Staff Training	6,250
		221005 Hire of Venue (chairs, projector, etc)	1,000
		221006 Commissions and related charges	11,250
		221008 Computer supplies and Information Technology (IT)	1,125
		221009 Welfare and Entertainment	1,125
		221011 Printing, Stationery, Photocopying and Binding	20,783
		222001 Telecommunications	625
		224002 General Supply of Goods and Services	251
		227002 Travel abroad	2,500
		227004 Fuel, Lubricants and Oils	6,250
		228002 Maintenance - Vehicles	4,667
		Total	202,747
		<i>Wage Recurrent</i>	<i>30,999</i>
		<i>Non Wage Recurrent</i>	<i>171,748</i>
		<i>NTR</i>	<i>0</i>

Output: 12 5203 Publication and translation of laws

Vote: 105 Law Reform Commission**QUARTER 2: Outputs and Expenditure in Quarter**

Outputs Planned in Quarter	Actual Outputs Achieved in Quarter	Expenditures incurred in the Quarter to deliver outputs
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US\$ Thousand

Vote Function: 1252 Legal Reform*Recurrent Programmes***Programme 01 Headquarters**

		Item	Spent
i) 5000 copies of the translated Constitution into Luganda printed	i) Initiated the procurement process for printing the translated constitution into Luganda, and the Constitution	211103 Allowances	45,750
ii) 500 pocket size Constitution printed for distribution to duty bearers in Northern Uganda	ii) Finalised the printing and distribution of the living law journal	211104 Statutory salaries	5,913
iii) 1000 copies of the Constitution re-printed	iii) Typesetting of the pocket size constitution finalised	212101 Social Security Contributions	1,300
iv) Index of updated laws as at December 2013		221002 Workshops and Seminars	16,500
		221006 Commissions and related charges	12,671
		221007 Books, Periodicals & Newspapers	320
		221008 Computer supplies and Information Technology (IT)	1,250
		221011 Printing, Stationery, Photocopying and Binding	24,150
		222001 Telecommunications	250
		227001 Travel inland	1,125
		227004 Fuel, Lubricants and Oils	5,500
		228002 Maintenance - Vehicles	1,554
		Total	116,283
		Wage Recurrent	5,913
		Non Wage Recurrent	110,370
		NTR	0

Reasons for Variation in performance

Funds for printing the revised principal laws were not secured

Output: 12 5204 Capacity building to revise and reform laws

		Item	Spent
i) Staff team spirit and team work enhanced,	i) One organisational development workshop held for all staff in december 2013 to enhance team spirit and team work	211103 Allowances	87,362
ii) Human Resource Manual Developed.	ii) One Commission meeting was held in October to review commission activities	211104 Statutory salaries	13,318
iii) 1 commission meeting		212101 Social Security Contributions	2,900
iv) 6 staff recruited		221001 Advertising and Public Relations	407
v) 1 Performance review meeting		221003 Staff Training	7,139
		221008 Computer supplies and Information Technology (IT)	125
		221011 Printing, Stationery, Photocopying and Binding	3,082
		222001 Telecommunications	125
		227004 Fuel, Lubricants and Oils	2,212
		228002 Maintenance - Vehicles	1,018
		Total	117,689
		Wage Recurrent	13,318
		Non Wage Recurrent	104,370
		NTR	0

Reasons for Variation in performance

N/A

Output: 12 5205 Advocacy for Law Reform

		Item	Spent
-Consultations held for the reform of (2) laws on; Marriage and Divorce Bill and Administrator	i) One advocacy workshop on succession laws (Succession Amendment Bill & Administrator Generals Amendment Bill) was conducted for members of Parliament	211103 Allowances	69,392
Generals(Ammendment) Bill	ii) One stakeholders meeting was conducted in preparation for advocacy of the Trial Procedure Laws(TIA & MCA Amendment Bills)	211104 Statutory salaries	17,911
	iii) Two advocacy workshops on witness protection law were conducted	212101 Social Security Contributions	3,900
		221001 Advertising and Public Relations	2,160
		221002 Workshops and Seminars	9,897
		221006 Commissions and related charges	2,480
		221007 Books, Periodicals & Newspapers	127

Vote: 105 Law Reform Commission**QUARTER 2: Outputs and Expenditure in Quarter**

Outputs Planned in Quarter	Actual Outputs Achieved in Quarter	Expenditures incurred in the Quarter to deliver outputs
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US\$ Thousand

Vote Function: 1252 Legal Reform*Recurrent Programmes***Programme 01 Headquarters**

for members of parliament

Reasons for Variation in performance

N/A

221008 Computer supplies and Information Technology (IT)	1,250
221011 Printing, Stationery, Photocopying and Binding	4,336
222001 Telecommunications	500
227002 Travel abroad	4,757
227004 Fuel, Lubricants and Oils	3,962
228002 Maintenance - Vehicles	7,445
Total	128,116
Wage Recurrent	17,911
Non Wage Recurrent	110,206
NTR	0

Output: 12 5206 LRC Support Services

- | | |
|--------------------------------|---|
| i) Utility bills paid, | i) A draft BFP was produced in November 2013. |
| ii) Commission website updated | ii) All utility bills were paid |
| iii) Motor vehicles serviced | iii) Staff allowances fully paid |
| iv) office supplies procured | iv) Commission vehicles were serviced |
| v) Draft BFP produced | |

Reasons for Variation in performance

N/A

<i>Item</i>	<i>Spent</i>
211103 Allowances	104,959
211104 Statutory salaries	58,554
212101 Social Security Contributions	12,749
213001 Medical expenses (To employees)	6,491
221001 Advertising and Public Relations	7,500
221002 Workshops and Seminars	23,116
221004 Recruitment Expenses	12,420
221006 Commissions and related charges	2,250
221008 Computer supplies and Information Technology (IT)	1,000
221009 Welfare and Entertainment	614
221011 Printing, Stationery, Photocopying and Binding	2,966
222001 Telecommunications	4,268
222002 Postage and Courier	434
223003 Rent – (Produced Assets) to private entities	149,255
223005 Electricity	10,735
224002 General Supply of Goods and Services	520
227004 Fuel, Lubricants and Oils	5,657
228001 Maintenance - Civil	4,411
228002 Maintenance - Vehicles	9,560
Total	417,459
Wage Recurrent	58,554
Non Wage Recurrent	358,905
NTR	0

*Development Projects***Project 0356 Law Reform Commission***Capital Purchases***Output: 12 5275 Purchase of Motor Vehicles and Other Transport Equipment**

Vote: 105 Law Reform Commission**QUARTER 2: Outputs and Expenditure in Quarter**

Outputs Planned in Quarter	Actual Outputs Achieved in Quarter	Expenditures incurred in the Quarter to deliver outputs
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US\$ Thousands

Vote Function: 1252 Legal Reform*Development Projects***Project 0356 Law Reform Commission**

		<i>Item</i>	<i>Spent</i>
One station wagon purchased	Procurement process ongoing with funds already committed. Final delivery is expected in 3rd quarter.	231004 Transport equipment	126,144

Reasons for Variation in performance

The supplier did not have the specified vehicle in stock hence had to make an order from the source

Total	126,144
<i>GoU Development</i>	126,144
<i>External Financing</i>	0
<i>NTR</i>	0

Output: 12 5276 Purchase of Office and ICT Equipment, including Software

- i) I mail server (including software and installation)
 - ii) 5 Desktop computers,
 - iii) 1 ipad
 - iv) 1 LTE modem
 - v) 16 gb Flash disks (2)
- one Ipad was procured

Reasons for Variation in performance

N/A

Total	0
<i>GoU Development</i>	0
<i>External Financing</i>	0
<i>NTR</i>	0

Output: 12 5278 Purchase of Office and Residential Furniture and Fittings

		<i>Item</i>	<i>Spent</i>
i) 10 office chairs, ii) 6 filing cabinets iii) 2 bookshelves	1 filing cabinet, 1 metallic cabinet, 2 bookshelves, 1 visitors chair five seater, 5 ergonomic chairs, 1 executive desk, 1 computer rack, 1 glass coffee table were procured	231006 Furniture and fittings (Depreciation)	10,580

Reasons for Variation in performance

N/A

Total	10,580
<i>GoU Development</i>	10,580
<i>External Financing</i>	0
<i>NTR</i>	0

Vote: 105 Law Reform Commission**QUARTER 2: Outputs and Expenditure in Quarter**

Outputs Planned in Quarter	Actual Outputs Achieved in Quarter	Expenditures incurred in the Quarter to deliver outputs <i>UShs Thousand</i>
		GRAND TOTAL 1,824,032
		<i>Wage Recurrent</i> 554,548
		<i>Non Wage Recurrent</i> 1,132,760
		<i>GoU Development</i> 136,724
		<i>External Financing</i> 0
		<i>NTR</i> 0

Vote: 105 Law Reform Commission**QUARTER 3: Revised Workplan**

Planned Outputs for the Quarter (Quantity and Location)	Estimated Funds Available in Quarter (from balance brought forward and actual/expected releases)	UShs Thousand
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Vote Function: 1252 Legal Reform*Recurrent Programmes***Programme 01 Headquarters***Outputs Provided***Output: 12 5201 Reform and simplification of laws**

	<i>Item</i>	<i>Balance b/f</i>	<i>New Funds</i>	<i>Total</i>
Field consultations for the Acts under reform conducted. Preparation of report and bill undertaken.	221001 Advertising and Public Relations	798	0	798
	221007 Books, Periodicals & Newspapers	500	0	500
	228002 Maintenance - Vehicles	5,178	0	5,178
	Total	6,476	0	6,476
	<i>Wage Recurrent</i>	0	0	0
	<i>Non Wage Recurrent</i>	6,476	0	6,476
	<i>NTR</i>	0	0	0

Output: 12 5202 Revision of laws

	<i>Item</i>	<i>Balance b/f</i>	<i>New Funds</i>	<i>Total</i>
Subsidiary laws reviewed, Disposition table prepared,	221001 Advertising and Public Relations	4,150	0	4,150
	221007 Books, Periodicals & Newspapers	250	0	250
	221011 Printing, Stationery, Photocopying and Binding	131	0	131
	221012 Small Office Equipment	125	0	125
	224002 General Supply of Goods and Services	125	0	125
	227001 Travel inland	2,588	0	2,588
	228002 Maintenance - Vehicles	2,833	0	2,833
	228003 Maintenance – Machinery, Equipment & Furniture	750	0	750
	Total	10,952	0	10,952
	<i>Wage Recurrent</i>	0	0	0
	<i>Non Wage Recurrent</i>	10,952	0	10,952
	<i>NTR</i>	0	0	0

Output: 12 5203 Publication and translation of laws

	<i>Item</i>	<i>Balance b/f</i>	<i>New Funds</i>	<i>Total</i>
Drafting manual prepared and printed, abridged constitution reprinted	221001 Advertising and Public Relations	1,250	0	1,250
	221006 Commissions and related charges	604	0	604
	221007 Books, Periodicals & Newspapers	1,239	0	1,239
	221009 Welfare and Entertainment	750	0	750
	221011 Printing, Stationery, Photocopying and Binding	32,378	0	32,378
	227001 Travel inland	875	0	875
	228002 Maintenance - Vehicles	4,946	0	4,946
	228004 Maintenance – Other	500	0	500
	Total	42,542	0	42,542
	<i>Wage Recurrent</i>	0	0	0
	<i>Non Wage Recurrent</i>	42,542	0	42,542
	<i>NTR</i>	0	0	0

Output: 12 5204 Capacity building to revise and reform laws

	<i>Item</i>	<i>Balance b/f</i>	<i>New Funds</i>	<i>Total</i>
15 staff trained in project management. 1 staff trained in balance scorecard	211103 Allowances	63	0	63
	221001 Advertising and Public Relations	593	0	593
	221003 Staff Training	8,713	0	8,713
	221006 Commissions and related charges	500	0	500
	221011 Printing, Stationery, Photocopying and Binding	218	0	218
	227001 Travel inland	1,046	0	1,046
	228002 Maintenance - Vehicles	982	0	982
	Total	12,115	0	12,115

Vote: 105 Law Reform Commission**QUARTER 3: Revised Workplan**

Planned Outputs for the Quarter (Quantity and Location)	Estimated Funds Available in Quarter (from balance brought forward and actual/expected releases)	US\$ Thousand	
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Vote Function: 1252 Legal Reform*Recurrent Programmes***Programme 01 Headquarters**

<i>Wage Recurrent</i>	0	0	0
<i>Non Wage Recurrent</i>	12,115	0	12,115
<i>NTR</i>	0	0	0

Output: 12 5205 Advocacy for Law Reform

<i>Item</i>	<i>Balance b/f</i>	<i>New Funds</i>	<i>Total</i>
Pre enactment advocacy on Counterfeit Bill and Free zones Bill undertaken for specific various stakeholders	3,145	0	3,145
221001 Advertising and Public Relations	7,840	0	7,840
221005 Hire of Venue (chairs, projector, etc)	500	0	500
221006 Commissions and related charges	1,270	0	1,270
221007 Books, Periodicals & Newspapers	373	0	373
221009 Welfare and Entertainment	1,450	0	1,450
221011 Printing, Stationery, Photocopying and Binding	10,336	0	10,336
227001 Travel inland	3,750	0	3,750
227002 Travel abroad	1,493	0	1,493
228002 Maintenance - Vehicles	305	0	305
Total	30,461	0	30,461
<i>Wage Recurrent</i>	0	0	0
<i>Non Wage Recurrent</i>	30,461	0	30,461
<i>NTR</i>	0	0	0

Output: 12 5206 LRC Support Services

<i>Item</i>	<i>Balance b/f</i>	<i>New Funds</i>	<i>Total</i>
Utilities paid, office rent and storage paid, internal control processes strengthened, Performance review workshop held, Commission website updated, staff allowances paid, BFP workshop held, Annual Report 2013 published	1,600	0	1,600
211103 Allowances	1,600	0	1,600
212101 Social Security Contributions	1	0	1
213001 Medical expenses (To employees)	1,374	0	1,374
213002 Incapacity, death benefits and funeral expenses	1,445	0	1,445
213004 Gratuity Expenses	6,000	0	6,000
221004 Recruitment Expenses	6,712	0	6,712
221005 Hire of Venue (chairs, projector, etc)	250	0	250
221007 Books, Periodicals & Newspapers	426	0	426
221009 Welfare and Entertainment	1,793	0	1,793
221011 Printing, Stationery, Photocopying and Binding	4,550	0	4,550
221012 Small Office Equipment	500	0	500
222001 Telecommunications	217	0	217
222002 Postage and Courier	566	0	566
223003 Rent – (Produced Assets) to private entities	3,185	0	3,185
223005 Electricity	1,929	0	1,929
224002 General Supply of Goods and Services	489	0	489
227001 Travel inland	2,594	0	2,594
227004 Fuel, Lubricants and Oils	1,170	0	1,170
228001 Maintenance - Civil	1,009	0	1,009
228003 Maintenance – Machinery, Equipment & Furniture	2,500	0	2,500
Total	38,310	0	38,310
<i>Wage Recurrent</i>	0	0	0
<i>Non Wage Recurrent</i>	38,310	0	38,310
<i>NTR</i>	0	0	0

*Development Projects***Project 0356 Law Reform Commission***Capital Purchases*

Vote: 105 Law Reform Commission**QUARTER 3: Revised Workplan**

Planned Outputs for the Quarter (Quantity and Location)	Estimated Funds Available in Quarter (from balance brought forward and actual/expected releases)	<i>UShs Thousand</i>	
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Vote Function: 1252 Legal Reform*Development Projects***Project 0356 Law Reform Commission****Output: 12 5275 Purchase of Motor Vehicles and Other Transport Equipment**

<i>Item</i>	<i>Balance b/f</i>	<i>New Funds</i>	<i>Total</i>
N/A 231004 Transport equipment	13,856	0	13,856
Total	13,856	0	13,856
<i>GoU Development</i>	13,856	0	13,856
<i>External Financing</i>	0	0	0
<i>NTR</i>	0	0	0

Output: 12 5276 Purchase of Office and ICT Equipment, including Software

<i>Item</i>	<i>Balance b/f</i>	<i>New Funds</i>	<i>Total</i>
7 Desktop computers, 2 laptops, 1 server and 3 printers procured 231005 Machinery and equipment	42,570	0	42,570
Total	42,570	0	42,570
<i>GoU Development</i>	42,570	0	42,570
<i>External Financing</i>	0	0	0
<i>NTR</i>	0	0	0

Output: 12 5278 Purchase of Office and Residential Furniture and Fittings

<i>Item</i>	<i>Balance b/f</i>	<i>New Funds</i>	<i>Total</i>
N/A 231006 Furniture and fittings (Depreciation)	6,870	0	6,870
Total	6,870	0	6,870
<i>GoU Development</i>	6,870	0	6,870
<i>External Financing</i>	0	0	0
<i>NTR</i>	0	0	0

GRAND TOTAL	204,152	0	204,152
<i>Wage Recurrent</i>	0	0	0
<i>Non Wage Recurrent</i>	140,856	0	140,856
<i>GoU Development</i>	63,297	0	63,297
<i>External Financing</i>	0	0	0
<i>NTR</i>	0	0	0

Vote: 105 Law Reform Commission

QUARTER 4: Revised Cashflow Plan

Non-Wage Recurrent

	Annual budget	Release to end of Q3	% Budget Released	Q4 Cash Requirement	
				Total	% Budget
PAF	0	0	0.0%	0	0.0%
Statutory	4.4267651024	1.03308803	23.3%	1.05289	23.8%
Other	0	0	0.0%	0	0.0%
Total	4.4267651024	1.03308803	23.3%	1.05289	23.8%

Reasons for cash requirement greater than 1/4 of the budget:

as had been earlier planned

GoU Development

	Annual budget	Release to end of Q3	% Budget Released	Q4 Cash Requirement	
				Total	% Budget
PAF	0	0	0.0%	0	0.0%
Other	0.2000204033	0.033570403	16.8%	0	0.0%
Total	0.2000204033	0.033570403	16.8%	0	0.0%

Reasons for cash requirement greater than 1/4 of the budget:

No development expenditure planned for this quarter

Grand Total

	Annual budget	Release to end of Q3	% Budget Released	Q4 Cash Requirement	
				Total	% Budget
Grand Total	4.6267855057	1.066658433	23.1%	1.05289	22.8%

Vote: 105 Law Reform Commission

Checklist for OBT Submissions made during QUARTER 3

This is an automated checklist which shows whether data has been entered into the areas which are required for a complete quarterly submission. It does not verify the quality of the data that has been entered. A complete checklist is therefore a necessary, but not sufficient condition for a satisfactory submission to MoFPED.

Project and Programme Quarterly Performance Reports and Workplans (Step 2)

The table below shows whether output information, and where relevant donor and ntr data has been entered into the required areas for the quarterly performance reports and quarterly workplans under step 2.

Output Information

Vote Function, Project and Program	Q2 Report	Q3 Workplan
1252 Legal Reform		
○ Recurrent Programmes		
- 01 Headquarters	Data In	Data In
○ Development Projects		
- 0356 Law Reform Commission	Data In	Data In

Donor Releases and Expenditure

NTR Releases and Expenditure

The table below shows whether data has been entered in the fields for key variances in budget execution under step 2.2 and 2.3:

Vote Performance Summary (Step 3)

The table below shows whether information has been entered into the required fields in the vote performance summary tables for each vote functions under step 3.1:

Vote Function	Perf. Indicators	Output Summary	Actions
1252 Legal Reform	Data In	Data In	Data In

The table below shows whether data has been entered into the vote narrative fields under step 3.2:

	Narrative
Narrative	Data In

Quarterly Cash Requests (Step 4)

The table below shows whether data has been entered into the cash request under step 4:

	Cash Request
Cash Request	Data In