



REPUBLIC OF UGANDA

**The Ministry of Finance, Planning and  
Economic Development Resource Centre  
(MFPED-RC)**

***Objective***

The overall objective of the MFPED Resource Centre is to streamline the flow of information within the Ministry and with her stakeholders in order to bridge communication gaps, enhance cooperation and foster understanding.

***Specific Objectives***

- To coordinate, improve and consolidate the Ministry's communication function.
- To provide modern, adequate and efficient Library services.
- To manage and improve the Ministry's Public Relations function.
- To provide management, support and forecasting for the Information Sharing Network (ISN) and other ICT related / enabled services in the Ministry.
- To provide efficient management of records.



***Resource Centre Services***

***1. Library Services***

***Functions:***

- Provide library services to all ministry staff and stakeholders
- Information acquisition and dissemination manuals
- Acquisition of new library resources.
- Printing/photocopying facilities
- Disseminate information to ministry stakeholders
- Networking with other information centres/Libraries
- Advise on procurement process for Library materials
- Manage Library work plans and budget
- Responsible for development and growth of the library
- Management and updating the ministry Website.

***1.1 Library Section***

- Reception area
- Display section ( New arrivals)
- Documents /Browsing area
- Reference section
- Periodical section
- Reading area

***1.2 Type of Information Materials in the RC***

- Poverty eradication studies
- Macroeconomic policy documents
- Budget documents
- Statutes and Laws
- Economics and Management
- Procurement
- Laws of Uganda
- Journals (different disciplines)
- Information resources from government departments and stakeholders

***1.3 Electronic Section***

- Internet services area
- Photocopying area
- Scanning area
- Printing area

***2. The Registry***

- Efficient and effective management of the ministry records.

### 3. *ICT Infrastructure Support*

#### *Functions:*

- Overall IT Policy implementation and management
- Provide ISN network administration
- Provide first level IT technical support
- Management of IT related SLA
- Support to ISN Contact persons
- Manage growth of ISN
- Training of users on new ISN products.
- Advise on IT procurement
- Provide support to national budget system
- Review /clear specifications for IT

### 4. *Public Information*

#### *Functions:*

- Development of communication policy
- Support implementation and reviews of MTCP
- Organise and manage press conferences
- Manage day to day PR activities
- Produce booklets/brochures that popularize policy
- Produce Ministry newsletter and bulletins
- Support MFPED units in information dissemination efforts.
- Manage communication skills training for staff
- Formulate and manage public

### 5. *Services offered*



- Internet surfing
- Selective Literature Searches
- Training information
- Photocopying, printing and scanning services
- Document Binding
- Ministry publications

### 6. *MoFPED RC is open to:*

The resource centre is open to: Ministry staff, government stakeholders, researchers, private sector, civil society, media, academicians and multi national and international agencies.

### 7. *Membership and Subscriptions*

- *Annual subscription*
- *Monthly subscription*
- *Daily User fee*

*For more information about subscriptions, please visit the Resource Centre*

### *MoFPED RC is open:*

- **Monday to Friday**
- **Morning Hours – 8.00 am – 12.45 pm**
- **Afternoon Hours – 2.00pm – 4.30 pm**



#### *For more information about the MFPED RC you may contact:*

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