



## **SUMMARY OF THE MOFPED-BUSINESS CONTINUITY /EMERGENCY RESPONSE PLAN FOR COVID-19**

As you may all be aware, Uganda registered its first confirmed case of the COVID-19 on Saturday the 21<sup>st</sup> March 2020. As directed by His Excellency the President and in accordance with measures put in place by the Ministry of Health, MoFPED continues to actively monitor the situation and its impact across its staff, stakeholders and the economy.

MoFPED has developed a comprehensive Business Continuity Plan (BCP) and a BCP/Emergency Response Plan Team headed by the Deputy Secretary to the Treasury (DST) has been put in place. Accordingly, our ongoing Business Continuity Planning activities will continue to evolve as we strive to ensure that the mission critical activities of the Ministry remain available to our staff and stakeholders, and the additional support that may be required from the Ministry by all our clients. The MoFPED BCP include preventive, preparedness arrangements and response options.

### **Our BCP Response includes but is not limited to the following:**

1. Profiling of the MoFPED Essential/Mission Critical Activities and identification of the responsible staff to ensure continued delivery of services
2. Suspension of all Directorate/Departmental meetings, conferences and workshops
3. Rescheduling of working days and staff rotations. At least 50% of staff shall work for a period of one week and rotate for the next one effective Monday, 23<sup>rd</sup> March 2020
4. Staff that remain away from office may be called upon as and when necessary or as required. They should therefore keep their contacts (e-mails and telephones) open to facilitate consultation or recall
5. Working from home. Staff whose responsibilities and roles can be performed off-site are encouraged and will be facilitated to work from home
6. Reviewing and assurance that our IT infrastructure can support an increase in remote work and manage any added load to client facing or service delivery technology that may occur. This may include an increase in the use of video, teleconferencing and other digital modalities
7. Putting in place communications arrangements to ensure that the business continuity plan (BCP), updates and changes can be communicated in real time to those who need to know specific information; and those who need to take a new action
8. Leveraging multiple channels to communicate information to staff and stakeholders that is in line with public health recommendations/advisories regarding social distancing, restrictions, isolation and quarantining.

*MoFPED is committed to the continuity of all our services and partnering with our stakeholders to support the health and well-being of all concerned throughout this period of escalated concern.*