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**DEPARTMENTAL ANNUAL
REPORT, 2016**

***Under responsibility of Rev. Joseph SEHORANA
(Diocesan Human & Material Resources Manager)***

DECEMBER 30, 2016

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**DEPARTMENTAL ANNUAL
REPORT (2015)**

*Under responsibility of Rev. Joseph SEHORANA
(Diocesan Human & Material Resources Manager)*

And

*Mrs. Eugénie KAGWERA
Diocesan Administrator*

December 30, 2015

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FROM THE DIOCESAN HUMAN RESOURCES MANAGER

Dear Bishop,

Greetings in the name of Jesus Christ!

On behalf of the diocesan services officers, we have the honor and pleasure to present to you the Departmental Annual Report that reflects the activities carried in 2014. This document contains the summarized reports of the different diocesan departments and services.

Diocesan Services want to continue their role to support parishes and communities in their activities to ensure their vitality. They want to help the Church in its mission to bring the Good News through each of its members who are the feet, hands and heart of Christ for the world.

Be it as it may, this last year has been marked by many changes in the diocesan organizational structure. The Diocese recruited new employees. Especially, we are pleased that currently the Diocese has the Human and Material Resources Manager, the Internal General Auditor and the Training Center Manager. Nevertheless, the year 2014 has been marked by many challenges. We deplore that many employees have lost their Job due to the economic crisis we have faced.

Several projects and events also marked the period. We are proud of the commitment of each head of Service in our Diocese. This report provides in part a portrait of their efforts, achievements and love they bring to our church. We thank them and the people who contributed directly or indirectly to the Mission. This report does not tell all about the work done. It is always possible to communicate with heads of Services for more information or to ask questions if need is.

***Rev Joseph Sehorana
Human Resource Manager
January 2015***

THE DIOCESAN BACKGROUND

Shyogwe Diocese is located in South Central Rwanda. The Diocese originated with the building of a school in 1946. The Cathedral which was completed in 1992 is dedicated to St. Peter College, and the bishop is Rt. Reverend Jéred KALIMBA. The Shyogwe Diocesan motto is: “Your Kingdom Come!” This motto is shared through the integral mission of “A holy soul in a healthy body.” The Diocese has thirty three (33) parishes located in four Districts: Kamonyi, Muhanga, Ruhango, and Nyanza of the Southern Province. It has 147 Chapels, 616 home cell groups (grassroots churches), and almost 25,840 Christians.

The Diocese is mainly rural, and the population is very poor. Many people are still suffering greatly from the results of the genocide committed against Tutsi in 1994. Together with the Government, the Diocese tries to handle many survival issues that our people and believers are facing.



Figure 1: The Map of Rwanda

REPORTS FROM DEPARTMENTS AND UNITS

Below is the summary of the reports from the departments and units.

I. HUMAN AND MATERIAL RESOURCES MANAGEMENT UNIT

Sustainable development is now the foremost concern of our Diocese. If we want development in the concept of continuity and sustainability, we cannot conceive our actions without considering the strategic resources: Human and Material Resources. The development of Human and Material resources is of paramount importance in organizational sustainability and economic development.

Therefore, the establishment of Human and Material Resources Department was an essential step in the process of resilience and transformation required for our Diocese in the concept of sustainable and integral development. Its overall purpose is to anticipate economic and social changes while maintaining an internal quality communication within employees.

More specifically, the Material Resources Service, guided by the mission, values and priorities of our Diocese seeks to harmonize the interests of the believers. It is committed to develop policies and programs of action to ensure the sustainability of the material resources of the Diocese in the context of sustainable development.

1.1 Current situation of Shyogwe Diocese employees

During this year, the diocesan reformed its employment policy. The objective was to have highly qualified personnel but remunerated in the limit of the economic capacities of the Diocese. Indeed, in some of our entities (such as schools and health centers), we had many employees out of our capacity to remunerate them. This is why, together with the directors of the concerned schools and health centers, we have been obliged to reduce the employees up to that we are able to remunerate. This decision has been applied in Hanika TSS, and in two health centers (Hanika and Gikomero).

Apart from those employees who have lost their job because of the diocesan economic reasons, there are also others who have been dismissed because their sponsors suspended

their support. Those are for instance the employees in Hanika Health center who were salled by the Ministry of Health. Furthermore, some employees have been dismissed simply because their post was no longer there. Those are for instance the teachers in Vunga VTC who have been dismissed after notification of WDA stating that some school sections have been suspended (electricity, etc.)

Moreover, in order to uphold the accountability of employees, two pastors have been provisionary suspended from their duties in order to give them the opportunity to rethink about their mission and call. Those are Pastor John SEKAMANA, who was the leader of Rushoka Parish and Pastor Etienne MUCYO BAVAKURE, the former leader of Gikomero Parish.

1.2 Material resources of Shyogwe Diocese



Figure 2: The Diocesan Training Center could generate income

The Shyogwe Diocese has important material resources: houses, lands and other movable properties. Our intent is to well manage these resources in order to make them productive and more profitable by the Diocese. To achieve this goal, it seems very important to know exactly

which resources we have, their actual situation and location. Thus, for instance, we plan to inventory all diocesan lands and forests in order to know if there are well exploited and managed. Our point of view is that, if all resources we have were well exploited, the Diocese could sustain itself.

Be it as it may, we can't end this introductory paragraph on actual situation of the diocesan material resources without mention and bring to mind the great loss we had due to Gikomero church building collapse. We thank God for that there is no person who has lost life in this incident. Nevertheless this might also be a great lesson to help us to take measures susceptible to insure durable infrastructures.



Figure 3: Gikomero church building has fallen down



Figure 4: The ruin of Gikomero church building shocked many hearts

1.3 CARRIED OUT ACTIVITIES

Being recently created, the Human and Material Resources Unit did not intend to do a lot of activities throughout these months which was left to end the year. We had planned to accomplish some few activities which were very urgent for us. These include:

- Setting up personnel dossiers (records) for employees;
- Visit health centers and high schools;
- Equipment inventory within the diocesan head office, units, schools and health centers;
- Human Resources development (training for some employees);
- Visit Gikomero, Cyeru and Kirombozi Parishes;
- Meeting with the employees;
- Participate in Management Team meetings; and carry out other office activities.

1.3.1 Setting up personnel dossiers (records) for employees

We are glad that at the end of this year, every employee has his own dossier which gathers his/her personal records. Furthermore, we can rejoice that every employee knows what the Diocese expects from him as he/she has his/her Job Description.

1.3.2 Visit to health centers and high schools

We have been able to visit all our health centers and some of our secondary schools (Hanika TSS and St Peter College).

1.3.2.1 VISIT TO SHYOGWE AND GIKOMERO HEALTH CENTERS

In order to ensure the smooth running of activities carried out in our health centers, the field visits have been organized in Shyogwe, Gikomero, and Hanika Health Centers respectively on September 29 and 30, 2014 and October 23, 2014. During the visits I had meeting with the administrative staff of those Health Centers. Apart from learning more about their functioning, the main activities I carried out during this visits focused on: to recall the Diocesan overall mission in creating Health Centers; rapid control of employees folders; systematic control of material resources management within the Health Centers; rapid area visit; and receive concerns and advices from the administrative staff.

1.3.2.1.1 VISIT TO SHYOGWE HEALTH CENTER



Figure 5: Shyogwe Health Center

I visited Shyogwe Health Center together with Canon Emmanuel GASANA, the leader of Shyogwe Archdeaconry and the President of Health Committee in Shyogwe Health Center. We have been welcomed by the receptionist and after we met with the Assistant Head of the Center; as the Head and the Accountant were not there.

The Canon Emmanuel presented me to the Assistant Head and after we made a short prayer together. After briefly talking about the purpose of my visit, the Assistant Head of the Center showed me all the employees' folders. I realized that every employee had his/her own folder encompassing almost the following documents: application letter; admission letter; a notified copy of identity card; curriculum vitae; attributions letter, employment contract, etc. I apprehended that Shyogwe Health Centre employees are well managed at this end.

After controlling the employees' folders, I asked for Employer Registry and the Assistant Head handed in me the registry encompassing the following information:

Table 1: The Shyogwe Health Center employees

N°	Surname	First Name	Educ.	Domain of Study	Employment Start Date	Funder Salary	Service Area	Cadre Name
1	Mukamwiza	Jacqueline	Aux.	Nursing	1-Jan-03	Diocese	AIDE LABO	AIDE LABO
2	Nduhuye	Eugene	A2	Nursing	1-Jan-08	Min. H.	TITUL.	Tit
3	Mushimire	Jeanne	A2	Nursing	1-Jan-04	Min. H.	INF	INF
4	Mujawamariya	Alexis	Aux.	Nursing	1-Jan-04	Diocese	AUX	AUX
5	Uwizeyimana	Louise	Aux.	Nursing	1-Jan-04	Diocese	AUX	AUX
6	Dusabimana	Hilde	A2	Nursing	1-Jan-10	Min. H.	INF	INF
7	Kampire	Julienne	A2	Nursing	1-Jan-04	Min. H.	INF	INF
8	Ntitenguha	Gad	A0	Gestion	1-Jan-05	Diocese	Account	Account
9	Dusingize	Aimable	A0	Dev.	1-Jan-12	GF	HCO	HCO
10	Ntaganzwa	Emmanuel	A0	Nursing	1-Oct-13	Min. H.	INF	INF
11	Niyonteze	Donatha	A2	Nursing	1-Jan-07	Min. H.	INF	INF
12	Betsayida	Angelique	A2	Nursing	1-Jan-07	Min. H.	INF	INF
13	Ugirumurera	Leonie	A2	Nursing	1-Jan-10	Min. H.	INF	INF
14	Muhirwa	Emmanuel	A1	Sociale	1-Jan-17	Min. H.	HE0	HE0
15	Rubayiza	Veitty	A2	Nursing	1-Jan-11	Min. H.	INF	INF
16	Nyiranduhura	Denyse	A2	Nursing	1-Jan-10	Min. H.	INF	INF
17	Nyiragasigwa	Claudette	A2	Compt.	1-Jan-10	FOSA	Data man.	Data m.
18	Ndayisaba	J. Paul	A0	Informque	1-Jan-10	GF	Cassier	Cassier
19	Akayezu	Denyse	A2	Labo	1-Jan-11	Min. H.	INF	INF
20	Niyonambaza	Sarah	A1	Midwifery	1-Nov-13	RFHP	INF	INF

21	Twizeyimana	Jean Pierre	A2	Nursing	15-Aug-13	RFHP	INF	INF
22	Mukomerejur.	Dancille	A1	Nursing	1/1/2004	RFHP	INF	INF
23	Nyirindekwe	DAMASC	Prim.	-	1/1/2003	Diocese	Hygiene	Travailleur
24	Uwamahoro	Esperance	Prim.	-	4/24/2003	Diocese	Hygiene	Travailleur
25	Uwamaliya	Thacienne	Prim.	-	2/2/2004	Diocese	Hygiene	Travailleur
26	Kwionda	Ange	Prim.	-	2/2/2013	Diocese	Hygiene	Travailleur
27	Nshimiyimana	Charles	Prim.	-	1/1/2004	Diocese	Hygiene	Travailleur
28	Nzabahimana	Claude	Prim.		8/1/2014	Diocese	Hygiene	Travailleur

Table 2: Employees Remunerated By the Shyogwe Health Center

N°	Surname	First Name	Level of Education	Employment Start Date	Funder of Salary	End Date of Funding	Function
1.	Nyirindekwe	DAMASCENE	Primaire	1/1/2004	Diocese	indetermine	Travailleur
2.	Uwamahoro	Esperance	Primaire	1/1/2003	Diocese	indetermine	Travailleur
3.	Uwamaliya	Thacienne	Primaire	4/24/2003	Diocese	indetermine	Travailleur
4.	Kwionda	Ange	Primaire	2/2/2004	Diocese	indetermine	Travailleur
5.	Nshimiyimana	Charles	Primaire	2/2/2013	Diocese	indetermine	Travailleur
6.	Nzabahimana	Claude	Primaire	8/1/2014	Diocese	indetermine	Travailleur
7.	Mukamwiza	JACQUELINE	Aux.	1-Jan-03	Diocese	indetermine	Nursing
8.	Mujawamariya	ALEXIE	Aux.	1-Jan-04	Diocese	indetermine	Nursing
9.	Uwizeyimana	LOUISE	Aux.	1-Jan-04	Diocese	indetermine	Nursing
10.	Ntitenguha	GHAD	A0	1-Jan-05	Diocese	indetermine	Account

I have been also interested in controlling how employees are remunerated. The Assistant Head ensured me that they regularly receive their salaries and Shyogwe HC complies itself with State regulations as far as T.P.R and RSSB allowances are concerned.

The following information has been given to me when I asked how the Center manages its material resources.

Table 3: Shyogwe Health Center material resources

N°	DESCRIPTION	CODE	LOCATION	CATEGORY	CONDITION
	COMPTABILITE				
1	Étagère métallique	1CPT/ CS SHY/ETGM/01	comptabilité	OFF EQUIP	bon
2	Table bureau:	2/ CPT/CSSHY/TB/01	comptabilité	OFF EQUIP	bon
3	Chaise moderne	2 CPT/CSSHY/CH/01.02	comptabilité	OFF EQUIP	bon
4	chaise Roulante	1 CPT/CSSHY/CHL/01	comptabilité	OFF EQUIP	bon
5	Ordinateur	1 CPT/CSSHY/ORD/01	comptabilité	OFF EQUIP	Damaged
6	Stabilisateur	1CPT/CSSHY/OND/01	comptabilité	OFF EQUIP	bon
7	Imprimante	1 CPT/CSSHY/IMP/01	comptabilité	OFF EQUIP	bon
8	Multiprise	1	comptabilité	OFF EQUIP	Damaged
9	Agrafeuse	1CPT/ CS SHY/01	comptabilité	OFF EQUIP	Damaged
10	Poubelle	1CPT/ CSSHY/POUB/01	comptabilité	OFF EQUIP	bon

11	Modem MTN	1 CS/01 CSSHY/01	comptabilité	OFF EQUIP	Damaged
12	Flash disk	1CS/01	comptabilité	OFF EQUIP	bon
13	Lap-top	1CPT/CSSHY/LAPTOP/01	comptabilité	OFF EQUIP	bon
	MOYEN DE TRANSPORT				
1	MOTO AG100	GRM 227 C	charroi	EQUIP	BON
2	MOTO DT	RA 635 N	charroi	EQUIP	MAUVAISE
3	VELO		charroi	EQUIP	Damaged
4	BUREAU DU TITULAIRE				BON
5	Chaise roulante	T/ CSSHY/CH/02	titulaire	OFF EQUIP	BON
6	Chaises moderne	T/ CSSHY/CH/03,04	titulaire	OFF EQUIP	BON
7	Ordinateur HP7650	T/CSSHY/ORD/02	titulaire	OFF EQUIP	BON
8	Lap -tope Accer	T/CSSHY/OR/03	titulaire	OFF EQUIP	BON
9	Imprimantes LaserJet1020	T/CSSHY/IMP/02	titulaire	OFF EQUIP	Damaged
10	IMPRIMENTE LASER	T/CSSHY/IMPR/3	titulaire	OFF EQUIP	Damaged
11	ETAGERE METALLIQUE	T/CSSHY/ETM/01	titulaire	OFF EQUIP	bon
13	TABLE DE BUREAU 2	T/CSSHY/TEB/01-02	titulaire	OFF EQUIP	bon
	MATERNITE				
1	Armoire métallique	2 MAT/CSSHY/ARM/01	maternité	OFF EQUIP	bon
2	Chariot	3 MAT/CSSHY/CH/01-03	maternité	EQUIP	bon
3	Table d'accouchement	4 MAT/CSSHY/TBACC/01-02	maternité	EQUIP	bon
4	Escabeau	2 MAT /CSSHY/ESC/01-02	maternité	EQUIP	bon
5	Mètre ruban	1	maternité	EQUIP	bon
6	Steto obstétrical	1 MAT/CSSHY/ST/01	maternité	EQUIP	bon
7	Bassins pour table gynécologique	2MAT/CSSHY/BSS/01	maternité	EQUIP	bon
8	Sceau à placenta	1MAT/CSSHY/SC/01-05	maternité	EQUIP	bon
9	Pèse bébé	1 MAT/CSSHY/BL/01	maternité	EQUIP	bon
10	Bocal+pince à servir	1	maternité	EQUIP	bon
11	Pissete	1	maternité	EQUIP	bon
12	Boite de suture	3 MAT/CSSHY/BT/01-03	maternité	EQUIP	bon
13	Boite de fils de ligature	1MAT/CSSHY/BT/01	maternité	EQUIP	bon
14	Tambour	4MAT/CSSHY/TMB/01-04	maternité	EQUIP	bon
15	Ventouse & ses accessoires	1 MAT/CSSHY/VNT/01	maternité	EQUIP	BON
16	Lits simples	7	maternité	EQUIP	BON
17	Petite armoire en post partum	7 MAT /CS/SHY/01-05	maternité	EQUIP	BON
18	Matelas simple	7	maternité	EQUIP	BON
19	Ambout-Bébé	1 MAT /CSSHY/AMB/01	maternité	EQUIP	BON
20	Tensiomètre électronique	1MAT/CSSHY/TENS/01	maternité	EQUIP	BON
21	ASPIRATEUR ELECTRIC	MAT /CSSHY/ASP/01	maternité	EQUIP	BON
22	CHAISSE D'ACCOUCHEE	MAT/CSSHY/02	maternité	EQUIP	BON
23	Obstetric Vacuum Extractor Kit	3	maternité	EQUIP	BON
24	Digital Sphygmomanometer	2	maternité	EQUIP	BON
25	Set of binaural stethoscope	2	maternité	EQUIP	BON
26	Fœtal Stethoscopes or Pinard stethoscope	2	maternité	EQUIP	BON
27	Adultweighingscale	2	maternité	EQUIP	BON
28	Obstetricexaminationlamp	2	maternité	EQUIP	BON
29	Horizontal tabletopsterilizer	1	maternité	EQUIP	BON
30	Mattress caver	1	maternité	EQUIP	BON
31	Apron	20	maternité	EQUIP	BON
32	Manualsuctionwithpedal	1	maternité	EQUIP	BON
33	Surgerysuctionpump	1	maternité	EQUIP	BON
34	Vertical autoclave 127 litres	1	maternité	EQUIP	BON

	PLANIFICATION FAMMILIAL				BON
1	Table de bureau	1 PF/CSSHY/TAB/01	PF	EQUIP	BON
2	Echéancier	1 PF/CSSHY/ECH/01-03	PF	EQUIP	BON
3	Table d'examen	1PF/CSSHY/TABX/01	PF	EQUIP	BON
4	Balance	1 PF/CSSHY/BAL/01	PF	EQUIP	BON
5	Escabeau	1 PF/CSSHY/ESC/01	PF	EQUIP	BON
6	Sceau à robine	1PF/CSSHY/SCE/01	PF	EQUIP	BON
7	Petit bassin	1 PF/CSSHY/BS/01	PF	EQUIP	BON
8	Tambour	2PF/CSSHY/TAM/01-2	PF	EQUIP	BON
9	Plateau	2	PF	EQUIP	BON
10	Kit pour DIU	3 PF/CSSHY/KIT/01-03	PF	EQUIP	BON
11	Tensiomètre	1 PF/CSSHY/TENS/01	PF	EQUIP	BON
12	Stéthoscope ordinaire	1	PF	EQUIP	BON
13	Poubelle	1 PF/CSSHY/POUB/01	PF	EQUIP	BON
14	Hystéromètre	3	PF	EQUIP	BON
15	Pince à col	3	PF	EQUIP	BON
16	Chaise modernes	2 PF/CSSHY/CHAS/01-02	PF	EQUIP	BON
17	Bancs	15 PF/CSSHY/BAN/01-015	PF	EQUIP	BON
18	Armoire en bois	1 PF/CSSHY/ARM/01	PF	EQUIP	BON
	MUTUELLE DE SANTE				BON
1	Chaise	3 MT/CSSHY/CH/01-03	MS	OFF EQUIP	BON
2	Bancs	1 MT/CSSHY/BN/01	MS	OFF EQUIP	BON
3	Armoire	1 MT/CSSHY/ET/01	MS	OFF EQUIP	BON
4	Table de bureau	1 MT/CSSHY/TB/01	MS	OFF EQUIP	BON
5	Echéancier	5 MT/CSSHY/ECH/01-5	MS	OFF EQUIP	BON
6	Computer et ses accessoires	1MT/CSSHY/CP/01	MS	OFF EQUIP	ENDOMAGE
7	Armoire Etagère	1MT/CSSHY/ET/01	MS	OFF EQUIP	BON
8	LAP-TOP	LP MT/CSSHY/01	MS	OFF EQUIP	
	CPN				
2	Bureau	1CPN/CSSHY/TB/01	CPN	OFF EQUIP	BON
3	Table d'examen	1CPN/CSSHY/TEX/01	CPN	EQUIP	BON
4	Chariot	1CPN/CSSHY/CHAR/01	CPN	EQUIP	BON
5	Balance	1CPN/CSSHY/BL/01	CPN	EQUIP	BON
6	Escabeau	1CPN/CSSHY/ESC/01	CPN	EQUIP	BON
8	Echéancier	1CPN/CSSHY/ECH/02	CPN	EQUIP	BON
9	Tensiomètre	1CPN/CSSHY/TENS/01	CPN	EQUIP	BON
10	Mètre ruban	1	CPN	EQUIP	BON
11	Stéto obstétrical	1	CPN	EQUIP	BON
12	Godet	1	CPN	EQUIP	BON
13	Thermomètre	1	CPN	EQUIP	BON
14	Alèse	4	CPN	EQUIP	BON
15	Alèse de la table d'examen	1	CPN	EQUIP	BON
16	Chaise moderne	2CPN/CSSHY/CH/01-03	CPN	EQUIP	BON
17	Bocal	1	CPN	EQUIP	BON
18	Pince à servir	2	CPN	EQUIP	BON
19	Tambour à spéculum	1 CPN/CSSHY/TMB/01	CPN	EQUIP	BON
20	Tambour à alèse	1 CPN/CSSHY/TMB/02	CPN	EQUIP	BON
21	Tambour à tampon	1 CPN/CSSHY/TMB/03	CPN	EQUIP	BON
	VCT/PMTCT	2 VCT/CSSHY/TB/01-2	VCT/PMTCT		BON
1	Bureau	2 VCT/CSSHY/ETG/01-2	VCT/PMTCT	OFFIC.EQUIP	BON
2	Chaises modernes	10 VCT/CSSHY/BL/01-10	VCT/PMTCT	OFFIC.EQUIP	BON
3	Etagères	1 VCT/CSSHY/ARM/01	VCT/PMTCT	OFFIC.EQUIP	BON
4	Bancs	1 VCT/CSSHY/TV/01	VCT/PMTCT	OFFIC.EQUIP	BON
5	Armoire de téléviseur	1 VCT/CSSHY/MGN/01	VCT/PMTCT	OFFIC.EQUIP	BON
6	Téléviseur	1 VCT/CSSHY/STB/01	VCT/PMTCT	OFFIC.EQUIP	BON
7	Magnétoscope +	1,1	VCT/PMTCT	OFFIC.EQUIP	BON

	DECODEUR				
8	Stabilisateur	2 VCT/CSSH/POUL/01-02	VCT/PMTCT	OFFIC.EQUIP	BON
9	Cassettes vidéo	4	VCT/PMTCT	OFFIC.EQUIP	BON
10	Poubelle	1 VCT/CSSHY/TBE/01	VCT/PMTCT	OFFIC.EQUIP	BON
11	Adaptateur		VCT/PMTCT	OFFIC.EQUIP	BON
12	Table d'examen		VCT/PMTCT		BON
	SURVEILLANCE NUTRIT.				
1	LIBELLE	3 SN/CSSHY/CH/01-06	SURV NUTR	OFFIC.EQUIP	BON
2	Chaises	4 SN/CSSHY/BC/01-04	SURV NUTR	OFFIC.EQUIP	BON
3	Bancs	1 SN/ CSSHY/ BL/01	SURV NUTR	OFFIC.EQUIP	BON
4	Balance	1 SN/CSSHY/TB/01	SURV NUTR	OFFIC.EQUIP	BON
5	Table	1 SN/CSSHY/ ETG/01	SURV NUTR	OFFIC.EQUIP	BON
6	Etagère	1 SN/CSSHY/TOIS/01	SURV NUTR	OFFIC.EQUIP	BON
7	Toise	1 SN/CSSHY/TB/01	SURV NUTR	MED. EQUIP	BON
8	Bureau	2	SURV NUTR	OFFIC.EQUIP	BON
9	Bassins	1	SURV NUTR	MED EQUIP	BON
10	Casseroles	2	SURV NUTR	MED.EQUIP	BON
11	Cavettes	1	SURV NUTR	MED.EQUIP	BON
12	Sceau	30	SURV NUTR	MED .EQUIP	BON
13	Gobelets	70	SURV NUTR	MED.EQUIP	BON
14	Assiettes	2	SURV NUTR	MED, EQUIP	BON
15	Fouet	5	SURV NUTR	EQUIP	BON
16	Boite à image	2	SURV NUTR	OFFIC.EQUIP	BON
	PHARMACIE DISTRIBUT.			OFFIC.EQUIP	BON
1	Table de bureau	1 PH/CSSHY/TB/01	PH DISTR	OFFIC.EQUIP	BON
2	Etagère	1 PH/CSSHY/ETG/01	PH DISTR	OFFIC.EQUIP	BON
3	Filtre	1 PH/CSHY/FIL/01	PH DISTR	OFFIC.EQUIP	
4	Chaise	1PH/CSSHY/CH/01	PH DISTR	OFFIC.EQUIP	BON
	PHARMCIE STOCK				BON
1	Table de bureau	1 PH/CSSHY/TB/01	PH STOCK	OFFIC.EQUIP	BON
2	Etagère	4 PH/CSSHY/01-04	PH STOCK	OFFIC.EQUIP	BON
3	Chaise	1 PH/CSSHY/CH/01	PH STOCK	OFFIC.EQUIP	BON
4	Frigo	2 PEV/CSSHY/FR/01-02	PH STOCK		BON
5	Bancs	5 PEV/CSSHY/BCS/01-01	PH STOCK	OFFIC.EQUIP	BON
6	Table de bureau	1 PEV/CSSHY/TB/01	PH STOCK	OFFIC.EQUIP	BON
7	Echéancier	4 PEV/CSSHY/ECH/01-04	PH STOCK	OFFIC.EQUIP	BON
8	Chaise moderne	2PEV/CSSHY/CH/01-02	PH STOCK	OFFIC.EQUIP	BON
9	Thermos à froid	3 PEV/ CSSHY/ THER/01-03	PH STOCK		BON
10	Armoire	1PEV/CSSHY/ARM/01	PH STOCK	OFFIC.EQUIP	BON
	PANSEMENT				BON
1	Sceau	1	pansement	MED .EQUIP	BON
2	Table	1 PSS/CSSHY/TB/01	pansement	OFFIC.EQUIP	BON
3	Chaise	1PSS/CSSHY/CH/01	pansement	OFFIC.EQUIP	BON
4	Tambour	2PSS/ CSSHY/TEM/01-02	pansement	MED.EQUIP	BON
5	Bocal	1	pansement	MED.EQUIP	BON
6	Bassin réniforme	8	pansement	MED.EQUIP	BON
7	Pince de Kocher	6	pansement	MED.EQUIP	BON
8	Pince anatomique	1	pansement	MED.EQUIP	BON
9	Pince à servir	5	pansement	MED. EQUIP	BON
10	Boite à tulle gras	1	pansement	MED.EQUIP	BON
10	Poupinelle pour la stérilisation	1	pansement	MED.EQUIP	BON
11	Table d'examen	1 PSS/CSSHY/TEX/01	pansement	MED.EQUIP	BON
12	Autoclave Electric	3	pansement	MED.EQUIP	BON

HOSPITALISATION					
1	Lits	27 HOSP/CSSHY/LT/01-23	HOSP	MED.EQUIP	BON
2	Moustiquaires	11	HOSP	MED.EQUIP	BON
3	Bassin de lits	2	HOSP	MED.EQUIP	BON
4	Chariots	5 HOSP/CSSHY/CHL/01-05	HOSP	MED.EQUIP	BON
5	Table	1 HOSP/CSSHY/TB/01	HOSP	OFFIC.EQUIP	BON
6	Matelas	27	HOSP	MED.EQUIP	BON
7	Porte manteau	1	HOSP	OFFIC.EQUIP	BON
BUREAU DATA MANAGER					
1	Computer et ses accessoires	1 DTM/CSSHY/COMP/01	DM	OFFIC.EQUIP	BON
2	Table de bureau	1 DTM/CSSHY/TB/01	DM	OFFIC.EQUIP	BON
3	Classeurs	5	DM	OFFIC.EQUIP	BON
4	Chaise moderne	2 DTM/CSSHY/CHAI/01-02	DM	OFFIC.EQUIP	BON
5	Etagère	1 DTM/CSSHY/ET/01	DM	OFFIC.EQUIP	BON
6	Poubelle	1 DTM/CSSHY/POUB/01	DM	OFFIC.EQUIP	BON
CONSULTATION					
1	Table d'examens	2 CONS/CSHY/TEX/01-02	CONSUL	MED.EQUIP	BON
2	Table de bureau	2 CONS/CSSHY/TB/01-02	CONSUL	OFFIC.EQUIP	BON
3	Chaises modernes	4 CONS/CSSHY/CH/01-04	CONSUL	OFFIC.EQUIP	BON
4	Etagère	1 CONS/CSSHY/ET/01	CONSUL	OFFIC.EQUIP	BON
5	Tensiomètre	1 CONS/CSSHY/TENS/01	CONSUL	MED.EQUIP	BON
6	Otoscope	1 CONS/CSSHY/OTSC/01	CONSUL	MED.EQUIP	BON
SANTE COMMUNAUTAIRE					
1	Table de bureau	1 S C/CSSHY/TB/01	HCO	OFFIC.EQUIP	BON
2	Chaises modernes	2 SC/CSSHY/CH/01-02	HCO	OFFIC.EQUIP	BON
3	Etagère	1 CS/ CSSHY/ ETG/01	HCO	OFFIC.EQUIP	BON
4	Perforateur	1	HCO	OFFIC.EQUIP	BON
5	Agrafeuse	1	HCO	OFFIC.EQUIP	BON
LABO					
1	Microscope électrique	2 LAB/CSSHY/01	LOB0	MED.EQUIP	BON
2	Hémocue	1 LAB/CSSHY/01	LOB0	MED.EQUIP	BON
3	Centrifugeuse :	1 LAB/CSSHY/01	LOB0	MED.EQUIP	BON
4	Agitateur rotateur	1LAB/CSSHY/01	LOB0	MED.EQUIP	BON
5	Frigo électrique	1LAB/CSSHY/FRI/01	LOB0	MED.EQUIP	BON
6	Stabilisateur	LAB/CSSHY/STB/01	LOB0	MED.EQUIP	BON
7	Multiprise	1 Lab/CSSHY/MIL/01	LOB0	MED.EQUIP	BON
9	Micropipette de 5 –50ml : 1		LOB0	MED.EQUIP	BON
10	Boîte porte –lames : 2		LOB0	MED.EQUIP	BON
11	Séchoir : 1		LOB0	MED.EQUIP	BON
12	Chaise moderne	1 LAB/CSSHY/CH/01-02	LOB0	MED.EQUIP	BON
13	Tabourets	LAB/CSSHY/TB/01-03	LOB0	MED.EQUIP	BON
14	Poubelle en plastic	4 LAB/CSSHY/PB/01-03	LOB0	MED.EQUIP	BON
15	Armoire du microscope	1 LAB/CSSHY/AR/01	LOB0	MED.EQUIP	BON
16	ETAGERE	1 LAB /CSSHY/ET/01	LOB0	OFFIC.MED	BON
17	CHAISE LOURANTE	1 LAB/CSSHY/LOUR/1	LOB0	OFFIC.MED	BON

AREA VISIT

My journey in Shyogwe HC has been ended by the tour in its different services. I realized that Shyogwe HC improved its infrastructures and takes care of its general hygiene.

OBSERVATION

My visit insured me that the general activities of Shyogwe Health Center are normally running and that there is hope that the center will progressively develop to become a hospital.

WAY AHEAD/RECOMMENDATION

I recommend that the administrative staff must keep in mind that the Shyogwe Health Centre is an initiative of the Diocese, and that the church has to be involved in its dearly life and activities. I highlight that following the absence of the Head and the Accountant during the visit.

1.3.2.1.2 VISIT TO GIKOMERO HEALTH CENTRE



Figure 6: Gikomero Health Center

The procedure was the same as in Shyogwe HC. I recalled the Diocesan overall mission in creating health centers; controlled the employees’ folders and material resources management within the health center; rapidly visited the area and received concerns and advices from the heads of health center.

FOLDERS CONTROL

I realized that all folders were incomplete as some of documents were missing. Furthermore the almost total employment contracts were not correct, as they were not dully signed by the

employer. Indeed, these contracts are not originally signed by the Bishop. They simply hold a copy of his signature and stamp.

Table 4: Gikomero Health Centre Employees

N°	Surname	First Name	Educ ation	Domain of Study	Employment Start Date	Funder of Salary	Service Area	Cadre Name
1.	Sylvère	MISAGO	A1	Nursing	1-Jan-05	State	Administrat ion	Titulaire
2.	Prisca	UMUHOZA	A1	Midwifery	26-Nov-12	State	Maternity	Titulaire Adj.
3.	Marie Claire	INGABIRE	A1	Midwifery	1-Apr-04	State	Maternity	Midwife
4.	Brigitte	MUKANGWIJE	A1	Nursing	3-Jun-13	Diocese	CPC	Nurse
5.	Damascène	HATANGIMANA	A2	Nursing	9-Sep-02	State	F. Planning	Nurse
6.	Sylvie	MUKESHIMANA	A1	Nursing	14-May-12	State	Hospitalizat ion	Nurse
7.	Peace	ABAYISABA	A2	Accountancy	1-Feb-10	State	Accountant	Accounta nt
8.	Félicima	NDAYISHIMIYE	A2	Education	1-Dec-12	State	Caisse	Cashier
9.	Providence	INGABIRE	A2	Laboratory	8-May-08	State	Laboratory	Laboranti n
10.	Jacqueline	UWURUKUNDO	A2	Social Sciences	1-Feb-99	State	Vaccination	Social Assist.
11.	Flora	NAMWEMA	A2	Gestion inform.	3-Jul-13	State	Data Man.	Data Man.
12.	Florence	YAMBABARIYE	A2	Laboratory	10-Oct-12	State	Laboratory	Laboranti n
13.	Viviane	MUBANDAKAZI	A4	Aux.	1-Aug-89	State	Pharmacy of Distribution	Aux.
14.	Naphtal	IRUMVA	A2	MécaniqueAut.	30-Nov-12	H. Center	Hygiene	Travailleur
15.	Chantal	N.KABENGERA	P6	Primary	26-Nov-12	H. Center	Hygiene	Travailleur se
16.	Alphonsine	UWAMAHORO	P6	Primary	26-Nov-12	H. Center	Hygiene	Travailleur se
17.	Private	HABUMUREMYI	P4	Primary	22-Apr-13	H. Center	Security	Veilleur
18.	Erneste	NZAYISENGA	P4	Primary	26-Nov-12	H. Center	Security	Veilleur
19.	Vincent	MUKERA	P6	Primary	26-Nov-12	H. Center	Security	Veilleur
20.	Mwungura	Théophile	A1	Management	01 Feb 2014	District	Mutuelle	Gestio nnaire
21.	Rugeyo	Yves	A2	Comptabilité	01 Feb 2014	District	Mutuelle	Comptab le

Table 5: Employees Salaried By the HC or the Diocese

1.	Naphtal	IRUMVA	A2	MécaniqueAut.	30-Nov-12	H. Center	Hygiene	Travailleur
2.	Chantal	N.KABENGERA	P6	Primary	26-Nov-12	H. Center	Hygiene	Travailleur se
3.	Alphonsine	UWAMAHORO	P6	Primary	26-Nov-12	H. Center	Hygiene	Travailleur se
4.	Private	HABUMUREMYI	P4	Primary	22-Apr-13	H. Center	Security	Veilleur
5.	Erneste	NZAYISENGA	P4	Primary	26-Nov-12	H. Center	Security	Veilleur

6.	Vincent	MUKERA	P6	Primary	26-Nov-12	H. Center	Security	Veilleur
7.	Brigitte	MUKANGWIJE	A1	Nursing	3-Jun-13	Diocese	CPC	Nurse

Table 6: Gikomero Health Centre Assets

MATERNITY ROOM

NO	ASSET	IDENTIFICATION CODE	NOMBRE
1	IBITANDA	C S G/016-028/IG	18
2	MATELAS	C S G/017-025/MAT	9
3	POUBELLE	C S G./014/P	1
4	SCEAU	C S G/003-005/S	3
5	BASSIN	S C G /003/B S	1
6	BOTE	C S G/001-002/BT	2
7	TABLE D'EXAMEN	C S G/019-012/T E	3
8	CHAISE	C S G/033-034/CH	2
9	TABLE	C S G/023-024/T	2
10	ETAGERE	C S G/011/E	1
11	BALANCE	C S G/003-006/B L	4
12	ASPIRATEUR	C S G/001-003/A S	3
13	A MBOU BEBE	C S G/001-002/A B	2
14	LAMPE D'EXAMEN	C S G/001-003/L E	3
15	TAMBOUR	C S G/002-003/TB	2
16	BOITE MATERNITE	C S G/001-002/B M	2
17	PLATEAU	C S G/005/PT	1
18	FETOSCOPE	C S G/001-002/FET	2
19	PULSE OXIMETER	C S G/001/P O	1
20	STERILISATEUR	C S G/001-002/ST	2
21	KIT	C S G/001-002/KIT	2
22	UDUKARAYI	C S G/001-004/UD	4
23	UTUGARE TW'ABARWAYI	C S G/005-007/UT	2

LABORATORY ROOM

NO	ASSET	IDENTIFICATION CODE	NOMBRE
1	CHAISE	C S G / 008 /CH	1
2	PORTE TUBE	C S G / 001 / P T	1
3	POUBELLE	C S G /006-007/P	2
4	PLATEAUX	C S G / 003 / PT	1
5	SCEAU	C S G / 002 / S	1
6	BASSIN	C S G / 002 /BS	1
7	MILTIPLISE	C S G / 003 / M	1
8	MICROSCOPE	C S G / 001 /MC	1
9	B-MALIN	C S G /001 /B.M	1
10	CENTRIFIGIEUSE	C S G / 001-002 / CF	2
11	MIXEUR	C S G / 001 / MX	1
12	AGITATEUR	C S G / 001 / AG	1

13	HUMALYZER 3500	C S G / 001/ HM	1
14	DISTILLATEUR	C S G / 001/ D	1
15	FRIGO	C S G / 001-002 / F	2
16	TABLETTE	C S G / 001 / TB	1
17	SMART -U P S	C S G / 001 /S U	1
18	ETAGELLE	C S G /003 / E	1
19	PORTE LAME	C S G / 001 / PL	1
20	PORTE MICROSCOPE	C S G / 001 / PM	1
21	BASE UNIFORME	C S G / 001-002 / BU	2

ACCOUNTANCY ROOM

NO	ASSET	IDENTIFICATION CODE	NOMBRE
1	TABLE	C S G / 003-005 / T	3
2	ARMOIRE	C S G /002 / A	1
3	IMPRIMENTE	C S G / 001 / I	1
4	UNITE CENTRALE	C S G / 001-003 / U	3
5	MILTIPLISE	C S G / 002 / M	1
6	POUBELLE	C S G / 002-003 / P	2
7	CHAISE RELENTE	C S G / 003-004 / CR	2
8	COMPTER	C S G / 002-003 / C	2
9	CALCULATRICE	C S G / 001-003 / CT	3
10	AGRAPHESSE	C S G / 001 / AG	1
11	PERFORATEUR	C S G / 001 / PE	1

TITULAIRE ROOM

NO	ASSET	IDENTIFICATION CODE	NOMBRE
1	TABLE	C S G / 001-002 /T	2
2	ARMOIRE	C S G / 001/A	1
3	COMPTER	C S G / 001/C	1
4	LAP TOP	C S G / 001/L	1
5	CHAISE RELENTE	C S G /001-002 /CR	2
6	CHAISE RELENTE	C S G / 001 / CH	1
7	POUBELLE	C S G / 001 / P	1
8	PORTE CLE	C S G / 001 /PC	1
9	CALENDERIEN	C S G / 001 / CA	1
10	MILTIPRISE	C S G / 001 / M	1

PENSEMENT ROOM

NO	ASSET	IDENTIFICATION CODE	NOMBRE
1	TABLE D'EXAMEN	C S G / 001-002 /TE	2
2	CHAISE	C S G /008-009/T	2
3	ETAGERE	C S G / 002/E	1
4	ESCABON	C S G / 006-007 /CH	2
5	PLATEAUX	C S G / 001 / ES	1
6	TAMBUL	C S G / 001-002 /PT	2
7	BOITE PENSEMENT	C S G / 001 /TB	1
8	SCEAU	C S G /001-003/BP	3
9	POUBELLE	C S G /005/P	1

10	BASSIN	C S G / 001/BS	1
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MUTUELLE ROOM

NO	ASSET	IDENTIFICATION CODE	NOMBRE
1	ETAGERE	C S G / 001 / E	1
2	TABLE	C S G / 006-007 / T	2
3	CHAISE	C S G / 002-005 / CH	4
4	PERFORATEUR	C S G / 002 / PE	1
5	POUBELLE	C S G / 004 / P	1
6	BANCS	C S G / 001-005 B	5

STOCK 1

NO	IDENTIFICATION CODE	ASSET	NOMBRE
1	C S G / 008-012/UT	UTUGARE TW'ABARWAYI	5
2	C S G / 001-014 /PA	PARAVA	14
3	C S G / 029-030 /IG	IGITANDA	2
4	C S G / 001/ST	SITERILISATEUR	1
5	C S G / 001/IS	TABLE	1

STOCK 2

NO	ASSET	IDENTIFICATION CODE	NOMBRE
1	UNITE CENTRALE	C S G / 003-006/U.C	3
2	SCREEN OF COMPTEUR	C S G / 004-005/S.C	2
3	TABLE	C S G / 025/T	1

BATTERIES STOCK ROOM

NO	IDENTIFICATION CODE	ASSET	NOMBRE
1	C S G / 001-012/BT	BATTERIES	12

POSTE DE SANTE KICYIRO

NO	ASSET	IDENTIFICATION CODE	NOMBRE
1	BANCS	C S G/011-017 /B	7
2	TABLE	C S G/ 017-019 /T	3
3	CHAISE	C S G/ 021-029/CH	9
4	TABLE D'EXAMEN	C S G/ 006-008/TE	3
5	ARMOIRE	C S G/005-007/A	3
6	IBITANDA	C S G/017-018/IG	2
7	MATELAS	C S G/ 017-018 /MAT	2
8	KANDAGIRUKARABE	C S G/ 001/KA	1
9	ESCABON	C S G/ 002-003/ES	2
10	PANNEAU SOLAIRE	C S G/001/P S	1
11	BASSIN	C S G/ 001/ BS	1
12	IKIGEGA	C S G/ 001/Ikigega	1
13	UMUKOROPESHO	-	-

CONSULTATION 1

NO	IDENTIFICATION CODE	ASSET	NOMBRE
1	C S G / 001 / UT	UTUGARE TW'ABARWAYI	1
2	C S G / O10 / T	TABLE	1
3	C S G / 003 / T.E	TABLE D'EXAMEN	1
4	C S G / 009-010/ CH /	CHAISE	2

5	C S G / 007/P	POUBELLE	1
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PHARMACIE DE DISTRIBUTION ROOM

NO	IDENTIFICATION CODE	ASSET	NOMBRE
1	C S G /004 / A	ARMOIRE	1
2	C S G /020 / CH	CHAISE	1
3	C S G / 009 /P	POUBELLE	1
4	C S G / 001 / FL	FILTRE	1
5	C S G / 014 /T	TABLE	1
6	C S G / 001 / PLT	PORTE LUNETTE	1
7	C S G / 004 / P T	PLATEAU	1

ARV

NO	IDENTIFICATION CODE	ASSET	NOMBRE
1	C S G / 012 / T	TABLE	1
2	C S G / 005 / T E	TABLE D'EXAMEN	1
3	C S G / 004 / E	ETAGERE	1
4	C S G / 012-015 / CH	CHAISE	4
5			

CONSULTATION 2

NO	IDENTIFICATION CODE	ASSET	NOMBRE
1	C S G / 003 / A	ARMOIRE	1
2	C S G / 011 / T	TABLE	1
3	C S G / 011 / CH	CHAISE	1
4	C S G / 004 / T.E	TABLE D'EXAMEN	1
5	C S G / 008 / P	POUBELLE	1
6	C S G / 002 / UT	UTUGARE TW'ABARWAYI	1
7	C S G / 001 / TO	TOISE	1
8	C S G / 001 / P.C	PORTE CELUM	1
9	C S G / 001 / B L	BALANCE	1

OUTSIDE

NO	IDENTIFICATION CODE	ASSET	NOMBRE
1	C S G / 010-012 / P	POUBELLE	3
2	C S G / 001-002 / KI	KIZIMYAMWOTO	2
3	C S G / 001-019 /	PANNEAUX SOLAIRE	
4	C S G / 001 / TEL	TELEPHONE	1
5	C S G / 001 / MOT	MOTEUR	1

PHARMACY DE STOCK

NO	ASSET	IDENTIFICATION CODE	NOMBRE
1	ATAGERE	C S G / 004-007 / E	4
2	TABLE	C S G / 013 / T	1
3	CHAISE	C S G / 016-019 / CH	4

SALE DE VACCINATION

NO	ASSET	IDENTIFICATION CODE	NOMBRE
1	TABLE	C S G / 015-016 / T	2
2	ARMOIRE	C S G / 005 / A	1
3	TELEVISION	C S G / 001 / TE	1

4	MULTIPRISE	C S G / 004 / M	1
5	DECODEUR	C S G / 001 / DEC	1
6	LECTEUR	C S G / 001 / LEC	1
7	ANTENE	C S G / 001 / ANT /	1
8	ECHANTILLES	C S G / 001 / ECH	1
9	FRIGO	C S G / 003 / F	1
10	ETEGERE	C S G / 008 / E	1
11	BANC	C S G / 006-010 / B	5
12	PORTE VACCINS	C S G / 001-003 / P.V	3

HOSPITALISATION DES FEMMES

NO	ASSET	IDENTIFICATION CODE	NOMBRE
1	MATELAS	001-008/MAT	8
2	IGITANDA	001-008/IG	8
3	POTENCE	002/PC	1
4	TABLE	017/T	1

DATA MANAGER

NO	ASSET	IDENTIFICATION CODE	NOMBRE
1	ETAGELE	C S G / 010 / E	1
2	TABLE	C S G / 021 / T	1
3	CHAISE	C S G / 031-032 / CH	2
4	MULTIPLISE	C S G / 005 / M	1
5	PERFORATEUR	C S G / 003 / PE	1

PLANING FAMILY

NO	ASSET	IDENTIFICATION CODE	NOMBRE
1	BANCS	C S G / 018-019 / B	2
2	TABLE D'EXAMEN	C S G / 009 / TE	1
3	ECHANTILLES	C S G / 002-004 / ECH	3
4	TABLE	C S G / 020 / T	1
5	ETAGELLE	C S G / 009 / E	1
6	CHAISE	C S G / 021-030 / CH	2
7	ISANDUKU	C S G / 001 / IS	1
8	BALANCE	C S G / 002 / PL	1
9	POUBELLE	C S G / 013 / P	1

HOSPITALISATION DES HOMMES

NO	ASSET	IDENTIFICATION CODE	NOMBRE
1	MATELAS	001-008/MAT	8
2	IGITANDA	001-008/IG	8
3	UTUGARE TW'ABARWAYI	003-004/UT	2

ETALEMENT

NO	ASSET	IDENTIFICATION CODE	NOMBRE
1	TABLE	C SG / 022 / T	
2	CHAISE	CSG / 033 / CH	
3	MICROSCOPE	CSG / 002-005 / MC	

GARDE			
NO	ASSET	IDENTIFICATION CODE	NOMBRE
1	IGITANDA	CSG/015/IG	1
2	MATELAS	CSG/015-016/MAT	2
3	CHAISE	CSG/034/CH	1

AREA VISIT

My journey in Gikomero HC has been ended by the tour in its different services. I realized that Gikomero HC has modern infrastructures and takes care of its general hygiene.

GENERAL OBSERVATION

My visit insured me that the general activities of Gikomero Health Center are normally running and that there is hope that the center will progressively develop to become a hospital.

WAY AHEAD/RECOMMENDATION

I recommend the Head of the HC in conjunction with the diocesan administration to review the employees' contracts.

DIFFICULTY ENCOUNTERED BY THE HEALTH CENTER

- Insufficient nurses;
- Non-transport means for administrative staff.

1.3.2.1.3 Visit to Hanika Health center

I visited Hanika Health center together with the Diocesan Administrator. We discussed with the Director the issue of employees who were remunerated by Global Fund and who had to be dismissed because the sponsor of their salaries suspended the funds. We advised the Director to consider the labor law in all this process and to discuss with the concerned employees before their dismissal.

1.3.2.2 Visit to St-Peter and Hanika TSS Schools

On 22-23/10/2010, together with the Diocesan Administrator and the Director of Education, I visited St-Peter and Hanika TSS Schools. The overall objectives of these visits were the following:

- To assess the general functioning of the schools and see how to improve it;
- To know the issues which hinder the diocesan institutions and try to resolve them at the early stage.

The agenda was as follows:

- Short prayer;
- Presentations;
- The general functioning of the schools;
- The Human Resources Management;
- The Material Resources Management;
- The financial management;
- The requests;
- The conclusions.

1.3.2.2.1 Visit to St-Peter College of Shyogwe

After being welcomed by the Head teacher, the Diocesan Administrator explained the objective of our visit.

The general situation of the school

According to the Head teacher, the school has 241 students; 141 being the girls and 100 boys. The school has three options: Computer Science, Masonry and Accountancy. The students perform well in all exams—for instance, all finalists succeed in the nation exam for last year. This success story is due to the disciplined students and teachers.

Concerning the relationship between the Diocese and the school, the Head teacher told us that except one teacher, all others are Anglicans. He also told us that the school has two volunteers who teach English to the students. Yet, those volunteers were not yet able to teach alone; they always need the experienced teacher to go together with them in every class.

Human Resources Management

The school has 26 employees: 16 teachers, 4 watchmen, 4 cooks, 1 cattle keeper, and 1 cleaner. I controlled the individual dossiers and I have been satisfied by the way in which there are kept. Yet, I urged the Head teacher to keep the employees registry as it was not there.

Table 7: The St-Peter's employees

No	Surname	First Name	Level	Domain of Study	Secondary Specialty	Employment Start Date	Function
1	Kanyamanza	Corneille	A0	Science with education	Normal Primaire	01.01.2013	School manager
2	Habimana	Aloys	A0	Management	Normal Primaire	01.01.2003	Studies master
3	Musangwa	Innocent	A0	Art with education	TTC	01.01.2007	discipline master
4	Mushimiyimana	Josiane	A1	management	Secretariat	01.02.2008	Sec/accoutant
5	Rev, Havugumana	Vedaste	A0	Theologie	TTC	01.01.2014	chaplain
6	Uwimana	Felicienne	A2	Agronomist	Agronomie	01.01.2007	Matron
7	Munezero	Peace	A0	Management	Human Science	01.02.2008	Teacher
8	Uwayisenga	Beatha	A0	Accounting	Human science	01.01.2014	Teacher
9	Masengesho	Victror	A0	Accounting	History-Economy and Geography	01.01.2014	Teacher
10	Bizabarimana	Jean de la Paix	A0	ICT	Math Physique	01.01.2013	Teacher
11	Hategekimana	Pachat Pacific	A0	Computer science	Math Physique	01.01.2014	Teacher
12	Nishimwe	Joseph	A0	Computer science	Computer Science	01.05.2013	Teacher
13	Nduhungirehe	Faustin	A0	Psycho-pedagogy	TTC	01.02.2008	Teacher
14	Dusabe	Beatrice	A0	Science	Math Physique	01.01.2013	Teacher
15	Muhoza	Joseph	A2	Construction	Construction	01.01.2014	Teacher
16	Nzamukunda	Jean Claude	A2	Construction	Construction	01.01.2014	Teacher

Material Resources Management

We were pleased that all school equipment were registered and marked.

Table 8: St-Peter's Assets

SERVICE	MATERIEL	DATE	VAL. ESTIM.	N°	SON ETAT			NRE
					En usage	Hors usage	A réparer	
DIRECTION	Bureau	2000	40000	SPC	Oui			1
	Ordinateur et son accessoire	2011	300000	SPC			Oui	1
	Armoires	2000	60000	SPC	Oui			2
	Etagere(grande)	2009	30000	SPC	Oui			1
	Etagere (petite)	2005	15000	SPC	Oui			1
	Bancs	2010	7000	SPC	Oui			1
	Classeurs	1999	109500	SPC	Oui			73
	Chaises	1999	16000	SPC	Oui			2
Table	2010	15000	SPC	Oui			1	

SECRET.	Boite de clef	2007	6000	SPC	Oui			1
	Poubelle	2006	2000	SPC	Oui			1
	Cachet et tampeau	2014	17000	SPC	Oui			1
	Bureau	2012	40000	SPC	Oui			1
	Lap top	2014	250000	SPC	Oui			1
	Ordinateurs et son accessoire	2011	300000	SPC			Oui	1
	Imprimante	2005	300000	SPC	Oui			1
	Chaises	2000	24000	SPC	Oui			3
	Etagere (grande)	2006	20000	SPC	Oui			1
	Etagere (petite)	2005	15000	SPC	Oui			1
	Classeurs	1999	55500	SPC	Oui			37
	Perforateur	2011	5000	SPC	Oui			1
	Agrafeuse	2011	3000	SPC	Oui			1
	Horloge	2000	2500	SPC	Oui			1
	Calculatrice	2011	2500	SPC	Oui			1
Poubelle	2012	2000	SPC	Oui			1	
Prefectures des Etudes	Ordinateurs et son accessoire	2011	300000	SPC			Oui	1
	Chaises	1999	16000	SPC	Oui			2
	Armoire	2000	300000	SPC	Oui			1
	Etagere (petite)	2005	15000	SPC	Oui			1
	Classeurs	1999	6000	SPC	Oui			4
	Bancs	2010	7000	SPC	Oui			1
	Tables	2000	30000	SPC	Oui			2
	Carte d'Afrique	2001	5000	SPC	Oui			1
Prefecture des discipline	Bureau	1999	25000	SPC	Oui			1
	Chaises	2005	16000	SPC	Oui			2
	Machine mecanique	1999	45000	SPC		Oui		1
	Machine à coudre	1999	30000	SPC		Oui		1
	Imprimante	2011	150000	SPC			Oui	1
ANIMATION	Radio et son accessoires	2013	50000	SPC	Oui			1
	Microphone	2013	30000	SPC	Oui			2
	Mixel	2013	190000	SPC	Oui			2
	Sentetiseur	2013	800000	SPC	Oui			1
	Imishanana	2010	60000	SPC	Oui			6
	tenu de sports	2000	25000	SPC		Oui		8
	Ballon de vollet ball	2014	25000	SPC	Oui			1
	ballon de basket ball	2014	35000	SPC		Oui		1
	Ballon de foot ball	2014	45000	SPC		Oui		1
	Pompe	2013	15000	SPC	Oui			1
	Fillet	2013	20000	SPC	Oui			1
BIBLIOTH.	Tables	2011	60000	SPC	Oui			4
	Chaises	2011	24000	SPC	Oui			3
	Etageres	2011	10000	SPC	Oui			5
	Livres	1999	5250000	SPC	Oui			3525
	Globe terrestre	2000	25000	SPC	Oui			1

STOCK DE MATERIEL CONSTUCT.	Taps	2013	13000	SPC	Oui			4
	Eteaux	2013	60000	SPC	Oui			4
	Folese	2013	32000	SPC	Oui			4
	Rime	2013	9000	SPC	Oui			6
	Sicateur	2013	3000	SPC	Oui			1
	Stel brosse	2013	1000	SPC	Oui			1
	Screw driver	2013	3000	SPC	Oui			6
	Bandage	2013	10000	SPC	Oui			10
	Machine timber tools	2013	240000	SPC	Oui			12
	Saws	2013	25500	SPC	Oui			17
	Fuse	2013	1200	SPC	Oui			4
	Switches	2013	4000	SPC	Oui			8
	Hard hat	2013	4500	SPC	Oui			3
	Shovel	2013	7500	SPC	Oui			5
	Tennaille	2013	3600	SPC	Oui			3
	Hummer	2013	10000	SPC	Oui			4
	Electrectrician hummer	2013	4500	SPC	Oui			3
	Sprit level	2013	28500	SPC	Oui			19
	Stone hummer	2013	7000	SPC	Oui			1
	Plumbing keys	2013	7500	SPC	Oui			3
	Truel	2013	22500	SPC	Oui			15
	Shisel	2013	2500	SPC	Oui			1
	T-Square	2013	6000	SPC	Oui			4
Plier	2013	7500	SPC	Oui			3	
Testor	2013	500	SPC	Oui			1	
Etagere	2000	30000	SPC	Oui			1	
REFEC.	Tables	2000	15000	SPC	Oui			23
	Bidon en filtre	2012	9000	SPC			Oui	1
	Bancs	2000	7000	SPC	Oui			56
CUISINE	Tables	2000	15000	SPC	Oui	Oui	Oui	1
	casseroles	2003	1000000	SPC	Oui	Oui	Oui	4
	plats	2006	105000	SPC	Oui	Oui		30
	canetes	2013	24000	SPC	Oui			40
	Tasses	2014	6000	SPC	Oui			12
	Assietes	2014	11200	SPC	Oui			32
	Furchette	2014	2000	SPC	Oui			40
	panier	2012	2500	SPC	Oui			1
	Porte mange	2010	4500	SPC	Oui			1
COMP. LAB	Tables	2005	105000	SPC	Oui			7
	Chaises	2005	128000	SPC	Oui			16
	Bancs	2010	42000	SPC	Oui			6
	Computers	2014	1900000	SPC	Oui			10
	Computers	2009	2400000	SPC	Oui			8
	Computers	2009	600000	SPC			Oui	2
	Projecteur	2000	400000	SPC			Oui	1
	Televiseur+access oires	2012	150000	SPC	Oui			1
Modem	1010	15000	SPC	Oui			1	
CANTINE	Etagere	2010	30000	SPC	Oui			1
	Fligon	2013	200000	SPC			Oui	1

	Tables	1999	15000	SPC	Oui			1
	Bancs	2010	7000	SPC	Oui			2
SALLE DE CLASSE SALLE DE PROF.	Pupitres	1999	20000	SPC	Oui	Oui	Oui	143
	Armoires	2010	150000	SPC	Oui			2
	Tables	2000	15000	SPC	Oui			3
	Bancs	2010	7000	SPC	Oui			3
	Tabliers	2010	98000	SPC	Oui			14
DORTOIRE FILLES	Lits superpose	2005	3050000	SPC	Oui		Oui	61
	Matelas	2011	804000	SPC	Oui	Oui		67
	Douche	2000	300000	SPC			Oui	
	Toilette	2000	1500000	SPC			Oui	
DORTOIRE GARCONS	Lits superpose	2005	1050000	SPC	Oui		Oui	21
	matelas	2011	264000	SPC	Oui			22
	Douche	2000	1500000	SPC				
	Toilette	2010	2500000	SPC				
STOCK DE MATERIEL	Brosse	2013	3500	SPC	Oui			1
	Houe	2014	10000	SPC	Oui			5
	Coupe à coupe	2013	4500	SPC	Oui			3
	Secateurs	2012	3500	SPC	Oui			1
	rasoro	2014	1500	SPC	Oui			1
	lacrette	2014	7500	SPC	Oui			5
TOILETTE A SIEGE		2005	250000	SPC	Oui			1
TERRAINS DE SPORT		2002	200000	SPC	Oui		Oui	1
CITERNE		2003	800000	SPC	Oui			3
FERME SCOLAIRE	Vaches	2000	700000	SPC	Oui			4
AGRICULT.	Potagere	1999	3000000	SPC	Oui			7ares
	Autre plantation	1999	2000000	SPC	Oui			96ares
	Forets	1999	3500000	SPC	Oui			88ares
			38721500					

Request from the school administration

- The Diocesan Administration was requested to visit the school almost once a term;
- They wish that the employment contracts be for a long period instead of one year;
- The teachers wish to have a representative in the Management Board of the school.

Conclusions

- The number of student has to be increased;

- The personal dossiers for employees must be completed;
- The employees registry must be available;
- The Diocesan Administration shall visit the school almost once a term.

1.3.2.2 Visit to Hanika TSS

The objective which led us to go to St-peter is almost the same with that which led us to go to Hanika TSS. We have been welcomed by the school director, the accountant, the treasurer, two directors of studies and the director in charge of discipline.

General situation of the school

According to the Head teacher, the school has 1368 students; 363 being the girls and 1005 boys. The school has five options: Computer Science, Masonry, Accountancy, Electricity and Mechanics. The students perform well in all exams-for instance, all finalists succeed in the nation exam for last year. This success story is due to the disciplined students and teachers.

Human Resources Management

Table 9: Hanika TSS employees

No	SURNAME	FIRST NAME	DATE OF BIRTH	LEVEL	PRIMARY SPECIALTY	SECONDARY SPECIALTY	EMPLOYMENT START DATE	FUNCTION
1	LOUISE	BYUKUSENGE	1979	A1	ACCOUNTING		2005	CASHIER
2	LANGWIDE	IYAKAREMYE	1986	A2			2012	MATRON
3	EPHREM	MASENGESHO	1956	A1			2007	TREASURER
4	DAVID	MBARUBUKEYE	1971	A1	FRANCAIS ET ANGLAIS		2001	PATRON
5	CATHERINE	MUKANKWIRO	1958	MAS TERS	COMMERCE(B AM)	COUNSELING STUDIES	2012	HEALTHY CARE AND CONCELLING
6	CYPRIEN	MUNYANZIZA	1978	A0	CLINIC PSYCHOLOGY	CLINIC PSYCHOLOGY	1998	HEAD OF STUDIES
7	JEAN DE DIEU	NDATIMANA	1985	A0	BIOLOGY	ZOOLOGY AND CONSERVATION	2006	DISCIPLINE MASTER
8	JEANNETTE	NIYOMUCYO	1989	A2				MATRON
9	JEANNE	NYIRANGENDO	1974	A0	MANAGEMENT	BAS	1997	SCHOOL ACCOUNTANT
10	EDWARD	NYITURIKI	1972	A0			2012	CHAPLAIN
11	JANVIER	RUKUNDO	1989	A2			2011	PATRON
12	VINCENT	RUTAGENGWA	1959	A0			1995	HEADMASTER
13	JOSIANE	UMUBYEYI	1978	A0	PSYCHOPEDAGOGY	PSYCHOLOGY	2008	HEAD OF STUDIES

14	GERMAINE	UMUHOZA	1980	A0	COMPUTER SCIENCE and MANAGEMENT	ACCOUNTING and MANAGEMENT	2006	SECRETARY
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II. TEACHING STAFF

No	SURNAME	FIRST NAME	DATE OF BIRTH	LEVEL	PRIMARY SPECIALTY	SECONDARY SPECIALTY	EMPLOYMENT START DATE	FUNCTION
1	GAETAN	BIRORI	1970	A0	ARTS and HUMANITIES	FRENCH-ENGLISH	1995	TEACHER
2	EGIDE	BIZIMANA	1986					TEACHER
3	BERNARD	BYARUGABA	1973	A1				TEACHER
4	VALENS	HABINEZA	1959					TEACHER
5	ALPHONSE ZOZO	HABIYAKARE	1988	A1	TECHNOLOGY	ELECTRICITY	2013	TEACHER
6	ASSINAPOL	HAGENIMANA	1983	A0	ENGINEERING	CIVIL ENGINEERING	2013	TEACHER
7	CLEMENT	HATEGEKIMANA	1989	A0	ELECTRICAL	SCIENCES	2014	TEACHER
8	WANI MOGGA	HILLARY	1975	A1	MOTOR VEHICLE & MACHINE WORK		2011	TEACHER
9	PIERRE	HISHAMUNDA	1985	A0	SCIENCE	COMPUTER	2012	TEACHER
10	ESPERANCE	IRADUKUNDA	1990	A0	SCIENCE	COMPUTER	2014	TEACHER
11	MUDENGE	JEAN DE DIEU	1986	A0			2008	TEACHER
12	INNOCENT	KABANDANA	1979	A0	ACCOUNTING	MANAGEMENT	2013	TEACHER
13	MARCEL	KABERA	1985	A0	MANAGEMENT	ACCOUNTING SCIENCES	2012	TEACHER
14	GODFREY	KALEMA	1972	A0			1997	TEACHER
15	CLOTHILDE	KARIGIRWA	1971	A1	SOCIAL STUDIES	MANAGEMENT	2002	TEACHER
16	EMMANUEL	MINANI	1987	A0	COMPUTER SCIENCE MANAGEMENT	COMPUTER SCIENCE MANAGEMENT		TEACHER
17	ALICE	MUKAMBANDA	1977	A0	ECONOMICS AND SOCIAL SCIENCES	MANAGEMENT	2010	TEACHER
18	LEONCIE	MUKAMUNANA	1977	A0	TECHNOLOGY	ELECTRICAL	2011	TEACHER
19	BERNADETTE	MUKANDAKEMWA	1974	A0	ACCOUNTING	MANAGEMENT	1996	TEACHER
20	VEDASTE	MUKUNGAKORE	1976	A0	ECONOMICS	MONEY and BANKING	2011	TEACHER
21	DIDACIENNE	MUSABIMANA	1967	A0			2008	TEACHER
22	THEOGENE	MUTSINZI	1987					TEACHER
23	DIEUDONNE	MUTUYIMANA	1989	A0	EDUCATION IN BIOLOGY	SPORTS	2014	TEACHER
24	ALBERT	MWISENEZA	1983	A0	MOTOR VEHICLE MECHANICS	MANAGEMENT	2008	TEACHER
25	THEONESTE	NAHIMANA	1989				2013	TEACHER
26	AUGUSTIN	NAMBAJIMANA	1987	A2			2010	TEACHER
27	APPOLINAIRE	NDABATEGEREJE	1989					TEACHER
28	AIMABLE	NDATIMANA	1984	A1	CONSTRUCTION	RURAL DEVELOPMENT	2013	TEACHER
29	DELPHINE	NIBAKURE	1985	A0	ACCOUNTING	ACCOUNTING SCIENCES	2012	TEACHER

30	EVARISTE	NKURUNZIZA	1984	A1	INFORMATION TECHNOLOGY		2013	TEACHER
31	ATHANASE	NSABIMANA	1967	A2			2005	TEACHER
32	WILLIAM	NSABIMANA	1986	A0	APPLIED MATHEMATICS	APPLIED MATHEMATICS	2014	TEACHER
33	JEAN PIERRE	NSENGIYUMVA	1988	A0	ENGLISH	LITERATURE and LINGUISTIC		TEACHER
34	BENJAMIN	NSHIMIYIMANA	1983	A0	ECONOMIC SCIENCES AND MANAGEMENT	ECONOMICS	2009	TEACHER
35	EVARISTE	NSHIMIYIMANA	1986	A1	AUTOMOBILE MECHANICAL	AUTOMOBILE TECHNOLOGY	2014	TEACHER
36	FIDELE	NYANDWI	1986	A0	GENERAL PHYSICS	PHYSICS	2009	TEACHER
37	INNOCENT	NZIRORERA	1987	A0	SCIENCE	ELECTRICITY	2010	TEACHER
38	NATHAN	SEMABUMBA	1984	A0			2010	TEACHER
39	JEAN PIERRE ABDOL	SIBOMANA	1987	A2			2012	TEACHER
40	VINCENT	SIBOMANA	1974	MAS TERS DEG REE				TEACHER
41	LAMBERT	TUYISHIME	1989	A0	CHEMISTRY	BIOLOGY	2013	TEACHER
42	ESPERANCE	UMUHOZA	1989	A0	SCIENCE	CIVIL ENGINEERING	2013	TEACHER
43	ONESPHORE	UWAMUNGU	1985	A1	TECHNICIAN AUTOMOBILE	TECHNICIAN AUTOMOBILE	2012	TEACHER
44	APPOLINARIE	UWIZEYE	1974	A1	ENGLISH			TEACHER
45	ROSE	YANDEREYE	1980	A0	LAWYER		2013	TEACHER

III. ADMINISTRATIVE SUPPORTING ORGAN

No	SURNAME	FIRST NAME	DATE OF BIRTH	LEVEL	PRIMARY SPECIALTY	SECONDARY SPECIALTY	EMPLOYMENT START DATE	FUNCTION
1	PIERRE	GATABAZI	1970	A2			2002	STOREKEEPER(GARAGE)
2	CLAUDINE	KANEZA	1964	A0	ACCOUNTING	MANAGEMENT	1995	LIBRARIAN
3	ESPERANCE	MUKAMANA	1984	A0	ACCOUNTING	MANAGEMENT	2008	SECRETARY (PRODUCTION)
4	ALPHONSE	NDAYISENGA	1986	A2			2012	DRIVER
5	ANICET	NKURUNZIZA	1984	A0	ELECTRICITY AND COMPUTER SCIENCES	COMPUTER SCIENCE	2013	COMPUTER LABORATORY MANAGER
6	JMV	NIYOMUGABO		A2			2012	ELECTRICIAN & STOREKEEPER
7	JEAN	HABIMANA						
8	ERIC	HABUMUGISHA	1988				2009	CLEANER
9	WELLARS	HATEGEKIMANA	1975				1998	COOK
10	CELESTIN	INDEPENDENCE	1962					BUILDER
11	ELIEL	MANIRARUTA	1984				2007	SENTINEL
12	MICHEL	MPAYIMANA	1985				2009	COOK
13	EMMANUEL	MUGABONAKE	1990				2011	CLEANER
14	JOYCE	MUKAGWIZA	1983				2011	CLEANER

15	XAVERINE	MUKAMAZIMPA KA	1973					
16	MARIAM	MUKAMUSONE RA	1964				1995	CLEANER
17	THAMAR	MUKANGWIJE	1969				2014	CLEANER
18	CLAUDINE	MUKANZANAN A	1977				1997	CLEANER
19	BOSCO	NIYITEGEKA	1977				2012	COOK
20	SAMUEL	NIYOMUGABO	1989				2012	CLEANER
21	ALOYS	NKUNDWANAB AKE	1982				2009	WOODCUTTER
22	INNOCENT	NSHIMYUMURE MYI	1981				2002	CLEANER
23	BOSCO	NTABANGANYI MANA	1989				2010	COOK
24	FAUSTIN	NTAGWABIRA	1951				2006	CLEANER
25	SAMUEL	NTAKIRUTIMAN A	1975				1996	COOK
26	COLETTE	NYIRABAHIRE	1977					
27	THOMAS	NZAGAHIMANA	1990				2009	CLEANER
28	ALOYS	SIBOMANA	1959				2009	WOODCUTTER
29	DANIEL	SIBOMANA	1985				2012	COOK
30	JANVIER	UWAMUGIRA	1967					SENTINEL
31	FALIDA	UWINGABIRE	1977				2007	CLEANER

Material resources management

We realize that there were some school equipments which were not inventoried and marked.

Table 10: Hanika TSS equipments

DESIGNATION	QT E	ETAT		VALEUR UNIT. APPROX.		VALEUR TOTAL APPROX.
		BON	MOYEN	MAUVAIS		
1. BATIMENTS						
1.1. LOCAUX						
Salles de Classe	31	25	6		4,000,000	124,000,000
Pupitres	855	754	101		15,000	12,825,000
Tables de dessin	10				80,000	800,000
Tableaux muraux	31	31			20,000	620,000
Tabourets	77	77			4,000	308,000
Tables ordinaires	3	3			10,000	30,000
Armoire métallique	1	1			12,000	12,000
Armoire en bois	1	1			30,000	30,000
Etagère	2	1			30,000	60,000
1.2. DORTOIRS						
Dortoirs	7	7			12,000,000	84,000,000
Lits superposés	486	424	49	13	80,000	38,880,000
Lits simples	5		5		50,000	250,000
Etagère	2	2			80,000	160,000
1.3. CUISINE + REFECTOIRE						
Cuisine	1		1		12,000,000	12,000,000
Réfectoire	1	1			18,000,000	18,000,000

Tables	68				12,000	816,000
Bancs	119		119		5,000	595,000
Marmites MUVERO	8	8			1,800,000	14,400,000
Casseroles (plats)	138		138		2,000	276,000
Casseroles (cuisson) 20 L	3				10,000	30,000
Dishes	203	131	70		3,500	710,500
Fut 300 L	1		X		15,000	15,000
Fut 100 L	1		X		12,000	12,000
Shitting	6		X		6,000	36,000
Support (sacs)	10	7	3		10,000	100,000
Imyuko	8	6	2		6,000	48,000
Jerrycans	128	71	57		1,000	128,000
Cannette	7		7		2,000	14,000
Porte a manger	2		2		3,000	6,000
Stocks des vivres (maison)	2				500,000	1,000,000
Balance avec poids	3	1		2	100,000	300,000
Balance avec 1 plateau	1		1		6,000	6,000
Seaux 50L	3		3		15,000	45,000
Seaux 25L	2	2			10,000	20,000
Citernes (10,000L)	1				800,000	800,000
en briques 20 m ³	1	1			3,800,000	3,800,000
en plastique 10m ³	3	3			1,200,000	3,600,000
en plastique 5m ³	2	2			700,000	1,400,000
métallique 4m ³	2	2			400,000	800,000
Robinets	14	14			15,000	210,000
Filtre à eau avec Tank de 2000L	1	1			2,500,000	2,500,000
Filtre à eau avec Tank en plastique	1		1		80,000	80,000
1.4. SANITAIRE						
1.4.1. PERSONNEL						
W.C	4	4			400,000	1,600,000
Urinoirs	3	3			200,000	600,000
Lavabo + accessoires	3	3			70,000	210,000
Bloc abritant toilettes	1	1			150,000	150,000
1.4.2. ELEVES						
W.C	39		39		250,000	9,750,000
Urinoirs	44		44		200,000	8,800,000
Douches	39		39		80,000	3,120,000
VEHICULES						
Voiture COROLLA Limited RAA 600N	1		1		2,000,000	2,000,000
Voiture CORONA RAA 269 N	1			1	1,500,000	1,500,000
NISSAN PICK UP RAA 5431	1			1	1,800,000	1,800,000
Bureau	1	1			60,000	60,000
Salon	1	1			400,000	400,000
Chaise métallique avec coussin	2	1			25,000	50,000
Chaise métallique en triplex	1	1			20,000	20,000
Chaise en bois	1		X		3,000	3,000
Poste de radio (DAEVOO)	1	1			15,000	15,000
Trieur	1	1			4,000	4,000
Poubelle	1	1			2,500	2,500

Computer Laptop Compaq	1		1		100,000	100,000
2.2. SECRETARIAT						
Bureau	2	2			2,000,000	4,000,000
Chaises en bois	2		2		3,000	6,000
Chaises metallique avec coussin	1	1			25,000	25,000
Chaises metallique avec triplex	1	1			20,000	20,000
Armoire metallique	1	1			60,000	60,000
Table	1				15,000	15,000
Etagere en bois	2	1	1		12,000	24,000
Trieur	2	2			4,000	8,000
Computer HP Desktop PC	1	1			300,000	300,000
Photocopieuse Canon 2318	1	1			600,000	600,000
Poubelle	1	1			2,000	2,000
Perforateur	1	1			2,000	2,000
Horloge	1	1			1,000	1,000
Printer HP LASER JET 2035	1	1			150,000	150,000
Classeurs	128		128		1,000	128,000
2.3. PREFECTURE DES ETUDES						
BUREAU 1						
Bureau	1				2,000,000	2,000,000
Chaise métallique avec coussin	1				25,000	25,000
Chaise métallique en triplex	1				20,000	20,000
Table	1				15,000	15,000
Multiprise	1				5,000	5,000
Armoire métallique	1				30,000	30,000
Trieur	1				4,000	4,000
Poubelle	1				2,000	2,000
Classeurs	3				1,000	3,000
BUREAU 2						
Bureau	1				2,000,000	2,000,000
Chaise métallique avec coussin	1				25,000	25,000
Chaise métallique en triplex	1				20,000	20,000
Table	1				15,000	15,000
Laptop IBM	1				100,000	100,000
Horloge	1				1,500	1,500
2.4. PREFECTURE DE DISCIPLINE						
Bureau	1		1		2,000,000	2,000,000
Chaises en bois	3				3,000	9,000
Chaises metallique avec triplex	1				20,000	20,000
Banc	1				4,000	4,000
Armoire metallique	2	1	1		30,000	60,000
Etagere	1	1			30,000	30,000
Trieur	1	1			4,000	4,000
Computer HP Desktop PC	1				300,000	300,000
Poubelle	1			1	600	600
Perforateur	1	1			2,000	2,000
Printer HP LASER JET 2035	1	1			150,000	150,000
Agrafeuse	1	1			8,000	8,000
Cachet P.D	1	1			4,000	4,000
Tampon	1			1	2,000	2,000

Multiprise	1		1		6,000	6,000
Marre	1		1		20,000	20,000
Classeurs	50				1,000	50,000
Radio Sony (avec accessoires)	1	1			700,000	700,000
Stabilisateur	1	1			35,000	35,000
Cahier Listes des eleves	6				200	1,200
Document Cahier de Discipline						1
2010	28	28			100	2,800
2011	33	33			100	3,300
2012	20	20			100	2,000
2013	35	35			100	3,500
2014	31	31			100	3,100
2.5. INTENDANCE						
Bureau	1	2			60,000	60,000
Tables	2	2			8,000	16,000
Chaise métallique avec coussin	1	1			25,000	25,000
Chaise métallique en triplex	1	1			20,000	20,000
Chaise en bois	2	2			3,000	6,000
Perforateur	1	1			300,000	300,000
Computer (Desktop) COMPAQ	1	1				0
Imprimante HP LaserJet 1320)	1	1			150,000	150,000
Calculatrice	1	1			4,000	4,000
Trieur	1	1			4,000	4,000
Poubelle	1	1			2,000	2,000
2.6. TRESORERIE						
Bureau	1	1			60,000	60,000
Table 120cm x 80cm	1	1			15,000	15,000
Armoire métallique	1			1	10,000	10,000
Chaise métallique avec cousin	1	1			25,000	25,000
Chaise métallique avec triplex	1	1			20,000	20,000
Etagère 350cm x 150cm	1	1			80,000	80,000
Computers						0
HP Desktop PC	1	1			300,000	300,000
Laptop IBM	1			1		
Imprimante HP Laser Jet P1102	1	1			70,000	70,000
Agrafeuse	1	1			6,000	6,000
Perforateur	1	1			2,000	2,000
Classeurs	89				1,000	89,000
Signataire	1		1		2,000	2,000
Poubelle	1	1			2,000	2,000
White board	1	1			35,000	35,000
Multiprise	2	1	1		12,000	24,000
2.7. CAISSE + MAGASIN						
Bureau	1	1			50,000	50,000
Etagère métallique	1	1			10,000	10,000
Etagère en bois 175m x 125m	1				50,000	50,000
Chaise métallique avec coussins	1	1			25,000	25,000
Chaise en bois	1		1		3,000	3,000
Perforateur	1	1			2,000	2,000
Agrafeuse	1	1			6,000	6,000
Computer COMPAQ	1	1			120,000	120,000
Poubelle	1	1			2,000	2,000

Classeurs uses	29	1			800	23,200
Classeurs vierges	50	50			1,200	60,000
Stylos (Crtn +	111	1			50	5,550
Chemises	33	33			300	9,900
Carnets 5" x 8" (pqts)	14	14			800	11,200
Cahiers 96P (crtns)	4	4			12,000	48,000
Craies blanches(crtns)	2	2			35,000	70,000
Brosses de toilettes	2	2			2,500	5,000
Tabliers bleus	7	7			7,000	49,000
Jupes kaki	45	45			3,000	135,000
Chemises blanches	104	104			2,500	260,000
2.8. ANIMATEURS						0
Bureau	1	1			50,000	50,000
Chaises en bois	4		4		3,000	12,000
Armoires metallique					12,000	0
Screen TV; SHARP	1				100,000	100,000
PHILIPS	1			1	60,000	60,000
Radio: AIWA	1		1		60,000	60,000
CYBER	1				70,000	70,000
Decoder StarTimes				1	30,000	0
Speaker: AIWA	1		1		45,000	45,000
X Bass Cyber	2		2		35,000	70,000
Lecteur CD	1			1	10,000	10,000
Amplificateur	1		1		20,000	20,000
Loudspeaker	1			1	20,000	20,000
Multiprise	1	1			6,000	6,000
Lame de papier	1		1		18,000	18,000
Ballon de Football	1		1		20,000	20,000
Ballon de Basketball	1		1		20,000	20,000
Ballon de Volleyball	2		2		20,000	40,000
Ballon de Rugby	1				25,000	25,000
Raket tools	5				15,000	75,000
Javelot	2				6,500	13,000
Antenne TV				2		0
Decoder DSTV	1	1			25,000	25,000
Perforateur	2	2			2,000	4,000
Bible N.T	43	43				0
Tricot rakets	7	7			3,000	21,000
Table	1	1			15,000	15,000
2.9 BUREAU DES ANIMATRICES						0
Bureau	1	1			40,000	40,000
Table	1				15,000	15,000
Chaises en bois	2	2			3,000	6,000
Armoire metallique	1	1		1	12,000	12,000
Armoire en bois	1	1			12,000	12,000
Screen TV (Panasonic)	1	1		1		
Lecteur Cassettes Video	1	1		1		
Parasol MTN	1	1			30,000	30,000
Lame de papier	1	1			3,500	3,500
Bidon	4	4			1,000	4,000
Poubelle	1	1			2,000	2,000

2.10 BIBLIOTHEQUE						
Bureau	1	1			50,000	50,000
Tables	6		6		25,000	150,000
Chaises avec triplex	1	1			20,000	20,000
Chaise metallique avec coussin	1	1			25,000	25,000
Chaises en bois	3				3,000	9,000
Etagères	11		11		50,000	550,000
Bancs	3		3		5,000	15,000
Livres	725 3				10,000	72,530,000
Marre	1	1				0
2.11 . SALLE DES PROFESSEURS						0
Tables	8				25,000	200,000
Chaises en triplex	32				20,000	640,000
Armoire (le long du mur)	1				200,000	200,000
White board	1				35,000	35,000
3. SECRETARIAT PUBLIC						0
Computer HP (Desktop PC)	1	1			300,000	300,000
Computer Compaq	1	1			120,000	120,000
Photocopieuse Canon 2318	1	1			500,000	500,000
Tables	3				15,000	45,000
Printer photo	1	1			300,000	300,000
Appareil photo NIKON D. 3100	1	1			320,000	320,000
Chaises	2	2			4,000	8,000
Tabourets	2	2			4,000	8,000
Agrafeuse HS 2000	1	1			20,000	20,000
Ciseau	1	1			6,000	6,000
Etagere en bois	1	1			20,000	20,000
Biding machine Master 2088	1	1			150,000	150,000
Paper cutter	1	1			30,000	30,000
Multiprise	1	1			10,000	10,000
4. COMPUTER LAB	2				3,500,000	7,000,000
Tables	42	41	1		20,000	840,000
Bancs	28	26	2		6,000	168,000
Chaises	6	6			3,000	18,000
Computers HP	26	26	0		300,000	7,800,000
Computers ≠ marques	22	6	4		160,000	3,520,000
Projector table	3	2			400,000	1,200,000
Switch	3	2	1		50,000	150,000
TP.Link	1	1			40,000	40,000
Multiprise	11				15,000	165,000
Tableau	1				30,000	30,000
Blow	2	1	1		70,000	140,000
Cisco Link system	1				35,000	35,000
Huawei	1				35,000	35,000
Cripping tool	3				15,000	45,000
Cable test	1				20,000	20,000
RJ45 (Connector box)	3				5,000	15,000
Screen	40	15	25		20,000	800,000
CPU	24	8	16		80,000	1,920,000
Write board	2	2			35,000	70,000

Issues that the school is facing

- The school fees are not updated to the actual situation;
- Products are very expensive at the local markets;
- There are some students who are not able to pay school fees and who become a big burden for the school;
- Salaries increase each year when the income for the school goes in the contrary sense;
- The students sponsored by FARG pay few money and not on time.

Measures they hove to solve those issues

- To decrease the number of employees;
- To increase the amount of school fees;
- Students will bring some materials necessary for hygiene and masonry;
- Increase the labor hours per day; up to 32;
- To use students in increasing school production;
- The finalist students will find themselves the money they need to do their dissertations;
- Put more effort in school fees recovery;
- Decrease the expenses.

Request from the school management team

The wish the Diocese helps the school to decrease the number of employees.

Conclusions

- The number of student has to be increased;
- The personal dossiers for employees must be complete;
- The employees registry must be available;
- The school Director must be more responsible in controlling the financial management;

Partial conclusion

I thank God who allowed me to do these visits and the Diocese which gave me all necessary means for this end. These visits showed us the real picture of our health centers and high schools.

1.3.3 EQUIPMENT INVENTORY WITHIN THE DIOCESAN OFFICES & UNITS

Table 11: UTSI Equipments

N ^o	ASSET	IDENTIFICATION CODE	STATUS	QUANTITY
1.	Bureau	UTSI 1-2	Good	2
2.	Chaises modernes	UTSI 3-8	Good	8
3.	Étagère en bois	UTSI 9-12	Good	4
4.	Armoires en bois	UTSI 13-14	Good	2
5.	Armoire métallique	UTSI 15	Good	1
6.	Tables en bois	UTSI 16-24	Good	9
7.	Tablettes	UTSI 25-30	Good	6
8.	Machine Laptop	UTSI 31	To be repaired	1
9.	Agrafeuse	UTSI 32	Good	1
10.	Perforateur	UTSI 33	Good	1
11.	Machine Santos	UTSI 34	Good	1
12.	Machine Robot Coupe	UTSI 35	Good	1
13.	Grandes casseroles	UTSI 36-37	Good	2
14.	Petites casseroles	UTSI 38-39	Good	2
15.	Moyennes Casseroles	UTSI 40-41	Good	2
16.	Seaux	UTSI 42-47	Good	5
17.	Classeurs	UTSI 48-79	Good	31
18.	Bottes	UTSI 80-87	Good	7
19.	Balance (Pour les grames)	UTSI 88	Good	1
20.	Automatic Hand dryers	UTSI 91	Good	3
21.	Machine Dito Electrolux	UTSI 92	To be repaired	1
22.	Jagues	UTSI 92-105	Good	13
23.	Thermomètre	UTSI 106	Good	1
24.	Refractomètre	UTSI 107	Good	1
25.	Rouches	UTSI 107-110	Good	3
26.	PHMètre	UTSI 111	Good	1
27.	Coutaux	UTSI 111-119	Good	8
28.	Tamis en metal	UTSI 120	Good	1
29.	Plastique	UTSI 121	Good	1
30.	Brosses pour lessive	UTSI 121-122	Good	2
31.	Bassins	UTSI 122-128	Good	7
32.	Chaises modernescassees	UTSI 128-130	To be repaired	3
33.	Balance	UTSI 131	Good	1
34.	Lampe électrique rechargeable	UTSI 132	Good	1

35.	Porte-menton	UTSI 133-134	Good	2
36.	Scaneur	UTSI 135	Good	1
37.	Chaussures (bottes)	UTSI 136-142	Good	7 Pairs
38.	Jague	UTSI 143	Good	1

Table 12: EVANGELISM DEPARTMENT

N ^o	ASSET	IDENTIFICATION CODE	STATUS	QUANTITY
1	Bureau	EV1	Good	1
2	Chaise Moderne	EV4	Good	1
3	Chaise méthalique	EV2	Good	1
4	Petite table méthalique	EV5	Good	1
5	Étagère en bois	EV7	Good	1
6	Tabletteméthalique	EV6	Good	1
7	Agraffeuse	EV8	Good	1
8	Stamp	EV9	Good	1
9	Perforateur	EV10	Good	1
10	Classeurs	EV11-16	Good	7
11	Miroir	EV3	Good	1

Table 13: TRAINING CENTER EQUIPMENTS

ALLELUIA HOUSE		
Item	Number	Status
Dining tables	4	Good
Dining of chaise:	10	Good
Small linen table mat	5	Good
Dining-room chairs:	4	Good
Living-room tables:	1	Good
Small tables :	4	Good
Ironing table:	1	Good
Small tables:	4	Good
Ironing table:	1	Good
Cupboard:	1	Good
Office desk :	1	Good
Television set:	1	Good
Tape decoder :	1	Good
Decoder :	1	Good
Bookshelf:	1	Good
ROOM I		
Wooden bed :	1	Good
Bedspreads:	1	Good
Bed sheets:	1	Good
Pillow:	1	Good
Blanket :	1	Good
Metallic bed :	1	Good
Bedsread:	1	Good
Bed sheets :	1pair	Good
Blanket :	1	Good

Small tables :	2	Good
Tablets:	2	Good
Waste bin:	1	Good
ROOM II		
Wooden bed:	1	Good
One pair of bed sheets	1	Good
Bedsread:	1	Good
Pillow:	1	Good
Small linen table mats:	4	Good
Metallic bed (Bed in iron (frame))	1	Good
Bedsread:	1	Good
Bed sheets:	1	Good
Blanket	1	Good
Small tables:	3	Good
Chairs :	2	Good
Mosquito-nets (super net):	2	Good
Hanger :	4	Good
Small carpets :	2	Good
Pillow:	1	Good
ROOM III		
Bookshelf :	1	Good
Wooden bed:	1	Good
One pair of bed sheets	1	Good
One bedsread	1	Good
Tablets:	1	Good
Small linen table mat:	1	Good

Hanger :	2	Good
Carpet :	1	Good
One pair of slippers (kamambiri)	1	Good
One hanger(rack)	1	Good
ROOM IV		
One wooden bed	2	Good
Bedsread:	1	Good
Blanket:	1	Good
Pillow:	1	Good
Carpet :	1	Good
Tablets:	1	Good
Small linen table mat:	2	Good
Mosquito nets:	2	Good
Wall rack:	1	Good
Small table:	1	Good
Chair:	1	Good
Waste bin:	1	Good
Shelf :	1	Good
Metallic bed mattress	1	Good
Pillow :	1	Good
Bed spread	1	Good
One pair of slippers (kamambiri)	1	Good
Mirror	1	Good
Potbelly	1	Good
Bathroom		
One chair	1	Good
One hanger	1	Good
One mirror	1	Good
One waste bin	1	Good
Store		
Hand towels (large):	4	Good
Hand towels (medium):	5	Good
Three pairs of old bed sheets	3	Good
Blankets:	5	Good
Pillow clothes :	2	Good
Pillow:	4	Good
Carpet:	1	Good
Table linen mats:	3	Good
Curtain:	1	Good
Mosquito nets:	4	Good
Electric lamp frames:	4	Good
Sweeping brush:	1	Good
Mattresses:	3	Good
Large table	1	Good
KITCHEN		

Porcelain plates:	11	Good
Small porcelain plate:	1	Good
Soup plates:	9	Good
A soup bowl:	1	Good
Glasses:	6	Good
Tea spoons:	17	Good
Soup spoons:	22	Good
Saucers:	1	Good
Cups:	8	Good
Knives:	26	Good
Knives for fruits:	5	Good
Forks:	11	Good
colander:	2	Good
Ladles:	4	Good
Soup ladles:	2	Good
Tea sifter:	1	Good
Iron plates:	5	Good
Large pans with handleless:	4	Good
Small pans with handleless:	6	Good
Aluminium pans:	3	Good
Soup tureen with lid:	2	Good
Soup tureen with lid:	2	Good
Lids only:	3	Good
Frying pan:	1	Good
Simple sauce pan:	1	Good
Plates for tries:	1	Good
Iron kettle:	1	Good
Small basins:	2	Good
Large basin:	1	Good
Large plastic container:	1	Good
Waste bin:	1	Good
Small plastic plates:	3	Good
Peeling knives:	2	Good
Soup ladles:	2	Good
Cream whips (fouet pour crème):	2	Good
Graters:	5	Good
Funnel:	1	Good
Flat ladle for fryer:	1	Good
Refrigerator (working) :	1	Good
Refrigerator (breakdown):	1	Good
Working cookers:	2	Good
Gas container:	1	Good
Chair:	1	Good
Soft drink opener:	1	Good
Tomato sauce	1	Good

opener:		
A small kettle:	1	Good
One pestle for «garlic blab»:	1	Good
ROOM V DAVID		
One pair of bed sheets	1	Good
Bedsread:	1	Good
Chair:	1	Good
Small table:	1	Good
Carpet:	1	Good
Shelf:	1	Good
Tablets:	1	Good
Linen table clothes:	2	Good
Hanger:	2	Good
Hens:	1	Good
Cocks:	1	Good
Chicken:	3	Good
Sheet irons:	1	Good
Beds:	5	Good
Generators:	1	Good
Machete:	1	Good
Secateurs	1	Good
EQUIPMENT IN ETAGE		
Table in triplex folds wood:	24	Good
Small table	2	Good
Metallic table:	13	Good
Chairs with foam:	50	Good
Chaise modern:	2	Good
Television set:	1	Good
Decoder:	1	Good
Stabilizer:	1	Good
White table clothes:	14	Good
Blue liken table clothes:	5	Good
Flower pot:	1	Good
Poubelle:	22	Good
Petite essuie-mains:	18	Good
Grand essime:	41	Good
Beds :	41	Good
Mattresses:	41	Good
Beds without their mattresses:	7	Good
Bedsread:	32	Good
Blanket:	31	Good
Line:	6	Good
Kamambiri pairs	24	Good
Small plastic basin:	14	Good
Petit seau:	15	Good
Bible:	33	Good
Hanger:	48	Good

Pillows:	28	Good
Mosquito in bed conditions:	34	Good
Raclette:	10	Good
Brooms:	2	Good
Sweeping brush:	1	Good
Vegetable bows:	30	Good
Kitchen Materials		
Porcelain plates:	45	Good
Small porcelain plates:	5	Good
Slopes:	57	Good
Saucers:	23	Good
A soup bowl:	19	Good
Cups:	26	Good
Glasses:	13	Good
Plastic:	6	Good
Sugar pots:	9	Good
Iran plates:	5	Good
Food ladies:	12	Good
Soup ladles:	2	Good
Forks:	87	Good
Small forks:	13	Good
Slopes:	78	Good
Sous tasses:	23	Good
Vegetables bowls:	30	Good
Tasse:	26	Good
Sugar pots:	9	Good
Food ladles:	12	Good
Soup ladles:	2	Good
Fork& small fork:	100	Good
Spoons for salad:	2	Good
Spoons:	55	Good
Coffee pots:	3	Good
Broken down grater	1	Good
Cream whip:	1	Good
Spoon rack:	11	Good
Cups in plastics:	2	Good
Cups for juice:	8	Good
Soup tureens in plastics:	6	Good
Metallic tureens:	3	Good
Plates and dishes towels:	6	Good
Thermos:	4	Good
Light plastic table mats:	7	Good
Balance:	1	Good
Grater for meat:	1	Good
Food container:	2	Good
Jerri cans:	2	Good

Iron kettle:	1	Good
Tomato grater:	1	Good

Table 14: MUHANGA YOUTH TECHNOLOGY CENTRE LOGISTICS

Item	Item ID	Quantity	Location	Status
wood carpentry				
Inkeru	number1-38	38	carp .store/shel no -1	Good
Ibifashibiringaniye	number1-12	12	carp .store/shel no -1	Good
Udufashidutocyane	numberI-VI	6	carp .store/shel no -1	Good
Ibifashibininiyane	number1-12	12	carp .store/shel no -1	Good
Imbazoniniz'ibiti	number1-17	17	carp .store/shel no -1	Good
Trisque	number1-14	14	carp .store/shel no -1	Good
Lapez'imbaho	number1-	8	carp .store/shel no -1	Good
Imisenoikwikiye	number1-6	6	carp .store/shel no -1	Good
Amashoka /imbezi	number1-8	8	carp .store/shel no -1	Good
Piece zatupinini	diff shapes	35	carp .store/shel no -1	Good
Meterobuhine	number	9	carp .store/cup board	Good
Late zibyuma	number	3	carp .store/cup board	Good
Imakasiy'icyuma	number	1	carp .store/cup board	Good
Varnier caliper	number	2	carp .store/cup board	Good
Turner-vis	number	4	carp .store/cup board	Good
Mecheniniikwikiye	number 1	1	carpentry store	Good
Infunguzoz'amaburo	number1	1	carp.store/shel no 1	Good
Mechez'imashininini	piece	82	carp.store/shel no 1	Good
Q.angulaisentoya	piece	176	carp.store/shel no 1	Good
Q.angulaisentoya	piece	19	carp.store/shel no 1	Good
Imikasiy'ibyuma	piece	5	carp.store/shel no 1	Good
Tonayinto /makorewa	piece	10	carp.store/shel no 1	Good
Tonayinini	piece	30	carp.store/shel no 1	Good
Ipatasi	piece	17	carp.store/shel no 1	Good
Imisenoyibyuma	piece	30	carp.store/shel no 1	Good
Tindontoya	piece	8	carp.store/shel no 1	Good
Ibyumabigaye	piece	3	carp.store/shel no 1	Good
Ipatasi	piece	0	carp.store/shel no 1	Good
Machinery				
Imbazoz'umuriro	number	4	carp.store/shel no 2	Good
Utumashinidusena	number	14	carp.store/shel no 2	Good
Foreuse/udufungaamavisi	number	1	carp.store/shel no 2	Good
Imashiniityaza	number60	1	carp.store/shel no 2	Good
Ponceuse	number	4	carp.store/shel no 2	Good
Multiplisenini	number	1	carp.store/shel no 2	Good
Q.angulaisenini	number65	2	carp.store/shel no 2	Good
Imbazoz'ibyuma	number66/66	2	carp.store/shel no 1	Good
Compresseur	numberI-15	15	carp.store/shel no 2	Good

Utumashinitutwika	number78	1	carp.store/shel no 2	Good
Tourner -visboxe	number72/74/46	1	carp.store/shel no 2	Good
Imfunguzo/mecanic	number70	1	carp.store/shel no 2	Good
Pieces de soudage simple	number75/76/06	3	carp.store/shel no 2	Good
Carpentry workshop machines				
Imashininini/combine	number	1	carpentry work shop	Good
Imashinintoyoza	number	1	carpentry work shop	Good
Imashiniigorora	number	1	carpentry work shop	Good
Imashiniyatoupi	number	1	carpentry work shop	Good
Imashiyurukero/isatura	number	1	carpentry work shop	Good
Imashininizitobora	number	2	carpentry work shop	Good
Scier a ribat /ikata ronde	number	1	carpentry work shop	Good
Imashiniitobora	number	1	carpentry work shop	Good
Imashinintozikata	number	2	carpentry work shop	Good
Imashiniityazainzembe	number	1	carpentry work shop	Good
Imashinintoisatura	number	1	carpentry work shop	Good
Imashinininiituruna	number	1	carpentry work shop	Good
Imyeyo	number	2	carpentry work shop	Good
Metal/ welding				
Porte scier/scier a dos	number	4	metal store/cont.no 1	Good
Udufashitugufitwameza	number	2	metal store/cont.no 1	Good
Ibifashibigufiby'ameza	number	0	metal store/cont.no 1	Good
Amatyazoyimbazo	number	2	metal store/cont.no 1	Good
Poste a soudentoya	number	4	metal store/cont.no 1	Good
Poste a soudenini	number	2	metal store/cont.no 1	Good
Amaratiyibyumamoto	number	3	metal store/cont.no 1	Good
Compazibyuma	number	24	metal store/cont.no 1	Good
Niveaudeau	number	1	metal store/cont.no 1	Good
Meterobuhine	number	1	metal store/cont.no 1	Good
Boite de taller ferieurs	number	2	metal store/cont.no 1	Good
Boiteniniyameches	number	1	metal store/cont.no 1	Good
Masque or hnds shield	number	5	metal store/cont.no 1	Good
Lunettes	number	1	metal store/cont.no 1	Good
Brossesmetaliquento	number	11	metal store/cont.no 1	Good
Riveteusendende	number	4	metal store/cont.no 1	Good
Ponceusento	number	2	metal store/cont.no 1	Good
Pompe de vernis	number	1	metal store/cont.no 1	Good
Sciersorteuse /utumashinidukata	number	2	metal store/cont.no 1	Good
Foreuse	number	3	metal store/cont.no 1	Good
Varniercariper /pied à coulisser	number	1	metal store/cont.no 1	Good
Machine ntoyaisena	number	1	metal store/cont.no 1	Good
Cable d'electricite/extension	number	3	metal store/cont.no 1	Good
Etonsibifashibigufi	number	6	metal store/cont.no 1	Good

Tindoziyuma	number	12	metal store/cont.no 1	Good
Ibifashibitobigufi	number	7	metal store/cont.no 1	Good
Imikasiy'ibyuma	number	4	metal store/cont.no 1	Good
Imfunguzozamecanic	number	34	metal store/cont.no 1	Good
Amapensimato	number	11	metal store/cont.no 1	Good
Pomezamavuta	number	3	metal store/cont.no 1	Good
Imashiniiringaniyeitobora	number	1	metal store/cont.no 1	Good
Porte scier/scier a dos	number	8	metal store/cont.no 1	Good
Q.angulaise	number	2	metal store/cont.no 1	Good
Lime zibyuma	number	20	metal store/cont.no 1	Good
Tailleferieurs	number	2	metal store/cont.no 1	Good
Prieuse/piece de rechange	number	2	metal store/cont.no 1	Good
Boxe:/infunguzo/amapensi	number	2	metal store/cont.no 1	Good
Ityazorinini	number	1	metal store/cont.no 1	Good
Machine2 z'ububajizidakora	number	2	metal store/cont.no 1	Good
Metal work shop				Good
Etonszokumeza	number	4	metal work shop	Good
Ibifashibitobyibyuma	number	17	metal work shop	Good
Ibifashibiringaniye	number	14	metal work shop	Good
Brossesmetalique	number	5	metal work shop	Good
Masque or hnds shield	number	5	metal work shop	Good
Equels	number	7	metal work shop	Good
Meterobuhine	number	4	metal work shop	Good
Scier a metal	number	5	metal work shop	Good
Inyundo	number	3	metal work shop	Good
Compazibyuma	number	2	metal work shop	Good
Umweyow'ameza	number	24	metal work shop	Good
Imashiniikunja	number	1	metal work shop	Good
Imashinizitobora	number	2	metal work shop	Good
Akamashinigatyaza	number		metal work shop	Good
Lunettes z'umweru	number		metal work shop	Good
Leather /tanneries				Good
Machine ikata	number 1.1	1	carpentry store	Good
Machine zidoda	number L.2/L.3	2	carpentry store	Good
Machine zityaza	number L.4/L.5	2	carpentry store	Good
Imashiniidodaimpu	number	3	leather work shop	Good
Ityazoryinkweto	number	1	leather work shop	Good
Enclyme/ityazory'umufundi	number	1	leather work shop	Good
Machine ikata	number	1	leather work shop	Good
Machine itobora	number	1	leather work shop	Good
Iforomozinkweto/	number	16	leather work shop	Good
Penceszitobora	number	2	leather work shop	Good
Inyundoyigiti	number	1	leather work shop	Good
Ibyumabikata	number	2	leather work shop	Good

Agafashigato	number	1	leather work shop	Good
Iforomozinkweto/ibyuma	number	2	leather work shop	Good
Porte piece	number	2	leather work shop	Good
Riveteuse simple nto	number	5	leather work shop	Good
Virebreki	number	1	leather work shop	Good
Companini	number	1	leather work shop	Good
Tournevis	number	1	leather work shop	Good
Tindo	number	1	leather work shop	Good
Construction				
Ingoferozabubatsi/cascque	number	4	carp .store /shel no 1	Good
Imbahoz'amazi /niveaudeau	number	15	carp .store /shel no 1	Good
Imyiko	number	15	carp .store /shel no 1	Good
Rouleausigairangi	number	1	carp .store /shel no 1	Good
Amaratimaremare	number	3	carp .store /cup board no 1	Good
Decametero	piece	4	carp .store /shel no 1	Good
Impnyuzarukuta	piece	4	carp .store /shel no 1	Good
Ibitiyo	piece			Good
ICT service				
Computers	multimodus foundation	9	office -container	Good
Screen	multimodus foundation	9	office -container	Good
Accesoireza machine 10			office -container	Good
Print ,copy,scan machine	canon MP 600	1	office -container	Good
Stabilisateur	AIR STAR 1000	1	office -container	Good
Switch for connection	net gear	1	office -container	Good
Camera sony lens	12.1 mega pixer	1	office -container	Good
Metal chair with triplex	number	4	leather room	Good
Modern chairs/cypres	upholstered	6	leather room	Good
Long table for computer	made from hollande	4	leather room	Good
Benches/bancs	made from hollande	4	leather room	Good
Office' tools and equipment				
Print scan /copy machine	HP635	1	office	Good
Desk office	HP635	1	office	Good
Metal chair		3	office	Good
Book sherfs		4	office	Good
Box for keys	big &smallsize	5	office	Good
Table	smal size	2	office	Good
Stamps	long one from hollande	1	office	Good
Office suppliers				
Classeurzinyuranye		16	office	Good
Classeurszinyuranyezaculi		8	office	Good
Culiculaza fitting		24	office	Good
Ibitabobikoreshwa mu kwigisha		11	office	Good
Dictionary oxford		1	office	Good

Ibndibitabobinyuranye		28	office	Good
Impapurozinyuranye			office	Good
Calcuratrice		2	office	Good
Agrapheuse		2	office	Good
Perforateur		1	office	Good
Small rate + ecquel		2	office	Good
Porte feuille		1	office	Good
Bibiriya year		2	office	Good
Certificatzabanyeshuri			office	Good
Certificatzacefe			office	Good
Imipirayogukinaitandukanye		3	office	Good
Pompey'imipiraikinwa		1	office	Good
Computer desk top idakora +access		1	office	Good
Vantilateur		1	office	Good
Other equipment and tools				
Panneausolaire		3	leather room	Good
Amezamato		3	leather room	Good
Icyapacya MYTEC ICT		7	leather room	Good
Uburiribw'abana /berceau		2	leather room	Good
Grottesn'insingaza computers		2	leather room	Good
Imashini 2 zidodazapfuye		2	leather room	Good
Working bench		2	leather room	Good
Chaises modernes		2	leather room	Good
Inkweto		3	leather room	Good
Ibikapu		2	leather room	Good
Imyeyo		2	leather room	Good
Amezayababaji		5	carpentry work shop	Good
Igifashibyinzugi		1	carpentry work shop	Good
Etagerintoya		1	carpentry work shop	Good
Garde robe ituzuye		1	carpentry work shop	Good
Machine a ecrire		1	carpentry work shop	Good
Bureau simple		1	carpentry work shop	Good
Boxes zibikwamoibikorehozibiti		7	carpentry work shop	Good
Lateau		1	carpentry work shop	Good
Ibitiyo		6	carpentry work shop	Good
Igitanda superpose		1	metal work shop	Good
Intebezifunitse		5	metal work shop	Good
Intebezifiteecritoire		7	metal work shop	Good
Intebeza triplex		3	metal work shop	Good
Stools /tablettes		3	metal work shop	Good
Metal chairs zitarangiye		8	metal work shop	Good
Amezay'umusave		1	metal work shop	Good

Urusingarwaewsa		1	metal work shop	Good
Working benches /amezay'ababaji		3		Good
Ibibahobyokwigiraho		3		Good
Bancsndende		2		Good
MYTEC machine		12	office - container	Good
Timber store			office - container	Good

Table 15: DIOCESAN ACCOUNTANCY OFFICE LOGISTICS

Bureau	2
Small table	1
computers	2
Imprimante	1
Agrafeuse	1
Lattes	2
Chaises	5
Agrafes	4 paquets
Attaches	1/2
Cachets 1 en usage	2
Tempo	1
Calculatrices	2
Multiprises	2
Tablettes	2
Keys for RAB 076; RAB 572N; RAB 073F; RAB 273F vehicles	

1.3.4 Human Resources development (training for some employees)



Figure 7: The heads of departments after training on EED exigencies

- Pastors and their partners have been trained on their role in church and family development ;
- A four days retreat have been organized by the Province of Anglican Church of Rwanda for all pastors and Bishops;
- The heads of departments and Units have been trained in conception, elaboration and execution of the projects;
- Pastors have been trained in biblical studies by Build, David Dare Shyogwe Trust (on the Book of Daniel), etc.
- Study trip have been made by some employees: Mothers Union and Fathers Union Representatives made a trip at Kigeme;
- Mothers Union representatives have made a trip to Kigali-St Etienne;
- The Director of Education has been in Bukoba for a one week training; etc.
- A two day retreat has been organized for senior management team members;
- Heads of departments have attended many seminars which have been organized by our partners: Hope International, Uganda Martyrs Seminary; Bread for the World; etc.;

- The Mothers Union worker and the Diocesan Administrator have been in Kenya for one week training.

1.3.5 Meetings with employees

- We meet with the diocesan head office's employees every Monday morning;
- Ecclesiastical employees (Pastors) meet with the Bishop every month;
- The archdeacons meet with the Bishop once two months;
- All heads of departments, schools and units meet twice every year;
- The heads of Schools meet once every term ;
- The Heads of Health Centres meet once every term;
- The Senior Management Team meet almost twice a month; etc.

1.3.6 Parishes' field visits

We have been able to visit some parishes in order to discuss with their leaders the problems which have been hindering the mission. The parishes we have visited are Cyeru, Gikomero, Rushoka and Kirombozi.

1.3.7 Office work

We have made a great work, but the following documents took us great and important time in a particular way:

- The diocesan quarterly reports;
- The Human & Material Resources quarterly reports;
- The diocesan annual report (2014);
- The Human & Material Resources annual report (2014);
- The field visit reports;
- Many meetings reports;
- Different contracts (between the Diocese and its employees/partners);
- The Job Descriptions for the diocesan employees;
- The annual report of the parishes activities to be submitted to the Bishop;

- The review of the diocesan administrative and financial procedure document;
- Draft the advisory opinions on some diocesan legal cases;
- The inventory of the assets within the diocesan offices and units; etc.

1.3.8 Challenges

Many diocesan employees have lost their job in this year and this afflicted my heart. Furthermore, due to the economic issues that our Diocese is facing, as a Human Resources Manager, I have been challenged by the fact that our employees don't have all necessary means to facilitate them to accomplish their tasks.

2. DEPARTMENT OF DEVELOPMENT AND CCMP



Figure 8: Water supply in Ntenyo Parish

This program is called Development Department and CCMP (Church and Community Mobilization Process). In addition to these major responsibilities, the head of this department do help in correspondence with David Dale Shyogwe Trust and Christian Hope International, and in the Diocesan management Committee.

The Department of Development in the Diocese of Shyogwe originates in the long Anglican tradition and strategy of preaching the Gospel in Holistic way. It is in the conviction of the Church that the preaching of the Word should be accompanied by the demonstration of the reality of the Good News through good work especially done to the poor and needy. (Isaiah 61:1-4, Luke 4. 16-19, Matthew 26:31-39, 2 Kings 4:1-7.

Since the creation of the Diocese of Shyogwe in 1992, this department has been instrumental in preaching the Gospel through practical work aiming at helping the communities to solve

their problems related to food security, water supply, land management, environmental protection and economic growth, peace and human rights. The Department is also responsible to help the Diocese in making projects for institutional development.

Currently the work we do focuses on CCMP whereby we target 50 Chapels in 15 Parishes in which we want to work with 20 families in every chapel. This work and helping in Diocesan administration through correspondence and meetings with our partners take significant amount of our time and we are aware that we have not been able to sit down and initiate independent projects for community and diocesan development.

2.1 Role in the Church and at National level



Figure 9: Giving small animals at Mwari Chapel in Nyamagana

This program seeks to empower the Church and community members to improve the life quality of most vulnerable families through Bible study, Capacity Building, savings and credit, livelihoods, health, water and sanitation, environment protection and modern Agriculture. Bible studies, helping Christian to meet together and discuss their problems at grass-root level help the Church members to grow spiritual and to overcome conflicts and sins. When their income increase and the give offertory and tithes, the Church becomes stronger and she is able to fulfill her mission.

In this way we contribute to the economic and health development of the people of Rwanda, what leads to the increase of national food production and economic growth. When the

citizens are well fed and have access to medical care, then they are capable of developing their nation. In this way the church contributes also to stability of the country.

2.2 Beneficiaries

The beneficiaries of this program include the following:

- Five tine (15) parishes in which CCMP is being implemented. These are Shyogwe, Ntenyo, Gisanga, Vunga, Nyagisozi, Gahombo, Nyamagana, Butansinda, Hanika, Gahogo, Gasharu, Gikomero, Giterama, Kagarama, Rugendabari;
- Parish of Shaki which is being helped to build up a Poste de Sante;
- There are parishes which benefit animals from Christian Hope International. These are Gahombo, Rugendabari, Kagarama, Gisanga, Ntenyo and Nyamagana. They received goats, chickens and pigs. The same organization does assist Shyogwe and Gikomero health center by paying the salary of one nurse per each health center. Sometimes we get small amount of money varying between 300 to 500 GBP to help poor families with small animals.

The work we do with David Dale Shyogwe Trust is benefited by various parishes, schools and individuals throughout the Diocese. Here we can mention, Mbayaya Pilot Farm and Training Centre, Zion Nursery and Primary School, Kavumu and Mukoni Chapels in Hanika, Rugendabari Vocational School, Shaki Dispensary, Canon Trapnel Bible and Development School, Munazi chapel in Gitarama parish. There are also six students who get scholarship through this program.

2.3 Acquired Experience from the previous implementation

It is very unfortunate that this program depend totally on outside donation. This means that when finances from donors will stop the program will die out. Despite many years of existence, the department has not been able to set up any income generating project which can help to raise proper funds. On the other hand, all the services we deliver are free of charge; no one from our beneficiaries gives a contribution towards the expenses of the department! This is a result of the spirit of dependency found in many Rwandan churches. Different believers in our parishes have not yet understood their role in financing their

program of the church. This started from the missionary time. Missionaries came with financial support from their home countries and they even funded some projects and individuals. This was very good at that initial time of mission in Rwanda. Sadly, even after the nationalization of the Church, parishioners have never been able to fully support the Church financially. This is due two main reasons: first there is a lack of clear teaching on tithing and offertory in the church, secondary there is abject poverty in many families of our church members, human selfishness, and lack of accountability in church management.

Many of the projects we do are not locally initiated and do not have a clear business plans showing how the projects are viable. Some parishioners and even catechists and pastors think that the Diocese has other reliable sources of finances and do expect the Diocesan administration to fund their projects. We have poor reporting system and a cumbersome bureaucracy.

2.4 Program Sustainability

This is the biggest challenge of this program. There is no clear strategy of sustainability set forth. We still totally depend on outside donation. We do not have a real picture of the existing assets we have and how we can exploit them maximally. We have land, forests, people, buildings which are not productive.

2.5 Carried out Activities

N ^o	Activities	S/activities	when	where	Observation
01	Monitoring CCMP Activities	Visiting 15 Parishes, Two Training on Saving and Credits scheme, Attending PEAR Meeting organized for CCMP, Receiving the guests from Samaritan's Purse UK, Carrying out a survey in 19 families to have a baseline survey for CCMP beneficiaries.	Ongoing activities from January to December	In 15 Parishes mentioned above	The baseline survey was conducted in Gisanga, Ntenyo, Nyamagana, Nyagisozi, and Shyogwe.

02	Correspondence with friends in UK through David Dale Shyogwe Trusts	Monitoring the financed project including Shaki Poste de Sante, Kuvumu Church building in Hanika, Mukoni church building in Hanika, Zin Nursery and Primary school, Nyarugenge pastor's House	Ongoing activities from January to December		
03	Organizing the Seminar with Christian Listeners	Correspondance with Ann Peterken and Dr. Rass from Christian Listeners in UK	February 2014	The seminar took place at the head office of the Diocese	
04	Project proposals	<p>1.St. Peter's College Computer Lab, submitted to Christian Hope International,</p> <p>2.Training of the Pastors on Deeper Christian Listening</p> <p>3. Hanika Anglican Integrated Polytechnics,</p> <p>4.Pastor Saving and Credit Scheme,</p> <p>5. Supporting Rubona Evangelism Field, Submitted to Wellspring Church in Colorado</p>			<p>1.No clear answer is given yet</p> <p>2.Still waiting the reaction from Ann Peterken,</p> <p>3. Submitted to Bread for the World without answer.</p> <p>4. Submitted to DDST, and promise is given to give 5000GBP each year for three years.</p> <p>5. A Promise of 20,000 USD is given</p>
05	Translation of the Book and	Working with Rev. Jim and Rev. Gasana to translate the Book of Daniel and Teaching it to	March 2014		The were negotiated and were

	Daniel	Pastors and students of Bible school			managed by the Diocesan accountancy
06	Organizing the Visit of the Friends and Diocesan Partners	<ul style="list-style-type: none"> - Visitors of from Christian Listeners , - Visitors from DDST, - Visitors from Amsterdam - Visitors from Leeuwarden in Holland - Visitors from Wellspring Church in USA 	<ul style="list-style-type: none"> - February - March-April 2014 - July 2014 - August 	Head office Different Parishes and Projects	<p>We trained 16 People on Christian Listening</p> <p>With the guests from Well Spring Church we dedicated two water wells one in Ntenyo and one in Butansinda.</p>
07	Attending to the guests from Almera in the Netherland (Erik and Heleen).	<p>Organizing their daily program,</p> <ul style="list-style-type: none"> - Accompanying them in parishes, parks, Kigali. - Translating for them 	August	Nyamagana Gitarama Shyogwe	<p>We discussed the possibility to start a partnership between their church and the diocese of Shyogwe.</p> <p>We gave them the Christmas cards from Mother's Union to be sold in the NL.</p>
08	Attending the training on Sexual and Gender Based violence, engaging men and boy to overcome SGBV. It was		September 2014	Kigali Sport View Hotel	To learn what is gender, gender equality, Sexual and Gender Based Violence and

	organized by Tear Fund UK Rwanda office.				how to address it.
09	Organizing the visit for the people from Samaritan's Purse UK	Arranging the program with the pastors and the facilitators Visiting the care groups which will be visited to see how well they are prepared	September 2014	Gisanga, Nyamagana Butansinda	We have to check if the members fill the books and do study the training materials given to them, and see if there are practical seed projects started.
10	Visiting the care groups with the guests from PEAR and Samaritan's Purse	Meeting the care groups in the parishes and share with the members about their experience.	September 2014	Gisanga	
11	Attending various meeting of the Diocesan Staff and Management Committee	Meeting with other diocesan staff and senior staff to discuss different issues concerning the life and ministry of the Diocese of Shyogwe	At different occasion especially every Monday morning		We dealt with hot issues such Hanika TTS management and staff reduction, UTSI lack of sustainability , Gikomero Church collapse, and Rushoka debts.

2.6 Self-Assessment

It is always necessary to do self-assessment, but we are not satisfied with our results. It seems that we are involved in many things and it is not easy to objectively evaluate our results. And as we have mentioned above we are totally dependent upon outside donations. I am called

upon at different occasion to participate in different administrative meetings and I have had less time to do project proposal which is the Bishop's high expectation.

2.7 Encountered Challenges & Proposed Solutions

2.7.1 Challenges

- We do work under pressure because we have to follow the guidelines set by the donors.
- Limited staff in this office and we cannot do all required activities.
- Unmet expectations from other departments which do believe that we should help them in making project proposals and fundraising.

2.7.2 Proposed Solutions

- For some challenges we do not have any solution by now. For example the dependence on outside donations.
- For the needs from other departments, we do suggest to organize ongoing trainings on need assessment and project planning and management, so that other staff' members are well equip and can do project proposals on their own.

3. UNITE DE TRANSFORMATION SEMI INDUSTRIELLE (UTSI)



Figure 10: Fruits processing

UTSI (Unité de Transformation Semi Industrielle) is a small enterprise processing different fruits into juices and jam with the brand name NEZERWA. NEZERWA products are made from all natural fruit juices and pulps. Our available products include: Nectars (Ready to be drunken), Squash (Concentrated syrups which need to be diluted with water) and Jams (Fruit spreads that can be used on bread in the morning for breakfast).

UTSI was established in 2006. The main issues that it intended to resolve were the severe poverty and poor nutrition which were consistently observed in rural area. The production of pineapples by local farmer provides adequate nutrition and generates financial income and therefore helps in combating issues of poverty and poor nutrition. UTSI is there to ensure a fair market to pineapple producers. The overall mission of UTSI is to serve both rural farmers and the entire local community. Currently there are six associations of pineapple growers with 135 members,(37 men and 98 women) involved in UTSI initiatives.

Carried out activities



Figure 11: The final product

Table 16: UTSI Production in 2014

Products	Produced Quantity	Sold Quantity
Pineapple syrup	3529	2870
Passion fruit syrup	221	163
Passion fruit nectar	3766	3207
Pineapple nectar	1549	1351
Mixte Jam	1204	1215
Goyave Jam	71	50

Encountered Challenges & Proposed Solutions

UTSI faces two key potential risks in regards to its operations: production and financial risk. Production risk deals with the perishability of the raw materials and the final products and the unavailability of the fruits. To effectively face this issue, UTSI is planning to build a cold store room on the grounds. This will temporary resolve the question of perishability and shall provide a short term supply of fruits if in poor season period. The financial risk relates to the reduced economic capacity.

4. SAVING AND CREDIT PROGRAM



Saving and credit program operates within the four churches including EAR, ADEPR, EPR and EMLR. As for Shyogwe Diocese the program is expanded in the 33 parishes that compose the entire Diocese. We have three hundred fifty-five (355) groups so far that are composed of 5876 members of whom 3663 are female and 2213 are male.

These people get to save in two ways: **ROSCA** (Rotating Saving and Credit Association) and **ASCA** (Accumulative Saving and Credit Association). The savings we have so far throughout the whole Diocese are worth to one hundred twenty-five million two hundred thousand one hundred Rwandan francs only (**125,200,500**).

This program is focused on the three leading objectives which include:

- Spiritual development;
- Social development;
- Economic development;

Alongside this program we have a Cooperative that deals with savings and credits initiatives at the Diocesan level and is based in EAR/ Gahogo parish. This cooperative has 108 members and their savings are now amounting to four million four hundred seventy-four thousand Rwanda francs only. The cooperative issues loans among its beneficiaries that are refunded with small generated interests for the cooperative to keep on running.

Realized activities

	Planned Activity	Realized activity	Not Realized activity	Reason why it was not realized	Requests
1	To increase the number of SCA Groups from 546 to 700 groups	New 102 SCA Groups were founded	As we planned to increase the number of SCA Groups up to 700, they were decreased up to 420.	228 SCA groups ended because they were based on grassroots (amatorero shingiro) when they stopped also groups ended.	Implementation in grassroots and in SCA Groups, as we have 30 000 Christians only 5876 are the members of SCA groups, this give us only 17%.
2	Trainings for SCA groups on assets management from fifty to two hundred	One hundred groups were trained and ten new church facilitators were trained	One hundred groups were not trained	The fund for trainings was not planned on behalf of our sponsor and diocese in this	In case we haven't a contribution from our program sponsor, groups

	groups			year.	have to put efforts in self-reliance so that they can plan trainings on their side.
3. a	Foundation of SCA groups for parish leaders from one group to five groups	Ten new groups for church leaders were created in below parishes : Kagarama,Rugenda bari,Gikomero,Gashau,Cyeru,Butansinda,Ntenyo,Murehe, Muyebe and Nyarugenge			To widen so that all parishes will be having these SCA groups
3. b.	Rebuilding of pastors' SCA group on diocese level	Today this group is active			-Offering of reports on diocese through SCA program. -All pastors must be members of this SCA group.
3.c.	Setting up a pilot group on every parish from five to thirty three groups	Pilot groups are existing in all parishes as there are 121 groups ,i.e. there are parishes with maximum number of pilot groups			Improving the qualities in our groups, so that they can have preeminent working criteria.
4.	Stimulating Christians to be the members of IBYIRINGIRO COOPEC from 105 to 150 members.	The members were increased from 105 to 112.	We didn't reach planned number of members because they became 112 in spite of being 150.	We formed new laws and we met an obstacle of not having Authorization from RCA (Rwanda Cooperative Agency) to be a cooperative.	-Putting efforts in searching an Authorization from government, so that we will work like a known cooperative and we will acquire a great number of members
4.a.	-Office retaining -New office equipment purchasing		Office equipment were not purchased	We didn't gain capability to buy these.	-Looking for how we shall be able to afford all our needs without waiting

					help from diocese.
4.b.	Nomination of new COOPEC employee to support employee from diocese		No new employee who were nominated.	The salary for new employee is not available.	Increasing the number of credits we give to our customers so that we will get interests which will give the salary of new employee.
5.	Evangelism in our SCA groups using film	The films were shown in twenty five parishes, 2510 people received Jesus Christ in their hearts and today are Christians through this evangelism.	Eighty parishes were not reached	Time was short and no film shown in those parishes. Other parishes haven't electricity.	In 2015, films will be shown starting from those eighty parishes where films were not shown, but it will depends on parishes which have electricity.
6.	Group registration: This will help us in implementation of our groups and we will have to know their operational.	We reregistered 565 groups, we asked questions which we had on questionnaire. In 2015 we will have known groups with real information.			<ul style="list-style-type: none"> - A new group shall be registered on that form. - Groups have to be visited and given advices. - rebuilding groups because we lost 225 groups.

5. MOTHERS' UNION DEPARTMENT



Mothers' Union is one of Shyogwe Diocese departments working for women. Our vision is of a world where God's love is shown through loving, respectful, and flourishing relationships. The Aim & Purpose is to demonstrate the Christian faith in action by the transformation of communities worldwide through the nurture of the family in its many forms. The work of Mothers' Union/Women Department, contributes so much to the church and National development. When someone educates and supports a woman, he/she supports the whole family. The beneficiaries of Mothers' Union are all church members and the community members around the church. Everything done for a woman is also benefited by her husband, their children in few words all their family members and neighbors.

5.1 Summary of the planned activities

- To sensitize women to join Mothers' Union ;
- Visiting 12 parishes;
- Campaign on hygiene and equilibrated alimentation;
- Pre-marital and post couple counseling;
- Support single mothers in Gikomero parish;
- Extension of Mothers' Union workshop in Muhanga;
- Young girls Training in sewing.

5.2 Carried out activities

To sensitize women to join Mothers' Union

After this sensitization, 58 women joined Mothers' Union in RUNDA, HANIKA NYAGISOZI, and RUSHOKA.

Campaign on hygiene and equilibrated alimentation

The campaign took place in Butansinda and Kagarama parishes.

Parenting program

Through this program, we shared with women how they can care and educate their children. This activity has carried out in 3 parishes: Hanika, Gikomero and Shyogwe. This program is part of Health Mum Project through which we support pregnant women and those who have small kids. Beneficiaries get skills in child education from the pregnancy up to 6 years.

Pre-marital and post couple counseling

Through this program, Mothers' Union members and Pastors work together to advice to new couples before and after marriage.

Support single mothers in Gikomero parish

We visited and shared life experience with 28 single mothers from Gikomero parish. They have many problems and we try to provide them with moral support. The Mothers' Union bought a land and agriculture tools for them.



Gikomero Single Mothers

Extension of Mothers' Union workshop in Muhanga

We tried to extend the Mothers' Union shop by adding the wedding clothes. We started this business in July 2014 trying to make school uniforms and wedding clothes.

Training

- We trained 18 young girls in sewing and 3 in knitting;
- I have been trained on Natural Medicine in Burundi on the invitation of EMBRACE RWANDA from 7th December to 10th December 2014;
- Fifteen (15) peoples went to KIGEME Diocese to lean from them on the functioning of Fathers' Union so that we could start it in our Diocese. We plan to officially launch FU in 2015 in our Diocese.

Religious marriage for old illegal couples

One of Mothers' Union objectives is to encourage couples to be legally married. We still have many illegally married couples and a long journey to urge them to enter a legal union.



Figure 12: Marriage for elderly couple in Hanika Parish

Campaign to fight against Gender Based Violence activities

In Shyogwe Diocese as in the Province of Anglican Church of Rwanda, we had 16 days of the Campaign to fight against Gender Based Violence activities. Different topics have been discussed.

5.3 Innovation

We have introduced a” KITCHEN PARTY “- a small party for a girl before her wedding. It is done by Mothers’ Union members by giving different kitchen materials to the girl to be married. After this, they share experiences by advising the girl about how to be a good wife and then they pray for her and her new home.

5.4 Encountered Challenges and Proposed solution

Challenge	Proposed solution
Financial challenge	we opened a wedding shop
In some parishes, women are not motivated because some Mothers’ Union representatives misused their money	We are approaching the parish leaders and work together in order to resolve those problems

6. YOUTH DEPARTMENT



Figure 13: Youth competition at Hanika

Youth activities are of huge value since the diocese's beginning in 1995. The youth department started on December 1st, 2006 in response to the needs that were witnessed within the local community. The department targets all individuals between the age of fourteen and thirty-five years old. Many of the current church members within the diocese are young people and yet there are very few, if any, projects or initiatives that target their social and economic needs. As a result, the diocese decided to begin to actively engage in supporting them, recognizing that the majority of these young people are the future generation that will participate in the church in various ways as servants of God.

The main issues that have been identified among the youth of Shyogwe Diocese are problems concerning poverty, unemployment, juvenile delinquency, prostitution, gang crime and drug abuse and alcoholism. The youth department's aim is to help these young people to overcome these challenges by administering a variety of programs that will cater to their needs. It is our hope to see the young people of Shyogwe Diocese and of Rwanda, develop spiritually and

stand firm in their faith and also be empowered to make a positive contribution to the church and to their community through their positive performance.

Our Mission is to transform the lives of the youth in Jesus' name and to enable them to live a fulfilled life meeting the needs of their body, soul and mind. The overall purpose is to facilitate the improvement of the living conditions of the youth starting from their home cell group; and to promote youth initiatives aiming at bring holistic transformation. Through the youth department, the church is playing a big role to develop young people in a holistic way, targeting physical, emotional, spiritual and economical needs. Changing youth's lives goes beyond changing external circumstances. The hope and inner transformation that comes from knowing Jesus provides the foundations for the most profound human development to occur.

In order to archive our goals, we have different committees from diocesan level to chapel level. Each committee has a chair person, vice chair person, a secretary, treasures and advisors. We do have the mentors in all archdeaconries. These are the pastors who are committed to work hand in hand with the youth in their archdeaconries.

6.1 Carried out Activities

- We Visited the parishes and archdeaconries;
- We interacted with the youths from their places of residence;
- We organized prayers and services in all 7 archdeaconries which made up Shyogwe Diocese ;
- We Promoted saving and credit co-operatives and farming co-operatives in order to help improve youth welfare;
- We encouraged the youth groups, choirs and sports' teams to improve community cohesion and teamwork;
- We promoted the youth activities in relation to the church's development.



Figure 14: The youth convention at Hanika Archdeaconry

In this year, youth conducted Sunday services which were successfully done under the supervision of Pastors and we hope to continue doing so.

The youth members in Nyarugenge archdeaconry participated in construction of Pastor's house at Cyimana parish where they provided ten sacs of cement and contributed 200.000frw to help Nyarugenge Archdeaconry activities. This event made more awareness of the role of the youth in the church; we will continue to encourage all the youth and all Christians at large to participate in this endeavor.

Through the visits we encouraged the youths to attend the bible study at their cell groups for spiritual growth among others. The Bible is an old book in existence, its implications to the human kind is as present as ever. We will continue to encourage the youth to attend and participate in these bible studies.

We did registration of the youth in order to identify their needs and socio-economic living conditions. Through visits we also promoted saving and credit co-operatives and farming co-operatives in order to help improve the welfare of the youths.

We further visited saving and credit co-operatives and farming co-operatives in order to help improve the welfare of the youth through guiding them in their operations; therefore great effort is being put in by very hard working youth members to achieve our goals.

We have done a lot but the nature of work we do as youth leader's with limited resources takes a substantial amount of time and other resources to accomplish thus extra and continued support is still vital.

6.2 Innovation

We have reinforced the archdeaconry level by giving them mentors who will accompany them in all activities and be their voice among the pastors family.

6.3 Self-assessment

Though it may seem that we have achieved a lot, we still have a long way to go towards achieving our goals.

6.4 Encountered challenges and proposed Solutions

challenge	Proposed Solution
Limited resources and skills	<ul style="list-style-type: none"> - Elaborate projects that can raise income for the youth; - Open youth account and try to mobilize some money.

7. EDUCATION DEPARTMENT

Education department in Shyogwe Diocese has been there from the beginning of the Diocese in 1992, but we should remember that education has been there right before the birth of Shyogwe Diocese. Our education meets the needs felt by the community; it is helping the Rwandan community in achieving the Millennium Development goals which coincide with the strategic objectives formulated by the Government of Rwanda in the document entitled “Vision 2020.”

So far we have: 11 Primary schools, 13 Secondary schools including 9 Nine Year Basic Education centers, 2 Twelve Year Basic Education Centers, 1 School of Excellency and 1 Teacher Training Center (T.T.C). In addition, we have 2 Technical Secondary School (T.S.S) and 3 Vocational Training Centers (VTCs).

Vocational schools have an enrollment of 145 Students. Primary schools have 20,978 pupils from P1 to P6. Secondary schools: (S1-S6) of which includes: 9YBE and 12YBE, T.T.C (Teacher Training Centers), T.S.S (Technical Secondary Schools) have 6,392 pupils in total. All the above schools with different levels and options have 593 teachers in total.

Education is our largest part of the strategic area which helps us to spread the word of God, and it works as an important instrument of changing the community. It is in these schools where we groom the future leaders of the Church and the country. Through these schools, in partnership with the government, many people were able to get jobs-so they are able to sustain their families.

Shyogwe Diocese is committed to educate the children of Rwanda through its department of education where it works hand in hand with the government and other partners. The Diocese is dedicated to give its contribution to our country through construction and rehabilitation of class rooms, providing school tools and teachers in order to achieve education for all and improving the development of social welfare and economic development of the Christians and Rwandan people in general.

7.1 Carried out activities



Figure 15: workshop organized by UEM at BUKOBA TANZANIA

Fourteen (14) new class rooms were Constructed in following schools , Ntenyo Primary school in partnership with SANEJO & Ygap (NGOs); Nyarutovu 9 year basic Education in partnership with government; Shyogwe 9 year basic Education in partnership with government.

With the work done by the former worker in this department we coordinated all education activities in the Diocese and report to the diocese. We visited same schools and we provided advices on how to improve quality education where it was deemed important. We coordinated all activities of “TWIRERE ABANA EDUCATION FUND” and now we have 1.000.500frw in it. I attended the workshop which was organized by UEM and held at BUKOBA TANZANIA; its main focus based on life skills.

We linked Diocese with the government as well as other learning institutions in as far as education are concerned. And we organized meetings, seminars and trainings for teachers, head teachers and other education stakeholders. We continued the preparation activities of Hanika integrated pyrotechnic, which is giving a hope to be opened at the year 2015. We organized tests for students and made an analysis of their results for better future performance

We paid 3.000.000frw for the land expropriation at Rugendabari primary school. We ensured good collaboration and cooperation with partners of the Diocese in Education. We collaborated with volunteers who are working in our schools and their sending organization. We made a draft of action plan for year 2015.



Figure 16: Muhazi Primary school received new pupils' desks

We organized a diocesan test for pupils and made an analysis of their results. The following are the Statistics of this test in S3, year 2014.

Table 17: Results of the test organized by the Diocese in 2014

Schools	MATHS	KINY	HIST	BIO	PHYS	ENGL.	GEO	CHEM	ENTREP	TOT	%
GS SHYOGWE	50.19	62.15	44.31	50.3	19.9	45.25	48.79	35.36	68.97	425.2	46.68
G.S NYABINONI	38.36	48.94	48.05	44.87	42.03	35.88	33.74	30.44	47.36	368.5	41.05
G S CYIMANA	26.85	53.52	43.66	42.4	43.4	22.61	40.84	20.63	43.47	331.3	36.81

GS GAHOMBO	24.41	54.79	54.26	30.64	15.77	32.08	46.7	31.28	29.49	319.4	35.49
G S NYAGISOZI	22.2	53.09	24.53	35.78	22.26	36.99	34.5	31.21	34.62	292.7	32.52
G.S. GIK. PROT.	26	60.33	34.6	38.24	32.77	29.16	28.86	26.4	22.04	281.2	31.24
GS NYARUTOVU	20.87	45.59	34.07	29.63	18.19	38.08	29.85	23.04	36.91	274.4	30.49
GS NYARUGENG.	37.95	52.52	34.41	30.76	19.6	21.84	36.86	21.57	30.43	292.5	28.94
G.S. St ETIENNE	24.15	52.66	28.87	24.93	23.24	27.64	35.69	20.63	35.48	260.9	28.16
GS MUREHE B	20.85	44.45	33.71	29.61	17.53	30.37	37.32	25.2	35.1	248.8	27.65
GS.SHAKI	30.51	56.45	43.28	21.68	9.261	32.1	21.88	11.58	21.85	248.6	27.62
G S NYAMAGAN.	27.67	46.89	14.44	23.7	23.12	26.1	17.26	25.24	34.15	223.4	24.83
GS HANIKA	26.61	46.62	28.61	22.35	14.09	27.32	20.36	9.127	18.77	212.5	23.62

7.2. Innovation

"TWIRERE ABANA EDUCATION FUND" is still our innovation therefore in this term we put much effort in its coordination.

7.3 Self-assessment

We are so far happy with the work in this department especial the teachers and heard teachers' work.

7.4 Encountered challenges and proposed Solutions

As it is shown with the below picture, Shaki School was destroyed by the wind, we however are trying to rebuild it in collaboration with Muhanga District.



Figure 17: Shaki School was destroyed by the wind

As the statistics have shown before we have a challenge of having a very big number of learners in Primary schools because of a good program of “Education for all”. So, we need to construct more classrooms because we have overpopulated classes.

The schools which we built long ago are really old and therefore there is need to reconstruct some of the schools which are in a dangerous state because they can fall on the learners and some of those schools are: Nyakabungo, Ntungamo, Kabuga, Gahengeri, Muhazi, Murehe and Gisura. God willing next year the diocese will open an institution of high learning to teach technical skills which is highly needed in our region. This can provide trainers in the above said vocational training centers.

The fact that we have many students who finish their secondary schools, we think of having a University which can train people who will be more competitive on regional level and international. We think of having partnership with one of universities in Europe or America.

We are also calling all friends to support “**TWIRERE ABANA EDUCATION FUND**” which is one of the solutions we can have in education department, because it will be answering many problems regarding schools infrastructures, teaching materials, training the teaching and administration staff, etc. We need more volunteers in this department who can offer their expertise or skills to the Rwandans

8. EVANGELISM DEPARTMENT



The Evangelization Department is the main and important among all of our services. Its foremost Vision is to vulgarize the Jesus Christ Good news. Our desire is to see the kingdom of the Lord coming in this world especially in this country. The Kingdom of God presupposes the change in life style and habits. It is the kingdom of light and the peace. Where the kingdom of God is, people are united. We need our Christians to be good examples, convincing and attractive towards others.

Through the evangelism department, our Diocese contributes in community development as when peoples changed their mindset; they are able to use their wealth in right way. When people live peacefully in their family and with their neighbors, the nation prospers.

8.1 Summary of the planned activities

- Visit parishes;
- Trainings;
- Supervise the Sunday school activities;
- Supervise the home prayer cell groups.

8.2 Carried out activities

	Activities done	Place	Time
1.	Empowering different comities	Runda Parish	Sunday 16/2/2014
2.	Training of leaders on the theme “To be a good Leader”	Rubona missionary	6/2/2014
3.	Training of leaders on theme “To be a good Leader”	Nyamagana Parish	20/2/2014
4.	Training of 20 training of trainers on Diocesan level on Module(Leading by Faith	Diocesan office	24-28/2/2014
5.	Training of choirs	Musumba/Gitarama Parish	8/3/2014
6.	Empowering different comities and give them their job descriptions	Rugendabari Parish	21/3/2014
7.	Meeting on evangelism practice	CEFOCA PIAS	4/3/2014 3/4/2014
8.	Empowering different comities	Rugobagoba Parish	16/5/2014
9.	Supervise Sunday school activities	Musumba/Gitarama	18/5/2014
10.	Empowering different comities	Gikomero Parish	22/5/2014
11.	Empowering different comities	Gitarama Parish	23/5/2014
12.	Training the prayer groups	Kabuga Parish	14-15/6/2014
13.	Training and prayers	Shyogwe	16/7/2014

14.	Training and prayers	Tambwe	28/8/2014
15.	Preaching	Runda	31/8/2014
16.	Deliver bibles ,songs and prayers books to Christians	Kiyonza And Mpemba	20/9/2014 and 28/9/2014
17.	Training of parish comities	Mutara	3/10/2014
18.	Meeting with the Director of the prison	Muhanga	11/9/2014
19.	Training of Evangelism committees	Mbayaya	10/9/2014
20.	Preaching	Munazi And Musumba	16-17/8/2014 21/9/2014
21.	Preaching	Mugina Centre	2-3/8/2014
22.	Contribution to the church building	Mukoni chapel	10/8/2014
23.	Training in Build program	Shyogwe parish	22-24/9/2014
24.	To receive 96 bibles for Mpanga and Muhanga prisons	Kigali	23/9/2014
25.	Planning of Pastor's Camp	PEAR	9/10/2014
26.	Plan of future school and clarification of lesson	Diocese office	25/9&8/10/2014
27.	Share with pastors on evangelism in the Diocese	Diocesan office	Once a month
28.	Follow up of cells groups -To encourage catechists and evangelism committee on their work	Kabuga Parish	21/10/2014 Tuesday
29.	Visit to Hanika	Hanika Parish	2/11/2014 Sunday

8.3 Encountered challenges and proposed solution

Challenge	Proposed solution
Sometimes it is not easy to reach everywhere due to deficiency of appropriate transport means	To only its very necessary
Insufficiency of the office materials	To borrow from other offices
Insufficient resources	No solution

9. MBAYAYA PILOT FARM&TRAINING CENTER

Mbayaya pilot farm and training centre is a SHYOGWE DIOCESE demonstration farm that works hand in hand with crop farmers and pastoralists to improve standing of life in the country as key pillar of a holistic ministry.



Figure 18: A rice planted paddy in a SHYOGWE DIOCESE pilot farm valley of Mbayaya

This has been a period of challenges and change in the farm. Firstly, all cattle had to be well looked after in order to fatten them due to their slimy condition of before. Moreover, they needed to be bulled, a regular veterinary checkup, a good and enough quantity of silage or other forage species to boost their diet feed, hygiene in sheds, and then enough water.

Great change has started with labor. We had to change cow keepers several times in order to find a suitable one who could meet needs of our cattle. Nowadays, 2 heifers have calved last March and another one calved in this April, the fourth suffered from abortion during her fifth month of pregnancy and the last has found difficulty to maintain her reproductive, she was finally bulled and her uterus was stable. She expects to calve during the week of this November. She has been treated with several drugs in vain but we treated her with local herbs after bulling and her uterus seemed to be stable. We unfortunately lost a calf aged of 5 months last August. She failed to cope with the summer heat and died. There are now 7 cows in whole in the farm: 2 baby bulls and 5 heifers all pregnant. We set up spring calving system which allows calving in February and admitting calves to suck enough milk and have access to nutritious fresh forages and cope well in summer times. All cows are dried off this time, but the milk yield of our cows is still too low due to poor zebu, or other variety of factors.

All cattle are in a good condition. They are comfortable considering the old life, they graze enough the whole day, do not drink bad water from elsewhere as it was in former times, they are regularly assisted by a vet, a routine hygienic rules is assured together with an electric lightening system to ensure security in the yard.

The capacity of the whole land may fit with 18 cows but according to the current situation, we shouldn't exceed 10 cows if we wanted to continue to have good cows with high carcass weight and potential cows with high progeny status.

We wish to privilege Friesian cross races in this farm which would guarantee us black and white calves well known in this area to produce both high milk yield cows and very massive bulls to be slaughtered in butcheries or at the local markets.

Although, we expect a bright future in our farm, we are still fighting against parasite control. We spread many fluids to keep harmful insects out of our sheds and paddocks. In addition, our pastures are neither protected nor fenced. This seems to be dangerous for our cattle which could contract diseases from strange cows that are passing by.

The water supply system which isn't yet fully restored in the farmyard, but with a pipe we can provide 32 liters of clean water needed for 1 head/day generally drunken at ease while a cow is relaxing inside the shed.

The potential milk yields of current 5 heifers are unpredictable because of one reason or another. Once we are not sure of bull origin records, we may not presume anything about the quantity of milk that will produce a heifer after calving; we may not precise either if she was bulled by an easy calving bull. So, the calving period of 3 of our heifers would need the constant presence of a vet because this would be their first calving after puberty.

The shortage of calving tools kit such as calving jack, maternity kit like bucket feed very tremendous to regulate the quantity of a suitable daily milk diet for young calves or stomach feeder needed to feed weak calves unable to suck colostrums that may sometimes harden our calving period.

9.1 IN THE FARM



Figure 19: The year 2014 has been a blessing in the farm

The year 2014 has been a blessing in the farm. Our heifer has calved a Friesian cross bull for her first time after puberty. 4 other heifers have been dried off for a new calving period ahead (next February 2015). The newborn is having 4 liters of milk as a daily ration and is well kept in his nursing pen.

A regular veterinary check up is maintained by a farm manager, a vet and a trainee from a Veterinary school that has been admitted in the farm for his holidays training obligations. The (2old) bulls are now outside at grass after 6 months indoors. They are healthy with high stature of a good quality Friesian and jersey bulls but selling them now is a must.

They are not needed to be kept in the farm for its cost is high to maintain as long as the farm keeps less than 18 heifers. Moreover, the pasture layout made recently revealed that our paddocks are so overused that grass could not grow at the same speed as it was needed.

It needs either spreading of NPK 17, 17, 17 fertilizer, slurry liquid or reduces a daily ration to be supplied by our farm. This means to reduce our cattle number.

However, it is urgently wise to sell this bullock and very ideal to prevent an eventual shortage of forage as we expect new calving of 4 heifers. The current situation of our pasture can hardly suit to 12 cows.

GOAT PEN LIFE

The number of goat has increased from 10 up to 18. The number should hopefully attain 25 by this December 2014 after the kidding of 5 she-goats currently pregnant.

PIGGERY STORY

We still have 4 pigs. But the Diocesan managing sub-commission of the farm has advised that they should be sold and the money got may buy additional goats. The consumption cost of pigs is so high that they cannot generate any income.

RABBITS BAN NEWS

After his last visit, Viateur NTARINDWA has advised that the farmyard would host also rabbits in those empty bans and 4 female rabbits have been bought and 1 male for breeding. We have 5 rabbits in whole and they are well looked after.

9.2 Pineapple plantation

We have succeeded to plant 22,867 suckers of pineapples on the former pineapple plantation. We have already planted other additional 1000 suckers last August. This helped us to achieve on 23,867 pineapples suckers already planted.

Among those, includes 2,367 suckers chosen among the old field and also 21,500 suckers bought and transported from other growers. The former field has been enlarged in order to hold such big quantity. The planting measurement was 60cms between suckers in the middle and all sides. The whole field would bed with rice residues straws bought and transported from Mukunguri valley. The labor used here are Parishioners of Mbayaya parish and 2/3 amongst them are women. Only, a slurry store of organic manure has been used to plant these pineapple seeds.

3.3 PADDY FIELDS



Figure 20: A planted paddy of rice in Mbayaya valley

We have managed to prepare 20 paddies of 5 areas each, just ready now for January 2015 rice plantation campaign which should end with February 2015. The valley has enough water and we have enough organic manure to spread before the usage of other fertilizers like urea, DAP, etc.

9.4 Cassava plantation

A field of cassava has been cultivated, the plan was to plant 11,000 cassava tree seeds and a half of these were already cultivated when we have been informed of a devastating disease that has endangered and destroyed all seeds in our region. We stopped planting and also lost our first crop. Experts from FAO came to examine our field, took samples and told us to wait for an eventual distribution of new seeds shortly.

9.5 Garden inside the farmyard

The hygiene inside the farmyard is well kept. All houses are clean; the garden is colored green by different species of flowers and fruit trees. Some trees are blooming and others have fruits. We have also planted green pepper and onions.

9.6 Rehabilitation works

The electricity has been fully restored in the major part of the center and in sheds, 3 rooms have completely been restored and well painted, with a white ceiling boat. Gutters that collect rainfall have been renewed and also painted in white. They are really so lovely to see and give many thanks to all partners that have helped our Diocese to make this rehabilitation works.

Table 18: Mbayaya pilot farm and training centre equipments

Item	Quantity	Status	Location
1. Great Tables (in the office)	3	1 Is Good 2 destroyed	Mbayaya
2. Small tables	4	3 good 1 destroyed	Mbayaya
3. Great Tables	7	Good	Mbayaya
4. Etagère	10	Good	Mbayaya
5. Comptoirs	2	Good	Mbayaya
6. Grandes armoires	4	Good	Mbayaya

7. Petites armoires	3	Good	Mbayaya
8. Fauteuils	4	Good	Mbayaya
9. Matelas	50	Good	Mbayaya
10. Blankets	37	Good	Mbayaya
11. Lits double	6	5 Good 1 destroyed	Mbayaya
12. Superposés	7	Good	Mbayaya
13. Chaises	37	6 destroyed	Mbayaya
14. Plastics	50	Good	Mbayaya
15. Planches	12	Good	Mbayaya
16. Bassins	2	Good	Mbayaya
17. Grand bassin	4	Good	Mbayaya
18. Spoons	80	Good	Mbayaya
19. Louches	28	14 Good	Mbayaya
20. Knives	117	Good	Mbayaya
21. Sufurias	14	4 destroyed	Mbayaya
22. Muvelo	2	Good	Mbayaya
23. Gobelets	40	22 Good	Mbayaya
24. Plateaux	4 big 13 small	Good	Mbayaya
25. Râpes	6	1 Good	Mbayaya
26. Essuie-mains	3	Good	Mbayaya
27. Bed sheets	18 pairs	5 destroyed	Mbayaya
28. Jerrycans	3	Good	Mbayaya
29. Thermos	2	Good	Mbayaya
30. Ibitambaro	8	Good	Mbayaya
31. Ibicuba	2	Good	Mbayaya
32. Cryons diffusion	3	Good	Mbayaya
33. Cryongenie	1	Good	Mbayaya
34. Amasoroli	14	Good	Mbayaya
35. Ibisuperi	8	Good	Mbayaya
36. Indobo	3	Good	Mbayaya
37. Arrosoirs	4	Good	Mbayaya
38. Passoirs	1	Good	Mbayaya
39. Supanet	16	Good	Mbayaya
40. Caisse vide	2	Good	Mbayaya
41. Folks	14	Good	Mbayaya
42. Balance	2	Good	Mbayaya
43. Imyiko	16	Good	Mbayaya
44. Pipe	1	Good	Mbayaya
45. Tridents	6	Good	Mbayaya
46. Scies	27	Good	Mbayaya
47. Râteaux	18	Good	Mbayaya
48. Ibitiyo	15	Good	Mbayaya
49. Sachets	1 rouleau	Good	Mbayaya
50. Téléviseur	1	destroyed	Mbayaya
51. Verres	50	Good	Mbayaya
52. Coupe-coupe	2	Good	Mbayaya
53. Cows	6	Good	Mbayaya
55. Lapins	25	Good	Mbayaya
56. Une moto	2	Good	Mbayaya
	1	Good	Mbayaya

Table 19: Mbayaya Farm Employees

Names	QUALIFICATION
1.NSENGIYUMVA AMOS	Green certificate in Agriculture
2.HATEGEKIMANA Saver	Primary school
3.HABANABAKIZE Athanase	Primary school
4. HABIHIRWE Jean Claude	Primary school
5. NDAGIJIMANA Faustin	Primary school

10. OBSERVATIONS

Status Domain	Strengths	Weaknesses	Point of concern	Recommendations
Human Resources Management	The Diocese increased its organization capacity by recruiting new cadres and reviewing its structure.	The diocesan personnel is over employed; as one cadre assume many responsibilities at once	The quality of the service and labor is not ensured	The Diocese need to recruit further employees such as the Internal Auditor, the Head of Youth Department, the Mytech Coordinator; Health Mum Project Coordinator; Office Cleaners, day watchman, etc.
	The Diocese increased remunerations for some of its personnel	The Diocese has no clear remuneration policy	Instability of the personnel	The diocesan administration together with the Human and Material Resources Manager have to put in place the adequate, clear and fair policy in salaries payment within the entire Diocese.
	The Diocese putted in place the elementary tools for the management of its employees	The diocesan employees have no medical insurance	Difficulties in medical services recovery	The diocesan administration together with the Human and Material Resources Manager have to such for the medical insurer for all diocesan

				employees such as RAMA, etc.
		The diocesan offices are not equipped and there is lack of basic materials such as computers, printers, etc.	The quality of the service and labor is not ensured	The diocesan administration should insure that very employee has his/her own basic office tools to able him/her to accomplish his/her work in a fair manner.
	The Diocesan administration meet with the personnel once a week	There is non-internal regulations for the diocesan employees	Reduced income: employees are not aware of what is acceptable and what is not allowed.	The diocesan administration together with the Human and Material Resources Manager have to draft the internal regulations for all diocesan employees
	- The diocesan administration visited the personnel on the field to hear from everyone; - Qualified personnel;	The administrative & Management procedure manual is not available to all and every employee	Employees are not aware of what is acceptable and what is not allowed.	The diocesan administration has to finish the administrative & Management procedure manual and to put it at the disposal of every employee
	- The personnel is regularly paid and the diocese contribute for them in RSSB; - The Human Resources Manager is part of Diocesan Senior Administration Board to represent the	The security at work place is not well insured: people come in the working offices as they want; sometimes the personnel get in disputes with the drunken men, the wreaked spirit people, etc.	The employees' life is at risk	The diocesan administration should recruit day qualified watchman to maintain security.
		The responsibilities for every employee are not clear enough	Interference in someone responsibilities	The diocesan administration together with the Human and

	employees.			Material Resources Manager have to hand in the responsibilities letter to every and single employee
		Some employees don't have employment contracts and other basic documents to constitute their personnel dossiers	Unclear responsibilities towards the employee and the employer	The diocesan administration together with the Human and Material Resources Manager have to insure the completion of every employee's folder before the end of this year.
Material Resources Management	The Diocese recruited an employee to manage its material resources	All material resources are not inventoried	Resources can easily be stolen or missed	The Material Resources Manager has to finish the equipment inventory almost within the diocesan offices and institutions before the end of this year
		Some diocesan lands have no titles	The lands could be taken back by the State or be stolen by individuals	The Material Resources Manager has to work hand in hand with pastors, directors of institutions, and other concerned persons, in order to insure the registration of all diocesan lands.
		There is no clear policy in maintaining the diocesan buildings and other valuable material resources	Buildings and other valuable resources are degrading	The diocesan administration together with its accountant should insure the timely maintenance of all church buildings and other valuable materials.
	The Diocese recruited an employee to	Some diocesan material resources are not adequately	Reduced income	The diocesan administration shall insure the adequate

	manger its buildings located at Shyogwe and Cyakabiri	exploited		exploitation of all material resources at its disposal
Development	The Diocese managed to initiate many social projects in favor of local population such as youth at risk project, help mum project, CCM project, Rural Development project, Credit and saving project, Mbayaya pilot and demonstration farm, etc.	The diocese has not much income generating projects	Budgetary dependence	The Program & Projects Manager together with the heads of departments need to put more effort in conceiving income generating projects
		Many projects depend on external funds. Those are for instance MYTEC, UTSI, Mbayaya Farm, etc.	Projects are not sustainable	The heads of those projects should profit the donations they have now in order to be self-sustainable in the future
	The Diocese done its best to improve its infrastructures	We still have many church buildings in a very critical situation. Those are for instance Tambwe, Cyeru, Cyimana church buildings, and others.	The church is dishonored and some young people go away from it.	The Program & Projects Manager together with pastors and other concerned persons shall put in place a clear vision and policy to deal with this situation
	The development department is managed by a well-equipped cadre (a Master's holder)	Lack of adequate coordination of all development initiatives	Lack of synergy in development activities	The Program & Projects Manager should clearly study and show how all development initiatives can be well harmonized without compromising the initial objectives of every project.
		The diocesan and departmental action plans are not available to everyone	People don't know where they come from and where they go	The Program & Projects Manager should supervise and ensure the smooth planning of all diocesan main activities.

		Many of the projects we do are not locally initiated and do not have a clear business plans showing how the projects are viable.	Projects are not sustainable	The Program & Projects Manager should assist the heads of projects in drafting their action plans
		We have poor reporting system and a cumbersome bureaucracy	The diocesan administration is not aware of the real situation of our projects	The Diocesan administration of the Diocese should visit every project almost once a term.
Education	The number of children who finish the primary education is always increasing as others complete the secondary level or the higher education.	Overpopulated classes	The quality of education is not ensured	The head of education department should share the issue with the local authorities in order to find the solution
	The number of schools increased	Schools which we built long ago are really old. Those schools are: Nyakabungo, Ntungamo, Kabuga, Gahengeri, Muhazi, Murehe and Gisura.	The church is dishonored and the quality of education is not ensured	The head of education department should discuss the issue with the head teachers and the diocesan administration
	The Diocese initiated an education fund called Twirerere Abana Education Fund	The fund need more support in order to be effective	The fund is not actually able to solve the education main issues such as schools modern rooms, etc.	The diocese should support the fund for its more effectiveness
Youth Department	Youth in Nyarugenge Archdeaconry participated in construction of Pastor's house at Cyimana Parish where they provided ten sacs of cement and contributed 100.000frw to	The Diocese allows very limited resources to the Youth Department	The role of the youth in the church seems to be underestimated	The Diocese should increase the budget it allows to the Youth Department

	help Rushoka parish in the church construction.			
	We promoted saving, credit and farming co-operatives in order to improve the youth welfare.	Youth has very limited common activities that could gather them on the diocesan or archdeaconry level	Youth seem to live in isolation and this is the main cause of their poverty	The Head of Youth Department should commit himself to find the project which could gather our youth (Boys Brigade, Girls Brigade for instance)
		The Youth Department has no income generating activity and it seems that there is not enough effort in conceiving projects which could help in resolving the department sustainability issue	The department is not able to carry out its all activities	The Head of Youth Department should invest more effort in conceiving projects which could help in resolving the issue
Evangelism (Church Mission)	The Head of department regularly visit the pastors and other ministers on the field	The Head of the Department don't use to produce written reports after the area visits and even the pastors don't give narrative reports of theirs activities	The follow-up is difficult	The Head of the Evangelism Department shall hand in to the diocesan administration a written report after the every sit visit
	Pastors are regularly trained	There is not sufficient follow-up of the impact of their trainings in their everyday life in the parishes	Trainings tend to be a simple routine	The Head of the Evangelism Department shall hand in to the diocesan administration a written report of every training carried out in favor of pastors and

				ensure its follow-up in terms of impacts. The same remark is given to the parish leaders who must produce written reports of their activities
		There is not clear diocesan evangelism policy susceptible to deal with new challenges that we are actually facing	The situation risks to be such as that we are observing in Europe where people are no more interested in church activities	The head of the department could think about this pressing issue
	Diocesan convention are regularly organized	The conventions are attended by a great number of infants	The targeted objective may not be attained	the targeted people should be clearly defined during the preparation of the conventions
	Short term trainings are organized for lay-people according to their categories	Youth in secondary schools seem to be forgotten	Our young people in schools could adopt other faith	More attention should be given to the youth in secondary schools (Youth and evangelism)
	Home Prayer cell groups are solution to the church vivacity	The number of Prayer cell groups is progressively decreasing	church is losing its force on the grassroots level	the head of evangelism department together with the diocesan administration should think about the seminar of all leaders of cell groups within the archdeaconries
	The College of Bible and Development	The number of trainees has been diminished	The school tend to the collapse	the diocesan administration, the head of evangelism department and the principle have to review the ending profile of the trainees
	Assistance to the poor	The diaconal activity is not well organized	We are asking from the believers but what we give	The Head of department should set up the policy to

			buck to them is very reduced	be followed by local churches in diaconal activities
	Choirs	Choirs are not well equipped in terms of instruments and organization	songs are not very attractive and are sometime dominated by the noise	the head of department should give more attention to this issue
	Evangelism in schools	The head of department don't use to visit schools	Our young people in schools could adopt other faith	the head of department should give more attention to this issue
Mothers Union	A variety of craft making activities, agriculture/animal rearing and other income generating activities have been initiated	The MU activities are not well observable in the families	The impact is not ascertained	Projects initiated on the diocesan level need to be decentralized on the grassroots level.
		In some parishes, women are not motivated because some Mothers' Union representatives misused their money	MU members could reduce	The MU worker has to continue to approach the parish leaders and work together with them in order to resolve this problem
Savings and Credit Program	Shyogwe Diocese has implemented a program of credit and saving rooted in our Home cells and Chapels	The number of groups are decreasing	the initiative tends to collapse	The responsible has to propose a better solution for this issue
		The money earned by saving groups is not enough sufficient	Loans that the groups can give to the are very small	The responsible has to propose a better solution for this issue
		Ibyiringiro Cooperative is not operational	The cooperative tend to collapse	Ibyiringiro Cooperative need to be reviewed and to be given a clear vision for the future
		Sometime the saving and credit groups are sources of conflicts within the Christians when some of them refuse to pay buck the loans	The initiative risks to hinder the main mission of the church	The responsible has to continue to approach the parish leaders and work together with them in order to resolve this problem

Unité de Transformation Semi-Industrielle (UTSI)	The products of UTSI are appreciated by the consumers	No clear business plan	The orientation is uncertain	The concerned persons have to think about the issue
		Insufficient production	The industry can't cover all its expenses (salaries, amortization of machines and houses), etc. The unity is not generating any income for the diocese	The concerned persons have to think about the issue
	USTI helps the local pineapples growers by buying their product at a fair price	UTSI has no pineapples or other fruits plantation	The unit buys all basic products for its functioning	The concerned persons have to think about the issue
Muhanga Youth Technology Centre	Youth are trained in many professional activities	Insufficient production (the centre has the sophisticated equipment which is yet less exploited)	The centre is not generating any income for the diocese ; can't cover all its expenses (salaries, amortization of machines and houses), etc.	The manager together with the diocesan administration have to propose clear strategy to solve the issue
		No qualified personnel	The quality of service is not insured.	The manager together with the diocesan administration have to propose clear strategy to solve the issue
Low price Company Ltd	The company considerably helped our secondary schools to purchase good at a fair price	The company has not capacity to satisfy the market	Reduced income	The Accountant and the administrative board have to propose clear strategy to solve the issue
		The company is still locating the house in Ruhango centre	Reduced income	The Accountant and the administrative board have to propose clear strategy to solve

				the issue
Mbayaya Pilot Farm and Training Centre	Cattle are in a good condition and we have some pineapples and cassava plantations	The land is not sufficiently exploited	Reduced production	The manager together with the diocesan administration have to propose clear strategy to solve the issue
	Some rooms have completely been restored	The training centre is not frequented	Reduced income	The manager together with the diocesan administration have to propose clear strategy to solve the issue
		The Centre is not insuring its self-sustainability	Budgetary dependency	The manager together with the diocesan administration have to propose clear strategy to solve the issue
		The centre don't produce revenue for the diocese	The main objective is not attained	The manager together with the diocesan administration have to propose clear strategy to solve the issue