



MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT
UGANDA WOMEN ENTREPRENEURSHIP PROGRAMME (UWEP)
WOMEN ENTERPRISE REVIEW CHECKLIST
FOR DISTRICT EXECUTIVE COMMITTEE (DEC)

DESCRIPTION

This checklist is intended to enable the District Executive Committee (DEC) review and endorse proposals submitted by DTPC. It provides information/requirements that the members of DEC need to look out for while reviewing and endorsing the proposals.

A: ENTERPRISE DETAILS

Name of Enterprise	
Component(Enterprise fund and Capacity and Skills Development)	
Budget (UGX.)	
District	
County/Municipality	
Sub-county/TC/Division	
Parish/Ward	
Village/Cell	
Date of Review	

TICK APPROPRIATE

Recommended for Approval:

Deferred:

B: ENTERPRISE REVIEW DETAILS

SN	ITEM	(YES/NO)	COMMENTS/REMARKS
1	Is there evidence of the enterprise approval by DTPC? - Confirm from the DTPC minutes		
2	Does the Enterprise fall within the District/Sector priorities?		
3	Are the beneficiaries targeted appropriate and in line with the Programme Guidelines?		
4	Is the approval of the Enterprise in line with the principle of equitable resource distribution within the District?		

C: RECOMMENDATIONS

1. Overall Recommendation: (i) Recommended for Approval: (ii) Deferred:

2. Summary of Reasons for Deferment (if Deferred):

(i)

(ii).....

(iii).....

3. Corrective Actions Recommended (If Deferred):

(i)

(ii).....

(iii).....

4. Endorsement by Chairperson & Secretary of the DEC meeting (For & On behalf of DEC members present at the meeting):

Item	Officer (1)-Chairman DEC meeting	Officer (2)-Secretary DEC meeting
<i>Name</i>		
<i>Designation/Position</i>		
<i>Signature</i>		
<i>Date</i>		

i. This checklist is important in the approval process.
 ii. Each page of this checklist should be signed by Chairperson and Secretary of the STPC and stamped