

REPORT OF THE TRAINING WORKSHOP ON EITI REPORTING AND DATA COMPILATION FOR THE 5TH UGEITI REPORT (FY 2023/2024)

Venue: Protea Hotel, Kololo, Kampala

Date: Thursday, 28th May 2026

Organised by: Uganda Extractive Industries Transparency Initiative (UGEITI) Secretariat

Supported by: Africa Centre for Energy and Mineral Policy (ACEMP)

Acronym

ACEMP	Africa Centre for Energy and Mineral Policy
ASM	Artisanal and Small-Scale Mining
BOU	Bank of Uganda
CNOOC	CNOOC Uganda Limited
CSO	Civil Society Organisation
EITI	Extractive Industries Transparency Initiative
FY	Financial Year
IA	Independent Administrator
MDAs	Ministries, Departments and Agencies
MEMD	Ministry of Energy and Mineral Development
MoFPED	Ministry of Finance, Planning and Economic Development
MSG	Multi-Stakeholder Group
OAG	Office of the Auditor General
PAU	Petroleum Authority of Uganda
SOE	State-Owned Enterprise
UGEITI	Uganda Extractive Industries Transparency Initiative
UNMC	Uganda National Mining Company
UNOC	Uganda National Oil Company
URA	Uganda Revenue Authority
VAT	Value Added Tax
PAYE	Pay As You Earn
FY	Financial Year

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1.0 EXECUTIVE SUMMARY

The Uganda Extractive Industries Transparency Initiative (UGEITI) Secretariat convened a one-day training workshop on EITI reporting and data compilation for the Fifth UGEITI Report on Thursday, 28th May 2026 at Protea Hotel, Kololo, Kampala.

The workshop brought together over 40 representatives from government institutions, extractive companies, state-owned enterprises, the Office of the Auditor General, and other key stakeholders involved in the EITI reporting process (List of participants is attached as annex II). The primary objective was to enhance participants' understanding of the EITI reporting templates and data requirements for the preparation of Uganda's Fifth EITI Report covering Financial Year 2023/2024.

The training was facilitated by the Independent Administrator (IA), Moore Insight, and focused on the reconciliation scope, reporting requirements, practical completion of reporting templates, lessons learnt from previous reporting cycles, and measures to improve data quality and timeliness.

Participants were guided through the reporting templates sheet by sheet, enabling them to understand the specific reporting obligations applicable to their institutions. The workshop also provided an opportunity for stakeholders to seek clarification on technical issues and discuss strategies for ensuring timely submission of complete and accurate data.

The workshop concluded with agreement on the timelines for data submission and continued engagement between reporting entities and the UGEITI Secretariat to facilitate successful completion of the Fifth EITI Report.

2.0 BACKGROUND

Uganda joined the Extractive Industries Transparency Initiative (EITI) to promote transparency, accountability, and public trust in the management of revenues generated from the extractive sector.

As part of its obligations under the EITI Standard, Uganda is required to publish periodic EITI Reports that disclose payments made by extractive companies and revenues received by government entities, together with contextual information about the governance of the sector.

The Fifth UGEITI Report covers Financial Year 2023/2024 and builds on the progress made through the publication of four previous EITI Reports. The report will provide comprehensive information on Uganda's mining, oil and gas sectors and support evidence-based policy reforms aimed at strengthening sector governance.

To facilitate efficient data collection and reconciliation, the UGEITI Secretariat organised this training workshop to orient reporting entities on the reporting process and data compilation requirements.

3.0 OBJECTIVES OF THE WORKSHOP

The workshop aimed to:

- Build the capacity of reporting entities on EITI reporting requirements.
- Explain the scope and methodology for the Fifth UGEITI Report.
- Guide stakeholders on completion of the reporting templates.
- Improve the quality, consistency and completeness of submitted data.
- Provide a platform for participants to seek clarification on reporting requirements.
- Strengthen collaboration between reporting entities, the Independent Administrator and the UGEITI Secretariat.

4.0 PARTICIPANTS

The workshop was attended by representatives from:

- Government Ministries, Departments and Agencies (MDAs).
- Uganda Revenue Authority (URA).
- Petroleum Authority of Uganda (PAU).
- Uganda National Oil Company (UNOC).
- Uganda National Mining Company (UNMC).
- Office of the Auditor General (OAG).
- Oil, gas and mining companies.
- Civil society organisations.
- UGEITI Secretariat.
- Independent Administrator (Moore Insight).

5.0 OPENING REMARKS

The workshop was officially opened by the National Coordinator of UGEITI, Mr. Saul Ongaria.

In his remarks, he welcomed participants and appreciated them for dedicating time to support Uganda's EITI reporting process. He noted that the EITI

process is an important mechanism for promoting transparency and accountability in the management of Uganda's extractive resources.

The National Coordinator highlighted that Uganda had successfully produced four EITI Reports and was now undertaking preparation of the Fifth Report covering Financial Year 2023/2024. He emphasized that the quality of the report depends largely on the accuracy, completeness and timeliness of data submitted by reporting entities.

He encouraged participants to actively engage during the workshop and to seek clarification wherever necessary. He further assured stakeholders that the Secretariat would remain available throughout the reporting process to provide technical support and guidance.

Mr. Ongaria also acknowledged the support provided by the Africa Centre for Energy and Mineral Policy (ACEMP) in facilitating the workshop and reiterated the importance of partnerships in strengthening extractive sector governance.

6.0 PRESENTATION BY THE INDEPENDENT ADMINISTRATOR

The Independent Administrator (IA), Moore Insight, delivered a comprehensive presentation on the reporting process, reconciliation scope, reporting templates, and data submission requirements for the preparation of Uganda's Fifth EITI Report covering Financial Year 2023/2024. The guidance note is attached as Annex III.

The presentation emphasized the importance of complete, accurate, and timely reporting by all participating entities to facilitate an efficient reconciliation process and ensure compliance with the EITI Standard.

The presentation covered:

6.1 Reporting Process

The IA outlined the reporting process for the FY 2023/2024 EITI Report, beginning with the Scoping Study, which identified the material revenue streams, reporting entities, and disclosures required for the report. The reporting process will culminate in the reconciliation of payments reported by extractive companies against revenues reported by government agencies.

Participants were informed that the quality of the reconciliation exercise depends on the completeness of submissions and the consistency of data reported by both government entities and companies.

6.2 Reconciliation Scope

The IA presented the entities selected for inclusion in the reconciliation exercise.

For the mining sector, seventeen reporting companies were identified, including Tororo Cement Ltd, Hima Cement Ltd, National Cement Company Uganda Ltd, Sino Minerals Investments Company Ltd, Wagagai Mining (U) Ltd, Rwenzori Rare Metals Ltd, Namekara Mining Company Ltd, Direct Reduced Iron (DRI) Ltd, and other material companies operating within Uganda's extractive industry.

For the oil and gas sector, the reporting entities include TotalEnergies EP Uganda, CNOOC Uganda Limited, and Uganda National Oil Company (UNOC).

Participants were informed that only entities identified through the scoping process would be required to submit reconciliation data for the FY 2023/2024 reporting period

6.3 Reporting Templates and Data Requirements

The IA provided a detailed walkthrough of the reporting templates and explained the responsibilities of each reporting entity.

The reporting package comprises fifteen reporting templates covering both financial and contextual disclosures. Key templates include:

- a) Identification Sheet containing company registration details, licence information, company activities, share capital, TIN, audited financial statements, and reporting focal persons.
- b) Summary Reporting Template capturing all material payments and revenues.
- c) Payment Flow Details requiring disclosure of payments by receipt number and government recipient.
- d) Production Details covering production volumes, values, licence information, and royalties.
- e) Export Details covering quantities exported, values, and destination countries.
- f) Social and Environmental Expenditure disclosures.
- g) Subnational Payments disclosures.
- h) Legal Ownership and Beneficial Ownership declarations.
- i) Employment disclosures disaggregated by gender, nationality, and employment status.
- j) Infrastructure Provisions and Barter Arrangements.
- k) Project Costs reporting.
- l) Greenhouse Gas Emissions reporting.

The IA emphasized the importance of ensuring consistency between the summary reporting template and supporting schedules to avoid reconciliation discrepancies

6.4 Key Revenue Streams and Disclosures

Participants were guided through the major payment streams that will be reconciled under the Fifth EITI Report. These include:

- Pay As You Earn (PAYE)
- Withholding Tax
- Withholding Tax on Foreign Transactions
- Withholding Tax on Management Fees
- Customs Payments
- Value Added Tax (VAT)
- Corporate Income Tax
- Capital Gains Tax
- Environmental Impact Assessment Fees
- Royalties
- Licence Fees
- Annual Mineral Rents
- Other Material Revenue Streams

The IA further explained reporting requirements relating to social expenditure, environmental expenditure, infrastructure provisions, barter arrangements, and subnational payments.

6.5 Practical Guidance on Completion of Templates

Participants received practical guidance on how to complete each reporting template and supporting schedules.

The IA highlighted the need to:

- a) Use the official legal entity name and Tax Identification Number consistently across all templates.
- b) Report figures using the prescribed reporting basis and reporting period.
- c) Attach all required supporting documentation.
- d) Ensure that totals reported in summary templates reconcile with detailed schedules.
- e) Designate knowledgeable focal persons responsible for completing and submitting the templates.

Participants were encouraged to review their submissions thoroughly before submission to minimize errors and reconciliation adjustments

6.6 Lessons Learned from Previous Reporting Cycles

Drawing from previous reconciliation exercises, the IA highlighted several recurring challenges and lessons for reporting entities.

Key lessons included:

- a) Appointing competent focal persons with sufficient knowledge of financial, operational, and tax records.
- b) Consistently using official legal names and Tax Identification Numbers across all reporting documents.
- c) Adhering to reporting deadlines.

- d) Ensuring reporting templates are fully completed and supported by relevant documentation.
- e) Correctly classifying payment streams and revenue categories.
- f) Reporting payments using the prescribed reporting basis.
- g) Maintaining effective communication with the Independent Administrator throughout the reconciliation process.

6.7 Reconciliation Issues and Clarifications

The IA discussed common reconciliation issues that arise during EITI reporting, including inconsistencies between company and government records, missing supporting documents, reporting omissions, and misclassification of revenue streams.

Participants were advised to verify data before submission and respond promptly to clarification requests issued during the reconciliation process

7.0 PRACTICAL SESSION ON COMPLETION OF REPORTING TEMPLATES

The practical session focused on guiding participants through the reporting templates sheet by sheet.

Participants received detailed explanations on:

- a) Reporting entity identification information.
- b) Revenue payment disclosures.
- c) Production and export information.
- d) State participation disclosures.
- e) Transportation revenues.
- f) Licensing information.
- g) Other contextual disclosures required under the EITI Standard.

The session enabled participants to understand which sections of the templates were applicable to their respective institutions and reporting responsibilities.

The IA responded to questions from participants and provided clarification on technical reporting requirements.

8.0 KEY ISSUES DISCUSSED

The following issues emerged during the discussions:

- a) Timely submission of completed templates and supporting documents.

- b) Identification of institutional focal persons responsible for coordinating reporting.
- c) Consistency between reported data and audited financial records.
- d) Requirements for beneficial ownership disclosures.
- e) Reporting obligations relating to social, environmental, and community expenditures.
- f) Classification of payment streams and revenue categories.
- g) Need for continuous communication between reporting entities and the Independent Administrator.
- h) Importance of maintaining data quality to minimise reconciliation discrepancies.

Participants appreciated the practical guidance provided and requested continued technical support throughout the reporting process.

9.0 WAY FORWARD

The workshop agreed on the following actions:

	Action	Responsible Entity
a)	Submit completed reporting templates and supporting documentation by 15th June 2026	Reporting Entities
b)	Nominate and maintain active reporting focal persons	Reporting Entities
c)	Provide technical guidance and support during data compilation	UGEITI Secretariat
d)	Review submissions and follow up on discrepancies and data gaps	Independent Administrator
e)	Maintain continuous engagement with reporting entities	UGEITI Secretariat and Independent Administrator
f)	Complete reconciliation and preparation of the Fifth UGEITI Report	Independent Administrator
g)	Support quality assurance and validation of submitted information	All Reporting Entities

10.0 CONCLUSION

The workshop successfully enhanced stakeholders' understanding of the EITI reporting requirements and data compilation process for the Fifth UGEITI Report.

Participants demonstrated commitment to supporting the reporting exercise and acknowledged the importance of producing a credible and comprehensive report that strengthens transparency and accountability in Uganda's extractive sector.

The UGEITI Secretariat appreciated all participants, the Independent Administrator, and ACEMP for their support and active participation in the workshop. Stakeholders were encouraged to maintain close collaboration throughout the reporting process to ensure timely completion of the Fifth UGEITI Report for Financial Year 2023/2024.

11.0 List of Annexes

11.1 Annex I: Workshop Programme

PROGRAM: EITI TRAINING WORKSHOP ON THE EITI REPORTING TEMPLATE

Date: Tuesday 2nd June, 2026

Venue: Protea Hotel - Kololo

TIME	AGENDA ITEM	RESPONSIBLE PERSON
08:00 - 09:00 hrs	Arrival and Registration	UGEITI Secretariat
09:00 – 9:15 hrs	Opening Remarks	National Coordinator
9:15 – 11:00 hrs	EITI Reporting process (Phase 1) • The Reconciliation Scope. • Reporting templates & instructions. • Lessons learnt from the other reconciliation processes. • Reconciliation issues.	Independent Administrator
11:00 – 11:15 hrs	TEA BREAK	Hotel
11.15 – 12:45 hrs	Practical Session (Phase 2) • Filling of templates	All
12:45 – 1:00 hrs	Way Forward	National Coordinator
1:00 hrs	LUNCH & DEPARTURE	Hotel

11.2 Annex II: List of Participants

1. Ms. Jane Rose Alwongyeire – National Environment Management Authority
2. Mr. Kato Obadiah Anthony – Petroleum Authority of Uganda (PAU)
3. Ms. Kongai Victoria – Petroleum Authority of Uganda (PAU)
4. Mr. Henry Tumusiime – Ministry of Energy and Mineral Development
5. Ms. Ginamara Esther Otonga – Uganda Revenue Authority (URA)
6. Mr. Jordan Nangwala – Uganda National Mining Company
7. Ms. Carolyn Faith Kirabo – Uganda National Mining Company
8. Mr. Anthony – CNOOC Uganda Limited

9. Mr. Luigi Masiga – Wagagai Mining (U) Ltd
10. Mr. Benard Weko – Tororo Cement Ltd
11. Mr. Barugahure Isaac – Uganda National Oil Company
12. Ms. Adokorach Ritah – Africa Centre for Energy and Mineral Policy (ACEMP)
13. Ms. Isabella Acomai – Africa Centre for Energy and Mineral Policy (ACEMP)
14. Mr. Chris Musiime – Africa Centre for Energy and Mineral Policy (ACEMP)
15. Ms. Ampaire Natasha – Metro Cement Limited
16. Ms. Emily Nakamya – Uganda National Oil Company
17. Ms. Rhona Nahwera – Hima Cement Limited
18. Mr. Job Mwesigwa – Abyssinia Group of Industries
19. Mr. Rajan – Uganda Registration Services Bureau (URSB)
20. Mr. Saul Ongaria – EITI Secretariat
21. Ms. Gloria Mugambe – EITI Secretariat
22. Mr. Francis Garvin Okello – EITI Secretariat
23. Ms. Gloria Nakimwero – EITI Secretariat
24. Mr. Dan Denis Agaba – EITI Secretariat
25. Mr. Edgar Mutungi – EITI Secretariat
26. Ms. Gloria Nakimwero – EITI Secretariat
27. Ms. Hellen Ninsiima – EITI Secretariat
28. Mr. Kanakulya Edwin Kavuma – EITI Secretariat
29. Ms. Linda Stacy Nalumu – EITI Secretariat
30. Ms. Ruth Mutonyi – EITI Secretariat
31. Ms. Jackline Ensekiriyo – EITI Secretariat
32. Ms. Gertrude Angom – EITI Secretariat
33. Mr. Etyang Stephen – EITI Secretariat
34. Mr. Ariho Ignatius – EITI Secretariat
35. Mr. Patrick Epulu – EITI Secretariat
36. Mr. Anapa Paul – EITI Secretariat
37. Ms. Enyaku Anita Fiona – EITI Secretariat
38. Ms. Anyait Stella – EITI Secretariat
39. Mr. Gordon Muhereza – EITI Secretariat
40. Ms. Acom Susan – EITI Secretariat
41. Mr. Edison Kamwe – EITI Secretariat
42. Mr. Naluswa Ibrahim Kasango – EITI Secretariat
43. Ms. Nakiwu Lorna Mary – Uganda Registration Services Bureau (URSB)
44. Ms. Patricia Opoka Akello – Uganda Registration Services Bureau (URSB)
45. Ms. Emily Kisaakye – Office of the Auditor General (OAG)
46. Mr. Paul Twebaze – Advocates Coalition for Development and Environment

11.3 Annex III: Reporting Template Guidance Notes

Reporting Template Requirements

Overview

The reporting template is designed to capture comprehensive details about the company's financial, operational, and environmental activities for fiscal year 2022/23. This guide provides a detailed breakdown of each sheet within the template.

Sheet 1 - Identification Sheet

Company Details: Provide basic information about the company.

Activities: Identify extractive and non-extractive activities and their percentage of turnover. License Information: Document all relevant licenses.

Audit Status & Compliance: Include the status of audits and environmental assessment compliance.

Management Sign-off: A declaration confirming the accuracy of the information.

Sheet 2 - Reporting Template

Government Payments: Summarize all payments made to government entities. Expenditures: Include mandatory and discretionary social and environmental expenditures. Subnational Payments & Barter Arrangements: Outline any such agreements.

Sign-off: Required by both company management and an independent auditor.

Sheet 3 - Payment Flow Details

Disaggregated Payments: List all payments to government agencies.

EITI Standard Compliance: Ensure data disaggregation by project, company, government entity, and revenue stream according to the 2023 EITI Standard.

Sheet 4 - Production Details

Production Volumes and Values: Detail monthly production by mineral type, license number, and quantity.

Compliance with Requirement 3.2: Follow the 2023 EITI Standard guidelines.

Sheet 5 - Export Details

Export Data: Provide monthly export volumes and values by commodity and company. Requirement 3.3 Compliance: Ensure timely and accurate disclosure of export information.

Sheet 6 - Social & Environmental Expenditure

Expenditure Details: Include all mandatory and voluntary social and environmental expenditures. Sign-off: Required by company management and an independent auditor, as per Requirement 6.1.

Sheet 7 - Subnational Payments

Direct Payments: Detail payments made to subnational or regional authorities.

Compliance and Sign-off: Adhere to Requirement 4.6 and ensure sign-off by relevant parties.

Sheet 8 - Legal Ownership Declaration

Ownership Structure: Document the legal ownership and any connections to publicly listed companies.

Stock Exchange Filings: Provide links to relevant filings.

Sheet 9 - Beneficial Ownership Declaration

Ownership Details: Identify natural persons with significant ownership or control (5% or more) in the company.

Sheet 10 - Employment

Employment Data: Break down employment details by gender, nationality, and type.

Sheet 11 - Infrastructure and Barter Arrangements

Agreement Details: Document exchanges of goods, services, or infrastructure for oil, gas, or mineral rights.

Sheet 12 - Projects

Project Expenditures: Categorize expenses into development, operational, and administrative costs.

Sheet 13 - Greenhouse Emissions

Emission Details: Provide data on greenhouse gas emissions, disaggregated by type and scope.

11.4 Annex IV: Workshop Photographs







