

Draft Meeting Minutes For The Site Visit at Makerere University Innovation Pod and National ICT Innovation Hub Nakawa

Venue: Makerere University Innovation Pod and Ministry of ICT and National Guidance National ICT Innovation Hub – Nakawa

Date: 12th December 2022

Members Present:

No.	NAME	ORGANISATION
1.	Kajjubi daniel	Hamlet Group
2.	Esenu Charity	Hamlet Group
3.	Conrad A	Hamlet Group
4.	Mpora Bertram	Hamlet Group
5.	Dr. Cathy Mbidde	Makerere University
6.	Annet Nakandi	Mak Hub
7.	Joshua Kaija	Mak EWD
8.	Rhoda Martha Akumu	Procurement Officer UNDP
9.	Nathan Tuhumanye	Head of Exploration Accelerator Lab, UNDP
10.	Berna Mugema	Head of Experimentation Accelerator Lab, UNDP
11.	Hadijah Nabbale	Head of Solutions Mapping Accelerator Lab, UNDP
12.	Jordan Kinobe	Digital Transformation Intern, UNDP

Agenda

1. Welcome and Introductions
2. Communication from the UNDP team
3. Communication from Makerere Team
4. Tour of the Facility

MINUTE	DISCUSSION	WAY FORWARD / ACTION	RESPONSIBLE PERSON
Min 1: Welcome and Introductions	Members present introduced themselves		All members present
Min 2: Communication from the UNDP team	Berna briefed the teams on the work being done by UNDP and what is expected from the vendors on how to approach the work at hand to spur innovation.		Berna Mugema

	• She also gave some examples of some of the innovation spaces such as Motiv and Innovation Village and shared some expectations as a world-class innovation pod that encourages co-creation and creativity that is unique to Uganda.		
Min 2.1	• She shared with the vendors that this procurement is for 2 spaces one at Makerere University and the other at NiiH (Nakawa) UICT. • She advised the vendors to note the key point that the space is mainly for Designing and refurbishing and give a specification for the appropriate furniture for the kind of space e.g lighting, painting, and talking walls. • She also shared that UNDP shared the design(site layout) at RFP given to UNDP CO by the UNDP HQ but depending on the size, the vendors were advised to see which one works and which doesn't work depending on their creativity, they can suggest what can pass.		Hadijah Nabbale
Min 3: Communication from the Makerere team	• She shared that we are going to tour internally as well as externally and that the main key audience/client for this space is the Youth, so the designers have to think in line with that. An emphasis to design for young people and then the academic staff. • She also shared that despite the spaces being tailored for the youth, being a public entity, their other target is the external stakeholders how can we help		Dr. Cathy Mbidde

	say for example the people in Katwe to appreciate this space for their innovations and prototypes.		
Min 3.1	• He shared advice on what can be adjusted and it was noted that the walls will not be broken but advised that vendors can suggest glass walls, change lighting, or in case of advice they can ask the team from Makerere University • Within 1-3 months the committee from Makerere would have to review the designs and approve the designs depending on the magnitude proposed.	The team from Makerere University will have to get in touch with the designer once the final vendor has been selected. A Design brief or write-up should be availed once the designs have been approved.	Joshua Kaija

Site Visit Notes

Venue 1: Makerere University Innovation Pod

This is located at the main campus of Makerere University on level 1 of Yusuf Lule Central Teaching Facility

- Room 1.1 on level one was allocated to be the technology and knowledge transfer office and the designers will design and refurbish it appropriately to be able to serve its purpose.
- It was agreed with the top management to close off some entry points to the building i.e., the current entrance on the right wing of the building on level 1 which would ideally be the proposed back of the Innovation pod.
- In order to secure the equipment of the Pod, there will be a biometric card reader door at the reception area. This will be digitized to also keep track of the traffic of the pod users as whoever's ID card will be stripped in the door, their data will be captured by the Innovation Pod Administration.
- There will be more lighting at the reception area.
- The Aluminum doors at the current document centre will be removed and have them replaced with sliding doors.
- In order to widen the space for the equipment, the worktop at the current document centre will be removed.

- The outside space on the right wing of the building will be designed for innovations display and discussions. But it was noted that this space tends to flood when there is a heavy rain and so the designers must take that into consideration to design and refurbish accordingly.
- All burglar proof doors on the building will be maintained for security purposes, but they will just be enhanced with glass for some areas.
- Where there's an escape route door and the fire extinguishers on the right wing, will be left open for emergency purposes. However, since this will be the back of the Innovation Pod, it was suggested that there will be a door into the Pod, but it will be kept closed.
- The back of the innovation pod should also be designed in a way that it has some aeration or ventilation.
- While designing, the designers should think about safety and security due to the nature of the clients say for example during a student strike. How safe and secure is the equipment inside?
- The walls and lights are also part of the space to be designed and need to be changed to for example industrial-style lighting.
- The Agric and Food Tech Kitchen areas will remain as is since they already have the right plumbing system. They will however be designed with appropriate artwork and refurbished with enhanced lighting, ventilation and glass door.
- Layouts for the available innovation space will be shared with the designers.
- At the proposed entrance of the pod, it was advised that the staircase as well as the ramp for the differently abled people should not be blocked. The designers can choose to beautify the entrance but should neither block the ramp nor the staircases.
- The base under the staircases should be turned into a locker room where the people entering the pod leave their bags such that they do not get tempted to carry and take out innovation equipment.
- The entrances to the rest of the building should not be blocked as there is a need for the traffic of students to be able to come and see what is going on at the innovation pod and be able to access as well as utilize the pod.
- There was also a suggestion of an alternative entrance to the innovation pod suggested by the teams considering some of the heavy-duty equipment and this was left upon the designers to submit their proposed opinions during the design of the spaces.
- The designers/vendors shall also be provided with a list of the equipment as well as the equipment specifications for the innovation pod such that it can inform their planning.

- In the basement, under the auditorium, which is currently the General Store, will be redesigned, refurbished and partitioned into a studio, Video Editing Room and Virtual Reality Room. However, the burglar door will be removed and replaced with the glass door.
- The basement will also require Air Conditioners for aeration. It was also advised that the vendors shall have to think about where the outdoor units for where the Air Conditioners shall be placed and that the studio room should be soundproof.
- It was also noted that there is a need for good-looking but temporary canopies designed by the vendors in some of the outer spaces for the innovation pod.
- UNDP shall provide the logos for the project including Mak@100
- Regarding the Issue of noisy machines, it was noted that noisy equipment shall be prototyping equipment and also considering that activities such as welding that might cause noise interference shall have to be programmed in a way that they should be used during specific periods of the day
- It was also noted that since there is welding, the team should also think about fire mitigation for example a fire hose reel for water and a fire hydrant.
- The Innovation Pod washrooms will be designed with artwork. But maintenance will be done by Makerere University.
- The existing computer lab will also need to be redesigned in line with an innovation kind of facility to be able to speak to the innovation pod. Some computers shall be removed and the Uninterruptible Power Supply (UPS)s shall have to be taken to the server room.
- It was also noted that the designers should not change the outlook of the windows inside the computer room as it will affect the appearance of the outside of the building. The computer room shall also be equipped with Air Conditioners.
- Meeting Room 4.1 will be designed and refurbished into a brainstorming room as well as a conference room.

Member present for site visit 1:

- Hadijah Nabaale - Head of Solutions Mapping UNDP
- Rhoda Martha Akumu - Procurement Officer UNDP
- Dr. Cathie Mbidde – Lecturer Makerere University
- Ikarokok Joseph – Chief Custodian Makerere University
- Bertram Ford – CEO Sesame solutions
- Tristan Kayonga – CEO Vodo Arts

Venue 2: National Guidance National ICT Innovation Hub – Nakawa

The National ICT Innovation Hub is a government owned hub to provide space to young ICT innovators to incubate their innovations until they mature to market level.

The Hub is located at Nakawa and currently has 50 incubators. It has a traffic of more than 100 people per day who usually come for training and meetings. It also has an auditorium with a capacity of more than 100 people.

The computer Labs 1&2 have about 60 computers

- It was suggested that the reception area will be redesigned with Afro-futuristic artwork and with color coding map for easy identification of the spaces.
- Under the staircase, will be redesigned and refurbished to install storage cabinets for bags.
- Lab 1, Has 2 partitions where the main side of the lab currently hosts 10 workstations for innovators with different sections where they work. The other side of the Lab is used for training in different activities such as systems and ICT skilling.
- The space is mainly an ICT innovation space and it was advised that there is a need for further partitioning from the designers on how best can they design and separate the workspace areas from the training area to suit both purposes.
- Lab 2 currently hosts more than 30 innovators. It was noted that the innovators usually might require not necessarily privacy but rather a space of their own for example a semi-partition with panels or other fabrics.
- The large space in the middle that is not necessarily being used, the designers were requested to share ideas on how best the space can be utilized and usable.
- The ceiling shall be redesigned for example to have nice creative and innovative modern chandeliers or ceiling light fixtures.
- It was also suggested that the dining spaces shall also be redesigned and a permanent serving area is created.
- The designers shall provide specifications for the furniture required both at the reception as well as the dining space or where ever there is a need for furniture depending on the design if they think it will be appropriate.
- It was suggested that meeting rooms 4&6 would be the suitable ones for Podcast Studio and Video Editing suite respectively. These rooms would be refurbished with structural changes like brick construction in order to make them serve the purpose they are intended for, especially for sound quality and proofing.

- The room where the Podcast studio will be established, will be partitioned to also include a visitors' lounge.
- The room allocated to video editing suite will also be partitioned to also include a production area as well as the space for 3D Printers.
- The space needs to be redesigned and made more attractive to attract more people to the innovation spaces such as having talking walls, and decorative glasses that speak to innovation.
- The auditorium: shall require more aeration to cater for the heat in the room, it was also noted that there is also an issue of too much light that gets into the room.
- The auditorium will also require fitting stage lights and some acoustic insulation for soundproofing.
- There is also a need for some artwork to be done on the walls of the auditorium as well as the need to put a specification for the carpeting in the room.

Members present for site visit 1

- Hadijah Nabaale - Head of Solutions Mapping UNDP
- Rhoda Martha Akumu - Procurement Officer UNDP
- Sandra Joy Abwin – Hub Physical Facilities Associate NiiH MoICT
- Bertram Ford – CEO Sesame solutions
- Tristan Kayonga – CEO Vodo Arts

Members present for site visit 2

- Kajjubi Daniel – Hamlet Group
- Esenu Charity - Hamlet Group
- Conrad A – Hamlet Group
- Mpora Bertram – Hamlet Group
- Rhoda Martha Akumu - Procurement Officer UNDP
- Nathan Tuhumanye - Head of Exploration Accelerator Lab, UNDP
- Berna Mugema - Head of Experimentation Accelerator Lab, UNDP
- Hadijah Nabbale - Head of Solutions Mapping Accelerator Lab, UNDP
- Jordan Kinobe - Digital Transformation Intern, UNDP
- Sandra Joy Abwin – Hub Physical Facilities Associate NiiH MoICT

Attachments

Makerere University Pictorial from Site Visit 1





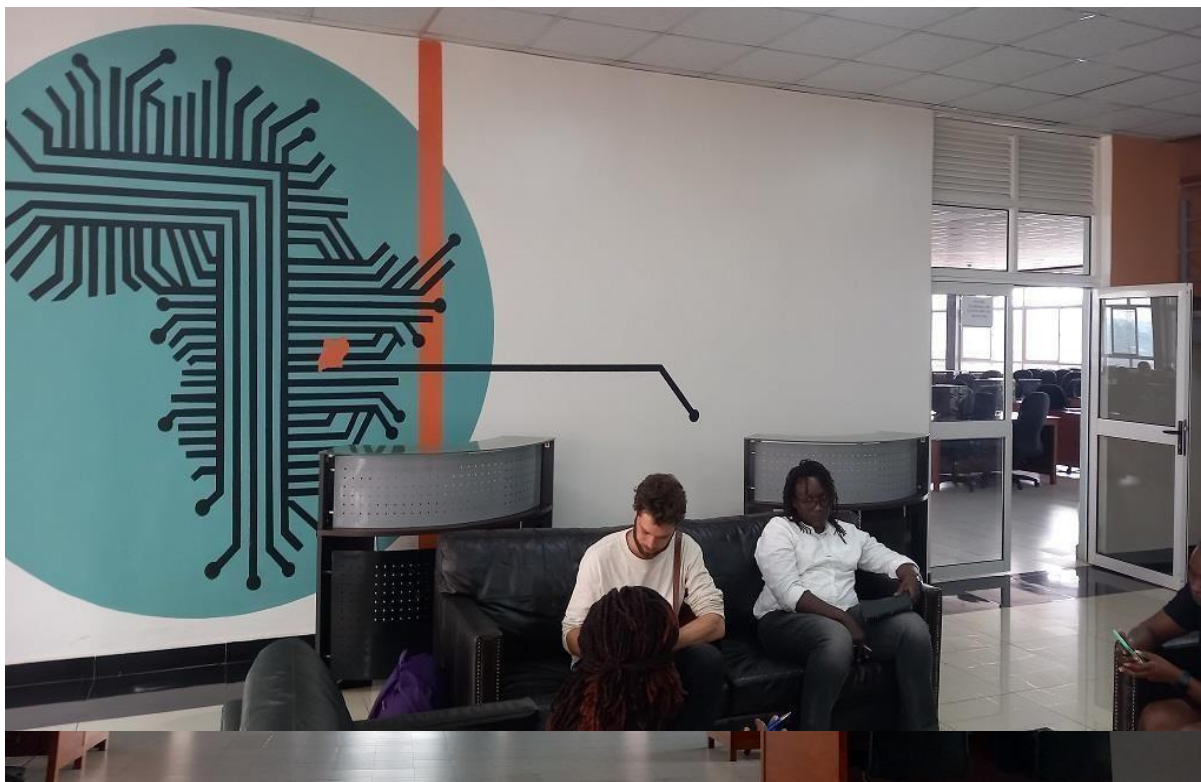
Makerere University Innovation Pod Pictorial from Site Visit 2







National Guidance National ICT Innovation Hub – Nakawa – Pictorial from Site visit 1





National Guidance National ICT Innovation Hub – Nakawa – Pictorial from Site visit 2







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