Office of the Prime Minister

The Republic of Uganda **Vision:** A Coordinated, Responsive, and Accountable Government for Socio-Economic Transformation

Vision 2040

USER GUIDE TO SUBMIT PERIODICAL PROGRESS REPORTS THROUGH THE URRM SYSTEM:

1. Go to OPM main website (www.opm.go.ug)

2. Click **Departments**

3. Click **Refugees**

4. Click **Refugee Partnership Engagement.**

5. Click **Uganda Refugee Response Monitoring System**

6. Go to Login at the top right side of the screen/home page

7. Login with your Credentials (User name and password previously provided) to access your specific user account. **(User accounts are placed according to the user roles.)**

NB: Default passwords provided can be changed to a desired one by clicking on the image on the top right side of the screen.

SUBMISSION OF QUARTERLY PROGRESS REPORTS

1. Go to "My Periodical Reports" menu
2. Click on "My Actuals & Investments" Projects sub-menu
3. Click "New" Icon button
4. Click "Select Project plans" icon
5. Tick in the box on the right hand side of the plans listed to select the plans for the quarter to report on and click "ok" icon to load data relating to the particular quarter/period selected
6. Select the relevant output indicator to report on and enter the actual/result against the target and the investment/expenditure figures against the budget in the respective columns including the target population reached in terms of host community(nationals) and refugees as well as a narrative/comment to describe the results regarding the particular indicator and then click enter on your key board. (Perform the same procedure to the rest of the indicators being reported on)
7. Upon Completion, you can either click on "save as draft" to discontinue and complete later or click "save as final" to submit the report. (Note that a pop up dialogue box shall open for you to provide an overall comment or narrative regarding the particular period/quarter being reported upon clicking on either of the said icons above)

Key Points to Note:
1. *Upon submission, you will receive an acknowledgement notification on your email regarding your submitted report for the particular quarter/period.*
2. *For you to report; you **MUST** have your projects known to OPM and fully approved with the status indicating "Active" within the URRMS.*
3. *Your plans/targets and budgets **MUST** have been captured within the URRMS*

For inquiries email: refugeepartnership@opm.go.ug or call: 0772 973 839 and 0703 138 643