

# DIGITAL BUSINESS ALLIANCE-DIBA

DiBA with the guidance of DIGIA and Fromyfarm PTY will organize the members in various specialized Networking Thematic Groups in areas of Enterprises or Support Services. His guidelines is intended to guide the DiBA members and the leadership on how to form the NTGs and run them.

GUDIELINE FOR  
NETWORKING  
THEMATIC GROUPS  
(NTGs) OF DiBA

## **GUIDLINE FOR FORMATION, MANAGEMENT AND PROGRAMMING FOR NETWORKING GROUPS UNDER DiBA**

### **Background**

DiBA members will be organized into Networking Thematic Groups along specific enterprises or Enterprise Support areas. For example all the members in coffee sector will be organized into Coffee Networking Thematic Group. Those providing Microfinance services to the DiBA members will be organized into Microfinance Networking Thematic Group. Those NPOs interested in Policy advocacy will be organized into Policy and legal advocacy Networking Thematic Group.

Establishing effective thematic working groups within DiBA promoted enterprises or support services requires clear, structured, and goal-oriented guidelines to ensure collaboration, relevance, and action. Successful networking working groups are defined by committed individuals, a shared purpose, and a balance between structure and flexibility.

### **Strategic objectives of Networking Thematic Groups (NTGs) within DiBA**

- **To promote the integration and use of digital systems** in the selected enterprises and support services for business transactions at both corporate and individual levels.
- **To generate and disseminate knowledge and information** about the selected enterprise and support service. This objective seeks to respond to knowledge gaps by providing information through a variety of ways to facilitate selected enterprise or support service development and management. The objective also acknowledges the need to keep abreast with trends and innovative approaches in the selected enterprise and support services.
- **To strengthen capacity** of network members and other stakeholders in the selected enterprise and support services. This objective seeks to mobilize the concerned NTG members and provide them with skills and other capacities to implement their enterprise. The objective also targeted selected stakeholders with relevant mandates and programmes that contribute towards DiBA goal and mission.
- **To demonstrate good enterprises management practices.** This objective seeks to demonstrate “practical” ways of managing enterprises and support services in sustainable ways.
- **To jointly mobilize resources for projects implementation.** This objective seeks to strength DiBA members in capital and grants mobilization and enhances the members’ performance and quality of services hence, thus credibility in the market.
- **To advocate and lobby** for effective policy, legal, institutional framework and programme development for the selected enterprises and support services in Uganda. This objective seeks

to promote good governance in the selected sectors through supportive policy formulation and implementation, transparency and accountability of duty bearers.

## **Governance and management Structure for the NTGs**

- a) **National Secretariat:** The Secretariat of DIGIA will be the national secretariat of DiBA thus DIGIA will designate a Coordinator of NTGs Secretariat to carry out day-to-day administration of NTGs business under the provisions of its internal administrative and financial management policies and guidelines.
- b) **Coordination of specific Enterprise or Support Services NTG:** the DIGIA Secretariat will appoint one of the members of DiBA specialized in a particular enterprise or support service to coordinate the activities of a given NTG at National level on clearly agreed upon terms and conditions with the approval of the National Steering Committee of DiBA
- c) **General Assembly:** All members of the specific NTG shall form the apex decision making and reference Organ for the particular NTG including electing the Steering Committee of the particular NTG.
- d) **Steering Committee for specific NTG: The members of DiBA interested in a particular NTG will elect a steering committee** consisting of 7 elected members from NTG membership of which 1/3 are women and at least one youth between 18- 30 years. The Chairperson of the specific NTG will report to the DiBA National Steering Committee member responsible for the NTGs.
- e) **A similar structure shall be adopted and adapted for NTGs operations at Area Branch levels of DiBA**

## **ACTIVITIES**

**The key activities of the NTGs shall include the following:**

### **GUIDELINES FOR SETTING UP AND RUNNING INDUSTRY SPECIFIC THEMATIC WORKING GROUP UNDER DiBA**

Here are comprehensive guidelines for setting up and running industry-specific thematic working groups under DiBA:

#### **1. Structure and Governance**

- **Define Purpose and Scope:** Clearly articulate the group's mission, focusing on specific thematic areas (e.g., Enterprise specific like Poultry, Piggery, Banana etc. or Enterprise Support specific like Enterprise Financing, Transport and Logistics, Extension and Advisory Services, Training and Capacity Building, Policy and Legal Advocacy etc.).

- **Establish Leadership:** Appoint one or two Co-chairs to lead the group, guide discussions, and manage activity, Select Minute takers each meeting, preferably from among the active membership.
- **Select Committed Members:** Assemble a core group of passionate professionals (usually 5-10 for best practice groups, up to 20-100 for wider networking) who represent the breadth of the sector.
- **Define Roles:** Designate roles such as note-taker, project lead, and liaison to the organization's steering committee.

## 2. Operational Procedures

- **Set Meeting Frequency:** Establish a regular schedule (e.g., every 4-6 weeks) that is manageable, using a mix of virtual and in-person meetings.
- **Create Actionable Agendas:** Use a standardized agenda template (e.g., Announcements, Old Business, New Business/Action Items, Open Floor) to keep meetings focused.
- **Document Everything:** Ensure minutes are taken and shared, including action items, assigned owners, and deadlines to maintain accountability.
- **Communication Norms:** Establish agreed-upon platforms for collaboration (e.g., email, LinkedIn groups, shared workspaces like Google Docs) and set expectations for response times.

## 3. Networking and Engagement

- **Foster a Safe Environment:** Encourage an atmosphere of trust and open communication, allowing all members to voice opinions.
- **Encourage Peer-to-Peer Interaction:** Organize one-on-one meetings between members to build deeper relationships outside the main group sessions.
- **Leverage Digital Tools:** Utilize online platforms for constant interaction, sharing, and engagement between in-person gatherings.
- **Value-First Approach:** Focus on sharing knowledge and expertise, which positions members as contributors rather than just observers

## 4. Sustainability and Impact

- **Focus on Deliverables:** Align group activity with tangible outputs, such as best practice guides, policy papers, or industry reports.

- **Measure Progress:** Evaluate the group's effectiveness regularly against set goals, looking at participation rates, progress on tasks, and impact on the industry.
- **Plan for Transition:** Implement succession planning to maintain leadership stability, as member turnover is inevitable.
- **Ensure Inclusivity:** Extend invitations to a diverse range of companies, including SMEs and minority-owned enterprises, to broaden perspectives.

### **Best Practice Checklist**

- Name of Networking Group agreed upon
- Purpose and goals defined.
- Core Business agreed upon
- Core Objectives agreed upon
- Membership agreed upon and recruitment continues indefinitely
- How to join and procedures are well stated and agreed upon
- Membership roles and responsibilities spelt out
- Membership benefits and rights are well stated and spelt out
- Membership list is updated and published annually
- Leadership elected on annual basis.
- Regular meeting schedule set.
- Communication tools/platforms agreed upon.
- Code of Conduct/Principles signed.
- Annual and quarterly action plans created and implemented

