589/MINU/ESD/03/2024

**AMABWIRIZA AGENGA IMIKORERE N'IMIKORESHEREZE YA COFFEE SORTING WAREHOUSE NA COFFEE EXPORT WAREHOUSE**

## Ingingo ya 1: IRIBURIRO

Hagamijwe kunoza imikorere n'imikoreshereze y'inyubako yagenewe gukorerwamo imirimo ijyanye no kwakira, gutora, kujonjora no gutunganya kawa (Coffee Sorting Warehouse) ndetse n'inyubako y'ububiko bwagenewe ikawa itegereje koherezwa mu mahanga (Coffee Export Warehouse), abakoresha Coffee Warehouses (CWH) bose barasabwa kubahiriza ibikubiye muri aya mabwiriza.

## Ingingo ya 2 : IBISABWA K'USHAKA GUKORESHA COFFEE SORTING WAREHOUSE (CSWH)

2.1. Ukeneye guhabwa serivisi zitangirwa muri Coffee Sorting Warehouse agomba kubanza gusinya amasezerano n'Ikigo cy'Igihugu gishinzwe guteza imbere iyoherezwa mu mahanga ry'ibikomoka ku Buhinzi n'Ubworozi (NAEB) gifite mu nshingano imicungire ya Coffee Sorting Warehouse;

2.2. Uhagarariye ukoresha Coffee Sorting Warehouse agomba kuba afite urwandiko ruriho umukono wa noteri wemewe na Leta y'u Rwanda, rumwemerera gukora iyo mirimo muri iyo Company/Cooperative kandi rugaragaza inshingano z'uwo mukozi. Nta mukozi wemerewe gukorera company cyangwa koperative irenze umwe;

2.3. Uhagarariye ukoresha Coffee Sorting Warehouse agomba, igihe cyose ari mu kazi, kwambara ibimuranga (itaburiya na badge) kandi bigaragarira buri wese.

## Ingingo ya 3 : IMIRIMO YEMEREWE GUKORERWA MURI COFFEE SORTING WAREHOUSE (CSWH)

3.1. Muri Coffee Sorting Warehouse hemerewe gusa imirimo ijyanye no kwakira, gutora no kujonjora kawa igenewe gusa koherezwa mu mahanga;

3.2. Ukoresha Coffee Sorting Warehouse wese ahabwa ikibanza akoreramo, agakurikirana imirimo ashinzwe uko bikwiye yita kuri stock ashinzwe. Ni ukuvuga ko ariwe ushinzwe izo kawa bityo umukoresha we cyangwa nyiri kawa nta wundi akwiye kuzibaza;

3.3. Nta narimwe NAEB izishingira cyangwa ngo iryozwe ikawa zabuze, zangiritse biturutse kuburangare bwa banyirazo cyangwa abo bahaye inshingano zo kuzicunga, keretse igihe bigaragara ko NAEB hari icyo itakoze kandi cyari mu shingano zayo;

3.4. Nta na rimwe Coffee Sorting Warehouse ishobora gukoreshwa nk'isoko, ahantu hahurira umuguzi n'ugurisha cyangwa ububiko bw'igihe kirekire bw'ikawa.

**Ingingo ya 4 : Igiciro cyo gukoresha coffee warehouses**

4.1. Igiciro cya serivisi (gukoresha colour sorter machine, umwanya wo gutoranyirizaho ikawa, kuyipakira no kuyibika mu gihe kitarenze iminsi 30) zitangirwa muri Coffee Sorting Warehouse ni amafaranga mirongo itatu n'atanu ku kilo (35 Frw/Kg) yishyurwa mbere yo guhabwa iyi serivisi;

4.2. Igiciro cya serivisi (umwanya wo kubika ikawa mu gihe itegereje koherezwa mu mahanga) zitangirwa muri Coffee Export Warehouse ni amafaranga mirongo itatu ku kilo (30 Frw/Kg).

**Ingingo ya 5 : IGIHE IKAWA IGOMBA KUMARA MU BUBIKO BWA COFFEE WAREHOUSES (CWH)**

5.1. Ikawa yose yinjiye muri warehouses igomba kumenyakanishwa ku mukozi wa NAEB ufite warehouses mu nshingano ze, ikandikwa ku buryo igaragaza ubwoko bwayo, ingano, igihe yinjiriye n'umwirondoro wuzuye wa nyirayo;

5.2. Mu gihe habayeho guhindura nyirayo bikorewe muri coffee warehouses, bisabirwa uburenganizira mu nyandiko ku buyobozi bwa NAEB;

5.3. Ikawa yinjiye muri Coffee Sorting Warehouse igomba kuhamara iminsi itarenze mirongo itatu (30 days) ibarwa uhereye ku italiki yinjiriyeho;

5.4. Ikawa yinjiye muri Coffee Export Warehouse igomba kuhamara iminsi itarenze mirongo itandatu (60 days) ibarwa uhereye ku italiki yinjiriyeho;

5.5. Mu gihe ikawa irengeje iminsi nirongo itatu (30 days) muri Coffee Sorting Warehouse, yishyura amafaranga abiri ku kilo buri munsi wiyongereyeho (Frw 2/kg/day), atangira kubarwa guhera ku munsi wa 31;

5.6. Mu gihe ikawa irengeje iminsi mirongo itandatu (60 days) muri Coffee Export Warehouse; yishyura amafaranga abiri ku kilo buri munsi wiyongereyeho (Frw 2/kg/day), atangira kubarwa guhera ku munsi wa 61;

5.7. Mu gihe ukoresha warehouse ananiwe gukura ikawa muri coffee warehouses mu gihe kirenze amezi atandatu (6 months) abarwa uhereye igihe yari yemerewe kumara muri warehouse, NAEB ifite uburenganzira busesuye bwo gufatira iyo kawa ikayiteza cyamunara, ikiyishyura ikiguzi cyose ndetse n'amande bijyanye na serivisi byahawe iyo kawa;

5.8. Nta kawa yemerewe gusohoka muri Coffee Warehouses idahawe uburenganzira n'umukozi ubishinzwe wa NAEB. Ubirerenzeho, bifatwa nko kutubahiriza ibikubiye muri aya mabwiriza.

**Ingingo ya 6: UMUTEKANO**

6.1. Ikawa yose, ari iyinjiye ndetse n'iri muri warehouses igomba kuba izwi kandi yaramenyakanishijwe ku mukozi wa NAEB ufite warehouse mu nshingano ze;

6.2. Ikawa yose iri muri warehouses igomba kuba ifite amakuru yose ayiranga (ubwoko, ingano, igihe yinjiriye, imirimo yayikorewe, nyirayo, etc);

6.3. Inyubako ya Coffee Sorting Warehouse igomba gufungurwa mu gihe cy'amasaha y'akazi yemewe muri Repubulika y'u Rwanda. Mu gihe bibaye ngombwa ko akazi gakorwa nyuma y'amasaha n'iminsi y'akazi, usaba serivisi yandikira ubuyobozi bwa NAEB abisaba kandi agaragaza impamvu ifatika;

6.4. Umutekano w'abantu n'ibintu muri Coffee Warehouse ureba buri wese ugana cyangwa ukorera muri Coffee Warehouses, baba ababakozi b'uhagarariye nyiri kawa, kapita, abakozi bakora imirimo itandukanye muri Coffee Warehouses ndetse n'abakarani bashinzwe gupakira, gupakurura n'indi mirimo ikorerwa muri Coffee Warehouses;

6.5. Nta mu kapita wemerewe kugira cyangwa kugaragaza imyitwarire n'ibikorwa bibangamira abo akoresha, bagenzi be, abamuhaye akazi ndetse n'abandi bose bakorera muri coffee warehouses;

6.6. Buri mu kapita agomba gukurikirana uburyo ikawa ashinzwe zibitse, uko zipanze ndetse no kuzirinda ivumbi cyangwa se ikindi cyazangiza;

6.7. Mu gihe abakozi barimo gutora ikawa badakoresha ameza, buri mu kapita agomba kwirinda kubegereza aho ikawa zipanze kugira ngo zitagira abo zigwira, byibura muri metero ebyiri (m 2) uvuye aho ikawa zipanze;

6.8. Imirimo yo guhemba ikorwa mu masaha y'akazi hubarizwa ibikubiye mu masezerano hagati y'umukozi n'umukoresha. Ibi abakapita bose bagomba kubyitaho bagashaka amafaranga yo guhemba hakiri kare. Igihe ukoresha warehouses atabyuyubahiriza, azajya asabwa ibisobanuro mu nyandiko. Mu gihe atabikosoye, NAEB izajya imusaba gushaka ahandi yakorera iyo mirimo;

6.9. Umuntu wese ushaka kwinjira muri Coffee Warehouses, ahabwa uburenganzira n'umukozi wa NAEB ufite mu nshingano imicungire y'ububiko bw'ikawa, agahambwa ikarita y'umushyitsi mbere yo kwinjiramo;

6.10. Nta modoka zemerewe guhagarara imbere ya Coffee Warehouses zitarimo gupakira cyangwa gupakurura ikawa. Izindi modoka zose zigomba kuguma muri Parking y'abashyitsi yateganyijwe;

6.11. Mu gihe umukozi ubifitiye ububasha abona ko yabuze ikawa, agomba kubimenyesha umukozi wa NAEB ufite mu nshingano imicungire ya Coffee Warehouses mu gihe kitarenze amasaha 24, agaragaza ibimenyetso ashingiraho byafasha mu gihe cyo gukora iperereza ;

6.12. Umuntu wese uzanye ikawa muri coffee warehouses arashishikarizwa kuyifatira ubwishingizi bw'ibyago byakwibasira iyo kawa, mu gihe ibyishingirwa bidasanzwe biri mu bw'ishingizi NAEB yafatiye inyubako ndetse n'ibirimwo.

**Ingingo ya 7: ABAKOZI BAKORA IMIRIMO YO MURI COFFEE WAREHOUSES**

7.1. Umukozi ukora imirimo yo muri Coffee Warehouses agomba kuba yujuje imyaka y'ubukure yemewe n'amategeko muri Repubulika y'U Rwanda;

7.2. Umukozi ukora imirimo yo muri Coffee Warehouses agomba kuba afite ubuzima buzira umuze kandi atagaragaza uburwayi ubwo aribwo bwose. Mu gihe umukoresha abirenzeho, niwe uzirengera ingaruka zavuka kuri uwo mukozi;

7.3. Ukoresha coffee warehouses agomba kubahiriza amategeko ariho agenga umurimo muri Repubulika y'u Rwanda.

**Ingingo ya 8 : IMIRIMO YEMERWE GUKORWA NA KAPITA**

8.1. Uretse kwanura ikawa, gupimura ikawa, kuzanika mu kibanza kitari icyo akoreramo, kwimura no kwimuka ntayindi mirimo kapita yemerewe gukoresha atabanje kwaka uburenganzira abakozi babishinzwe ba NAEB;

8.2. Iyo umu kapita asoje imirimo yakoreraga muri Coffee Warehouses, agomba kukuraho ibikoresho yakoreshaga ndetse no gusiga isuku aho yakoreraga kandi agasubiza ikibanza yakoreragamo kubakimuhaye;

8.3. Nta muntu uturutse hanze (umushyitsi) wemerewe kugira icyo akora muri Coffee Warehouses (kuhasura, gufotora, kwifotorezamo cyangwa kugirana ibiganiro n'abakoreramo) atabanje kubisabira uburenganzira ubuyobozi bwa NAEB;

8.4. Kapita uhagarariye nyiri kawa agomba gutanga urutonde rw'abakozi ariho akoresha buri munsi, bitarenze saa yine n'igice za mugitondo (10.30AM). Urwo rutonde rugomba kugaragaza amazina, igitsina, nomero y'irangamuntu cyangwa ikiyisimbura n'imyaka by'umukozi. NAEB ifite uburenganzira busesuye kandi igihe cyose cyo kugenzura niba amakuru yatanzwe ari ukuri.

**Ingingo ya 9: IMIRIMO YEMERWE GUKORWA N'ABAKARANI**

9.1. Umukarani yemerewe gukora imirimo ijyanye no guterura, gupakira no gupakurura ikawa yinjiye cyangwa isohoka muri Coffee Warehouses, nkuko bikubiye mu masezerano ari hagati ya koperative yabo na NAEB.

**Ingingo ya 10: ISUKU**

10.1. Buri muntu wese ukoresha warehouses agomba kwita no gukora isuku buri munsi y'aho akorera;

10.2. Buri mukapita agomba kugira no kwambara igihe cyose ari mu kazi muri warehouses itaburiya na Baje (badge) bigaragaza Company/Cooperative akorera hamwe n'indi baje itangwa na NAEB. Iyi baje NAEB iyitanga nyuma yo kugaragarizwa ko uwo muntu yahawe uburenganzira n'ububasha na nyiri kawa;

10.3. Buri mu kapita agomba kugenzura isuku yo ku mubiri no ku myambaro y 'abakozi akoresha umunsi k'uwundi;

10.4. Nta narimwe byemewe kurira cyangwa kunywera muri coffee warehouses. Abakozi bose bari mu mirimo yo gutoranya ikawa igihe cyo gufungura bagomba gukoresha inzu yagenewe gufatiramo amafunguro;

10.5. Ntibyemewe kunywera itabi muri warehouses cyangwa mu nkengero z'inyubako za warehouses;

10.6. Birabujijwe kuzana igikoresho icyo aricyo cyose cyateza impanuka, inkongi, umwuka mubi cyangwa ikindi cyago mu nyubako za coffee warehouses. Uzafatwa azabihanirwa.

**Ingingo ya 11: GUTANGA RAPORO**

11.1. Buri mu Kapita agomba gutanga raporo y'ikawa afite mu kibanza (stock) akoreramo buri wa kane w'icyumweru. Iyo raporo igezwa ku bakozi ba NAEB babishinzwe.

**Ingingo ya 12: ITANGIRA RY'AYA MABWIRIZA N'ABO AREBA**

12.1. Aya mabwiriza atangira gukurikizwa guhera ku italiki yashyiriwe umukono. Areba kandi buri muntu wese ufite aho ahuririra n'ikoreshwa rya coffee warehouses umunsi ku munsi.

**Bikorewe i Kigali, ku wa 18/03/2024**

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