

RUFORUM ANNUAL GENERAL MEETING LILONGWE, MALAWI 2017

14th RUFORUM Principals and Deans BUSINESS Meeting

Concept Note

Background

Every year, the Regional Universities Forum for Capacity Building in Agriculture (RUFORUM), a network of 66 universities in 26 African countries, holds its annual general meeting preceded by a number of meetings of its governance organs. These are the Board of Directors, Technical Committee, International Advisory Panel, and Deans and Principals committee. The latter gathers Principals and Deans for Faculties and Colleges Agriculture and related sciences in RUFORUM member universities to discuss issues related to a better and relevant Higher Agriculture Education and Science and Technology in the continent. Because Deans and Principals are the primary custodians of quality Education in universities, the RUFORUM Deans and Principals Committee meetings usually comprises two parts: 1) The open-door sessions where Deans and Principals discuss with other stakeholders various matters geared towards improving Higher education in general and (Higher Agricultural Education and S&T in particular; and 2) The business meeting which is attended solely by Deans and Principals to discuss operations of RUFORUM at University and country level. Such meetings usually issue communiques addressed to the Board of Directors for consideration.

Purpose of the Side Event

The 14th Principals and Deans Business meeting will discuss matters requiring attention for furtherance of the RUFORUM mission in their respective universities and countries, and the network as a whole.

Draft Agenda for the Meeting

The 14th Principals and Deans meeting will consider the following:

1. Record of Members Present and Apologies
2. Adoption of the Agenda
3. Communication from the Chair
4. Review Minutes and Actions from the 13th Committee meeting
5. Review follow up actions from the Khartoum and Windhoek Committee Meetings of 2014 and 2015, respectively

6. Discuss issues from the Committee members
7. Agree on key messages and actions that need the attention of the RUFORUM Board of Directors
8. Elections of Committee Chair and Deputy Chair

Approach and Methodology

The meeting will be led by the Chair the Deans and Principals Committee aided by his Deputy. There will be at least one Secretariat staff in attendance as an observer and to provide feedback on issues requiring Secretariat clarification and guidance.

Venue and Participants

The 14th Business meeting of the Principals and Deans will be held at Golden Peacock Hotel, Lilongwe-Malawi, on Tuesday 24 October 2017 from 1730. The Deans and Principals Business meeting will be attended exclusively by Deans and Principals.

Side Event Organizers and Contact

The Regional Universities Forum for Capacity Building in Agriculture (RUFORUM)
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Program Manager Traing and Quality Assurance
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Side Events Programme Tuesday 24/10/2017: 17:15- 20.00

SESSION: Hall		
Time	Agenda Items	Responsible
17.15-17.30	Arrival of Participants	Mrs Sylvia Mkandawire
17.30-17.45	Record of members present, and introductions	Committee Chair
17.45-17.55	Records of Absence & Apologies	Committee Chair
17.55-18.00	Adoption of Agenda	Committee Chair
18.00-18.10	Communication from the Chair	Committee Chair
18.10-18.30	Minutes and matters arising	Committee Chair
18.30-18.50	Issues & Matters arising from the Khartoum meeting	Committee Chair
18.50-19.10	Issues & Matters arising from Namibia Meeting	Committee Chair
19.10-19.40	Other issues and recommendation for the Board	Committee Chair
19.40- 20.00	Election of new Committee Chair (from Malawi) and Deputy (from Kenya)	All
20.00 -21.00	Dinner is served	Ms Juliet Aweko