



The 15th RUFORUM Annual General Meeting (AGM) 18th RUFORUM Board Meeting

Date: 5th December, 2019

Concept Note

Background

The RUFORUM Board of Trustees (the Board) and Annual General Meeting constitute the supreme policy decision-making organs of the RUFORUM Network. The Board comprises Vice-Chancellors of all member Universities and other stakeholders who represent the non-University Board members. Every year, the Board meets once to conduct its business and all Board Members facilitate their participation in such meetings. The Board makes resolutions that are presented to the Annual General Meeting for ratification. The 18th RUFORUM Board Meeting is scheduled to take place on 5th December, 2019 at the New Examination Center, University of Cape Coast, Ghana. Since the last Board meeting held on 22nd October, 2018 at the University of Nairobi Towers, Nairobi, Kenya, several new developments have transpired in the RUFORUM Network, warranting the need to have the Board updated on these new developments. The Board Executive Committee (BEC) also met twice during the 2018/19 period on behalf of the Board of Trustees to oversee Secretariat operations, and take decisions on behalf of the full Board as needed. The Board Executive Committee will report on actions taken on behalf of the Board

Purpose and Objectives of the 18th RUFORUM BOARD Meeting

The 18th RUFORUM Board Meeting will conduct formal business and will among others, receive and consider the report of the Board Executive Committee. The meeting will further consider and make recommendations to the Annual General meeting, due to be held on 6th December, 2019 on the following key issues, among others:

- i. Consider minutes and actions from the 17th RUFORUM Board meeting;
- ii. Receive report from the Board Executive Committee on activities and actions on behalf of the Board since the October, 2018 Board Meeting in Nairobi, Kenya;
- iii. Receive and consider Secretariat report for the Activity Year July 2018 – June 2019 and proposed Annual Work plan and Budget for the Activity Year July 2019 – June 2020;
- iv. Consider requests for membership from universities that wish to be part of the RUFORUM network;
- v. Review the 2018/19 External Audit Report;
- vi. Elect a New RUFORUM Vice Board Chair; and,
- vii. Discuss and recommend venues for the upcoming RUFORUM AGMs and Triennial Conferences.

Approach and Methodology

and The Board of Trustees Meeting will be presided over by the Board Chairperson and will be organised by RUFORUM Secretariat as a Session prior to the Annual General Meeting to be held in the New Examination Center, University of Cape Coast, Ghana, on 6th December, 2019. The Board of Trustees Meeting will be held on 5th December, 2019 at New Examination Center from 11:00hrs to 13:00hrs. The meeting will be attended by all the Board Members/Vice Chancellors, International Advisory Panel (IAP) Members, Technical Committee members and other invited guests who



will participate as Observers. The Board meeting will be preceded by a Breakfast meeting for the Board Members and the Chief Executive Officer of the BRIDGIN Foundation

Venue and The meeting will be held at the New Examinations Center, University of Cape Coast, Ghana

Participants

Side Event Organizers Contact and The Regional Universities Forum for Capacity Building in Agriculture (RUFORUM), P.O Box 16811 Wandegaya - Kampala, Uganda
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Draft Programme for the 18th RUFORUM Board Meeting, 5th December 2019

Time	Event
10.00-10.05	Prayers (in silence)
10.05-10.10	Record of Members Present and apologies
10.10-10.20	Procedural issues
10.20-10.25	Adoption of the Agenda
10.25-11.00	HEALTH BREAK
11.00-11.05	Welcome remarks by the Vice Chancellor-University of Cape Coast
11.05-11.10	Communication from the Chair
11.10-11.20	Minutes and Actions from the 17 th RUFORUM Board Meeting held in Nairobi, Kenya
11.20-11.30	Report of the Board Executive Committee on Activities and Actions on behalf of the Board since the October, 2018 Board Meeting in Nairobi, Kenya
11.30-11.40	Review of the 2018/19 Financial report and budget proposal for 2019/20
11.40-11.50	Review of the External Auditor's report for 2018/19
11.50-12.00	Recommendation for the appointment of the 2019/20 External Auditor
12.00 -12.10	Update on the implementation of the Graduate Teaching Assistantship (GTA) Programme
12.10-12.20	Proposed regional initiatives and feedback from the Vice Chancellors/Rectors/Presidents/Principals
12.20-12.30	Update on the RUFORUM Charter
12.30-12.40	Election of new RUFORUM Vice Board Chair
12.40-12.50	Statement by Partners
12.50-13.00	Emerging issues
	a. Admission of New member Universities
	b. Venues/updates for the 2020, 2022, 2023, 2025, 2026, 2028 and 2029 AGMs and 2021, 2024, 2027 and 2030 Triennial Conferences