



Concept Note

RUFORUM 19th Annual General Meeting (AGM) 21st Principals and Deans Committee Pre AGM Meeting

Date: Monday, 21 August 2023

Time: 11:00-13:00 (GMT)

Zoom Registration Link: <https://bit.ly/3DVQPde>

Introduction

The Regional Universities Forum for Capacity Building in Agriculture (RUFORUM) is an umbrella organization of universities in Africa. Vice Chancellors of ten (10) universities in Eastern and Southern Africa founded the RUFORUM Network in 2004 and registered it in Uganda as an International Non-Governmental Organization (INGO). RUFORUM's Vision is "**vibrant, transformative universities catalysing sustainable, inclusive agricultural development to feed and create prosperity for Africa**". To achieve its vision, RUFORUM aims at transforming African universities through transformation of the mode of leadership, training, research and outreach. Currently, RUFORUM has 163 member universities in 40 African countries (see www.ruforum.org). RUFORUM Secretariat is hosted by the Government of Uganda at Makerere University main Campus in Kampala.

RUFORUM network is governed by eight (8) governance organs, namely (1) the Annual General Assembly (RUFORUM business meeting), (2) the Board of Trustees, (3) the Board Executive Committee, (4) the Finance and Administration Committee, (5) the Audit Committee, (6) the Technical Committee, (7) the International Advisory Panel, and (8) the Principals and Deans Committee). These governance organs are serviced by the RUFORUM Secretariat, acting as a management and service delivery unit. RUFORUM operations are annually reviewed and guided by these eight (8) strategic governance organs. RUFORUM governance structure is designed to promote ownership of the organization by member universities and ensure that international quality standards and practices are maintained.

About the Principals and Deans' Committee - PDC

The Principals and Deans Committee is one of the eight RUFORUM's Governance Organs. The Principals and Deans' Committee consists of Deans and Principals of the participating faculties of RUFORUM member universities. A university may also designate a specific officer such as Director of Research and Postgraduate Studies to serve to the Committee. The Principals and Deans Committee is the critical link between the operational side of RUFORUM's faculties and the policy-making side. It is the committee most familiar with issues arising from RUFORUM programs. It meets once a year, face to face or virtually.



The major functions of the Principals and Deans Committee are:

- i) Review of issues from the National Forums and Regional Thematic Groups and provide feedback of information to the Secretariat and the Technical Committee;
- ii) Advise the RUFORUM Secretariat on activity progress and issues emerging at individual university and country levels.
- iii) Elections of new Principals and Deans' Committee Chair and Vice Chair.
- iv) Elections of new Principals and Deans' Subcommittee members

The sub Committee of the Principals and Deans Committee serves to follow up on actions and issues from the main Committee. It meets at least twice a year and consists of the Chair and Deputy Chair of the Principal and Deans Committee and four others constituted to ensure there is regional and female representation.

About the National Forum for Agricultural Higher Education -NaFAHE

- ***The NaFAHE Concept***

The National Forums for Agricultural Higher Education (NaFAHE) are RUFORUM chapters established at country level, according to the specificity of each country. The NaFAHE provide a platform for stakeholders to articulate demands for university services, advocate for change, and provide feedback on the utility of RUFORUM activities. It is chaired by a distinguished person outside the university system and has a Secretariat based in a member university.

- ***Functions of the NaFAHE***

Each NaFAHE meets at least once a year (face to face or virtually) and has the following functions:

- a. Formulate the National Agriculture and related disciplines, Science, Technology, Innovation, Training and Research priorities for the member universities in their countries
- b. Ensure that financial and other resources are mobilized and effectively deployed to carry out RUFORUM activities at National level
- c. Disseminate the Agriculture and related disciplines, Science, Technology, Innovation, Training and Research products produced by the universities in their countries
- d. Hold annual National Forum events to foster collaboration linked to University research, training, outreach and wider policy, and stakeholder management.

- ***Composition of the NaFAHE***

In each country, the national RUFORUM chapter shall consist of the following members

- (i) A representative of universities in the targeted country offering courses in agriculture and related disciplines, Science, Technology, Innovation, Training and Research
- (ii) A representative of the body responsible for higher education in each country from which a university member of RUFORUM comes from
- (iii) A representative of the body responsible for agricultural extension and advisory services provision in each country from which a university member of RUFORUM comes from
- (iv) A representative of the body responsible for the national agriculture research in each country from which a university member of RUFORUM comes from



- (v) A representative of the body responsible for Science Technology, and Innovation in each country from which a university member of RUFORUM comes from
 - (vi) The following co-opted member as and when the need arises
 - a. Representative of farmer organizations
 - b. Private sector representatives
 - c. Civil society representatives
 - d. Any other categories of persons- deemed fit by the Chairperson of the respective national RUFORUM chapters
 - (vii) The Co-opted member may speak at the meeting on any matter in relation to which his or her advice is sought but shall not have the right to vote on any matter coming for decision before the meeting.
- **Management of the NaFAHE**
 - The National Chapter shall be headed by a chairperson elected by members of the national chapter at their first meeting who shall also be assisted by a Secretary appointed also in that first meeting
 - The National Chapter will mobilize resources for its operations
 - RUFORUM Secretariat when possible shall contribute to covering the cost of the meetings and other operational costs of running of the National Chapter in the countries of the member universities
 - The NaFAHE shall meet at least once a year
 - The Chairperson will serve for three years which may be renewed once

Overall Objective

The overall objective of the Principals and Deans Committee meeting is to review, provide progress updates and advise RUFORUM on the implementation of the RUFORUM activities at member universities and in their countries.

Specific objectives

1. Review and approve minutes from last year Principals and Deans' Committee meeting
2. Receive, review and comment on the 2022-2023 report of the Executive Secretary relating to:
 - On-going graduate training and research activities,
 - Community engagement and entrepreneurship,
 - Staff and students mobility,
3. Receive, review and advise the Secretariat on issues arising at national levels around RUFORUM National Chapters (national forums) and at the regional level (regional Forums), through the regional thematic groups



Participants

The participants to the Principals and Deans' Committee meeting will be the PDC members, the Technical Committee, and the RUFORUM Secretariat executive staff and any other RUFORUM staff assigned by the Executive Secretary as necessary.

Date and venue

The 2023 Pre AGM PDC meeting will take place on Monday, August 21st, virtually from 11:00 – 13:00 GMT (14:00 – 16:00 EAT). **Zoom Registration Link:** <https://bit.ly/3DVQPde>

Methodology

The Principals and Deans' Committee meeting will take place in plenary virtually. There will be PowerPoint Presentations followed by discussions, and deliberations.

Expected outcomes

- Minutes from last year Principals and Deans' Committee meeting reviewed and approved
- The 2022-2023 report of the Executive Secretary received and reviewed and appreciated
- The Secretariat updated on issues arising at national levels around RUFORUM National Chapters (national forums) and at the regional level (regional Forums), through the regional thematic groups
- Recommendations made around the operationalization of the National Forums and Regional Thematic groups
 - Creation of the national forums
 - Legal registration of the national forum as an association
 - Operationalization of the National Forums



Draft Agenda

Time (GMT)	Time (EAT)	Agenda Item	Responsible
10:50-11:00	13:50-14:00	Record of Attendance	Moses Waswa
11:00-11:10	14:00-14:10	Introduction, Presentation and Adoption of the Agenda, Quorum verification	PDC, Chair
11:10-11:15	14:10-14:15	Welcome remarks from RUFORUM Secretariat	RUFORUM ES
11:15-11:20	14:15-14:20	Communication from the Chair	Chair
11:20-11:30	14:20-14:30	Review and approval of the minutes of the last year PDC Meeting	Chair
11:30-11:40	14:30-14:40	The updates from the RUFORUM Executive Secretary on activities at member universities and countries in 2022/2023 : <ul style="list-style-type: none"> • Graduate training and research activities, • Community engagement and entrepreneurship, • Staff and students mobility • Etc 	Moses Waswa
11:40-11:45	14:40-14:45	Remarks from the PDC chair	Chair
11:45-11:55	14:45-14:55	Considerations from the ES Report	Members
11:55-12:10	14:55-15:10	Presentation on the National Forums	RUFORUM EAES
12:10-12:40	15:10-15:40	Discussions on the National Forums, Country status updates, Establishment, legal registration, operationalization	Members
12:40 -12:50	15:40 -15:50	General Discussions and Resolutions	Members
12:50-13:00	15:50-16:00	Any Other Business	Members
13:00	16:00	End of the meeting	