

## RUFORUM 13<sup>th</sup> Annual General Meeting (AGM)

Dates: 25<sup>th</sup> to 27<sup>th</sup> October, 2017

Venue: Bingu International Conference Centre, Lilongwe, Malawi

Hosted by: RUFORUM member Universities in Malawi and the Malawi Government

### Concept Note

#### Background

The Regional Universities Forum for Capacity Building in Agriculture (RUFORUM) is a member-based consortium of 66 Universities in 26 countries in Africa. Established in 2004 by Vice Chancellors of the then ten member Universities in Kenya, Malawi, Mozambique, Uganda and Zimbabwe, RUFORUM's purpose is to transform the mode of leadership, teaching, training, research and outreach in African Universities Faculties/Colleges of Agriculture and related sciences. RUFORUM's vision is "a vibrant agricultural sector linked to African universities which can produce high-performing graduates and high-quality research responsive to the demands of Africa's farmers for innovations and able to generate sustainable livelihoods and national economic development". The Network has several unique features for building Africa's innovation capacity and for engaging universities in development process and practice; i) It is owned and managed by Africans; ii) It derives its agenda largely from the continent wide policy frameworks especially of the African Union Agenda 2063 and the New Partnership for African Development (NEPAD) Comprehensive African Agricultural Development Programme (CAADP), The African Union Science, Technology and Innovation Strategy for Africa (STISA) 2024, the National Strategy Papers of the member States and Governments and constant review of global trends and foresight planning to ensure Africa has the required capacity for global competitiveness; iii) it allows for joint action by the member universities and stakeholders in higher education and agricultural sectors.

To achieve impact, RUFORUM has embarked on four main activities through its operating Unit – the Secretariat. These include 1) Enabling the institutionalization of improved training and research in member universities; 2) Building University capacity to work with research, business and development partners to transform ideas into innovations; 3) Serving as a key actor in platforms for national and continental integration of Research for Development (R4D) and as a backbone for University interaction; and 4) Serving as an envoy of higher education and a voice for wider attention to agriculture through convening, publications and evidence-based policy papers. These actions have and continue to transform the performance of Universities in the areas of; i) enabling policies, practices and management; ii) new approaches in pedagogy and academic management; iii) production of skilled and

pro-active graduates; and iv) relevant and user oriented research. These are geared at transformative changes leading to High Performing African universities that produce skilled, proactive graduates, demand driven research outputs and innovation in response to national, regional and continental development priorities and the Sustainable Development Goals (SDGs).

Joint action by the Network is achieved through a number of Secretariat coordinated programs and guided by several engagements including, among others, convening events such as the Annual General Meeting (AGM) which is organised and hosted on a rotational arrangement amongst member universities /countries. The AGM is the supreme decision making organ of the RUFORUM Network; it oversees Network interventions and performs functions as deemed relevant for the achievement of RUFORUM objectives. Since 2005 when the first RUFORUM AGM was held, the AGM has evolved into a valuable convening event that provides a platform for RUFORUM members and Governance Organs (the Board and its committees- the International Advisory Panel; the Technical Committee and the Committee of Principals and Deans). Recognizing that the adoption and institutionalization of a number of RUFORUM initiatives vary across African Universities due to variation in capacities, RUFORUM offers a platform for African universities to share and learn from each other for capacity development for the continent. Thus, the AGM also provides a forum for RUFORUM member universities to share and learn from non-member universities as well as key stakeholders in higher education and agricultural development who are normally invited to attend as observers or partners. Within this framework, the AGM has served as a springboard for leveraging resources and has fostered many mutually beneficial partnerships between and among universities in and outside the Network. The 2017 AGM will provide to all RUFORUM governing bodies a special opportunity for a mid-term reflection on the implementation of the RUFORUM Strategic Business Plan (SBP2015-2020). The 13<sup>th</sup> AGM, will be hosted by the Government of Malawi and will be held 25-27 October 2017 in Lilongwe, Malawi. It will include also pre- and post-AGM events.

**Rationale and Objectives of the 13<sup>th</sup> RUFORUM AGM**

RUFORUM's Vision and Mission recognize the largely unfulfilled role that Universities play in contributing to the well-being of small-scale farmers and economic development of countries in Africa. This contribution is made through building leadership and management capacity of university academic and administrative staff, quality training of graduates entering the rural development and research for development workforce and the production and dissemination of demand-driven, development-oriented research that is defined and applied through participatory processes linking researchers, farmers, policy-makers, and business. One of the key avenues for reaching policymakers is through generating and disseminating policy documents but this should be supplemented with face-to-face meetings especially

since policy-makers may not find time to read and internalize the messages being conveyed in the published policy briefs. In this regard, efforts must be made by universities to better understand the needs of policy makers and policy making processes for engagement. The rapid expansion in the number of universities and student enrolments coupled with several developments that are rapidly manifesting at regional and national levels provides further justification for the need to engage with policy makers at the highest level. Clearly, a Network such as RUFORUM and its AGM is well placed to provide a forum to deliberate on approaches for university ambitions. The 13<sup>th</sup> AGM will particularly focus on engaging governments and development partners to support Higher Education in Africa

The 13<sup>th</sup> RUFORUM AGM will therefore (a) provide a forum for the RUFORUM Governance organs to discuss and endorse programs, plans and activities of the RUFORUM network; (b) profile and inform the Government of Malawi and other Development Partners and other stakeholders about RUFORUM engagements at regional and national levels, including, among others, RUFORUM support for Higher Education in Africa; d) provide a platform for RUFORUM members to establish partnerships and/or teams to respond to various opportunities; e) Engage governments to support Higher Education in Africa; and f) recognize achievers.

**Participation,  
Venue, Date  
and Agenda of  
the 13<sup>th</sup>  
RUFORUM  
AGM**

The AGM will consist of pre-AGM meetings as a means of ensuring adequate preparation of input to the AGM. As such, a series of events/ meetings will be organised prior to the AGM to be held October/November, 2017 (See Annex 1 for the Overall AGM and pre-AGM meetings at a glance). The pre-AGM meetings will include meetings of all RUFORUM governance organs as well as other side events that contribute the achievement of RUFORUM mission and goal. Specifically there will a Round Table meeting of Development Partners to forge collaboration to strengthen Higher Agricultural education in Africa, and three side events focused on strengthening leadership and management skills of mid-career and senior university manager.

There will also be an official address by a Malawi Senior Government Official, Guest Lecture by a Liberian Senior Government Official, recognition awards for outstanding achievers, including three role model farmers from Malawi, as well as two young scientists and three IMPRESSA Award winners. It is also proposed that RUFORUM member universities in Malawi and other partners will be invited to hold an exhibition to profile their activities.

Approximately 200 participants are expected to attend the 2017 AGM. Participants will include University Vice-Chancellors/Presidents/Rectors, University Principals/Deans (from both full member universities and associate member

universities) and other key invited stakeholders. The Secretariat will make arrangements and ensure that the respective Governance Organs meet to develop reference documents to feed into the AGM Agenda. The venue for the 11th AGM will be Bingu International Conference Centre in Lilongwe, Malawi.

**Key Outputs of the AGM**

1. Approved Reports for the Activity Year July 2016 – June 2017 and approved Annual Work plan and Budget for the Activity Year July 2017 – June 2018
2. Draft RUFORUM Vision 2030

**Convenor and Contact Persons for the RUFORUM 13<sup>th</sup> AGM**

The Principal hosts of the 13th AGM will be the Lilongwe University of Agriculture and Natural Resources (LUANAR), University of Mzuzu, University of Malawi (UNIMA) and Malawi University of Science and Technology (MUST) in collaboration with the Malawi Government. The Focal Point and Contact Persons for the implementation of AGM activities will be the LUANAR VC ([vc@bunda.luanar.mw](mailto:vc@bunda.luanar.mw)) who will be assisted by the Director of Research and Innovation, Dr. Limbika Matumba ([imatumba@bunda.luanar.mw](mailto:imatumba@bunda.luanar.mw)). The RUFORUM Secretariat, which can be contacted at [secretariat@ruforum.org](mailto:secretariat@ruforum.org) with a copy to [m.madola@ruforum.org](mailto:m.madola@ruforum.org) ) will be the convenor of the 13th AGM and the associated events.

**PROGRAMME FOR OFFICIAL OPENING OF THE 13<sup>TH</sup> RUFORUM ANNUAL GENERAL MEETING**

**Thursday 26<sup>th</sup> October 2017**

**Venue: Bingu International Conference Centre**

<b>Official Opening Ceremony</b>		
Chairperson: Dr. Ken Ndala, Secretary, Ministry of Education, Science and Technology, Government of Malawi,		
2:30	Welcome remarks by the Vice Chancellor Lilongwe University of Agriculture and Natural Resources and RUFORUM Vice Board Chair	Prof George Kanyama-Phiri
2:35	Remarks by RUFORUM Board Chair	Prof. Mabel Imbuga
2:40	Recognition awards by RUFORUM Executive Secretary	Prof. Adipala Ekwamu
3:10	Statement from the Bill and Melinda Gates Foundation	Dr. Mercy Karanja
3:20	Remarks by the World Bank Representative, Senior Director, Agriculture Global Practice	Dr. Juergen Voegele
3.30	Remarks by the AfDB Vice President	Dr. Jennifer Blanke
3.40	Key Note Address by Deputy Director General, FAO	Dr. Daniel Gustafson
4.00	Remarks by Commissioner, Department of Rural Economy and Agriculture, African Union Commission	Her Excellency Josefa Leonel Correia Sacko
4:10	Remarks by the Minister of Education, Ivory Coast	<b>Hon. Prof. Bakayoko-Ly Ramata</b>
4:20	Remarks by the Minister of Education, Liberia	Hon George Kronnisanyon Werner
4.30	Remarks by the Minister of Education, Science and Technology, Malawi	Hon. Bright Msaka, MP
4.40	Official address by His Excellency, The President of the Republic of Malawi	H.E. Professor Arthur Peter Mutharika
5.10	Vote of thanks by the Vice Chancellor Malawi University of Science and Technology	Prof. Address Malata

**DRAFT AGENDA FOR THE 13<sup>th</sup> RUFORUM ANNUAL GENERAL MEETING**

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**Friday, 27<sup>th</sup> October, 2017: RUFORUM Business Meeting**

**Venue: Bingu International Conference Centre**

**Chair of the Session: Prof. Mabel Imbuga, RUFORUM Board Chair and Vice Chancellor, Jomo Kenyatta University of Science and Technology, Kenya**

**Rapporteurs: Dr. Madola Mathew, Mr. Charles Owuor and Mr. Moses Waswa**

Time	Schedule of Events	Responsible Person
	<b>13<sup>th</sup> AGM Session</b>	
08:30	Guests arrive and take their seats	
08:45	Welcome Remarks by the RUFORUM Board Chair	Prof. Mabel Imbuga
08:55	Remarks by the Vice Chancellor, University of Malawi (On behalf of convening universities; (LUANAR, Mzuzu University, University of Malawi and Malawi University of Science and Technology)	Prof. John Saka
09:10	Introducing the AGM 2017	Prof. Adipala Ekwamu, RUFORUM Executive Secretary
	<b>Statements from Partners (7 minutes each partner)</b>	
09:20	Statement from Association of African Universities	Prof. Ehile Etienne, Secretary General
	Statement from AGRINATURA	Dr Carolyn Glynn, President
	Statement from AWARD	Dr Wanjiru-Rutenberg, Director
	Statement from Pan African Farmers' Federation	
	Statement from the private sector	Representative from OPC, Morocco
	Statement from Forum for Agricultural Research in Africa	Dr. Yemi Akinbamijo, Executive Director
	Statement from Mastercard Foundation	Dr. Peter Materu, Director of Education, Learning and Youth

10.15	Remarks by (Permanent) Secretary Ministry of Agriculture, Irrigation and Water Development, Malawi	Mrs Erica Maganga
10.20	Address by the Minister of Agriculture, Irrigation and Water Development	Hon. Joseph Mwanamveka
10:30	Vote of thanks by Vice Chancellor, Mzuzu University	
10.30	<b>HEALTH BREAK &amp; Group Photos</b>	
11.00	Record of members present and apologies	Prof. Mabel Imbuga (Board Chair)
11.10	Procedural issues	Prof. Adipala Ekwamu (Executive Secretary)
11.20	Adoption of the Agenda	Prof. Mabel Imbuga ( Board Chair)
11.30	Communication from the RUFORUM Board Chair	Prof. Mabel Imbuga ( Board Chair)
11.40	Minutes and actions from the 12 <sup>th</sup> AGM	Prof. Mabel Imbuga ( Board Chair)
11:30	Presentation of Annual Report by the RUFORUM Secretariat	Dr Moses Osiru, RUFORUM Deputy Executive Secretary
12.00	Presentation of the RUFORUM Draft Vision 2030	Dr Solange Uwituze, RUFORUM Manager for Partnership and Business Administration
12:30	Presentation of the 2016/2017 Financial Report and 2017/2018 Budget Proposal	Ms. Nakyobe Judith, RUFORUM Finance and Administration Manager
13:00	Discussion on the 2016/17 Financial Report and Budget Proposal for 2017/18	Prof. Mabel Imbuga (Board Chair)
13:30	Report of the External Auditor (Deloitte and Touche)	External Auditor (Deloitte and Touche)
13:45	Discussion on External Audit Report	Prof Mabel Imbuga (Board Chair)
14:00	Appointment of 2017/2018 External Auditor	Prof Mabel Imbuga (Board Chair)
14.10	Debriefing on arrangements for the 2018 African Higher Education Week and RUFORUM Biennial Conference	Prof Peter Mbithi, Vice Chancellor, University of Nairobi, Kenya
14.20	Debriefing on the 2019 AGM in Ghana	Prof. William Ampiah-Ghartey, Vice Chancellor, University of Cape Coast, Ghana
<b>14:30</b>	<b>LUNCH</b>	
<b>18.30</b>	<b>Gala Dinner and award of Membership certificates to new Member universities</b>	<b>RUFORUM</b>
<b>28/10/17</b>	<b>Departures</b>	

DRAFT PROGRAMME  
RUFORUM ANNUAL GENERAL MEETING 2017  
Hosted by the Government of Malawi and Malawian RUFORUM Member Universities  
Venue: Bingu International Conference Centre, Lilongwe, Malawi  
Dates: 19<sup>th</sup> October to 2<sup>nd</sup> November, 2017

DAY AND DATE	SCHEDULE OF EVENTS				
	08:00-13:00	13:00-14:00	14:00-15:30	15:30-18:00	18:00–20:00
19 <sup>th</sup> to 21 <sup>st</sup> October, 2017	Proposal Write-shop by AWARD and RUFORUM at LUANAR	Lunch	Proposal Write-shop by AWARD and RUFORUM at LUANAR	Evening Break	Free space
23 <sup>rd</sup> to 25 <sup>th</sup> October, 2017	Training in Scientific Writing for Post Graduate Students and Academic Staff at LUANAR		Training in Scientific Writing for Post Graduate Students and Academic Staff at LUANAR		Free space
23 <sup>rd</sup> October, 2017	Consultations with Deans and Principals on RUFORUM Vision 2030		Consultations with Deans and Principals on RUFORUM Vision 2030 and other initiatives		Free space
23 <sup>rd</sup> and 24 <sup>th</sup> October, 2017	Technical Task Team planning meeting for Committee of 10 Heads of State		Technical Task Team planning meeting for Committee of 10 Heads of State		Free space
24 <sup>th</sup> October, 2017	PASGR Leadership and Management Training for Deans and Principals at BICC		PASGR Leadership and Management Training for Deans and Principals at BICC		
			Meeting of the RUFORUM International Advisory Panel (IAP) at BICC		





25th October, 2017	AWARD Gender Training for Deans and Principals at BICC		AWARD Gender Training for Deans and Principals at BICC		Malawian Universities VCs host other VCs to a dinner	
	PASGR Leadership and Management Reflection Meeting for Vice Chancellors at BICC		PASGR Leadership and Management Reflection Meeting for Vice Chancellors			Signing of MOU with FAO
	Roundtable Meeting with Development Partners at BICC		Roundtable Meeting with Development Partners at BICC			
26th October, 2017	RUFORUM 16th Board Meeting	Lunch	RUFORUM Technical Committee Meeting at BICC	Evening Break	Gala Dinner Hosted by Malawian Universities Malawi Traditional Dances (Kwacha Cultural Troupe)	
	14th Principals and Deans Business Meeting		Official Opening and Address by His Excellency, Prof. Arthur Peter Mutharika, State President of Malawi			
	Round table meeting of Ministers of Higher Education from Malawi, Liberia and Ivory Coast		Prize Awards by His Excellency, Prof. Arthur Peter Mutharika, State President of the Republic of Malawi			
27th October, 2017	13th RUFORUM Annual General Meeting		13th RUFORUM Annual General Meeting		RUFORUM Gala Dinner	
					Address by Professor Emmanuel Fabiano, Malawi Minister of Foreign Affairs	



28th October, 2017	Departures and Meeting of RUFORUM Secretariat & Local Organising Committee for Malawi AGM and 2018 Biennial Conference
29th October, to 1 <sup>st</sup> November 2017	HfP Leadership Training for Middle Level University Managers
2 <sup>nd</sup> November, 2017	Departures

Departures
HfP Leadership Training for Middle Level University Managers
Departures

New Member University Certificate Awards
Departures
Free space
Departures



### **RUFORUM Annual General Meetings**

Every year, RUFORUM organizes an Annual General Meeting for its member universities. The RUFORUM Annual General Meeting is the supreme decision making organ of RUFORUM and provides the overall orientation of RUFORUM mission and programmes. The Annual General Meeting oversees RUFORUM's program and management and performs such functions and tasks that it deems necessary to carry out its mandate, and accomplish its mission. The 13<sup>th</sup> RUFORUM Annual General Meeting will take place from 25<sup>th</sup> to 27<sup>th</sup> October, 2017 at Bingu International Conference Centre in Lilongwe, Malawi.

This year's meeting will particularly focus on the efforts to engage governments to support Higher Education in Africa. The meeting will bring together close to 200 delegates across Africa and beyond, including development partners and Senior African Policy Makers. .

### **Pre-AGM Events**

There will be a number of pre-conference events such as the Proposal and Scientific writing to be held at LUANAR. Secondly, there will also be a Leadership and Management and Gender Training for Deans and Principals. Thirdly, there will be a Leadership and Management Reflection Meeting for Vice Chancellors. Fourthly, there will be a Roundtable Meeting of Development Partners and fifthly, there will be a meeting of the International Advisory Panel (IAP) and lastly there will also be a meeting of the RUFORUM Technical Committee. These will be held from 19<sup>th</sup> to 25<sup>th</sup> October, 2017

### **Annual General Meeting (AGM) Events, Day One: Thursday, 26<sup>th</sup> October, 2017**

The programs for this day includes meeting of the RUFORUM policy Organs. Firstly, there will be the Business Meeting of the Deans and Principals, Secondly, there will be the RUFORUM 16<sup>th</sup> Board Meeting. In the afternoon, there will be the official opening of the Annual General Meeting and prize awards by His Excellency, Prof. Arthur Peter Mutharika, State President of the Republic of Malawi. The prize awards include: a) IMPRESSA to three outstanding university achievers; b)

recognition awards to two outstanding young (<40 years) scientists from Malawi, and c) three outstanding farmers in Malawi.

**Day Two: Friday, 27<sup>th</sup> October, 2017.**

The RUFORUM Annual General Meeting will be held on this day in the morning. In the afternoon, there will be the signing of the Memorandum of Understanding with FAO.

**Post Annual General Meeting (AGM) Event**

RUFORUM has a specific thrust to work with its Universities to strengthen leadership and management skills of university leaders. A four day session is planned for 29<sup>st</sup> October to 1<sup>st</sup> November 2017 to work with university mid-career managers to strengthen their leadership and management skills. The purpose is to prepare them for possible roles as senior university managers.