



## **19<sup>th</sup> RUFORUM ANNUAL GENERAL MEETING (AGM)**

### **22<sup>nd</sup> RUFORUM BOARD MEETING**

**Date and Time:** Wednesday, 1<sup>st</sup> November 2023 (08:30-13:00 GMT+1)

**Venue:** Huis-Clos, Palais des Congrès, Yaoundé, Cameroon

**Register here to join the meeting:** <https://bit.ly/3soNuRt>

### **Concept Note**

**Contact:** Prof. Patrick Okori,

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### **Background**

The Board of Directors and the Annual General Assembly constitute the utmost policy decision-making organs of the RUFORUM Network. The Board of Directors comprises Vice-Chancellors/rectors/Presidents of all Member Universities and other stakeholders who represent the non-University Board Members. Annually, the Board of Directors meets once to amongst several functions receive and recommend to the Annual General Assembly approval of RUFORUM's annual reports, annual accounts, the auditor's report, and fulfilling its other duties. A special meeting for the Board may be called as and when deemed necessary at the request of the Chairperson, the Executive Secretary or by fifteen members of the Board Executive Committee.

Subsequent to the last Board Meeting held on 15th December 2022 at Zimbabwe University Council Room, 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 once during the 2022/2023 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 22<sup>nd</sup> RUFORUM Board Meeting**

The 22<sup>nd</sup> 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 Assembly, due to be held on 2<sup>nd</sup> November 2023 on the following key issues, among others:

1. Consider minutes and actions from the 21<sup>st</sup> RUFORUM Board meeting;
2. Receive report from the Board Executive Committee report on activities and actions on behalf of the Board since the December, 2022 Board Meeting in Harare, Zimbabwe;



3. Receive and consider Secretariat report for the Activity Year July 2022– June 2023 and proposed Annual Work plan and Budget for the Activity Year July 2023 – June 2024;
4. Receive the refreshed Operational Plan for the period 2024-2028
5. Consider requests for membership from universities that wish to be part of the RUFORUM network; and,
6. Review the 2022/2023 External Audit Report

### **Approach and Methodology**

The Board of Directors Meeting will be presided over by the Board Chairperson and will be organized by RUFORUM Secretariat as a Session prior to the Annual General Assembly (Business Meeting).

### **Participants**

The meeting will be attended by all the Board Members (Rectors/Presidents/Vice Chancellors of RUFORUM Member Universities) Members of all RUFORUM Governance organs, and other invited guests who will participate as Observers.

### **Date and Venue**

The 22<sup>nd</sup> RUFORUM Board Meeting is scheduled to take place on Wednesday, the 1<sup>st</sup> November 2023 as a blended event at Huis-Clos Room, Palais des Congres, Yaoundé, in the Huis Clos room from 8:30 to 13:00 (GMT+1). **Please register here to participate virtually.**

### **Side Event Organizers and Contact**

The Regional Universities Forum for Capacity Building in Agriculture (RUFORUM),  
P.O Box 16811 Wandegaya - Kampala, Uganda

Tel: +256-417-713-300 (Office),

**Contact:** Prof. Patrick Okori,  
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### Draft Programme for the 22<sup>nd</sup> RUFORUM Board Meeting

Time (GMT+1)	Event
08:30-09:00	Arrival and registration
09.00-09.05	Prayers
09.05-09.10	Record of Members Present and Apologies
09.10-09.20	Procedural issues
09.20-09.25	Adoption of the Draft Agenda
09.25-09.30	Welcome remarks by the Vice Chancellor, University of Ngaoundere
09.30-09.40	Communication from the Chair
09.40-10.00	Review of Minutes and Actions of the 21 <sup>st</sup> RUFORUM Board Meeting
10.00-10.30	Report from the Board Executive Committee on Activities undertaken on behalf of the Board
10.30-11.00	<b>HEALTH BREAK</b>
11.00-11.20	Presentation of the Operational Plan
11.20-11.30	Highlights and Review of the 2022/2023 Financial report and Budget proposal for 2023/2024
11.30-11.50	Highlights and Review of the External Auditor's report for 2022/2023
11.50-12.00	Recommendation for appointment of the 2023/2024 External Auditor
12.00-12.10	Update on arrangements for the 20 <sup>th</sup> RUFORUM Annual General Meeting 2024
12.10-12.20	Update on the RUFORUM Charter and regional nodes
12.20-12.40	Statement by Partners
12.40-12.50	Admission of New member Universities
12.50-13.00	Closing remarks by the Board Chair