

# **UNIVERSITY OF DAR ES SALAAM**

## **CONVOCATION**

### **MINUTES OF THE 33<sup>RD</sup> ANNUAL GENERAL MEETING OF THE CONVOCATION HELD ON 28<sup>TH</sup> NOVEMBER 2003 AT LANDMARK HOTEL (UBUNGO).**

#### **ATTENDANCE:**

Refer to the attached attendance list

#### **PRELIMINARIES:**

**CONFIRMED** the quorum

**OPENED** the meeting at 12.05 p.m.

**ADOPTED** the agenda

**ITEM NO. 1 OF THE AGENDA: To RECEIVE and CONFIRM minutes of the  
32<sup>nd</sup> Annual General Meeting of the Convocation.**

#### **Minute no. 270**

270.1 **RECEIVED and CONFIRMED** minutes of the 32<sup>nd</sup> Convocation  
Annual General Meeting subject to the following corrections:

- Under preliminaries, the meeting was opened at 12.58 p.m.

**ITEM NO. 2 OF THE AGENDA: Matters Arising from the Minutes of the 32<sup>nd</sup>  
Annual General Meeting.**

#### **Minute no. 271**

271.1 **2002/2003 Convocation Audited Report**

271.1.1 **REPORTED** that the 2002/2003 Convocation Audited Report will be  
presented under agenda no. 6.

**ITEM NO. 3 OF THE AGENDA: The Report on the Activities of the Convocation for the Period November 2002 to November 2003.**

**Minute no. 272.**

- 272.1 **REPORTED** that during the year under review, the activities of the Convocation were conducted through the Convocation Executive Committee and its three sub-committees, namely the Convocation Activities Committee, the Convocation Publications Committee and the University of Dar es Salaam Academic Assembly Committee.
- 272.2 **REPORTED** that the University of Dar es Salaam Academic Staff Assembly Committee activities will be presented in a separate agenda.
- 272.3 **REPORTED** that the Convocation office sought more graduates names through Graduate Up-date form posted on the Convocation website, and this year the Convocation made it a requirement for graduants to fill the graduate update forms.
- 272.4 **REPORTED** that the proceedings of the 4<sup>th</sup> Convocation Symposium on "*The State of Multiparty Politics in Tanzania: The Pitfalls and Lessons from 2000 General Election and The Way Forward*" were delayed due to unavoidable circumstances and comments from the reviewer were submitted to Dr. E. G. Mtaló.
- 272.5 **REPORTED** that the 2003 Convocation Symposium on "*Going Beyond Rhetoric: Why is Tanzania Still Poor Forty Years After Independence?*" took place on 15<sup>th</sup> and 16<sup>th</sup> May 2003 at the Diamond Jubilee Hall in Dar es Salaam.

- 272.6 **REPORTED** that the Convocation Symposium Organizing Committee consisted of eight members who mobilized resources with the support follow up letters by the President of the Convocation, His Excellency J. V. Mwapachu and the University of Dar es Salaam Vice Chancellor, Prof. M. L. Luhanga to various institutions.
- 272.7 **REPORTED** that the said committee secured six donors, namely, The Royal Swedish Embassy, the Vice President's Office (URT), Tanga Cement Company Limited, the University of Dar es Salaam, PriceWaterHouseCoopers, and Tanzania Telecommunication Company Limited.
- 272.8 **REPORTED** that more than 200 people attended the Symposium including Convocation members, representatives from NGO's, representatives from political parties, Secondary students, Journalists and general members of the public.
- 272.9 **REPORTED** that the committee is now compiling Symposium papers, producing symposium proceedings booklet (manuscript) and making follow up on symposium recommendations.
- 272.10 **REPORTED** that the Convocation was awarded a Certificate of Participation in 17<sup>th</sup> Dar es Salaam International Trade Fair, 2003 issued by the Board of External Trade (BET) due to the role played in publicizing/marketing the University of Dar es Salaam.
- 272.11 **REPORTED** that the 79<sup>th</sup> Convocation Executive Committee Meeting approved the names of new members of the Convocation Publications Committee.

- 272.12 **REPORTED** that the Convocation has been allocated with Tshs. 10,000,000/= to support various Convocation activities aimed at promoting University of Dar es Salaam. **NOTED** that this year the allocation of funds is twice the amount allocated in the year 2002/2003.
- 272.13 **THANKED** the University of Dar es Salaam administration for providing the funds to run the Convocation activities.
- 272.14 **QUESTIONED** on whether the Convocation had written letters to the donors appreciating their contributions.
- 272.15 **REPORTED** that letters acknowledging the contributions were written immediately after every receipt.
- 272.16 **AGREED** that the 2003 Convocation Symposium Organising Committee should compile a final report at the end of the project and submit the same to the donors who had sponsored the symposium.
- 272.17 **OBSERVED** a one minute silence in remembrance of the late Prof. A. S. Kiondo who was a member of the Convocation.

**ITEM NO. 4 OF THE AGENDA: Convocation Rolling Strategic Plan 2003/05 – 2008/09.**

**Minute no. 273**

- 273.1 **RECEIVED** the Convocation Rolling Strategic Plan 2004/5 – 2008/9.

- 273.2 **NOTED** that the aim of the Convocation Five Year Rolling Strategic Plan was to enable the Convocation to plan its activities in accordance with the University of Dar es Salaam Strategic Plan.
- 273.3 **COMMENDED** the team that made consultations with variety of documents, stakeholders and documented the experiences from other institutions and alumni associations. **FURTHER THANKED** Dr. L. M. Mboma and Prof. A. G. Ishumi for their time and work towards the development of this document.
- 273.4 **APPROVED** the Convocation Rolling Strategic Plan 2004/05 – 2008/09 and **AGREED** that if anyone would like to provide additional comments he/she should present the same directly to the team members.

**ITEM NO. 5 OF THE AGENDA: University of Dar es Salaam Academic Staff Assembly Annual Report.**

**Minute no. 274**

- 274.1 **RECEIVED** the Annual Report of the University of Dar es Salaam Academic Staff Assembly (UDASA).
- 274.2 **INFORMED** that after a long lapse of time without holding regular General Assembly Meetings, University of Dar es Salaam Academic Staff Assembly held such a meeting on 29<sup>th</sup> April 2003.
- 274.3 **INFORMED** that University of Dar es Salaam Academic Staff Assembly held elections which brought in new leadership comprising of the following:
1. Prof. C. S. L. Chachage - Chairperson

- |    |                       |   |                         |
|----|-----------------------|---|-------------------------|
| 2. | Prof. S. Yahya-Othman | - | Deputy Chairperson      |
| 2. | Dr. Y. M. Kihore      | - | Secretary               |
| 4. | Dr. F. Luoga          | - | Deputy Secretary        |
| 5. | Mr. N. Kamata         | - | Treasurer               |
| 6. | Dr. K. Kamanga        | - | UDASA Newsletter Editor |

274.4 **INFORMED** that University of Dar es Salaam Academic Staff Assembly is in the process of opening an account to enable it to conduct its business.

274.5 **REPORTED** that due to non-audited financial reports handed over by the previous leadership, it was decided that forensic auditing be conducted on the accounts. The Chief Administrative Officer had accepted the request and was expected to institute such investigative auditing.

274.6 **REPORTED** that the University of Dar es Salaam Academic Staff Assembly has, during the year, been able to organize different panel discussions, peaceful March at Jangwani against impending invasion of Iraq, Commemoration of the late Mwalimu J. K. Nyerere's death, statement on the visit to University of Dar es Salaam by United States Ambassador to Tanzania and a statement in solidarity with a strike by staff of Kenya's Public Universities and the closure of the Universities.

274.7 **SUGGESTED** that the University of Dar es Salaam Academic Staff Assembly come out with a strategic plan for the way forward.

274.8 **NOTED** the University of Dar es Salaam Academic Staff Assembly Annual Report.

**ITEM NO. 6 OF THE AGENDA: Convocation Audited Report of 2001/02 and 2002/03.**

**Minute no. 275**

- 275.1 **RECEIVED** the Convocation Audited Report of 2001/02 and 2002/03.
- 275.2 **REPORTED** that for the period 2001/2002, the Convocation income included Tshs. 236,700/= from Convocation fees, Tshs. 128,600/= from sale of books and journals, Tshs. 1,999,574.44/= from interests and Tshs. 366,940/= from dividends totaling to Tshs. 1,931,714.44.
- 275.3 **INFORMED** that the report focused its discussion on the 2002/2003 audited report as it was a continuation of the previous 2001/02 report.
- 275.4 **REPORTED** that in the reporting year 2002/2003 the Convocation obtained an income of Tshs. 1,083,000/= from Convocation fees, Tshs. 22,900/= from sale of books, Tshs. 931,488.99 from interests totaling Tshs. 2,037,348.99.
- 275.5 **INFORMED** that the expenditure for the year was Tshs. 9,787,493.32 which was used for meetings and conferences, buying office equipment, advertisements, transport, printing, website expenses and bank charges.
- 275.6 **NOTED** that the cash at bank balance was Tshs. 17,425,650.22.
- 275.7 **OBSERVED** that the dividend for 2002/03 had not been recorded in the Convocation books due to change of name of the shareholder which that was in progress. The same applies to interest on fees collected by Bursar's office from June 2002 to October 31<sup>st</sup> 2003.

275.8 **OBSERVED** the recommendations from the auditor and **NOTED** that the Convocation office fall short of an accountant who could assist in adherence to accounting procedures.

275.9 **APPRECIATED** the audited report and **NOTED** that the implementation of the Convocation Five Year Rolling Strategic Plan in July 2004 will resolve the shortage of staff facing the Convocation office. Deployment of additional staff will lead to expansion of Convocation activities.

**ITEM NO. 7 OF THE AGENDA: Election of the Convocation President.**

**Minute no. 276**

276.1 **INFORMED** and **NOTED** that the Convocation President had shown the intention to retire. Hence a need to elect a new President.

276.2 **CALLED** members to propose names of people to contest for presidency. **INFORMED** that the Convocation Executive Committee, at its 80<sup>th</sup> meeting proposed the name of Justice Joseph Sinde Warioba to vie for the post. **FURTHER INFORMED** that a letter was written by the Vice Chancellor informing him about the proposal and that he had accepted to vie for Presidency.

276.3 **NOTED** that Justice Warioba could not attend the meeting because he was on duty in Arusha as a judge of the East African Court of Justice.



- 276.4 **ELECTED** Justice Joseph Sinde Warioba as the Convocation President after being the lone candidate and subsequently being elected unanimously.

**ITEM NO. 8 OF THE AGENDA: Any Other Business**

**Minute no. 277**

**277.1 Appreciation to the outgoing Convocation President**

- 277.1.1 **CONGRATULATED** and **THANKED** Honourable J. V. Mwapachu for the time that he has been the Convocation President. Although he is leaving the post of Presidency it is hoped that he will continue to be close to the Convocation.

- 277.1.2 **APPRECIATED** for the well presented paper and **AGREED** that the Convocation Executive Committee assist so that it is published as a booklet.

- 277.1.3 The Vice Chancellor on behalf of the University of Dar es Salaam **THANKED** the outgoing Convocation President for the many successes the Convocation has accomplished under his leadership. His voluntary dedication and love of the institution is well appreciated.

- 277.1.4 **INFORMED** members that an organized farewell function will be done in February 2004.

- 277.1.5 **NOTED** the presence of Prof. I. K. Bavu.

There being no other business, the meeting was closed by the Chairman at 1.15 p.m.

Prepared by:



Ms. N. E. Mhando  
Convocation Liaison Officer

1/9/04

Date

Approved for issue by:



Prof. J. S. Mshana  
Chief Administrative Officer and Secretary to the Convocation

17/9/4

Date

Confirmed at the next meeting by:



Judge Joseph S. Warioba  
President of the Convocation

27/11/04

Date