

UNIVERSITY OF DAR ES SALAAM

CONVOCATION

MINUTES OF THE 35TH ANNUAL GENERAL MEETING OF THE CONVOCATION HELD ON 25TH NOVEMBER 2005 AT BANORA HALL

ATTENDANCE:

Refer to the attached attendance list (Appendix I)

PRELIMINARIES:

Minute No. 285

- 285.1 **CONFIRMED** the quorum.
- 285.2 **OPENED** the meeting at 11.50 a.m.
- 285.3 The Convocation President **THANKED** the members for attending the meeting.
- 285.4 The Convocation President **FURTHER THANKED** the members for giving him the opportunity to serve as President.
- 285.5 **ADOPTED** the agenda.
- 285.6 **NOTED** small number of members who attended the meeting.

ITEM NO. 1 OF THE AGENDA: To RECEIVE and CONFIRM Minute of the 34th Annual General Meeting of the Convocation

Minute Number 286

- 286.1 **RECEIVED** and **CONFIRMED** minutes of the 34th Annual General Meeting subject to the following corrections;
 - The word "Traditional" on minute 281.9.1 first line to read "Original"
 - The word "will" on minute 283.6 third line to read "to"

ITEM NO. 2 OF THE AGENDA: Matters Arising from the 34th Annual General Meeting.

Minute Number 287

287.1 2004 Dialogue (Previous minute number 278.6.2)

287.1.1 **INFORMED** that item on arranging suitable publishable material from the discussions in the 2004 dialogue will be presented under item number 3 of the agenda.

287.2 University of Dar es Salaam Academic Staff Assembly Report (Previous minute number 282.7)

287.2.1 **REPORTED** that the University of Dar es Salaam Academic Staff Assembly Annual Report will be presented under item number 4 of the agenda.

287.3 Improve attendance in the Annual General Meeting (Previous minute number 284.1.3)

287.3.1 **REPORTED** that the 82nd and 83rd Executive Committee among other things discussed and agreed on strategies to improve attendance in the Annual General Meeting

287.3.2 **FURTHER REPORTED** that the following strategies were undertaken:

- (i) Annual General Meeting advert was sent to all Convocation members whose emails were available.
- (ii) Annual General Meeting advert was published in four newspapers
- (iii) Annual General Meeting advert was distributed to all Convocation members of the University of Dar es Salaam.
- (iv) Annual General Meeting advert was distributed to graduates who visited the Higher Degrees and Convocation Offices.

ITEM NO. 3 OF THE AGENDA: Report on the Activities of the Convocation for the year 2005.

Minute Number 288

- 288.1 **RECEIVED** report on the Activities of the Convocation for the year 2005
- 288.2 **REPORTED** that during the year under review, the activities of the Convocation were conducted through the Convocation Executive Committee and its four Sub-Committees, the Convocation Activities Committee, The Convocation Publications Committee, the 2006 Convocation Symposium Organising Committee and the University of Dar es Salaam Academic Staff Assembly Committee. The University of Dar es Salaam Academic Staff Assembly Committee activities will be presented in a separate agenda.
- 288.3 **PROPOSED** that on page 4 of the report instead of assembling a list of all alumni of East Africa, the Convocation should list alumni from all over the world.
- 288.4 **INFORMED** that it has been listed as alumni of East Africa but in principle the Convocation solicits and maintain alumni list regardless of where they are.
- 288.5 **REPORTED** that there are serious financial problems in the Convocation Liaison Office.
- 288.6 **HIGHLIGHTED** that the Convocation office need to employ at least one (1) Assistant Convocation Liaison Officer to assist the Convocation Liaison Officer; Also, there is lack of resources to compile alumni list; produce Newsletters and Journal for circulation to alumni.
- 288.7 **REMINDED** members to note that the letters requesting for funds were sent to Members of Parliament; Ministers; Permanent Secretaries; Judges of Tanzania, Kenya and Uganda; Medical Practitioners and Lecturers among others.

- 288.8 **INFORMED** members that the Convocation will hold a function and a number of people will be invited.
- 288.9 **FURTHER INFORMED** that the Guest of Honour will be Honourable Edward N. Lowassa. The aim of the function is to raise 80 million TShs. to assist various Convocation activities.
- 288.10 **NOTED** with **APPRECIATION** the generosity of the Vice Chancellor that has managed the Convocation to hold this meeting.
- 288.11 **NOTED** the Report with appreciation.

ITEM NO. 4 OF THE AGENDA: University of Dar es Salaam Academic Staff Assembly Annual Report.

Minute number 289

- 289.1 **RECEIVED** the University of Dar es Salaam Academic Staff Assembly Annual Report.
- 289.2 **NOTED** the minutes which directed the University of Dar es Salaam Academic Staff Assembly report to be improved and **REPORTED** that this is the general assembly report and not the Chairman's perception.
- 289.3 **INFORMED** members that under Act No. 7 of 2005, University of Dar es Salaam Academic Staff Assembly can organise themselves as an independent entity and not as a subcommittee of the Convocation.
- 289.4 **NOTED** correction on page 3, second paragraph, first line, the number "2004" to read "2005"
- 289.5 **INSISTED** that the Academic Staff of Mlimani, Muhimbili University College of Health Sciences, University College of Lands and Architecture Studies campuses to find a way of maintaining relationship with the Convocation.
- 289.6 **COMMENDED** University of Dar es Salaam Academic Staff Assembly for the work done throughout the period and **NOTED** a number of activities completed.

- 289.7 **FURTHER COMMENDED** University of Dar es Salaam Academic Staff Assembly for the diplomatic way they have handled their demands to the government in relation to the pay package.
- 289.8 **REPORTED** that University of Dar es Salaam Academic Staff Assembly is still discussing on whether they should be independent of the Convocation or maintain its current position as a Sub-Committee.
- 289.9 **NOTED** that people who attend the Annual General Meeting are mostly University of Dar es Salaam Academic Staff Assembly members. It was therefore expected that University of Dar es Salaam Academic Staff Assembly remain under the Convocation.
- 289.10 **NOTED** also the presence of Convocation members other than University of Dar es Salaam Academic Staff Assembly members and so a good contribution of other alumni to the Convocation.
- 289.11 **NOTED** the report with appreciation.

ITEM NO. 5 OF THE AGENDA: Convocation Audited Reports of 2003/2004 and 2004/2005.

Minute Number 290

- 290.1 **RECEIVED** the Convocation Audited Reports of 2003/2004 and 2004/2005.
- 290.2 **REPORTED** that the Tanzania Government finances Convocation activities. **FURTHER REPORTED** that the Convocation was allocated an average of TShs. 10,000,000/= in financial years 2002/2003, 2003/2004 and 2004/2005 respectively. The accounts of 2003 – 2004 were audited together with other accounts of the University of Dar es Salaam. The report was clean.

- 290.3 **REPORTED** that the state of affairs as per June 2005 was as follows;
- | | |
|-------------|---------------------|
| Income | 5,452,875.10 |
| Expenses | <u>4,477,879.01</u> |
| Net Surplus | <u>974,996.09</u> |
- 290.4 **REPORTED** that the financial position in June 2005 was at TShs. 34,858,703.30
- 290.5 **INFORMED** members that the most pressing needs ahead of the Convocation include a Symposium that is expected to take place early 2006. **FURTHER INFORMED** the members that Journal publications and a newsletter will follow and these are intended to update Convocation members.
- 290.6 **CALLED** upon members to take a step generously by contributing to the Convocation.
- 290.7 **NOTED** the report with appreciation.

ITEM NO. 6 OF THE AGENDA: Any Other Business


Minute Number 291

- 291.1 **Communication to Alumni.**
- 291.1.1 **NOTED** that the Convocation ought to expand participation of the members.
- 291.1.2 **NOTED** that there has been some response as shown in the report of activities of the Convocation. Alumni-like Mr. Josephat Sanda, Dr. Peter Materu and Dr. Onesmo Mpanju have come up with good ideas on how to start projects and fundraising.
- 291.1.3 **INFORMED** the members that the Convocation President thought it is important to strengthen the Convocation office first by providing it with staff and resources, and eventually the office will manage to accommodate projects as proposed by various alumni.

- 291.1.4 Mr. Josephat Sanda **SUGGESTED** that the Convocation website should be improved to include a section on discussion forum.
- 291.1.5 **FURTHER SUGGESTED** that there is a need for the Convocation to start visible relationships with its alumni. This can be achieved if all alumni nationally and internationally are convinced and contribute at least 30,000/= each. For the 18,000 members in the Directory one can raise about 54,000,000/=
- 291.1.6 **NOTED** that other organisations require their members to pay an annual fee and **SUGGESTED** that the Convocation should do the same.
- 291.1.7 **SUGGESTED** to support the Convocation by pledging and if able provide cash so that when the idea of fundraising is taken to others at least one can say the process has started.
- 291.1.8 **AGREED** to take up the motion of contributing as per attached list (Appendix II).
- 291.1.9 **THANKED** the Chairman of Council and all Convocation members for their attendance and for good ideas that were given out and **REMINDED** that a follow up be made.

There being no other business, the meeting was closed at 1.00 p.m.

Prepared by:


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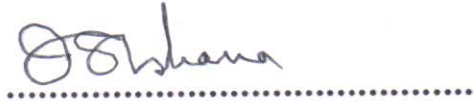
Ms. Nandera E. Mhando

Convocation Liaison Officer


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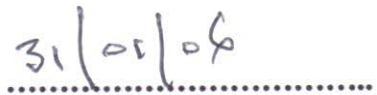
Date

Approved for issue by:


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Prof. J. S. Mshana

Chief Administrative Officer and Secretary to the Convocation


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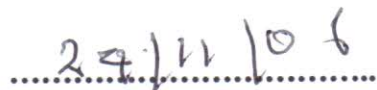
Date

Confirmed at the next meeting by:


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Judge Joseph S. Warioba

President of the Convocation


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Date