

**DECISIONS OF THE MEETING OF UR SENIOR MANAGEMENT COUNCIL HELD ON
MONDAY, 30TH NOVEMBER 2015 IN CST/KIGALI**

On Monday, 30th November 2015, an ordinary meeting of UR Senior Management Council (SMC) chaired by Prof. Philip Cotton, Vice Chancellor and Chairperson of SMC, convened in CST Meeting Room at Nyarugenge Campus. After discussing the items on agenda, the SMC made the following decisions:

1. The Council agreed that for effective management of SMC meetings, there shall be held two meetings per month, with a shorter agenda that does not go beyond 12:00 noon.
2. The Council allowed Colleges to start recruiting needed staff. Recruitment has to be budgeted for and recruitment plans shall be done early (in January or November) so that staff are recruited before the next academic year starts in September.
3. The Council scheduled the Workshop for training of Principals and Deans in Sage Pastel and budget management in February 2016.
4. The Council agreed that the SM Retreat be held in January 2016.
5. The Council agreed that “Submission of Financial Reports to MINECOFIN” shall be a regular item on SMC meetings and that submitting Financial Reports shall be part of performance contract of Directors of Finance.
6. The Council received the proposed communication allowances for UR staff but decided that they need to be revised and circulate to the members for online vote.
7. The Council supported in principle the proposal of identifying value-added initiatives from hosted conferences, and endorsed the implementation of the following specific initiatives arising out of the recent UR organized AfricaLics 2015 Conference and the IKS (Indigenous Knowledge Systems) National Forum:
 - Development of Postgraduate Programmes relating to innovation and inclusive development; innovation systems and innovation management
 - Participation of UR in the AfricaLics’ PhD Academies Programme
 - Establishment of a Centre for Research in Indigenous Knowledge Systems (the concept note on the IKS Research Centre is to be discussed further at the SM Retreat).
8. The Council supported in principle the proposal on Reorganization of Academic and Research Support Units (Registry; Quality Assurance; Research and Postgraduate Studies). The Council

also supported the proposal to establish the University Centre for Teaching and Learning Enhancement. DVC AAR will present the proposals to the Senate for approval.

9. The Council received the Financial Statement & Budget Performance (October 2015) and agreed in principle to set up a Task team to conduct a study on cost saving strategies in all operations at UR (paper use, transport, electricity, accommodation for teachers, etc.)
10. The Meeting agreed that internal auditors at UR HQs should have territorial responsibilities.
11. The Council agreed that all UR Colleges websites should have a common format. There will be a meeting held of webmasters to discuss and design a common template for all College websites.
12. Regarding Nyagatare Campus:
 - a) The Council agreed to the request from Nyagatare Campus Coordinator to employ students to help the neediest ones. The Coordinator will explore the possibility of this but will be cautious in order not to create new jobs since this has budget implications.
 - b) The Council allowed Nyagatare Campus to have a Career Guidance Officer since the campus hosts students from 4 Colleges.
 - c) The Council approved the establishment of the Campus Committee.
13. The Council agreed that the contracts for Administrative & Technical Staff be renewed for one year, with a provision that when the advertised positions get filled with permanent staff, the contracts will be terminated.
14. Regarding the College of Education:
 - a) The Council approved the appointment of Kavumu Campus Manager (which is under UR CE).
 - b) The Council gave a go-ahead for the College of Education to recruit Administrative Assistants for the School of Lower Secondary Education and Departments.
 - c) The Council approved that COL Scholarships Awards to College of Education Online e-Master's be benefitted by the staff from the School of Open and Distance Learning, and that an MoU be signed on the matter.

Done in Kigali, on Monday, 30th November 2015.



Prof. Philip Cotton
Vice Chancellor & Chair

