

1981/016/00600/7

with compliments

Mors Ligate

Dear cdes Ticky/Mabandla

Attached please find a copy of Memorandum of Understanding establishing the SAEU for your files.

Many greeting from us.



DIRECTOR  
SOUTH AFRICAN EXTENSION UNIT  
Commonweath Secretariat — C F T C  
P.O. Box 70074  
DAR ES SALAAM Tel: 37325/6

*Mors Ligate*

SAEU/1

23/12/88  
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MEMORANDUM ON THE BOARD OF TRUSTEES FOR THE SOUTH AFRICAN  
EXTENSION UNIT (SAEU)

DEC 129

1988 -12- 2 3

1. ESTABLISHMENT AND NAME

1988 -12- 2 3

1988 -12- 2 3

The Unit will be known as the South African Extension Unit (SAEU) and will be located in Dar es Salaam. It will work in close association with Tanzania's Institute of Adult Education and will be managed by a Director appointed by the Tanzanian Government.

The participating bodies at a meeting held in Dar es Salaam, Tanzania, on the .....1971 JUNE 1984..... agreed to establish a Board of Trustees for the SAEU hereafter referred to as the Board.

2. PURPOSE AND OBJECTIVES

The Board will act as a trustee and promote the activities of the SAEU.

3. COMPOSITION OF THE BOARD

The Board shall comprise four (4) representatives of the Government of Tanzania, one of whom shall be either the Director of the Institute of Adult Education or the Director of the National Correspondence Institution, one (1) representative of the United Nations High Commissioner for Refugees (UNHCR), one (1) representative of the Commonwealth Secretariat and up to two (2) representatives of the major donors to the project.

A member, if he is unable to attend any particular meeting, may appoint an alternate to represent him at such a meeting.

The Director of the SAEU shall be an ex-officio member of the Board, and will also act as the Secretary to the Board. The Secretary of the Board will prepare and submit to the Board an Annual Report on the activities of the SAEU. The Secretary of the Board will have voting rights at Board meetings.

4. POWERS OF THE BOARD

The Board shall have all such powers as are necessary for it to carry into full operation and effect the purpose for which it was established.

- a) The primary duty of the Board shall be to act as a trustee for the funds of the SAEU. The Board shall further raise funds and receive and transfer these funds into an identifiable account under the general supervision of the Tanzanian Government.
- b) The Board shall issue broad policy guidelines as regards the activities of the SAEU.
- c) The Board shall receive audited financial reports from the Director of the SAEU.
- d) The Board shall approve and confirm the minutes of the previous meeting.
- e) The Board shall receive, consider and adopt, with or without modification, such reports as may be submitted to it by the Director of the SAEU.
- f) The Board shall consider and approve, with or without modification, the annual estimates or plans of expenditure as recommended by the Director of the SAEU.
- g) The Board shall delegate to the Director of the SAEU such authority as it deems fit to facilitate the operation of the Board's duties between Board meetings.

5. MEETINGS OF THE BOARD

- a) The Board shall meet at least once in every calendar year. The Secretary shall summon the meetings of the Board as and when requested by the Chairman and he shall summon extraordinary meetings forthwith at the request in writing of not less than four of its members.
- b) Notice of the date and place of each meeting should normally be communicated to members at least twenty-eight days in advance. In the case of an urgent meeting, a shorter notice may be accepted by a majority of the members.

c) The quorum for a meeting of the Board shall be three (3) representatives of the Tanzanian Government and two (2) of the other representatives. Decisions will normally be taken on the basis of consensus or by a simple majority of members present and voting.

d) The Board shall elect a Chairman and Vice-Chairman from among its members.

e) The Chairman or in his absence the Vice-Chairman shall preside over meetings of the Board. The Secretary shall, in consultation with the Chairman, prepare a provisional agenda which should normally be circulated with the notice of the meetings.

f) Subject to the provisions of this document, the Board may regulate its own procedures and may appoint such committees of the Board as it deems fit.

#### 6. FINANCE

The funds for the SAEU will be received through and monitored by the Tanzanian Government in accordance with its financial regulations.

#### 7. THE DIRECTOR AND STAFF OF THE SAEU

The staff, including the Director of the SAEU, will be employed under conditions of service and in accordance with regulations determined by the Board of Trustees.

8. This Memorandum may be amended with the approval of two-thirds of the participating bodies.

In witness whereof the said participating bodies have hereunto set their respective hands and seals the day and year first above written.

FOR THE GOVERNMENT OF THE UNITED REPUBLIC OF TANZANIA

*J. L. KATEKA*

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J. L. KATEKA

FOR THE UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES

*A. B. H. SAIED*

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A. B. H. SAIED

FOR THE COMMONWEALTH SECRETARIAT

*P. D. SNEISON*

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