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DIRECTOR
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/ " SOUTH ICAN X SIGN SNIT
Commonweath Secretariat C F T
PO. Box 70074
DAR ES SALAAM Tel: 37325/6

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txrtu510n UKTT. (SAEU)

1988 '12- 2 3

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1. mummies 1211 11-112 1908 1988 m 2

The Lhit will be known .15 the South African Extension .Ihit (SAT-il)

and will be located in Dar es \$311321. 1: will mrk in close association

vi 1): Tanzania's Institute of Adult E(ucation and will be 1:11:13ng by a

Director appointed by the Tanzanian Gmemmnt. ,

U Tanzania, (31 the 123333.571. .129 agreed to establish a Board
of Trustees for the SAHJ hereafter referred to as the Board.

2. WWW AND WIVES

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The Board Hill act as a trustee and promte the activities of the

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3. WITICN OF THE mum

, The Board shall cozprise faur (4) representatives of the Govenmcm

of Tmzmia, me of who: shall be either the Director of the Institute of

Malt Ewcation or the Director of the hatimal Cortespcluchce Institution.

Lope (1) represmtative of the lhitd Nations High Cmssimer for Refugees 1

hum). me (1) repteentative of the Comwath Secretariat and q) to two

(2) represmtatives of the mJOR donors to the project.

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1' u. A men if he is mable to attend any particular meeting, my
appoint an alternate to represent him at such a meeting.

1 h v: 1'

1 The Director of the SAEU shall be an ex-officio n:nher of the Board

md U111 also act as the \$cmtary to the Board, The \$clmtary of the Board

will pyetnre and submit to the Board an Annual Report on the acuvnwe of

the SAEU. The Secretary of the Board will have voting rights at Board meetings1

5'; 1'

41. mmmmm 1 A ' 1 .1

, H1, The Board shall have all sum powers as am naessary for 1tlto cert):

into full operatim and effect the purpose for which it was establishedf. '1

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- a) The primary duty of the Board shall be to act as trustee for the funds of the S&EU. 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 S&EU.
- c) The Board shall receive audited financial reports from the Director of the S&EU.
- 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, the reports as may be submitted to it by the Director of the S&EU.
- 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 S&EU.
- g) The Board shall delegate to the Director of the S&EU such authority as it deems fit to facilitate the operation of the Board's duties between Board meetings.

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.

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rc;r';5(:".tatitcs of the Twazimium Covcmment and two (2) of the
other representatives. Decisions will normally be taken on the basis
of L'.::scr.s,us LT by a sirqwic xxljority oi rcxrlwcrs pmsent and voting.
6; ?A.- board shall elect a Omjzmzan and Vice-Omirm'm from annnt)
its timbers .

c; 7:12 Cii.ainr;m or in his IiF-SCRC the Vic: -Oxainmn shall preside
(m;- :::-c:ir.g5 of the Board. Tnc Secretary shall, in consultation
with the Cuairnm, prepare a provisional agenda hhhich should normally
be circulated with the notice of the mzetings.

f) Subject to the provisicns of this documnt, the Board may
rcgb'latc'its on: procedures and may appoint such committees of the
Board as it deems fit.

6. ' FILL-UCE

_ The funds for the SAEU will be received through and nmitored by
the Tanzanim Governmmnt in accordance with its financial regulations.

7. THE DIRECTCR A.RD STAFF OF 'IHE SAEU

The staff, including the Director of the SAEU, will be employed tuder
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cmditicms of service and in accordance with regulations determined by the
Board of Truswcs .

8. "this l-t-mrandm may be amended with the approval of tm-thiuls of
the participating bodies.

In witness whereof the said participating bodies have heremto set
their rcswctive hands and seals the day zmd year first above written.

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