

The RUFORUM Governance Structure

The Annual General Meeting: This is the annual meeting of RUFORUM member universities and other stakeholders and it is the supreme organ of the organisation. The functions include:

- Guiding the overall orientation of RUFORUM mission and programmes
- Approving the annual work plan and budget
- Receiving and considering external auditor's report
- Appointing external auditor for the following year.

The Board of Directors: The Board of Directors is composed of representatives of Vice Chancellors, Civil Society & Private Sector, NARS/Regional Research and Training Networks and Organisations and Continental/International organisations as spelt out in the Articles of Association of RUFORUM. The Board meets at least once a year and undertakes the following functions:

- Legal representation of RUFORUM
- Approving policies and budget
- Recruiting management staff
- Nominating specialised committees, including the Technical Committee
- Supporting resource mobilization
- Linking to national governments
- Marketing RUFORUM

The Board Executive Committee : The Board's Executive Committee acts on behalf of the Board of Directors between meetings. Membership to the Board Executive Committee include; Board Chair, Board Vice-Chair, Chair of the Finance and Administration Committee; two non-University representatives, and 5 other members representing Eastern, Central, North, South and West Africa Sub-regions, and the Executive Secretary. The Board Executive Committee act on behalf of the Board and holds at least two meetings each year, as part of the oversight for the Secretariat.

Principals & Deans Committee: The RUFORUM's Principals and Deans Committee shall be constituted by Principals and Deans of Faculties of Agriculture and related sciences, Science,

Technology and Innovation of universities participating in RUFORUM's activities. A University may also designate a specific officer such as Director of Research and Postgraduate Studies to serve in the Committee. It meets at least once a year face to face or virtually. Its functions are:

- Review of issues from the National Fora and Regional Thematic Groups and feedback of information to the Secretariat and Technical Committee;
- Advise the RUFORUM Secretariat on activity progress and issues emerging at individual university and Country levels
- The Executive Secretary or his or her designated representative shall serve as Secretary to the Principals and Deans Committee;
- Members of the Principals and Deans Committee shall elect their Chairperson and Vice Chairperson on an annual basis and this shall be on a rotational basis;

Principals and Deans Sub-Committee

To facilitate more follow up on RUFORUM activities at regional and country level,

1. There shall be a Principal and Deans Sub Committee consisting of:
 - Chair of the Principals and Deans Committee
 - Vice Chair of the Principals and Deans Committee
 - Three to four other members selected to ensure all the five geographical regions of the Continent are represented
2. The Principals and Deans Sub-Committee shall meet at least twice annually, face to face or virtually

Audit Committee : The Board shall elect from amongst its members an Audit Committee consisting of four members. The Audit Committee shall;

1. Provide oversight on Audit operations of the Secretariat;
2. Review annual audit reports of the Secretariat, prior to submission to the Board;
3. Advise the Board on the RUFORUM's Audit management procedures
4. Consider Management's reactions and comments on RUFORUM Audit reports before they are presented to the Board Executive Committee and the full Board by the Executive Secretary for confirmation;
5. Receive and review the reports of External Auditor and report to the Board
6. Carry out such other duties as shall be assigned to it by the Board.

Technical Committee: This Committee is composed of three elected representatives of the participating Faculties in RUFORUM and four representatives of stakeholders from outside the university system. The Committee has an elective Chair who serves for 3 years and the Executive Secretary is the Secretary to the Committee. The Committee meets usually twice a year. The functions of the Committee are:

1. Review and approval of grant proposals
2. Advice to the Secretariat on calls for proposals and emerging issues
3. Advise on capacity development thrusts
4. Oversee research and training activities

International Advisory Panel (IAP) Consists of eight eminent international experts, 4 from within and 4 from outside Africa. It serves to support international recognition of RUFORUM and its programmes. The IAP major functions are to

1. Provide international oversight and Quality Assurance
2. Mobilize international support and partnerships• Provide policy advice to the Secretariat and Board
 - Advise the Board on research, training and outreach thrusts, and on the grant rules and guidelines.

National Forums: The National Forums (or RUFORUM chapters) are established at country level, according to the specificity of each country. Each is composed of representatives of participating universities, other actors such as policy makers, national farmer organisations, national agricultural research and extension systems, and members of the Technical Committee for that country. It is chaired by a distinguished person outside the university system and has a secretariat based in a member university. Each National Forum meets at least twice a year and has the following functions:

- Championing and coordinating activities and stakeholders
- Assessing the demand for university R&D, prioritising research, planning and monitoring of activities
- Analysing interventions, learning lessons and fostering adaptation of the research and training efforts
- Mobilizing resources and advocacy
- Documenting and publicizing the activities of RUFORUM both at national and international levels.

Report to the RUFORUM Governance following meeting of the Board Executive Committee on 23 June 2020

The Board Executive Committee met on 23rd June 2020, virtually, to review operations of the Secretariat and follow up on decisions of the 2019 Board and AGM meetings, and subsequent issues emanating from the various Board Committees including reviewing emergent issues, among which was the COVID-19 Pandemic. Below is a Summary of decisions and recommendations agreed upon during the Board Executive Committee meeting of 23 June 2020. [Download full report](#)

The Revised Constitution for the Regional Universities Forum for Capacity Building in Agriculture

This Constitution was Approved and Endosed by the 17th Annual General Meeting of 10th December 2021 which was held at Red Auditorium, Palais de Congress, Cotonous, Benin. [Download](#)

The Governance Manual for the Regional Universities Forum for Capacity Building in Agriculture

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