



**ASSOCIATION OF AFRICAN UNIVERSITIES**

**&**



**UNIVERSITY OF MAURITIUS**

***LEGAL ISSUES, PROCUREMENT & CONTRACT  
MANAGEMENT IN HEIs EXECUTIVE SEMINAR  
20<sup>TH</sup>-23<sup>rd</sup> NOVEMBER, 2018***

***Concept Paper***

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**A. BACKGROUND AND RATIONALE**

The high level of globalization has led to several changes in the traditional role of teaching, learning and the adjoining functions of higher education institutions. Over time now, there is a call for more accountability in operations, transparency and robust procurement, and contract management systems in higher education institutions.

Contract management and procurement is at the very core of university development operations. However, at the universities, performing this task is even more challenging. This is because for university management, to ensure the delivery of cost effective and reliable services at an agreed price and standard, every step must be consistent with legal requirements and financial propriety. Even more challenging is to how to ensure that compliance is built into the relationship between the contractor and the awarding body at all stages of the contractual relationship.

Every stage of this process requires that the university procurement team and their legal service department have an effective working relationship and an understanding of every stage of the procurement and contract management system. This would ensure that the university avoids any legal breaches in the award and execution of contracts.

However, educators, administrators, and policy-makers need not all learn to be lawyers. Rather, each has a different role to play, from which it is more critical: to know about the law, rather than to know the law; to analyse problems from one's own discipline's perspective against the backdrop of law, rather than to analyse problems from a lawyer's perspective; and to work with lawyers, rather than to perform the lawyers' functions for them.

The overall purpose of this training is to introduce participants to some of the cross cutting legal issues in contract management, procurement of commercial agreements and to provide insight into some of the legal considerations that should guide administrative resolution. The issues raised and the reasoning provided are not based on particular legal system but on generic principles of law known to both civil and common law jurisdictions. The UNISA model and the UCC model is however adopted to give a practical intuition.

The Association of African Universities (AAU), being the apex higher education body in Africa and the principal forum for consultation on educational issues on the continent, is organising this executive seminar on Legal Issues, procurement & Contract Management in HEIs. This will create the platform for governing board, faculty chairs, registrars, campus legal staff, campus managers and all stakeholders of higher education in Africa to identify current legal issues facing HEIs, develop strategies to deal with emerging issues, build synergies, benchmark and networks to deal with emerging legal landscapes.

The training uses the discussion didactic method to reflect on these common themes.

## **B. GOALS**

- Robust contract and procurement management systems
- Increase awareness of current legal cases involving/against HEIs in Africa
- Increasing awareness of legal pitfalls in the appointment, supervision, evaluation, tenure and promotion process
- Count on the participation of the workshop/conference to develop effective use of variety of internal dispute resolution mechanisms for students and employees to reduce the chance a complainant may resort to external legal process
- Perform in-depth legal audits to determine potential violations of law (for instance in environment safety)
- Initiate activities for managers to adopt a culture that ensures compliance with state regulations.
- Increase awareness on intellectual property rights facing institutions and data protection measures
- Create a momentum for participating institutions to build a compliance team within the university.

## **C. WORKSHOP MODULES**

The workshop modules will include:

- The powers and functions of a University as a creature of Statute,
- Vetting and preparing of commercial agreements and other legal documents,
- Procurement of Commercial agreements and due diligence processes,
- Human resource contract management – conflict of staff interests: Statutory/Policy restrictions,
- Labour law aspects: staff contracting with a University for goods/services: Employer versus employee rights/remedies
- Emerging issues in Sexual Harassment Policy (Case Reviews)
- Legal Regime for Consultancy and External Works

- Data Protection
- School Discipline and Fair Hearings (Case Reviews)

## D. DATE AND VENUE

The seminar will be held from **Tuesday, 20<sup>th</sup> November to Friday, 23<sup>rd</sup> November, 2018** at the **University of Mauritius Core Building, Ebene.**

Arrival of participants is on **Monday, 19<sup>th</sup> November, 2018.**

## E. WORKING LANGUAGE

**The working language of the workshop is English.**

## F. SEMINAR ORGANISING COMMITTEE

The AAU has set up a three-member Organising Committee whose membership comprises the following:

<u>Name</u>	<u>Institution</u>	<u>E-mail address</u>
Schenineda Kwaku Ankomah	Association of African Universities	<a href="mailto:skankomah@aau.org">skankomah@aau.org</a>
Mr. Sivaramen Subbarayan	UoM (Facilitator)	<a href="mailto:dla@uom.ac.mu">dla@uom.ac.mu</a>
Saraspatee Devi Leena Koravenciah	University of Mauritius	<a href="mailto:l.koravenciah@uom.ac.mu">l.koravenciah@uom.ac.mu</a>

## G. REGISTRATION

Participants are required to register for this workshop via the link below:

<https://www.research.net/r/9QT85K8>

OR

Send an email to [skankomah@aau.org](mailto:skankomah@aau.org) and copy [l.koravenciah@uom.ac.mu](mailto:l.koravenciah@uom.ac.mu)

- Registration fee per participant is **USD 600** and covers the seminar documents, lunch and tea/coffee breaks as well as a copy of seminar proceedings and other packages.
- Only participants who have made full payment by October 31, 2018 will be considered eligible to participate in the seminar.

## H. MODE OF PAYMENT

Confirmed participants are required to pay the workshop registration fee into the account below and indicate their reference code or indicate Legal Issues, Procurement & contract Management in HEIs Seminar on the payment form:

### USD ACCOUNT

Account Name: ASSOCIATION OF AFRICAN UNIVERSITIES  
 Name of Bank: STANDARD CHARTERED BANK HIGH STREET  
 BRANCH: ACCRA-GHANA  
 Account Number: 8700 202 448803  
 Swift Code: SCBLGHAC US  
 Correspondent bank: SCB New York  
 Swift Code: SCBLUS33  
 ABA#: 026002561

## **NAIRA ACCOUNT DETAILS**

Account Name: CVC/AAU  
Bank: ACCESS BANK PLG  
PPPRA BRANCH, ABUJA  
PLOT 1012, CADASTRAL ZONE  
CENTRAL BUSINESS DISTRICT, FCT ABUJA  
NIGERIA  
Account Number: 0730902405

## **NIGERIA USD ACCOUNT DETAILS**

Account Name: CVC/AAU  
Bank: ACCESS BANK PLG  
PPPRA BRANCH, ABUJA  
PLOT 1012, CADASTRAL ZONE  
CENTRAL BUSINESS DISTRICT, FCT ABUJA  
NIGERIA  
Account Number: 0731023358

## **I. WORKSHOP DOCUMENT**

Workshop documents will be shared in soft copy prior to the event, with paid up participants only. It is therefore important that all participants endeavour to carry along their laptops for their own use as there will be no hard copies available.

## **J. COST OF TRAVEL, ACCOMMODATION AND MEALS**

- Participants are responsible for their travel to and from Mauritius. AAU and UoM will however facilitate the acquisition of group visas.
- Group lunches and tea/coffee breaks for the workshop will be covered by the registration fee.

## **K. ACCOMMODATION**

The AAU has made room reservations for participants at [VOILA HOTEL](#), Bagatelle. To book for a room under the AAU reservations, kindly send your request to Mr Schenineda Ankomah via [skankomah@aau.org](mailto:skankomah@aau.org)

The Hotel Rate per night for a standard room is **MUR3199 B&B (About 91 USD)**





## L. VISA

Country	Requirement
Algeria	Visa for two weeks on arrival
Angola	No visa required
Botswana	No visa required.
Cameroon	Visa for sixty days on arrival.
Cape Verde	No visa required.
Central African Rep.	Visa for sixty days on arrival.
Cote D'Ivoire (Ivory Coast)	Visa for sixty days on arrival.
Djibouti	Visa for sixty days on arrival.
Egypt	No visa required
Equatorial Guinea	Visa for sixty days on arrival.
Eritrea	Visa for sixty days on arrival.
Ethiopia	Visa for sixty days on arrival.
Gabon	No visa required.
Gambia	No visa required.
Ghana	No visa required.
Guinea Bissau	Visa for sixty days on arrival.
Kenya	No visa required.
Lesotho	No visa required.
Lebanon	Visa for sixty days on arrival.
Liberia	Visa for sixty days on arrival.
Madagascar	Visa for two weeks on arrival.
Malawi	No visa required.
Morocco	Visa for sixty days on arrival.

Mozambique	No visa required
Namibia	No visa required
Nigeria	Visa for two weeks on arrival.
Rwanda	No visa required.
Seychelles	No visa required.
Sierra Leone	No visa required.
<b>Somalia</b>	<b>Visa required prior to travel.</b>
South Africa	No visa required.
<b>Sudan</b>	<b>Visa required prior to travel.</b>
<b>South Sudan</b>	<b>Visa required prior to travel.</b>
Swaziland	No visa required
Tanzania	No visa required.
Togo	Visa for sixty days on arrival.
Tonga	No visa required.
Tunisia	No visa required.
Uganda	No visa required.
Zimbabwe	No visa required.

## L. ACTIVITIES OF INTEREST: GUIDED VISIT OF PORT LOUIS

Inside the capital, you will be overwhelmed by the intense activity that prevails; across the boulevards and along the streets, you will come across a lot of motorcycles, cars and buses. The Mauritian culture is present; women dressed in the latest fashion or in their traditional sarrees, veiled Muslim women, men and children each one dressed in their own style.



The streets are usually very crowded and you will have to push through the crowd to clear a way for yourself, especially near the market place, especially when there are hawkers on both sides of the road.

Another place to visit is the Port Louis central market (a heritage-protected hall) – the market is a fun place to visit and the ideal place to find many local made products, textiles, Mauritian spices, fruits, vegetables and many souvenirs for very cheap prices.

During the visit, you will find yourself in the middle of a swarm of tanned faces, bent over the different stalls to touch, assess and bargain. The local merchants will try to attract your attention and call you out to boast about the freshness of their vegetables, fruits, local products, or to convince you about the merits of their herbal tea or the medicinal plants.

This is also where one will find Indian incense perfumes the Malagasy materials, colorful attractive beach pareos flirt with the saris , “Made in Mauritius” T-shirts, hats, and musical instruments such as the “triangle”, “ravanne” enhance the Mauritian Sega.



You will also have the opportunity to find tourist souvenirs, such as wood sculptures, masks, scale model boats, beautifully coloured baskets and jewellery.

The city of Port Louis has its own charm.

You are sure to find someone who will always help you find your way patiently (sometimes better than trying to read confusing or incorrect maps).

The Mauritians are always ready to help and friendly.

Moreover, make sure to try one of the various local snacks which are offered almost everywhere in the Capital. Do try the pastries which are stuffed with vegetables, Samosas, gateaux piments (chilli cakes), dhol puris (pancakes accompanied by curry sauce) or fried noodles, boulettes, halim, the chicken tikkas, biryani and kebabs which are delicious, a taste of the typical Mauritian cuisine; a blend of the different cultures of Mauritius.



Near the main market (popularly known as Bazaar), in “La Corderie” Street, you will find a large variety of stores selling cloth where heaps of fabrics; cotton, silk, and with colourful designs, are stretched out, folded and piled.

Chinatown, our Chinese quarter has plenty of little restaurants and food stalls all along the street corners. It is most certainly one of the most colourful parts of the capital with its ayurvedic remedy shops and spice sellers. In Chinatown, you will also find the island's most beautiful mosque in all its grandeur. They give evidence of the importance of beliefs that, side by side, silently respect each other.

The mosque was built in the nineteenth century, it has thick white walls, green shutters, mysterious turrets and its impressively sculpted door opens and then closes up again on prayers and faith.

## **Champ de Mars – Port Louis Horse Racing Arena**

Mauritians have a passion for horse-racing and, from June to November, the Champ de Mars (also called the Hippodrome) is crowded with enthusiastic horse racing fans and clients.

The Champ-de-Mars was designed under the French colonization in 1740 for their military drills and used as a racecourse since 1812. It is here that every Saturday (from June to November) horse racing fans get together to bet on a particular horse or simply, to end up the day nicely by watching the horse races.



The race-course Mauritius Turf Club is the second largest race-course in the World which attracts many Mauritians as well as tourists. While some drink their sparkling wine in elegant suits and dresses at the higher stands, most visitors look for places in the lower stands or the inner field just off the race-course.

As soon as you will see the jockeys (in their colourful and attractive outfits), the atmosphere gets tense and after the starting signal people are jumping around, cheering, shouting depending of course on the success in their betting.

Moreover, if you are hungry or thirsty during the races, you will find various local snacks in the inner field of the race-course. The fun and enthusiastic atmosphere almost seems like a fair.

## **Fort Adelaide**



Further up on the hill overlooking the city, situated the Fort Adelaide (also known as La Citadelle). When visiting the Fort Adelaide, there is a great panorama view of the city of Port-Louis and its harbor.

Fort Adelaide was built in a very strategic location on higher lands of Port Louis at 240 feet above sea level. The construction of Fort Adelaide started on 1832 and completed after almost ten years. Fort Adelaide offers a vast panorama on Port-Louis and its harbour.

The British built this fortress in fear of a civil war from the remaining French settlers on the island and also for the purpose of guarding the harbor against enemy attacks. A ride uphill to Fort Adelaide guarantees breathtaking view of Port Louis and of the mountain range surrounding Port Louis.

## **Port Louis Museums**

### **Natural History Museum**



In the heart of the capital city, you will find the Natural History Museum in the colonial villa of the Mauritian Institute. It is found next to the garden, “Jardin de la Compagnie” and it is a calm and cool place away from the busy atmosphere of the Capital, where you can learn more about our fauna and flora.

Opened in 1842, the National History Museum is the oldest museum of Mauritius where you will find a replica of Mauritius famous “Dodo” and also displays of reptiles, butterflies, shells and corals.

The highlight of the Natural History Museum is the last room which has recently been renovated with a modern aspect. You will find everything about the “Dodo”. You learn about the significance of the Dodo for Mauritius and you will also have the opportunity to watch a movie on the excavation of the bird’s skeletons.

#### **Opening Hours of the National History Museum:**

Monday to Friday: 10.00am till 4.00pm

Saturday 9.00am till 12.00 pm

Entrance is free of charge

Address of the National History Museum: Mauritius Institute Building, Chaussée, Port Louis (in between the Government House and “Jardin de la Compagnie”)

## Blue Penny Museum



The Blue Penny Museum plays an important role in our island's cultural platform. It is situated in the famous mall of the Capital, Le Caudan Waterfront. The Blue Penny Museum has been named after the legendary and very rare 2 pence Blue Stamp, one of those two 'Post Office' engraved in 1847 by Joseph Osmond Barnard for the Mauritian Posts.

Opened since November 2011, it has an important heritage collection about the history of our beautiful island. You will have the opportunity to learn about the Dutch, French and British colonization period.

The beautiful collection of ancient marine maps, paintings, sculptures, old stamps, engravings and past documents will help you to learn more about the unique history and diverse culture of Mauritius.

As part of the visit, you can also visit its Souvenir shop where you will get interesting replicas, postcards, stationary related to Mauritius and that have been specifically designed for the Blue Penny Museum.

For maximum convenience, the Audio guides are available in the following languages: English, French, German, Italian and Creole.

Opening hours of the Blue Penny Museum:

Monday - Saturday: 10 am to 5 pm (last entry: 4.30 pm)

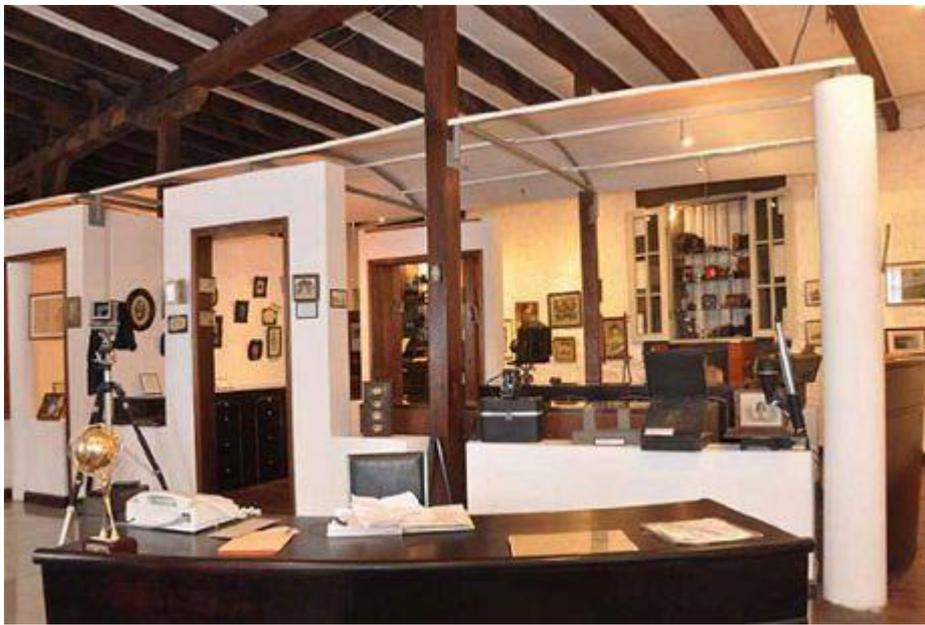
The museum is closed on Sundays and Public holidays

Address of the Blue Penny Museum:

Blue Penny Museum, Le Caudan Waterfront, Port Louis

## The Photographic Museum

Facing the capital's old theatre, you will see a little sign showing the way that leads to a private collection of inestimable value: the only Photography Museum of the island.



Since his early age, the well-known photographer Tristan Bréville has a passion for photography. With the help and support of his wife Marie Noelle, he has been doing research worldwide and purchased those little pieces of Mauritian history to save them from oblivion.

You will discover this prestigious collection in a shuttered cottage which combines romanticism and Mauritian history. When you enter the place, there is a little bell that rings and you will be warmly welcomed by Madame Marie Noelle Bréville.

Inside, the development of the cameras and the photography is exposed in a chronological way. You will see the 1st photograph taken in Mauritius, ancient cinema projectors, printing machines, pictures of the arrival of Indian workers in 1860, contemporary photographs; everything on the Photography of our Island is there!

This special family's collection comprises of more than one Million negatives, not less than 5000 glass negatives, thirty daguerreotypes, 9000 postcards and more than 1000 cameras. The visit to the Photographic museum is a wonderful opportunity to meet a family who spared no effort to preserve the memory of their country.

Training Moderator  
Schenineda Kwaku Ankomah  
Association of African Universities- 2018

Thank You