





The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR CONDUCT OF MEETINGS (CUEA/VC VCO/03)	VICE CHANCELLOR
	NO. OF APPENDICES
	(NONE) (0)
AUTHORIZATION This Standard Operating Procedure is issued under the authority of:	
TITLE	VICE CHANCELLOR
SIGNATURE	
DATE	23 Feb 2011
ISSUE DATE	23 Feb 2011
STAMP CONTROLLED / UNCONTROLLED	CONTROLLED
NOTE: 1. Write amendments on the page provided (Clause 0.2) 2.0 Controlled copies of this document will be in the Vice Chancellor, DVCs and MR's Offices.	

0. CONTENTS AND RECORD OF CHANGES

Revision	00		Date	24 – Dec 2010

	Standard Operating Procedure	CUEA/VC VCO/03
Title	PROCEDURE FOR CONDUCT OF MEETINGS	Page 2 of 6

0.1 Table of Contents

0. CONTENTS AND RECORD OF CHANGES..... 2

1. PUPROSE2

2. SCOPE 2

3. TERMS AND DEFINITIONS.....2

4. REFERENCES3

5. PRINCIPAL RESPONSIBILITIES3

6. METHOD..... 3

7. APPENDICES5

0.2 RECORD OF CHANGES

No.	Date	Details of Changes		Authorization
	<i>(dd-mm-yy)</i>	<i>Page</i>	<i>Clause/subclause</i>	<i>Name & Signature</i>

0.3 Distribution / Circulation

This Standard Operating Procedure is available at relevant functions for authorized users.

1.0 Purpose


This procedure describes the method to be used for ensuring effective organization and conduct of meetings at CUEA.

2.0 Scope:

This procedure applies to conduct of all meetings at CUEA.

3.0 Terms and Definitions

Revision	00		Date	24 – Dec 2010
----------	----	--	------	---------------

	Standard Operating Procedure	CUEA/VC VCO/03
Title	PROCEDURE FOR CONDUCT OF MEETINGS	Page 3 of 6

3.1 CUEA: Catholic University of Eastern Africa.

3.2. VC: Vice Chancellor

3.3 VCO: Vice Chancellor's Office

3.4 PA: Personal Assistant.

3.5 DVCs: Deputy Vice Chancellors

3.6 UMB: University Management Board

3.7 QMP: Quality Management Procedure

4.0 References:

This procedure makes reference to the following:

4.1 CUEA Charter

4.2 Staffing Manual

4.3 Ex Corde Ecclesia

4.4. CUEA Quality Management Manual

4.5 QMP CUEA VC/DQA/02, Procedure for Control of Records

4.6 QMP CUEA VC/DQA/07, Procedure for Management Review

4.7 Academic Calendar

5.0 Principal Responsibility:


The Vice Chancellor, or DVCs on his behalf, shall be responsible for overseeing the effective implementation of this procedure.

6.0 Method:

6.1 Selecting Participants

6.1.1 The organizer shall initiate a meeting by setting out the purpose of the meeting and the expected outcome clearly and concisely

Revision	00		Date	24 – Dec 2010
----------	----	--	------	---------------

	Standard Operating Procedure	CUEA/VC VCO/03
Title	PROCEDURE FOR CONDUCT OF MEETINGS	Page 4 of 6

- 6.1.2 The head of function in liaison with members of the function shall discuss the composition of the participants to ensure that only the right people are invited for the meeting.
- 6.1.3 The organizer/appointee shall call each participant as soon as they are confirmed to communicate about the meeting, its overall purpose and importance of attending the any meeting.
- 6.1.4 The organizer/appointee shall make a follow up one week to the meeting with a call, notice of the meeting which shall specify the purpose, venue, time, list of participants and contact person.
- 6.1.5 The organizer shall send out a copy of the proposed agenda together with the notice at least one week before the meeting. This shall be done either by posting the details on web, or mail-based calendar e.g. outlook calendar.


6.2. Developing Agenda

- 6.2.1 The organizer shall develop the agenda in collaboration with key participants in the meeting.
- 6.2.2 The organizer shall include intended overall outcome of the meeting.
- 6.2.3 The agenda shall be designed and communicated to participants.
- 6.2.4 The organizer shall ensure major topics include action needed and the type of output expected. A programme of activities may suffice to outline the time estimates.
- 6.2.5 The agenda shall be kept posted at all times through the web, emails and notices.
- 6.2.6. The organizer shall involve the participants in the planning process, including dialogue to adopt a common mindset especially if the participants are from diverse cultures.

6.3. Opening Meeting.

- 6.3.1 The organizer shall ensure the meeting commence with prayer and on time so as to follow the schedule.
- 6.3.2 The organizer shall thank the participants for their time.
- 6.3.3 The agenda shall be reviewed and participants given a chance to understand the proposed topics.
- 6.3.4 The organizer shall ensure there is a secretary to minute the proceedings of the meeting.
- 6.3.5 The organizer shall model the kind of energy needed by the participants.
- 6.3.6 The organizer shall clarify the roles.

Revision	00		Date	24 – Dec 2010
----------	----	--	------	---------------

	Standard Operating Procedure	CUEA/VC VCO/03
Title	PROCEDURE FOR CONDUCT OF MEETINGS	Page 5 of 6

6.4. Establish Ground Rules:

6.4.1 In order to cultivate the basic ingredients needed for successful meetings the organizer shall ensure that meetings:

- 6.4.1.1. are participatory
- 6.4.1.2. are focused
- 6.4.1.3. momentum is maintained
- 6.4.1.4. closure is reached

6.4.2 The organizer shall ensure that the four ground rules are listed on the agenda.

6.4.3. The ground rules shall be reviewed in the event of new participants.

6.4.4. The organizer shall keep the ground rules posted all times.

6.5. Time Management

6.5.1 The organizer shall keep track of time to ensure all the tasks are completed.

6.5.2 The organizer shall request the participants to help them keep track of the time.

6.5.3 The organizer shall request for participant's input in the event the planned time on the agenda is inadequate.

6.6 Evaluation of Meeting Process

6.6.1 The organizer shall obtain feedback from participants during the meeting

6.6.2 The organizer shall conduct satisfaction checks at suitable interval. This shall be done in a round table approach to allow each participant express their views on the progress of the meeting.

6.6.3 The organizer shall allow each member to rank the effectiveness of the meeting on a scale of 1-5 with 5 being very effective and 1 being ineffective and explain their rankings. This shall be at 5 minutes before the end of the meeting.

6.6.4 The Chief Executive shall give the overall ranking on the effectiveness of the meeting.

6.7 Closing Meetings


6.7.1 The organizer shall ensure the meetings end a prayer, within the stipulated time and on a positive note.

6.7.1 The organizer shall at the end of the meeting review actions and assignments, set date and time for the next meeting after consulting the participants about their commitment.

6.7.3 The organizer shall clarify that minutes of the proceedings and actions shall be reported to members within one week of the meeting so as keep momentum.

7.0 Appendices

Revision	00		Date	24 – Dec 2010
----------	----	--	------	---------------

	Standard Operating Procedure	CUEA/VC VCO/03
Title	PROCEDURE FOR CONDUCT OF MEETINGS	Page 6 of 6

Revision	00		Date	24 – Dec 2010
----------	----	--	------	---------------