Your Ref: MUST/BM

Our Ref: MUST/CITT Board

**Centre for Innovations and Technology Transfer (CITT) Meeting minutes**

**November 28th 2018**

**Members present**

1. Assoc. Prof. Nixon Kamukama (Chairperson)
2. Dr. Viola N Nyakato-Board member
3. Mrs. Theodora Mondo Twongyirwe- Board member
4. Dr. Evarist Nabaasa- Board member
5. Assoc. Prof. Gertrude- Board member
6. Assoc. Prof. Julius Lejju- Board member
7. Dr. Fredrick Kijjambu Nsambu- Board member
8. Dr. Data Santorino- X-Officio
9. Dr. Medard Twinamatsiko- X-Officio
10. Mr.Mukama Martin- X-Officio
11. Ms.Nambogo Nuriat- X-Officio
12. Ms.Sabina Night- X-Officio
13. Zadock Beebwa-Representing Mr.Byaruhanga

**Absent with apology**

1. Dr. Kristian Olson-Board Member
2. Mr. Melchoir Byaruhanga-Board Member
3. Mr. Timothy Mugumya-Board Member
4. Mr. Kanyesigye Hannington-X-Officio

**Agenda**

1. Adoption of the Agenda & Membership
2. Opening prayer
3. Communication from the Board chair
4. Matters arising from Chairperson’s communication
5. The CITT strategy
6. CITT infrastructure and home-land and other facilities
7. Funding proposal on skilling
8. CITT short courses
9. CITT budget
10. Resolutions and way forward

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| **Minute** | **Discussion** | **Action taken** |
| Min.1/1/CITT/2018  Adoption of the Agenda & Membership | Thirteen members were recorded present and four members absent with apology. |  |
| Min.2/1/CITT/2018  Opening prayers | The meeting started with an opening prayer led by Dr. Medard Twinamatsiko. |  |
| Min. 3/1/CITT/2018  Communication from the Board chair person | 1. The board chair person welcomed all members to the first Centre for Innovations and Technology Transfer (CITT) meeting. 2. He thanked the team that has been pushing for the establishment of CITT. 3. He also congratulate members for being appointed on the board and thanked them for accepting the responsibility. 4. He said that CITT needs to be seen as a business and we should not expect much from government. 5. He said that very few MUST Members are aware about CITT. 6. He also said that CITT has been promised 60 million but it is not yet availed. 7. He requested that in future the board should look into forming committees that will be assigned different responsibilities. 8. He said that a request for space has been submitted to the MUST space allocation committee. 9. He requested members to always attend the meeting in person. | To organise a CITT day where the MUST community will be informed about CITT |
| Min.4/1/CITT/2018  Matters arising from Chairperson’s communication | 1. One of the members said that the Director CITT was invited to her institute where he made a presentation about CITT. 2. One of the members also said that the growth of CITT is dependent on the deans of the different faculties. 3. A member informed the board that the office space was available in Kihumuro. 4. One of the members said that CITT should operate semi-autonomously to allow business move fast. | 1. The office space will be ready by 15th December 2018 2. The Director and the deputy to benchmark from other institutions like Makerere University, Kyambogo University and Institute of Tropical Forest Conservation(ITFC) on semi-autonomy issues |
| Min.5/1/CITT/2018  The CITT strategy | 1. Members were taken through the strategy document as included in the files. 2. The chairperson requested secretariat to come up with a work plan and Key Performance Indicators (KPIs).This should prioritise innovations like SaniDrop and those at Faculty of Interdisciplinary Studies (FIS). |  |
| Min.6/1/CITT/2018  CITT infrastructure and home-land and other facilities | It was reported that CITT has been allocated space at Kihumuro campus. | The next CITT meeting should be conducted at Kihumuro the main campus in the CITT office. |
| Min.7/1/CITT/2018  Funding proposal on skilling | It was proposed that the team need to put out call for proposals. |  |
| Min.8/1/CITT/2018  CITT short courses | 1. It was reported that CITT will aim at developing short courses to equip participants with certain skills. 2. A member reported that a short course on Industrial Quality Assurance was being developed. | 1. The Dr. Theodora to introduce the Director to someone at Uganda Technical College (UTC) Bushenyi to talk about the Skilling Uganda Fund from the World Bank. 2. The Board to be provided more information about skilling Uganda Fund 3. The Deputy Director to make a presentation about the short courses in the next board meeting. |
| Min.9/1/CITT/2018  CITT budget | 1. The budget was presented as included in the file. 2. It was reported that the CITT budget was approved but money not availed yet. 3. A member reported that currently, CITT is running under the favour of CAMTech Uganda as it currently has no money to run any of the activities. 4. A member proposed that there was need to think about mobilization more resources to launch CITT and start implementing the planned activities. | The team to follow up on the money that was allocated to CITT in order for us to start on implementation of some activities. |
| Min.10/1/CITT/2018  Resolutions and way forward | 1. It was proposed that there is a need to have a group email so that communication can be shared. 2. It was proposed that we need to come up with quarterly planning meetings. | To create a group email for easy communication |

**Minutes compiled by:**

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Nambogo Nuriat

Research and Grants Manager-CAMTech Uganda

**Minutes Approved by:**

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Prof: Kamukama Nixon-Board chair

CITT Board Chairperson