



THE PAPUA NEW GUINEA
UNIVERSITY OF TECHNOLOGY

THE COUNCIL SECRETARIAT

**INFORMATION DOCUMENT
FOR
COUNCIL MEMBERS**

THE PAPUA NEW GUINEA UNIVERSITY OF TECHNOLOGY

THE COUNCIL

PROCEDURES & ROLES OF COUNCIL MEMBERS

INTRODUCTION

This document is intended to be a guide to members of Council and potential members of Council. It sets out the basic information that needs to be known.

Legal status of Council

The University Council is the supreme policy making body of the University. It was established under Part I, Section (2) and Part III of the Papua New Guinea University of Technology Act No.31 of 1986. It is thus a legally established entity.

Terms of Reference

The Council has a broad Terms of Reference, which are contained in Appendix (A). These Terms of Reference indicate the range of issues that the Council is required and has authority to deal with.

The Terms of Reference are enduring, but changes in them can be made through the legal processes, by amendments to the relevant provisions within the PNG University of Technology Act.

Constitution of the Council

The Constitution of the Council states the provisions under which membership is acquired and it is contained in Appendix (B).

There are three categories under which membership is acquired and which are:

- a) *Ex-Officio Members*
- b) *Appointed Members*
- c) *Elected Members*

a) Ex-Officio Members

As the term states, this category is comprised of members who have a direct connection to the Council or the University by virtue of the employment positions they occupy, or special appointment status.

The duration of their membership is also subject to the duration of terms of employment in the positions they occupy or the termination of their specific period of appointment. Therefore, the membership terms under this category, are not fixed

b) Appointed Members

This membership is under Section 9 (1) (m) of the Constitution and it is exercised by the Minister for the Department of Higher Education, Research, Science & Technology (DHERST). Under this Section, of the total of 14 members, the Minister nominates 8 members. The process involves the Ministerial nominees being presented to the Council for endorsement.

c) Elected Members

By and large, the Constitutional provisions for elected members predominate and are under 5 categories. These include the election of the Chancellor; the Pro Chancellor; Members of Parliament; Staff Representatives; Student Representatives; and other non-university Representatives under Section 9 (1) (m).

Observers

In addition to the Members, there is a provision for Observers, who are Staff Association Representatives. These are non-voting members and can only speak when approval is granted from the Chair. Although they are restricted from voting and from discussion and deliberations in meetings, their presence is important because they represent the bulk of the staff.

In-Attendance

These are the University's Support staffs that are responsible for servicing of the Council.

Membership Process

The membership process is stipulated in the constitution of the Council and varies from category as in the following;

1. Chancellor's Membership

The Chancellor's membership is for a 3 year duration and renewable. There are special procedure established in the appointment and re-appointment of the Chancellor.

At least 12 months prior to the expiration of the term in office of the Chancellor, the impending vacancy is circularized to the members of the Council and in which nominations are simultaneously called from them. The nominations are then processed and presented to the next meeting of the Council for deliberation, before termination of the membership of the current incumbent.

2. Pro-Chancellor's Membership

The Pro-Chancellor's membership is for 2 years duration and renewable.

The procedures relating to the appointment and re-appointment are exactly the same as the Chancellor, as mentioned above.

3. Appointed Membership

The terms for the Appointed members is for a 2 year duration and renewable.

About 6 months prior to the expiry of term of a member, the Minister is informed in writing. He/ She make a decision either to renew or replace the member and inform the University accordingly. However, there is no mandatory time set for the renewal or for appointment process, as required for the other positions. The Ministerial nominations are then presented to the Council for endorsement.

4. Elected Membership

These include members under Section 9 (1) and clauses (h) to (m), apart from the Chancellor and the Pro Chancellor. The terms of the members under these clauses vary and the election processes also differ, hence for clarity, these are stated separately as follow;

Section 9 (1) clause;

h) Members of Parliament

The term of these members range from 2 to 5 years, according to their Parliamentary membership.

The Speaker/Clerk of the National parliament is informed of the vacancies, as they occur. The Parliament then deliberates on the matter and the University is then informed of their representatives.

i) Professorial Representatives

The term of membership under this category is for 2 years, but is subject to re-election. Between September and October, elections are conducted for new members for the vacancies, involving Professorial representatives. The Council Office undertakes this activity.

j) Academic Staff Representative

k) Non-Academic Staff Representative

The terms of memberships of the Staff Representatives are as for the Professorial Representatives -2 years and subject to re-election for further terms.

l) Student Representative Council

The term of membership under this category is for one year, subject to re-election for further term. In October, elections are conducted by the SRC Office and the elected representatives take office the following year.

m) Council Elected Members

Under this clause, 8 members are nominated by the Minister for DHERST and 6 are elected by the Council and at least 1 of whom shall be a female.

The term of memberships under this category is for 2 years and subject to re-election for further terms.

GENERAL INFORMATION ON RELEVANT MATTERS

NOMINATIONS

All nominations for Council Membership are filled through a Nomination Form, obtainable from the Council Office. For new nominations, a Resume' of the person being nominated must be returned with the Nomination Form. For continuing /current members however, no resume' are required.

VOTING

Voting during Council meetings is usually by show of hands. On controversial and critical matters, voting is conducted through secret ballot. When there is a tie of voting, the Chancellor, or in his absence, the Pro Chancellor, or in his absence, the Chairperson, presiding at the Council meeting has the casting vote.

AGENDA FOR MEETING

a) Agenda Items

Most items for Agendas come from the University Management and from Council Committees, and on University policies. If members of Council want to present items for deliberation by the Council, they can do so by forwarding them either through the Chancellor to the Vice Chancellor, or direct to the Vice Chancellor at least 1 month before the next meeting date.

b) Listing of Agenda Items

Items are categorized into 'A' 'B' and 'C'. 'A' items are for considerations and deliberation and should lead to formal decisions (resolutions). 'B' items are not for considerations. However if a 'B' item is judged to be worth consideration as an 'A' item, it should be converted to an 'A' item at the commencement of the meeting. 'C' items are confidential and supporting papers on those items are not usually circulated in advance but are tabled at the meetings. In addition, Student Representatives and Observers do not receive such papers, and when such items are being considered, they are required not to be present.

c) Circulation of Agenda

The general practice has been to circulate the agenda to members at least a week before the actual meeting dates. Due to sensitivity of some reports, Agendas are personally delivered to the members.

SERVICING OF COUNCIL AND COMMITTEES OF COUNCIL MEETINGS

a) Quorum

Before a meeting commences, the quorum is ascertained. The minimum for Council and Council Committees is 40% of the members that usually attend.

b) Distribution of papers

Before the meeting commences, documents labelled as 'To Follow' are distributed as well as any new documents in relation to agenda items already listed, and documents on any new agenda topics that may be included under /Any Other Urgent Business. In Council meetings, papers relating to 'C' items are restricted. They are only circulated to full members of Council with the exception of SRC Representatives, who do not receive such papers. Observers do not receive such papers.

Occasionally, on very sensitive issues, papers are circulated during the meetings and prior to the consideration of the issues, then, retrieved after deliberation on such items.

c) Participation in Meetings

Full members of Council with the exception of the SRC Representative; have unrestricted participation rights in Council and Council Committees. The SRC Representatives are not allowed to be present

when confidential items are discussed in meetings. However, prior to departure, the SRC Representatives are allowed to express their views on any matters.

TRAVEL ARRANGEMENTS

a) Air travel

The University is responsible for the payment of all compulsory air travel that Council members incur for attending to Council related business.

In general, all Council Members who reside outside Lae and Morobe Province are flown in for meetings and Council related activities. However, Council members from other Province with road connections to Lae can travel by road at their own choice and road transportation can be arranged.

Airline bookings are made in consultation with the members and tickets are emailed, faxed or texted to members. If there are any changes to the members travel arrangements, the Council Office must be notified accordingly.

b) Road Transportation

On occasions, Council members residing in Provinces with road connections to Lae, and may prefer to travel by road to and from the University for Meetings or other Council business. An arrangement can be made to cater for such members.

i) Airport Transfer

Members travelling in and out of Lae by air are provided with transportation by the University from and to the airport.

ii) Transportation within Lae

Whilst in Lae for Council business, transportation is provided to members for travel between the University and city hotels and for other personal needs.

Members who reside in Lae can also be provided transport if and when the need arises.

ACCOMMODATION

The University pays for all compulsory accommodation needs of Council Members' who are non-Lae residents whilst on Council duty in Lae and elsewhere, if the costs have been met by a member of Council, appropriate reimbursement would be made upon the production of receipts.

The University does not meet accommodation and other costs for any private guests entertained by Council Members in hotels or Guest Houses. However, the University does pay for accommodation and meals for the spouses of the Chancellor and Pro Chancellor whilst in Lae and participating in the annual graduation ceremony.

SITTING ALLOWANCE AND STIPEND

Sitting allowance and stipends have been paid to Council members since 2010. Application of Stipend and Allowances are for Council meetings only (Standing Committee and full Council). Attendance at other Committees of Council will receive Stipend/Travel allowance only.

Application of Stipend and Allowances for Council meetings only in respect of composition of membership is as follow;

- a) Chancellor Sitting allowance is at K360.00 per meeting time. Per Diem Allowance at K290.00 per day
- b) Pro Chancellor Sitting allowance is at K300.00 per meeting time. Per Diem Allowance at K290.00 per day
- c) Non-Unitech Members Sitting allowance is at K250.00 per meeting time. Per Diem Allowance at K290.00 per day
- d) Unitech Staff Members and Student Representatives are paid per diem allowance when meeting is held outside Lae.

MEDICAL EMERGENCIES

Whilst on official University business, the University would be responsible for normal base medical costs respect with the case of illness or injuries sustained by a Council member. The University however does not have specific insurance cover for Council Members.

COUNCIL MEMBERS ON COUNCIL COMMITTEES

Procedures and Roles of Council Members on various Council Committees are almost similar in most respects with the exception on the level of authority they exercise. For example, Chairman of Council Committees may exercise more powers than ordinary members on these committees. The Chairpersons sanction the reports of the committees they chair and also present such report in Council meetings

Council members serve on 7 different Council Committees as Chairpersons or as members.

These Committees are listed in the following;

Standing Committee

- a) Chancellor (Chairman) & Ex-Officio
- b) Pro –Chancellor Ex-Officio
- c) Vice Chancellor Ex-Officio
- d) Deputy Vice Chancellor Ex-Officio
- e) Pro Vice Chancellors Ex-Officio
- f) Six (6) members (2 Professorial Reps and 4 other members)
 - Chairman of F&GPC Ex-Officio
 - Chair Of Staff Appeals Ex-Officio

Finance & General Purposes Committee

- a) Chancellor Ex-Officio
- b) Pro –Chancellor Ex-Officio
- c) Vice Chancellor Ex-Officio
- d) Deputy Vice Chancellor Ex-Officio
- e) Pro Vice Chancellors Ex-Officio
- e) Chairman appointed by Council

- f) Four (4) members

Staff Appeals Committee

Chairman
4 non-Unitech members

Student Appeals Committee

Chairman
Three members
Academic Staff Rep

Appropriate Technology & community Development Committee

One member

TERMS OF MEMBERSHIP

The terms of membership of all Council Appointed Members on Council committees are of two years duration.