

Makerere University Retirement Benefits Scheme (MURBS)

GENERAL GUIDELINES FOR TRUSTEE ELECTIONS

DECEMBER 2020

A. Preamble

Nature of Establishment

Makerere University Retirement Benefits Scheme (MURBS) is a scheme for Makerere University Staff. MURBS was established with irrevocable trusts by the Makerere University Council (the Sponsor) on 1 April 2009. MURBS is governed by a Board of Trustees in accordance with the Scheme Trust Deed and Rules (as amended 17 April 2015). The Scheme is licensed by the Uganda Retirement Benefits Regulatory Authority (URBRA) to manage retirement benefits in accordance with the URBRA Act, 2011. MURBS' License Number is RBS.0005.

MURBS' Mandate as an Irrevocable Trust

MURBS was set up by the Sponsor to provide retirement benefits to employees of Makerere University under the provisions of the Scheme Rules (as amended 17 April 2015). The Scheme commenced its operations on 1 July 2010. MURBS undertakes to fulfill four fiduciary obligations as follows: -

1. To collect retirement contributions from Makerere University on behalf of members;
2. To invest Scheme funds for the benefit of members;
3. To provide safe custody of the Scheme assets;
4. To pay out benefits to retiring members.

Management and day-to-day operations of the Scheme are handled by the Secretariat, whose office is located at Lincoln Flats - B4 at the Makerere University Main Campus, and external service providers (firms). The external service providers include the Fund Managers, the Custodian, and the Administrator, who are licensed by URBRA to undertake their respective services.

Vision

Outstanding service and retirement security for members - today and tomorrow.

Mission

To collect, secure, and invest funds for the benefit of members, and to provide efficient services to members.

Purpose Statement

Securing Your Retirement.

Values

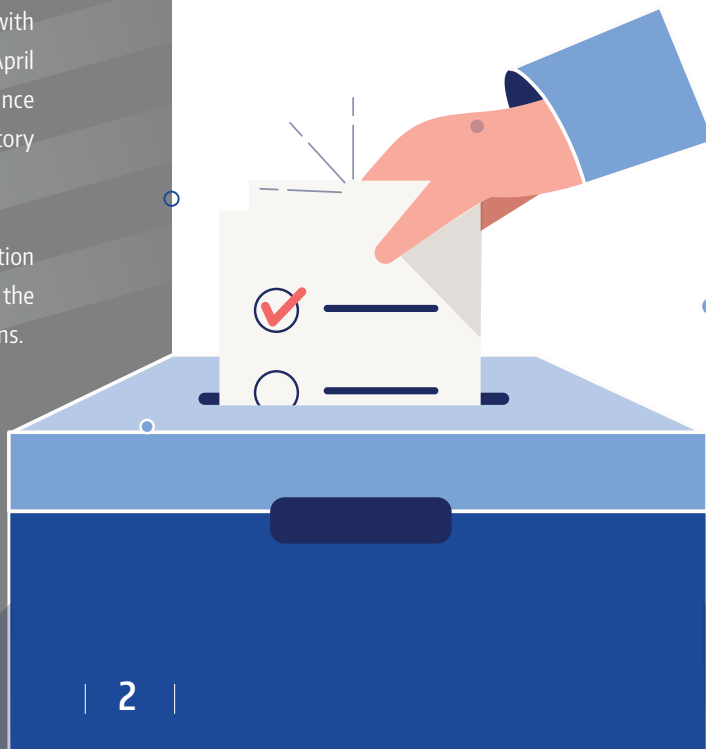
1. **Ethics:**
Acting with virtue, integrity, responsibility, courage and professionalism.
2. **Stewardship:**
Fulfilling fiduciary responsibilities, and obligation of building a better, stronger and more durable Scheme for future generations.
3. **Transparency:**
Communicating openly and frequently with stakeholders; setting out information in a format that is clear and understandable; and being open to scrutiny and oversight.
4. **Accountability:**
Being answerable to membership and other stakeholders.
5. **Client focus:**
Meeting expectations of client by being responsive and relevant to the needs of clients.

B. Justification for the Trustee Elections

The term for three Trustees of the Makerere University Retirement Benefits Scheme, who represent the Makerere University Academic Staff Association (MUASA), Makerere University Administrative Staff Association (MASA), and the Makerere University Support Staff through their umbrella body - the National Union of Education Institutions (NUEI), will expire on the 31st day of March 2021. For that reason, the MUASA, MASA and NUEI Members of MURBS are required to elect their representatives on the MURBS Board of Trustees.

The elections are to be conducted in accordance with the Trust Deed and Scheme Rules (as amended 17 April 2015). The elections are to be conducted in compliance with the Uganda Retirement Benefits Regulatory Authority (URBRA) Act, 2011.

The Administrator is mandated under Clause 7, Section (g) of the Trust Deed to conduct the elections for the Trustees representing the above-named Associations.



C. Election Guidelines – December 2020

Part I (Nominations)

The Aspirants for the Trustee positions must undertake the following:-

- a) Fulfill the minimum requirements below;
 - 1) Be employed by the University on permanent terms for a period of at least five (5) years.
 - 2) Be an Active Member of the Scheme and appear on the Official Register of the MURBS Active Membership as at 31 October 2020 (Annexure 1).
 - 3) Have at least a Bachelor's Degree from a recognised academic institution.
 - 4) Pass the Fit and Proper Test.
 - 5) Should not have served as a Trustee of MURBS for more than one term.
 - 6) Should be below 56 years of age.
 - 7) Should be an Ambassador of MURBS as per the appended List (Annexure 2).
 - 8) The elected Trustees shall undergo the Trustee Certification training and pass the ensuing examination/tests
- b) Obtain relevant information and documents for the election process from the Association heads or Octagon Uganda Limited. The key documents include the following: -
 - 1) MURBS Member Trustee Nomination Form 2020 (Annexure 3);
 - 2) MURBS Trustee Fit and Proper Test 2020 (Annexure 4);
 - 3) Official Register of the MURBS Active Membership as at 31 October 2020; and
 - 4) List of MURBS Ambassadors as at 11 November 2020.
- c) Complete the Nomination Form and the Fit and Proper Test. Enclose the documents with the required attachments in a sealed envelope addressed to the Returning Officer at the address below:-

Mr. Joseph Njuguna
The Returning Officer, MURBS Trustee Elections
Octagon Uganda Ltd
4th Floor, Padre Pio House, Plot 32 Lumumba Avenue
P. O. Box 36196, Kampala, Uganda
Tel: +256 392 002 038, Mob: +256 785 288 674
Email: uganda@octagonafrica.com

- d) Deliver the envelope to the Returning Officer by 12:00 p.m. on 24 November 2020.
- e) Scanned copies of the completed Nomination Form, the Fit and Proper Test, and the required attachments can be sent to the Returning Officer via email to uganda@octagonafrica.com. All correspondences received by email will be acknowledged.

Part II (Following Nominations)

- a) Notification of the successful candidates (based on the Nomination Form and the Fit and Proper Test) will be made by the Returning Officer on 26 November 2020 to the Association. The Returning Officer shall notify unsuccessful aspirants in writing through their respective emails.
- b) Campaigns will begin on 26 November 2020 and end on 2 December 2020. The Association can arrange for a time and location for open presentations, and should inform the members accordingly.
- c) Elections will be conducted through ballot and proxy voting. See details under Part III and Part IV below.

Part III (Ballot Voting)

- a) Confirm that your names appear in the Official Register of the MURBS Active Membership as at 31 October 2020.
- b) On the voting day present your valid University Staff ID to the Presiding Officer at the polling station, who will confirm that you are on the Official Register of the MURBS Active Membership as at 31 October 2020.
- c) Proceed to vote as guided by the Presiding Officer.
- d) Voting will take place on Thursday, 3 December 2020, starting at 9:00 a.m. and ending at 12:00 p.m. Vote counting shall commence immediately and the winner shall be declared.

Part IV (Proxy Voting)

- a) Confirm that your names appear in the Official Register of the MURBS Active Membership as at 31 October 2020.
- b) Voting will begin on 1 December 2020 and end at 12:00 p.m. on 2 December 2020. **Please note that any votes sent before or later than the specified voting period will be considered null and void.**
- c) Members are required to send an email to the Administrator (uganda@octagonafrica.com). The criteria for a legitimate vote will be as follows: -
 - 1) The email vote should have the Subject: MURBS TRUSTEE ELECTIONS 2020 – MUASA/MASA/NUEI
 - 2) In the email body, insert the following: -
 - i) My vote is for.....(add the full name of the candidate you are voting)
 - ii) Sign off with your full name, payroll number (IPPS), and name of your Association, i.e., MUASA or MASA or NUEI.

- 3) Attach a copy of your University Staff ID or Passport, and a copy of the Letter of Authorisation from the relevant supervisor to be away from station, before sending the email vote to the Administrator email above.
- d) Proxy votes shall be printed, tallied, and confirmed on 3 December 2020 at the respective Association polling station.

Part 5 (After Voting Day)

The Returning Officer shall send official communication in writing to the Chairpersons of MUASA, MASA and NUEI, and to the MURBS Principal Pension Officer, informing them of the elected Trustees. This will be done no later than 3 December 2020.

Note:

- 1) In accordance with the MURBS Board of Trustees Charter, ALL elected/appointed Trustees of MURBS must undertake the Trustee Certification Training and pass the ensuing examinations/tests before taking up the office. A Trustee who fails the training twice shall automatically relinquish his/her position on the Board of Trustees. The position shall be re-advertised and a fresh election/appointment shall be held.
- 2) As part of the URBRA Trustee Licensing process, among other requirements, the elected MURBS Trustee shall furnish the Scheme with the documents below;
 - i) Certified Report from the Credit Reference Bureau Services, indicating his/her debt profile and repayment history.
 - ii) Current Tax Clearance Certificate from the Uganda Revenue Authority (URA).
 - iii) Certificate of Good Conduct from INTERPOL, Uganda Police Force.

D. Annexures to the Election Guidelines–December 2020

Annexure 1: Official Register of the MURBS Active Membership as at 31 October 2020

Annexure 2: List of MURBS Ambassadors as at 11 November 2020

Annexure 3: MURBS Member Trustee Nomination Form 2020

Annexure 4: MURBS Trustee Fit and Proper Test 2020

Signed:-



Susan Khaitsa

Principal Pension Officer, MURBS

11 November 2020