


# UGANDA CHRISTIAN UNIVERSITY

A Centre of Excellence in the Heart of Africa

## GUIDELINES ON MEALS/ REFRESHMENTS FOR OFFICIAL UNIVERSITY MEETINGS

### Schedule

Title	Guidelines on Meals/Refreshments for official University Meetings
Policy Lead Contact	DVC DER/ Hospitality Officer
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Review Interval	Three (3) years
Vice Chancellor's signature	

## **Background**

Uganda Christian University values community activities. Breaking bread together is part of community life. This value has affected our community positively and negatively. On a positive note, it has created togetherness between staff members and students. However, the downside of it is that financially the budget line for food /refreshment has often been over spent above budget. In response to this, a clear definition of 'official meetings' needs to be given. In our context, 'official meetings' refers to all Management/Departmental/Committee Meetings at all levels and the Governance meetings that are Council related that are convened to discuss University business.

## **Rationale for refreshment at meetings**

1. The organizers of meetings ensure that there is either food or drinks to enable the members remain strong and alert in the meeting.
2. The food and drinks are not meant for fellowship or to meet the need of those who are not able to have food in their homes.
3. It is against this background that proper planning and modest meals are recommended for these meetings.
4. Consideration of the length of a meeting to justify the meal ordered.

## **Types of Meetings**

### **a) Management meetings:**

These are monthly meetings for each division, i.e. Academic, Administration, Development & External Relations, and Research. They are normally held on Wednesday afternoons. They are usually attended by internal members of staff and students. Bottled water will be provided at such meetings.

### **b) Departmental or Unit meetings:**

These are periodical and more frequent meetings that are held at departmental or unit level to monitor performance as well as address emerging issues and plan for the way forward. They are usually attended by internal members of staff and students. Bottled water will be provided at such meetings; unless the Agenda items will justifiably last over three (3) hours.

### **c) Technical meetings:**

These are specialised meetings with a designated assignment. These could be special committees established by the Vice Chancellor or Cabinet or Senate. They are usually attended by internal members of staff and students, but could include some external members. If it is a standing Committee that meets on a regular basis, for example PIP, Health & Safety, Security; only bottled water may be served.

In the case of a special technical Committee meeting to address a specific task which would required more time, a refreshment and/or a meal may be considered. In the

case of refreshments (Break tea/coffee), the food items may include: tea, coffee, two accompaniments and a fruit. In the case of a meal, the food items may include: two meat items, a vegetable item, two carbohydrates, a vegetable salad and cooked veggies, a fruit salad and bottled water.

**d) University Council related meetings:**

These include: Official Council meetings and meetings of its Boards. These meetings usually have external membership hence should be made richer. Food items may include: two meat items, a vegetable item, three carbohydrates, a vegetable salad and cooked veggies, a fruit salad, bottled water and juice.

**e) Seminars and workshops:**

For seminars and workshops organised at UCU a refreshment and/or a meal may be considered. In the case of refreshments (Break tea/coffee), the food items may include: tea, coffee, two accompaniments and a fruit. In the case of a meal, the food items may include: two meat items, a vegetable item, two carbohydrates, a vegetable salad and cooked veggies, a fruit salad and a soft drink.

**f) Farewell lunch/dinner:**

UCU Management will from time to time organise farewell meals for UCU staff or guests that may be leaving the University. Food items may include: two meat items, a vegetable item, three carbohydrates, a vegetable salad and cooked veggies, a fruit salad and a soft drink.

**Management of the refreshments**

1. The University is to utilise the services of Eunice Guest House for the preparation of meals/refreshments for its meetings for numbers not exceeding 100 people.
2. Orders for meals/refreshments for approved meetings should be authorised by the line DVC.
3. Meals will be served if a meeting justifiably lasts over three hours.
4. No petty cash shall be used to buy meals/refreshments without the approval of the line DVC.
5. Offices should deliberately plan to have shorter meetings that run for 1-3 hours. DVCs shall require justification for the timing and length of the meeting before a meal is allowed.

**Refreshment/meals request procedures:**

- i) Meals/refreshment requests to reach Eunice Guest House a week before the function date; since planning is done weekly.
- ii) Requisition Forms must be duly filled in and verbal ordering is not permitted.

- iii) The Forms shall capture the number of persons planning to attend, date and time (beginning/ending) of the meeting, the details of the refreshments or food requested for.
- iv) The purpose, agenda and list of participants for the meeting shall be attached.
- v) For any cancellation of request this should be done in writing and in not less than two (2) working days before the day of meeting.
- vi) The menu choice will depend on the day's business as defined by the type of meeting.
- vii) The organiser will be responsible for all necessary documentation e.g. signed attendance list and coupons (where necessary).
- viii) Once the service is offered, Eunice Guest House will bill for the service to the attention of the organiser, who will process payment in lieu of the service through the UCU Finance Office, to the Hospitality or Development Account as guided by the Director Finance. Copy of proof of payment should be provided to Eunice Guest House.

#### **Staff Teas at Office Points:**

1. The Janani Luwum Dining will continue to provide Staff Teas.
2. It is purposed to keep the serving points for Staff Tea to the minimum and at designated cafeterias. Ideally meals are not allowed in offices.
3. Fewer serving centres will mean a leaner human resource, fewer capital resources and utensils and manageable wastage from provisions for excess. Fewer designated serving centres will also help ensure proper hygiene, health and safety.
4. A significant part of office attendants' time is spent providing for staff tea which involves washing utensils, traversing campus to collect the tea, clearing up after the tea/meals etc. which should not be their core duty and which has given rise to the need to have a now significant and costly size of casuals and temps.

#### **Way Forward:**

1. The University shall begin utilizing the services of the Eunice Guest House for refreshments/meals for its meetings as of 22 February 2016.
2. The charges will be per plate and dependent of the menu selected. The Guest House will confirm the cost per plate at the point the order is made.
3. For numbers above 100 persons at one sitting, Janani Luwum will provide catering services but all authorization processes must be followed.