



**ASSOCIATION OF AFRICAN UNIVERSITIES**  
**ASSOCIATION DES UNIVERSITES AFRICAINES**  
**اتحاد الجامعات الافريقية**

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06 June, 2018

Dear Esteemed Colleagues,

**SPECIAL INVITATION TO AAU: UNIVERSITY ADVANCEMENT WORKSHOP “THE ROLE OF THE REGISTRAR, CFO AND CHR IN 21<sup>ST</sup> CENTURY UNIVERSITY”**

It is my great pleasure to formally invite you to attend the upcoming workshop on the theme: “University Advancement – *“The Role of the Registrar, CFO and CHR in 21<sup>st</sup> Century University”* from the 26<sup>th</sup> – 28th September, 2018.

The Africa University of the 21<sup>st</sup> century faces many challenges – challenges of relevance, sustainability, student access, student success as well as, very important so, a myriad of staff challenges.

The call is therefore for a new type of Professional and Support Service staff (PASS), senior and executive staff who fully understand the imperatives of the 21<sup>st</sup> century and who are able to translate the institutional goals of the Higher Education Institution into aligned Registry, Human Resources as well as Financial Objectives, policies and procedures as well as actions to support the sustainable success of the particular HEI.

PASS environments that are not fully aligned with and able to support the VC and other academic leaders in the HEI, can seriously impede the HEI in it’s strive to fulfill the desired vision of the particular institution.

This is the reason why the AAU, in response to the needs as articulated by its member universities, have decided to focus during the next workshop on the key roles that need to be fulfilled by the Registrar and Heads of respectively Finance and Human Resources.

The offering of this workshop at this particular point in time is very appropriate. All Africa HEI’s, albeit to a varying degree, are subject to unprecedented external pressures – having significant impacts on both the expectations of PASS environments as well as the value adding services that need to be provided by these important PASS

Do not miss out on this wonderful opportunity.  
Looking forward to our discussions.

Yours faithfully

Prof. Etienne Ehile  
Secretary General



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## **General information**

### **Target audience**

The target audience for the next workshop includes:

- Vice Chancellors, Rectors and Presidents as well as Deputy Vice Chancellors of Africa HEI's – with the expectation that they should during the workshop articulate their needs in terms of the value adding services that need to be provided by the Registry, Finance and Human Resources
- Registrars, Chief Financial and Chief Human Resources senior staff of Africa Universities – with the expectation that they should articulate the value adding services that, to their mind, should be provided to 21<sup>st</sup> century Africa HEI's; to define the barriers they experience that negatively impact on their optimal service rendering; and, to reflect on ways and means to optimize their service rendering to the HEI.

### **Topical approach**

Will focus on the following:

- Key success factors to ensure a successful advancement campaign
- The University leadership imperative
- The crucial role that must be played by alumni
- Effective advancement marketing and communication
- Advancement and development
- The link between advancement and the institution's Institutional Strategic Plan
- Structure follows strategy: Building effective and efficient advancement structures
- Funding advancement campaigns (*you cannot fly on empty*)
- Building internal and external support for advancement campaigns
- Advancement from the perspective of potential supporters

### **Programme fees**

**US \$ 500 per participant**

This includes all programme material, refreshments (tea/coffee and lunches) as well as formal functions which are offered as part of the programme. **It excludes traveling and accommodation.**

Participants are responsible for their own travelling arrangements as well as for the cost of accommodation for the duration of the programme.



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**How to apply to attend the workshop:** the online application form from here:  
<https://www.research.net/r/UNIVADVNG>

**Hotel details:** Jades Hotels, Abuja, 24, Ndola Crescent, Zone 5 wuse, Abuja

**VENUE:** Jades Hotels, Abuja, 24, Ndola Crescent, Zone 5 wuse, Abuja

The workshop details are as follows:

**DATES:** 26th – 28th September, 2018

**COSTS:** Inclusive of morning/afternoon refreshments, lunch, as well as all workshop materials:  
**\$500 or 182,500 Naira** (N365exchange rate) per participant

**PAYMENT METHOD:** Foreign delegates can make payment via the registration link. Nigerian intending delegates can select “Other” on mode of payment and make payment in any of AAU’s Nigerian Accounts below are currents accounts at **ACCESS BANK**

- **For Naira Account: AC No: 0730902405**
- **For the US\$ Account: AC No: 0731023358** (This is a domiciliary account for those who have US\$. No need for fund transfer formalities and challenges)

**ACCOMMODATION:** Participants will stay at the **Jades Hotels, Abuja** where a special rate of **20, 000 Naira** only, in dollars its **\$55** has been negotiated for workshop participants. Accommodation and related costs are to be borne by each participant.

- **SHUTTLE SERVICE:** Airport transfers are available on request at a negotiated rate of \$7 per person one way. Participants who will want to use the facility should kindly contact Ms. Chika Amadi on [chika@jadeshotel.com](mailto:chika@jadeshotel.com), [flochnig@gmail.com](mailto:flochnig@gmail.com), **+2347067211565**

**RESERVATIONS:**

- **Workshop Registration:** <https://www.research.net/r/UNIVADVNG>
- **Hotel Reservation:** Please contact Chika Amadi on [chika@jadeshotel.com](mailto:chika@jadeshotel.com), [flochnig@gmail.com](mailto:flochnig@gmail.com), **+2347067211565**
- **Kindly copy all hotel reservations made to Sylvérina Olaghere;** [sylverina@cvcnigeria.org](mailto:sylverina@cvcnigeria.org) and Yvette Quashie; [yaguashie@aau.org](mailto:yaguashie@aau.org)

**Secretariat: African Universities House, Aviation Road Extension, Airport Residential Area.**

P.O. Box 5744, Accra-North, Ghana **Tel:** (233 302) 774495/760588 **Fax:** (233 302) 774821  
**E-Mail:** [secgen@aau.org](mailto:secgen@aau.org) **Website:** <http://www.aau.org>



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**VISA ACQUISITION:**

Participants should kindly contact the Host Institution contact person for any enquiries and assistance needed to acquire visa to Nigeria:

**Ms. Sylverina Olaghere (Project Officer, Association of Vice Chancellors of Nigerian Universities)**

Email address is [olaghere@gmail.com](mailto:olaghere@gmail.com) or [sylverina@cvcnigeria.org](mailto:sylverina@cvcnigeria.org)

Phone number: +2348180996500