



INSTITUTION OF ENGINEERS RWANDA

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Minutes of the 6th Annual General Assembly for the year 2018 that was held on Friday 27th April 2018 at Hotel Nobleza in Kigali

AGA Min 06.1	Attendance: Members Present: The list of Members who attended the Annual General Assembly is Annex 1 to the Minutes.
AGA Min 06.2	Calling the meeting to order The General Assembly meeting was called to order at 11:25 a.m. after the Executive Secretary's confirmation that the requirement on quorum was complied with.
AGA Min 06.3	Adoption of the Agenda The following Agenda was adopted <ol style="list-style-type: none"> 1) Calling the Meeting to order 2) Approval and adoption of minutes of the 5th Annual General Assembly of 1st April 2017 and Extraordinary General Assembly of 16th June 2017. 3) Matters arising 4) Presentation of the 2017 Activity Report 5) Presentation of 2017 Financial Report 6) Presentation of 2017 External Auditor's Report 7) Presentation of 2018 Action Plan and Budget 8) Confirming Members of Standing Committees for Discipline & Conflict Resolution and Professional Compliance & Inspection. 9) AOB in writing 10) Closure of the meeting
AGA Min 06.4	Opening remarks by the President The President of IER, Eng. Papias Kazawadi Dedeki, welcomed IER Members to the 6 th Annual General and especially to the new members who were attending the GA for the first time. He also congratulated 28 Senior IER Members who were conferred to the Membership Class of "Fellow of IER" in a colorful ceremony that preceded the General Assembly Meeting. He wished all the Members fruitful deliberations.
AGA Min 06.5	Approval and adoption of Minutes of the 5th AGA that was held on 1st April 2017 and the Extraordinary General Assembly that was held on 16th June 2017 After going through the Minutes page by page, the General Assembly made the following corrections in the Minutes of the Extraordinary General Assembly of 16 th June 2017. <ol style="list-style-type: none"> i. Minute 01.7: Resignation of IER President was corrected as follows: The President of IER and Chairman of the Governing Council, Eng. Dismas A. Nkubana informed the Extraordinary General Assembly that due to a number of

	<p>reasons that include different responsibilities and heavy work load, he has found it necessary to step down from his duties as IER President and Chairman of the Governing Council with immediate effect. He requested the Extraordinary General Assembly to accept his resignation. After discussing the issue, the Extraordinary General Assembly passed a resolution accepting the resignation of Eng. Dismas A. Nkubana and that resignation was to take effect after the closure of the Extraordinary General Assembly meeting.</p> <p>ii. After making the necessary corrections, the General Assembly adopted a resolution confirming the Minutes.</p>
AGA Min 06.6	<p>Matters arising</p>
	<p>a) E-registration of IER Members The General Assembly observed that the 2016 AGA had recommended the introduction of an E-registration Platform to enable applicants to register online. However, despite the delays in the introduction of the Platform, it was set to be launched during the 2018 AGA. The General Assembly urged the Governing Council to speed up the implementation of e-registration process and to make it fully operational.</p>
	<p>b) Unpaid Annual Membership Fees The General Assembly observed that some members of the Institution have accumulated arrears in unpaid up Annual Membership Fees and resolved that all members who have accumulated arrears should clear them with immediate effect because payment of Annual Membership Fees is mandatory to all registered members of the Institution. Members with specific reasons regarding payment of their arrears were told to liaise and to discuss those issues with the Executive Secretariat for them to get resolved.</p>
	<p>c) Delays in construction works of Ntarama House The General Assembly observed with serious concerns the delayed construction works on Ntarama House that is being built for a Genocide survivor in Ntarama Sector. Although the 2017 GA had passed a resolution that each Corporate Member of IER should pay a minimum contribution of Rwf 50,000 towards the completion of the house, only 10 Members had paid the contribution totaling to Rwf 500,000. The GA re-emphasized the need for all the members to pay the money in order to complete the house and hand it over to the owner before the end of the year.</p>
AGA Min 06.7	<p>Presentation of the 2017 Activity Report The Executive Secretary presented the Activity Report for the year 2017 to the General Assembly. The Action Plan for 2017 had the following 6 key interventions;</p> <ol style="list-style-type: none"> i. Promotion of profession engineering Practice, Standards and Ethics ii. Strengthening Institutional and Organizational Capacity of IER iii. Promotion of training and capacity development of Engineers iv. Promoting the status, rights and welfare of Engineers v. Building local capacity in the Engineering Industry vi. Enhancing the image and reputation of IER <p>Several planned activities under each intervention were implemented as indicated in the detailed Activity Report that was presented. However, several challenges were experienced in the 2017 Action Plan implementation process. The following were the</p>

	<p>key highlighted challenges;</p> <ol style="list-style-type: none"> i. Inadequate Organizational Structure where staffing levels at IER Secretariat are much less than what is required to implement IER Programs ii. Lack of basic organizational tools and management systems to support the GC, Standing Committees and the Secretariat to accomplish their respective responsibilities iii. The annual subscriptions for many IER Members remain outstanding iv. Lack of effective mechanisms to raise resources needed for IER to implement its programs v. Inadequate arrangements to link IER with industry and academia vi. Lack of clear demarcation of roles and responsibilities among the key functional structures of IER (GC, SC and ES) with a potential for overlaps vii. Inadequate office space, equipment and logistics <p>After a thorough discussion on the report presented, the General Assembly passed a resolution to adopt the presented Report.</p>
<p>AGA Min 06.8</p>	<p>Presentation of 2017 Financial Report</p> <p>The Honorary Treasurer presented the 2017 Financial Report to the General Assembly. The statement of Income and expenditure as at 31st December 2017 indicated an accumulated fund of Rwf 104,009,754 and the surplus for the year was Rwf 25,054,735. The statement of financial position as at 31st December 2017 indicated an amount equivalent to Rwf 106,145,316 as total equity and liabilities. However, the statement indicated Account Receivables equivalent to Rwf 27,650,000 which reflected unpaid annual subscription fees for the year 2017. After discussing on the Financial Report, the General Assembly re-emphasized the importance of paying up annual subscription fees in time and by all members to enable the Institution to implement planned activities. The General Assembly passed a resolution to adopted the Report as presented.</p>
<p>AGA Min 06.9</p>	<p>Presentation of 2017 External Auditor’s Report</p> <p>The 2017 External Auditors Report was presented by Mr. Alfred Nzamalu, the Managing Partner of ITAU Auditors Ltd. In the opinion of the External Auditors, except the effects of the matters described in the “Basis of Qualified Opinion” below could have, the audited financial statements gave a true and fair view of the financial position of the Institution as at 31st December 2017 in accordance with International Reporting Standards (IFRSs). The Basis for “Qualified Opinion” was a review of expenditure that indicated the following;</p> <ol style="list-style-type: none"> i. Expenses without supporting documents totaling to Rwf 714,850 ii. Expenses with incomplete supporting documents totaling to Rwf 12,600,579 iii. Expenses partially supported totaling to Rwf 1,766,633. <p>The “Qualified Opinion” indicated weaknesses in the accountability and the External Auditor’s Report highlighted lack of permanent accounting function in the Institution. All the identified Audit findings and recommendations were detailed in the Management Letter that was submitted to the Governing Council for consideration and further action. The General Assembly discussed the Report and adopted a resolution that a part-time Accountant should be hired with immediate effect to manage the accounting system of the Institution. The General Assembly passed a resolution to adopt the External Auditors Report.</p>

AGA Min 06.10	<p>Presentation of the 2018 Action Plan and Budget</p> <p>The 2018 Action Plan and Budget were presented to the General assembly by the Executive Secretary on behalf of the Governing Council. The Action Plan had Six (6) key Strategic Objectives, twenty-nine (29) Planned Interventions and sixty-nine (69) planned activities to be implemented with a total projected budget of RWF 532,995,714. The corresponding income projections reflected a deficit of Rwf 279,120,979. The Governing Council explained to the General Assembly that the deficit in income projections will be offset by soliciting support from Government Agencies that work with IER and other potential partners. The General Assembly discussed the presented Action Plan and Budget and emphasized the need to increase the number of Continuous Professional Development (CPD) trainings and to carry out intensive professional compliance inspections in order to enforce the law that governs engineering profession and adherence to professional engineering practices, standards, and ethics. The Governing Council would put into consideration those improvements in the Action Plan and make the necessary adjustments in the Budget and proceed with the implementation process.</p>
AGA Min 06.11	<p>Confirming Members of the Standing Committees for Discipline & Conflict Resolution and Professional Compliance & Inspection.</p> <p>The Governing Council presented the list of nominated Members for two Standing Committees and requested the General Assembly to confirm them. Nominated Members and their respective Committees were as follows;</p> <p>i. Discipline & Conflict Resolution Committee</p> <ul style="list-style-type: none"> • Eng. Munyemana Eliab, <i>CIER, Committee Chairman</i> • Eng. Rutabana G. Bernard, <i>FIER, Committee Vice-chairman</i> • Eng. Hategekimana Dushimire Alexis, <i>CIER, Committee Secretary</i> • Eng. Uwimana Cecile, <i>FIER, Committee Member</i> • Eng. Mugwaneza Francois, <i>CIER, Committee Member</i> <p>ii. Professional Compliance & Inspection Committee</p> <ul style="list-style-type: none"> • Eng. Rwihunda Fred, <i>FIER, Committee Chairman</i> • Eng. Nkurunziza Alphonse, <i>CIER, Committee Vice-chairman</i> • Eng. Rwasamanzi Solange, <i>CIER, Committee Secretary</i> • Eng. Taramirwa Willy, <i>CIER, Committee Member</i> • Eng. Gahutu Yves, <i>CIER, Committee Member</i> <p>The General Assembly passed a resolution to confirm the nominated Standing Committee Members and promised them support in their work.</p>
AGA Min 06.12	<p>AOB in writing</p> <p>There was no AOB in writing and therefore, no item was discussed under AOB.</p>
AGA Min 06.13	<p>Closure of the meeting</p> <p>The Chairman adjourned the General Assembly at 18:35 hrs and thanked Members for their participation in the 6th Annual General Assembly.</p>

Approved for circulation:
Eng. Kazawadi Papias Dedeki

Approved at next General Assembly Meeting

Eng. Kazawadi Papias Dedeki
President

Bonny E. Rutembesa
Executive Secretary

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DATE