

# TANZANIA INSTITUTE OF EDUCATION

## ALMANAC FOR 2009/2010

### JULY 2009

ACTIVITY	RESPONSIBLE OFFICER	DATE	DAY
		1 July 2009	Wednesday
EMC Meeting	Director	2 July 2009	Thursday
		3 July 2009	Friday
		4 July 2009	Saturday
		5 July 2009	Sunday
		6 July 2009	Monday
Saba Saba Day	All Workers	7 July 2009	Tuesday
		8 July 2009	Wednesday
EMC Meeting	Director	9 July 2009	Thursday
		10 July 2009	Friday
		11 July 2009	Saturday
		12 July 2009	Sunday
		13 July 2009	Monday
		14 July 2009	Tuesday
		15 July 2009	Wednesday
EMC Meeting	Director	16 July 2009	Thursday
Audit Committee Meeting	Chairperson	17 July 2009	Friday
		18 July 2009	Saturday
		19 July 2009	Sunday
Executive Committee Meeting (Workers' Council)	Chairperson	20 July 2009	Monday
		21 July	Tuesday

		2009	
CDD Meeting	Head,CDD	22 July 2009	Wednesday
EMC Meeting	Director	23 July 2009	Thursday
		24 July 2009	Friday
		25 July 2009	Saturday
		26 July 2009	Sunday
General Management Meeting	Director	27 July 2009	Monday
Workers Council Meeting	Director	28 July 2009	Tuesday
		29 July 2009	Wednesday
Appointment, Discipline and Workers' Development Meeting (Governing Council)	Director	30 July 2009	Thursday
RITD/FAD Meeting	Heads, RITD/FAD	31 July 2009	Friday

**AUGUST 2009**

ACTIVITY	RESPONSIBLE OFFICER	DATE	DAY
		1 August 2009	Saturday
		2 August 2009	Sunday
		3 August 2009	Monday
		4 August 2009	Tuesday
		5 August 2009	Wednesday
Finance abd Planning Committee Meeting (Governing Council)	Director	6 August 2009	Thursday
		7 August 2009	Friday
Nane Nane		8 August 2009	Saturday

		9 August 2009	Sunday
		10 August 2009	Monday
		11 August 2009	Tuesday
		12 August 2009	Wednesday
Academic Committee Meeting (Governing Council)	Director	13 August 2009	Thursday
		14 August 2009	Friday
		15 August 2009	Saturday
		16 August 2009	Sunday
		17 August 2009	Monday
		18 August 2009	Tuesday
		19 August 2009	Wednesday
EMC Meeting	Director	20 August 2009	Thursday
CDD Meeting	Head, CDD	21 August 2009	Friday
		22 August 2009	Saturday
		23 August 2009	Sunday
FAD Meeting	Head, FAD	24 August 2009	Monday
		25 August 2009	Tuesday
		26 August 2009	Wednesday
Governing Council Meeting	Chairperson	27 August 2009	Thursday
EMC Meeting	Director	28 August 2009	Friday
		29 August 2009	Saturday
		30 August	Sunday

		2009	
		31 August 2009	Monday

**SEPTEMBER 2009**

<b>ACTIVITY</b>	<b>RESPONSIBLE OFFICER</b>	<b>DATE</b>	<b>DAY</b>
		1 September 2009	Tuesday
		2 September 2009	Wednesday
EMC Meeting	Director	3 September 2009	Thursday
RAAWU Steering Committee Meeting	Chairperson	4 September 2009	Friday
		5 September 2009	Saturday
		6 September 2009	Sunday
		7 September 2009	Monday
		8 September 2009	Tuesday
		9 September 2009	Wednesday
EMC Meeting	Director	10 September 2009	Thursday
		11 September 2009	Friday
		12 September 2009	Saturday
		13 September 2009	Sunday
		14 September 2009	Monday
		15 September 2009	Tuesday
		16 September 2009	Wednesday
EMC Meeting	Director	17 September 2009	Thursday
		18 September 2009	Friday
		19 September 2009	Saturday

		20 September 2009	Sunday
		21 September 2009	Monday
		22 September 2009	Tuesday
RITD Meeting	Head RIT	23 September 2009	Wednesday
EMC Meeting	Director	24 September 2009	Thursday
		25 September 2009	Friday
		26 September 2009	Saturday
		27 September 2009	Sunday
		28 September 2009	Monday
CDD Meeting	Head, CDD	29 September 2009	Tuesday
FAD Meeting	Head, FAD	30 September 2009	Wednesday

**OCTOBER 2009**

ACTIVITY	RESPONSIBLE OFFICER	DATE	DAY
EMC Meeting	Director	1 October 2009	Thursday
General Management Meeting		2 October 2009	Friday
		3 October 2009	Saturday
		4 October 2009	Sunday
RAAWU Steering Committee Meeting	Chairperson	5 October 2009	Monday
		6 October 2009	Tuesday
		7 October 2009	Wednesday
		8 October 2009	Thursday
Executive Committee Meeting (Workers' Council)	Chairperson	9 October 2009	Friday
		10 October	Saturday

		2009	
		11 October 2009	Sunday
		12 October 2009	Monday
Audit Committee Meeting	Director	13 October 2009	Tuesday
Nyerere Day		14 October 2009	Wednesday
EMC Meeting	Director	15 October 2009	Thursday
Workers Council Meeting	Chairperson	16 October 2009	Friday
		17 October 2009	Saturday
		18 October 2009	Sunday
		19 October 2009	Monday
		20 October 2009	Tuesday
CDD Meeting	Head CDD	21 October 2009	Wednesday
Appointment, Discipline and Workers Development Committee Meeting (Governing Council)	Director	22 October 2009	Thursday
EMC Meeting	Director	23 October 2009	Friday
		24 October 2009	Saturday
		25 October 2009	Sunday
		26 October 2009	Monday
FAD Meeting	Head, FAD	27 October 2009	Tuesday
RITD Meeting	Head, RITD	28 October 2009	Wednesday
Finance and Planning Meeting Committee Meeting (Governing Council)	Director	29 October 2009	Thursday
EMC Meeting	Director	30 October	Friday

		2009	
		31 October 2009	Saturday

**NOVEMBER 2009**

ACTIVITY	RESPONSIBLE OFFICER	DATE	DAY
		1 November 2009	Sunday
		2 November 2009	Monday
		3 November 2009	Tuesday
		4 November 2009	Wednesday
Academic Committee Meeting (Governing Council)	Director	5 November 2009	Thursday
EMC Meeting	Director	6 November 2009	Friday
		7 November 2009	Saturday
		8 November 2009	Sunday
		9 November 2009	Monday
		10 November 2009	Tuesday
		11 November 2009	Wednesday
		12 November 2009	Thursday
EMC Meeting	Director	13 November 2009	Friday
		14 November 2009	Saturday
		15 November 2009	Sunday
		16 November 2009	Monday
		17 November 2009	Tuesday
		18 November 2009	Wednesday
Governing Council Meeting	Chairperson	19 November 2009	Thursday
EMC Meeting	Director	20 November 2009	Friday
		21 November 2009	Saturday
		22 November 2009	Sunday

		23 November 2009	Monday
		24 November 2009	Tuesday
FAD/RITD Meetings	Head, RITD/FAD	25 November 2009	Wednesday
EMC Meeting	Director	26 November 2009	Thursday
CDD Meeting	Head, CDD	27 November 2009	Friday
General Management Meeting	Director	28 November 2009	Saturday
		29 November 2009	Sunday
		30 November 2009	Monday

### DECEMBER 2009

ACTIVITY	RESPONSIBLE OFFICER	DATE	DAY
		1 December 2009	Tues
		2 December 2009	Wednesday
EMC Meeting	Director	3 December 2009	Thursday
		4 December 2009	Friday
		5 December 2009	Saturday
		6 December 2009	Sunday
		7 December 2009	Monday
		8 December 2009	Tuesday
Independence Day (Holiday)	All Workers	9 December 2009	Wednesday
EMC Meeting	Director	10 December 2009	Thursday
		11 December 2009	Friday
		12 December 2009	Saturday
		13 December 2009	Sunday
		14 December 2009	Monday
		15 December 2009	Tuesday
		16 December 2009	Wednesday
EMC Meeting	Director	17 December 2009	Thursday
		18 December 2009	Friday
		19 December 2009	Saturday
		20 December 2009	Sunday
		21 December 2009	Monday

		22 December 2009	Tuesday
		23 December 2009	Wednesday
CDD Meeting	Head, CDD	24 December 2009	Thursday
Christmas Day (Holiday)	All Workers	25 December 2009	Friday
Boxing Day (Holiday)	All Workers	26 December 2009	Saturday
		27 December 2009	Sunday
		28 December 2009	Monday
RITD Meeting	Head, RIT	29 December 2009	Tuesday
FAD Meeting	Head FAD	30 December 2009	Wednesday
RITD Meeting	Head, RIT	30 December 2009	Thursday

### JANUARY 2010

ACTIVITY	RESPONSIBLE OFFICER	DATE	DAY
New Year (Holiday)	All Workers	1 January 2010	Friday
		2 January 2010	Saturday
		3 January 2010	Sunday
		4 January 2010	Monday
		5 January 2010	Tuesday
		6 January 2010	Wednesday
EMC Meeting	Director	7 January 2010	Thursday
All Workers Meeting	Director	8 January 2010	Friday
		9 January 2010	Saturday
		10 January 2010	Sunday
		11 January 2010	Monday
Zanzibar Revolution (Holiday)	All Workers	12 January 2010	Tuesday
		13 January 2010	Wednesday
EMC Meeting	Director	14 January 2010	Thursday
Annual Workers Party	All Workers	15 January 2010	Friday
		16 January 2010	Saturday
		17 January 2010	Sunday

Executive Committee Meeting (BWT)	Chairperson	18 January 2010	Monday
		19 January 2010	Tuesday
CDD Meeting	Head CDD	20 January 2010	Wednesday
EMC Meeting	Director	21 January 2010	Thursday
Audit Committee Meeting	Chairperson	22 January 2010	Friday
		23 January 2010	Saturday
		24 January 2010	Sunday
Workers Council Meeting	Director	25 January 2010	Monday
CDD Meeting	Head, CDD	26 January 2010	Tuesday
FAD Meeting	Head, FAD	27 January 2010	Wednesday
Appointment, Discipline and Workers Development Committee Meeting (Governing Council)	Director	28 January 2010	Thursday
RITD Meeting	Head, RITD	29 January 2010	Friday
		30 January 2010	Saturday
		31 January 2010	Sunday

**FEBRUARY 2010**

ACTIVITY	RESPONSIBLE OFFICER	DATE	DAY
		1 February 2010	Monday
		2 February 2010	Tuesday
		3 February 2010	Wednesday
Finance and Planning Committee Meeting	Director	4 February 2010	Thursday

(Governing Council)			
EMC Meeting	Director/Management	5 February 2010	Friday
		6 February 2010	Saturday
		7 February 2010	Sunday
		8 February 2010	Monday
		9 February 2010	Tuesday
		10 February 2010	Wednesday
Academic Committee Meeting (Governing Council)	Director	11 February 2010	Thursday
		12 February 2010	Friday
		13 February 2010	Saturday
		14 February 2010	Sunday
		15 February 2010	Monday
		16 February 2010	Tuesday
RAAWU Steering Committee Meeting	Chairperson	17 February 2010	Wednesday
		18 February 2010	Thursday
EMC Meeting	Director	19 February 2010	Friday
		20 February 2010	Saturday
		21 February 2010	Sunday
		22 February 2010	Monday
CDD Meeting	Head, CDD	23 February 2010	Tuesday
FAD Meeting	Head, FAD	24 February 2010	Wednesday
RITD Meeting	Head, RITD	25 February 2010	Thursday

General Management Meeting	Director	26 February 2010	Friday
		27 February 2010	Saturday
		28 February 2010	Sunday

**MARCH 2010**

ACTIVITY	RESPONSIBLE OFFICER	DATE	DAY
		1 March 2010	Monday
Governing Council Meeting	Chairperson	2 March 2010	Tuesday
		3 March 2010	Wednesday
EMC Meeting	Director	4 March 2010	Thursday
		5 March 2010	Friday
		6 March 2010	Saturday
		7 March 2010	Sunday
		8 March 2010	Monday
		9 March 2010	Tuesday
		10 March 2010	Wednesday
EMC Meeting	Director	11 March 2010	Thursday
		12 March 2010	Friday
		13 March 2010	Saturday
		14 March 2010	Sunday
		15 March 2010	Monday
		16 March 2010	Tuesday
		17 March 2010	Wednesday
EMC Meetings	Director	18 March 2010	Thursday
RAAWU Steering Committee	Chairperson RAAWU	19 March 2010	Friday

		20 March 2010	Saturday
		21 March 2010	Sunday
RITD Meeting	Head RIT	22 March 2010	Monday
General Management Meeting	Director	23 March 2010	Tuesday
		24 March 2010	Wednesday
EMC Meeting	Director	25 March 2010	Thursday
CDD Meeting	Head CDD	26 March 2010	Friday
		27 March 2010	Saturday
		28 March 2010	Sunday
		29 March 2010	Monday
		30 March 2010	Tuesday
FAD Meeting	Head, FAD	31 March 2010	Wednesday

**APRIL 2010**

ACTIVITY	RESPONSIBLE OFFICER	DATE	DAY
EMC Meeting	Director	1 April 2010	Thursday
Good Friday (Holiday)	All Workers	2 April 2010	Friday
	Chairperson RAAWU	3 April 2010	Saturday
Easter Holiday	All workers	4 April 2010	Sunday
Easter Monday	All Workers	5 April 2010	Monday
		6 April 2010	Tuesday
RAAWU Steering Committee Meeting	Chairperson	7 April 2010	Wednesday
EMC Meeting	Director	8 April 2010	Thursday
		9 April 2010	Friday
		10 April 2010	Saturday
		11 April	Sunday

		2010	
		12 April 2010	Monday
		13 April 2010	Tuesday
		14 April 2010	Wednesday
Audit Committee Meeting	Chairperson	15 April 2010	Thursday
		16 April 2010	Friday
		17 April 2010	Saturday
		18 April 2010	Sunday
Executive Committee Meeting (Workers' Council)	Chairperson	19 April 2010	Monday
RITD Meeting	Head - RIT	20 April 2010	Tuesday
FAD Meeting	FAM	21 April 2010	Wednesday
Appointment, Disciplinary and Workers Development committee Meeting (Governing Council)	Director	22 April 2010	Thursday
EMC Meeting	Director	23 April 2010	Friday
		24 April 2010	Saturday
		25 April 2010	Sunday
Muongano Day		26 April 2010	Monday
Workers Council Meeting		27 April 2010	Tuesday
CDD Meeting	Head CDD	28 April 2010	Wednesday
Finance and Planning Committee Meeting (Governing Council)	Director	29 April 2010	Thursday
		30 April 2010	Friday

**MAY 2010**

<b>ACTIVITY</b>	<b>RESPONSIBLE OFFICER</b>	<b>DATE</b>	<b>DAY</b>
May Day (Holiday)	All workers	1 May 2010	Saturday
		2 May 2010	Sunday
		3 May 2010	Monday
		4 May 2010	Tuesday
		5 May 2010	Wednesday
Academic Committee Meeting (Governing Council)	Director	6 May 2010	Thursday
EMC Meeting	Director	7 May 2010	Friday
		8 May 2010	Saturday
		9 May 2010	Sunday
		10 May 2010	Monday
		11 May 2010	Tuesday
		12 May 2010	Wednesday
		13 May 2010	Thursday
		14 May 2010	Friday
		15 May 2010	Saturday
		16 May 2010	Sunday
		17 May 2010	Monday
		18 May 2010	Tuesday
RITD Meeting	Head RIT	19 May 2010	Wednesday
		20 May 2010	Thursday
EMC Meeting	Director	21 May 2010	Friday
		22 May 2010	Saturday
		23 May 2010	Sunday
CDD Meeting	H/CDD	24 May 2010	Monday
		25 May 2010	Tuesday
FAD Meeting	Head, FAD	26 May 2010	Wednesday
Governing Council Meeting	Chairperson	27 May 2010	Thursday
		28 May 2010	Friday
		29 May 2010	Saturday
		30 May 2010	Sunday
General Management Meeting	Director	31 May 2010	Monday

**JUNE 2010**

<b>ACTIVITY</b>	<b>RESPONSIBLE OFFICER</b>	<b>DATE</b>	<b>DAY</b>
		1 June 2010	Tuesday
		2 June 2010	Wednesday
EMC Meeting	Director	3 June 2010	Thursday
		4 June 2010	Friday
		5 June 2010	Saturday
		6 June 2010	Sunday
		7 June 2010	Monday
RAAWU Steering Committee Meeting	Chairperson	8 June 2010	Tuesday
		9 June 2010	Wednesday
EMC Meeting	Director	10 June 2010	Thursday
		11 June 2010	Friday
		12 June 2010	Saturday
		13 June 2010	Sunday
		14 June 2010	Monday
		15 June 2010	Tuesday
		16 June 2010	Wednesday
EMC Meeting	Director	17 June 2010	Thursday
		18 June 2010	Friday
		19 June 2010	Saturday
		20 June 2010	Sunday
		21 June 2010	Monday
		22 June 2010	Tuesday
CDD Meeting	Head, CDD	23 June 2010	Wednesday
EMC Meeting	Director	24 June 2010	Thursday
General Management Meeting	Director	25 June 2010	Friday
		26 June 2010	Saturday
		27 June 2010	Sunday
		28 June 2010	Monday
RITD Meeting	Head RITD	29 June 2010	Tuesday
FAD Meeting	Head FAD	30 June 2010	

**KEY:**

FAD	=	Finance and Administration Department
CDDD	=	Curriculum Design and Development Department
RITD	=	Research, Information and Training Department
SEDD	=	School Equipment Design and Development
RAAWU	=	Researchers, Academic and Allied Workers Union
EMC	=	Executive Management Committee
GMM	=	General Management Meeting
HODs	=	Head of Departments

**APPENDIX A**

**SCHEDULE OF MEETING OF  
GOVERNING COUNCIL AND ITS  
COMMITTEES FOR 2009/2010**

## FIRST SITTING

<b>Date</b>	<b>Day</b>	<b>Type of Meeting</b>	<b>Important Agenda to be Deliberated</b>
17/7/2009	Friday	Internal Audit Committee Meeting (Governing Council)	To receive and deliberate on reports and recommendations on the fourth quarter (April-June 2008/2009 from Internal Audit Unit) and annual report
30/7/2009	Thursday	Appointment, Discipline and Workers' Development Committee Meeting	To receive and deliberate on Workers' Progress Report for the fourth quarter (April-June 2008/2009) and annual report of 2008/2009
6/8/2009	Thursday	Finance and Planning Committee Meeting (Governing Council)	To receive and deliberate on the 2009/2010 Revised Budget. Top receive and deliberate on Income and Expenditure Report for the fourth quarter (April-June 2008/2009) and annual income and expenditure of 2008/2009 report
13/8/2009	Thursday	Academic Committee Meeting (Governing Council)	To receive and deliberate on the fourth quarter (April- June) Report for 2008/2009. To receive and deliberate on the 2008/2009 2009/2010 Work Plan
27/8/2009	Thursday	Governing Council Meeting	To receive and deliberate on reports from its Committees

## SECOND SITTING

<b>Date</b>	<b>Day</b>	<b>Type of Meeting</b>	<b>Important Agenda to be Deliberated</b>
13/10/2009	Thursday	Internal Audit Committee Meeting Governing Council)	To receive and deliberate Financial statements report and report from Internal Audit Unit (July-

			September 2009/2010)
22/10/2009	Thursday	Appointment, Discipline and Workers' Development Committee Meeting (Governing Council)	To receive and deliberate on Workers Progress Report for the first quarter 2009/2010 To receive and deliberate on the Workers' Promotions for the year 2008/2009.

13/10/2009	Thursday	Internal Audit Committee Meeting (Governing Council)	To receive and deliberate On the Report from the office of Senior Internal Audit
29/10/2009	Thursday	Finance and Planning Committee Meeting (Governing Council)	To receive and deliberate on Income and Expenditure Report for the first quarter 2009/2010 (July-September 2009).
5/11/2009	Thursday	Academic Committee Meeting (Governing Council)	To receive and deliberate on the Report on the First Quarter Report 2009/2010 (July- Sept 2009).
19/11/2009	Thursday	Governing Council Meeting	To receive and deliberate on reports from its Committees

## THIRD SITTING

<b>Date</b>	<b>Day</b>	<b>Type of Meeting</b>	<b>Important Agenda to be Deliberated</b>
22/1/2010	Friday	Internal Audit Committee Meeting (Governing Council)	To receive and deliberate the Report second quarter report from October-December 2009/2010 from Internal Audit Unit
28/1/2010	Thursday	Appointment, Discipline and Workers' Development Committee Meeting (Governing Council)	To receive and deliberate on Workers' Program Report for the second Quarter 2009/2010 (October-December 2009).
5/2/2010	Thursday	Finance and Planning Committee Meeting (Governing Council)	To receive and deliberate on Income and Expenditure Report for the second quarter 2009/2010 (October-December 2009). To receive and deliberate on Auditor's Report on 2009/2010 Accounts. To receive and deliberate on the budget of income and expenditure for the year 2009/2010.
12/2/2010	Thursday	Academic Committee Meeting (Governing Council)	To receive and deliberate on the implementation of the second quarter report of the year 2009/2010 (October-December 2009).
26/2/2010	Thursday	Governing Council Meeting	To receive and deliberate on reports from its Committees.

## **FOURTH SITTING**

<b>Date</b>	<b>Day</b>	<b>Type of Meeting</b>	<b>Important Agenda to be Deliberated</b>
15/4/2009	Internal Audit Committee Meeting (Governing Council) Thursday	Internal Audit Committee	To receive and deliberate on reports from Internal Audit Unit (Jan-March 2009/2010)
22/4/2010	Thursday	Appointment, Discipline and Workers' Development Committee Meeting	To receive and deliberate on Workers' Progress Report for the third quarter 2009/2010 (January - March 2010)
6/5/2010	Thursday	Finance and Planning Committee Meeting (Council)	To receive and deliberate on Income and Expenditure Report for the third quarter 2009/2010 (January-March 2010).
13/5/2010	Thursday	Academic Committee Meeting (Council)	To receive and deliberate on the implementation of the third quarter report of the year 2009/2010 (January-March 2010).

**MEETINGS SCHEDULE FOR  
EXECUTIVE COMMITTEE AND  
WORKERS' COUNCIL FOR THE  
YEAR 2009/2010**

**FIRST SITTING**

<b>Date</b>	<b>Day</b>	<b>Type of Meeting</b>	<b>Important Agenda to be Deliberated</b>
20/7/2009	Monday	Executive Committee Meeting	To receive and deliberate on the fourth quarter (April-June 2008) Report 2008/2009 on Appointment, Discipline and Workers' Development Finance and Planning; and Academic Matters
28/7/2009	Tuesday	Workers' Council Meeting	To receive and deliberate on the report from the Executive Committee.

## SECOND SITTING

<b>Date</b>	<b>Day</b>	<b>Type of Meeting</b>	<b>Important Agenda to be Deliberated</b>
9/10/2009	Friday	Executive Committee Meeting	To receive and deliberate on report of the first quarter of 2008/2009 (July-September 2008) on: Appointment, discipline and Workers' Development Finance and Planning; and Academic Matters
16/10/2009	Friday	Workers' Council Meeting	To receive and deliberate on report from Executive Committee

## THIRD SITTING

<b>Date</b>	<b>Day</b>	<b>Type of Meeting</b>	<b>Important Agenda to be Deliberated</b>
18/1/2010	Monday	Executive Committee Meeting	To receive and deliberate on report of the second quarter of 2008/2009 (January-March 2009) on: Appointment, discipline and Workers' Development ; Finance and Planning; and Academic Matters To receive and deliberate on the budget for the year 2009/2010
25/1/2010	Monday	Workers' Council Meeting	To receive and deliberate on report from Executive Committee

## FOURTH SITTING

<b>Date</b>	<b>Day</b>	<b>Type of Meeting</b>	<b>Important Agenda to be Deliberated</b>
19/4/2010	Monday	Executive Committee Meeting	To receive and deliberate on report of the third quarter of 2008/2009 (January - March 2009) on: Appointment, discipline and Workers' Development ; Finance and Planning; and Academic Matters
27/4/2010	Tuesday	Workers' Council Meeting	To receive and deliberate on report from Executive Committee